



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 6000.2
Effective Date: April 4, 2011
Expiration Date: March 31, 2016**

**Responsible Office: Logistics Management Branch, Center Operations
Directorate**

SUBJECT: Incoming and Outgoing Shipments

1. POLICY

- a. All incoming and outgoing shipments will be processed in accordance with established policies and procedures.
- b. All shipments of outgoing and incoming property loans will be identified and processed in accordance with NPR 4200.1, "NASA Equipment Management Procedural Requirements."
- c. All shipments related to contracts and grants shall be signed by the appropriate official.
- d. All outgoing shipments to foreign destinations and incoming shipments from foreign destinations shall comply with U.S. export control laws, regulations, and NASA export control policy.
- e. Carriers selected for LaRC shipments of Hazardous Materials/Waste will possess a Hazardous Material Transportation Security Plan as required by 49 CFR 172.800-172.804.
- f. **EXCEPTION:** The provisions of this directive do not apply to property, fabrication, or instrument repair by contract in the local area.

2. APPLICABILITY

This Policy Directive is applicable to NASA civil service employees and to employees of NASA Contractors, grant recipients and other partners to the extent specified in their contracts or agreements.

3. AUTHORITY

- a. NPD 6000.1, "Transportation Management."

4. APPLICABLE DOCUMENTS

- a. NPR 4100.1, "NASA Materials Inventory Management Manual."
- b. NPR 4200.1, "NASA Equipment Management Procedural Requirements."
- c. NPR 4200.2, "Equipment Management Manual for Property Custodians."

- d. NPR 6000.1, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components."
- e. NPR 6200.1, "NASA Transportation and General Traffic Management."
- f. LAPD 6000.1, "Transportation Management."
- g. LPR 1710.7, "Use and Handling of Explosives."
- h. LPR 1710.12, "Potentially Hazardous Materials – Hazard Communication Standard."
- i. LPR 5000.2, "Procurement Initiator's Guide."
- j. LMS CP-4756, "Handling, Preservation, Storage, and Shipping of Space Flight Hardware."
- k. LF 52, "Shipping/Transfer Document."
- l. LF 236, "Shipping Inspection Instructions for Flight and Ground Support Hardware."

5. RESPONSIBILITY

- a. Supply Systems Analyst, Logistics Management Branch

Serve as contract oversight for all inbound shipping functions, ensuring that all incoming shipments are inspected, documented, and reconciled with Systems, Applications, and Products (SAP) on-line system

- b. Transportation Officer, Logistics Management Branch

Serve as contract oversight for all outbound shipping functions, ensuring that all outbound shipments are properly documented on LF 52, "Shipping/Transfer Document," in accordance with all references listed within.

NOTE: Originator's organization will bear all costs for shipments except small packages which cost under \$250 to ship.

- c. Center Export Administrator, Center Operations Directorate

Serve as the compliance official for all Center activities involving U.S. export control laws and regulations.

- d. Employees

- (1) LF 52 is used for all outbound shipments.

(2) Organizations receiving incoming site delivered shipments of controlled equipment shall contact the Logistics Management Branch to ensure appropriate inspection and receipt of material.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

LAPD 6000.2, dated December 9, 2009.

Original signed on file

Lesa B. Roe
Director

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