

ANNEX 9.1

LOGISTICS DEPARTMENT

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9.1 LOGISTICS

9.1.1 GENERAL INFORMATION

9.1.1.1 Annex Description

This Annex identifies logistics services required at Stennis Space Center. Even though specific guidelines, regulations and minimum performance standards have been established, the services to be performed will rely heavily on knowledgeable, experienced individuals who are innovative and resourceful in their approach.

9.1.1.2 Scope

The Contractor shall furnish all personnel, supervision, management, necessary to provide support services in this Annex for John C. Stennis Space Center (SSC).

9.1.1.3 Automated Systems Responsibilities

Problems with automated systems are the responsibility of the ODIN contractor and should be reported to the ODIN Help Desk. However, some software associated with the supply and property systems may be maintained by the Technical Services Support Contractor.

9.1.1.4 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of the Government's property and supplies. Contractor employee's private vehicles shall not be used to transport Government property. Throughout the receipt, inspection, acceptance, storage, and delivery process, the Contractor shall ensure that Contractor property, material, or supplies are not commingled with Government property, material, or supplies.

9.1.1.5 Workload Data

The Contractor shall maintain records for workload data given in this Annex to include monthly actual and average workload data for the current fiscal year. The data shall be electronically available by Annex by the tenth day of the following month.

9.1.1.6 Authorizations

It is the Contractor's responsibility to request a letter of delegation from the SSC Supply and Equipment Management Officer (SEMO) authorizing specific personnel to receive Government property on behalf of the Government. It is also the Contractor's responsibility to request a letter of delegation from the SSC Transportation Officer authorizing specific trained personnel to sign for freight for SSC. The employee's name and signature must be included in the request.