

## **ANNEX 9.2**

# **INVENTORY MANAGEMENT**

## ANNEX 9.2 INVENTORY MANAGEMENT

### 9.2 INVENTORY MANAGEMENT

#### 9.2.1 General Information

##### 9.2.1.1 Annex Description

This Annex identifies the inventory management and cataloging operations, which includes the procurement, replenishment, record reconciliation, and maintenance of stores stock, program stock and standby stock assets. This operation should be run by knowledgeable personnel in the management of Government material. Maintain a single point of contact to manage the issue and maintenance of assets designated as standby stock. Ensure mission critical stock is on-hand to support each mission/program. Ensure Emergency Storm Supplies are on-hand as required by NASA. The Contractor shall establish and maintain a Government approved purchasing system for John C. Stennis Space Center (SSC) stock replenishment in accordance with the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement, performing market surveys in accordance with FAR 7.101 and FAR 6.303-2(a)(8) (See Annex 1). The Contractor shall be responsible for maintaining and updating selected Commodity Managers Tables in the NASA Supply Management System (NSMS) as necessary. The cataloging functions in support of the NASA Supply Management System (NSMS), include the identification, cataloging, and standardization of installation property, material, and supplies. The Contractor shall transmit and receive cataloging data from Federal, Military, and other civilian agency sources, as well as interfaces with the Defense Logistics Service Center (DLSC) to maintain registration with DLSC of John C. Stennis Space Center (SSC) items. The Contractor shall maintain and operate a uniform catalog system as set forth in the Federal Logistics Information System (FLIS) Manual, Department of Defense (DOD) 4100, Volumes 1-15, and the **\*\*NASA 4400 Series, relative to Utilization and Maintenance of the Federal Cataloging System.** Contractor personnel shall be knowledgeable in the utilization and maintenance of the Federal Catalog System (FCS).

##### 9.2.2.1 Supply Publications Library

The Contractor shall maintain a cataloging support library, including current manufacturer's brochures and catalogs, Federal specifications, military specifications, qualified products, and miscellaneous engineering standards and drawings.

##### 9.2.2.2 Identification of Commodity Class Managers

The Contractor shall notify the SSC Supply and Equipment Management Officer (SEMO) or designated Technical Manager's Representative with the names of the Inventory Managers, their commodity class ranges, and phone numbers. Notify the SSC Supply and Equipment Management Officer (SEMO) or designated Technical Manager's Representative each time a change occurs. Notification will be made on the same workday as the change occurs.

##### 9.2.2.3 NASA Supply Management System (NSMS)

The Contractor shall operate NSMS, a total supply system that includes, the total tracking and visibility of a complete catalog of stock items and asset information such as availability, warehousing, usage history, procurement lead times, reorder points, replenishment, economic order quantity, demand history, shelf life, manufacturer's lot information, serialization, substore capabilities, record reconciliation, hazardous material control and coding, accounting data, potential excess, receipts, issues, due ins, due outs, backorders, and total item management capabilities with manual overrides.

##### 9.2.2.4 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of Government property, supplies and equipment.

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9.2.2.5 Documentation

The Contractor shall organize and maintain Supply related documentation and files including, but not limited to, Material Requests (MR's), physical inventory folders, warehouse denial and inventory adjustment vouchers and corresponding documentation, excess disposal vouchers and corresponding documentation, and a variety of NSMS reports. Files shall be accurate and current at all times and maintained in an orderly, easily accessible manner.

9.2.2.6 Record Reconciliation and Adjustment of Accountable Records

The Contractor shall respond to requests made by personnel from the NASA Supply and Equipment Management Officer, Institutional Services Division, Financial Management Division (FMD), or any other department involved with the reconciliation of accountable records by researching individual transaction records in NSMS to ensure accuracy of input as compared to documentation.

The Contractor shall adjust transactions in NSMS; ensuring comments are made in NSMS to record explanation of problem and resolution. The Contractor shall return the response to the applicable

9.2.2.7 Gas Cylinder Program

The Contractor shall manage a Gas Cylinder Program, which includes the acquisition, receipt, inspection, analysis, acceptance, storage, issue, and handling of gas cylinders.

9.2.2.7.1 Limitations, Restrictions, or Other Exceptions

The Contractor shall ensure that all services protect the integrity of Government property, supplies, and equipment.

9.2.2.8 Program Stock

The Contractor will comply with the requirements for the receipt, storage, and issue of Program Stock items at the John C. Stennis Space Center (SSC). There are approximately 20,125 \*line items of Program Stock.

9.2.2.9 Authorized Signatures

The Contractor shall maintain current ownership data within the NASA Supply Management System (NSMS) for managers. The Contractor shall not accept authorized signature information directly from the using organization.

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9.2.3	Stock Replenishment	The Contractor shall maintain stock levels on all inventory to support this Center at an optimum level. Stock levels on store stock items shall be determined by monthly demand as calculated by NSMS, and levels on all standby stock shall be determined by requirement. Approximately 2700 are direct buys. (See Annex 9.8)	Approximately 4,800 line items annually.	The Contractor shall meet the NASA standard fill rate of 90%.
		The Contractor shall coordinate with customers to confirm requirements for the item with hazardous content, prior to ordering.	Nothing additional.	As required.
		The Contractor shall review all Military/Federal (MIL/FED) order requirements by utilizing the NSMS "Order Notice Review" function, selecting items for transmittal to depots, inputting valid priority codes and quantities, making all necessary changes prior to transmittal, making cancellations of item when deemed appropriate, and following up on all delinquent orders. Additional NSMS reports to be used to maintain required levels are the "Due-in/Due-out," the "On-hand Balance Less than Level," and the "Delinquent Delivery," and the "Reorder Notice" Reports.	Approximately 2,100 line items annually.	Review order notices, make necessary changes and initiate orders for nightly batch run on a daily basis.  Review and initiate follow-up action on "Due-in and Due-out Report" weekly.
		The Contractor shall transmit MIL/FED orders to various federal depots and receive status updates on all orders by utilizing Defense Automatic Addressing System Center (DAASC) Asynchronous Message Entry System (DAMES) software to download from NSMS and upload status into NSMS.	Nothing additional.	Transmit MIL/FED orders on a daily basis after such orders have been reviewed and confirmed by the Item Manager (IM.)

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		<p>The Contractor shall complete a <b>**Standard Form (SF) 364, Report of Discrepancy (ROD)**</b>, on discrepant MIL/FED receipts regardless of dollar value if the receipt is an overage, an unacceptable substitute, damage, or a medical item.</p> <p>The Contractor shall prepare a ROD for shortages only if the dollar amount is greater than \$50 for General Services Administration (GSA) items or greater than \$100 for MIL/FED items.</p> <p>The Contractor shall forward the completed ROD through the SEMO or designated representative for signature, then send to the appropriate depot.</p>	<p>Approximately 200 line items annually.</p>	<p>Completed ROD shall be sent to the appropriate depot within 2 workdays after initial receipt.</p> <p>A copy of the response from the depot shall be forwarded to the CO or designated Technical Manager's Representative, within 1 workday after receipt of response.</p>
		<p>The Contractor shall forward ROD responses to the SSC Supply &amp; Equipment Management Officer (SEMO) or designated Technical Manager's Representative.</p> <p>The Contractor shall initiate and document follow-up action on any ROD not responded to within 30 calendar days. Notify the SEMO or designated representative of any ROD's not responded to within 30 calendar days.</p>	<p>Approximately 200 line items annually.</p>	<p>Follow-up action shall be taken within 2 workdays after 30 calendar days with no response.</p> <p>Notify Supply and Equipment Management Officer of ROD's not responded to on the same day as follow-up action is taken.</p>

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9.2.4	Affirmative Procurement Program	<p>The Contractor shall review all commercial order requirements utilizing the NSMS "Reorder Notice Report" for all stores and standby stock items, and the NSMS "On-hand Balance Less than Level Report" for standby stock. The Contractor shall establish due-ins and follow up on all delinquent orders utilizing the NSMS "Due-in/ Due-out" and the "Delinquent Delivery" Reports. The Contractor shall purchase required stock items in accordance with the Federal Acquisition Regulation (FAR).</p> <p>The Contractor shall implement and utilize the Affirmative Procurement Program for purchasing recycled products as mandated by <b>**Executive Order 12873**</b>, in accordance with the standards set forth in the FAR, NASA Supplements.</p> <p>Ensure purchases fulfill the minimum standards set forth in the Affirmative Procurement Program.</p> <p>The Contractor shall coordinate with the cataloging function to input recycle codes for designated items to ensure accurate reporting of products with recovered content.</p> <p>At time of purchase and upon receipt verify with documentation per vendor.</p> <p>(Reference Dr 6-GA19)</p>	Approximately 4,500 line items annually.	<p>Review all commercial orders on a daily basis.</p> <p>Initiation of acquisition process will be completed within 1 workday of notification of the need to replenish.</p> <p>Follow-up of all delinquent orders shall be made within 4 workdays of routine requests and 2 workdays of work stoppage requests.</p>

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9.2.5	Management of Inventory	<p>The Contractor shall verify items when recovered content meet minimum percentages as found in Environmental Protection Agency (EPA) 530-SW-91-011, 40 CFR Parts 250, 252, 253, 248, and 249.</p> <p>The Contractor shall manage the inventory of all stocked assets of stores stock as well as standby stock in accordance with <b>** NASA Series 4100 Policy, Procedures and Guidelines, NASA Materials Inventory Manual.**</b> This includes, designation of controlled items or other items requiring specific consideration.</p> <p>The Contractor shall review requests for stockage, <b>**SSC Form 217**</b>, Request for <b>Additional SSC Inventory Support</b>, to ensure they meet the criteria as stated in the NASA Series 4100 Policy, and Procedures/Guidelines.</p> <p>On standby stock items, verify approved levels, specifications, nomenclature, justification with accurate approvals, mission-related items, repairable items, building and system component in which item is to be used. For stock items, the Contractor shall complete a <b>**SSC Form 217**</b> and submit to the SSC Supply &amp; Equipment Management Officer (SEMO) or designated Technical Manager's Representative for approval.</p> <p>Upon receipt of an approved <b>SSC Form 217</b>, the Contractor shall activate store stock and standby stock asset records determined to meet criteria for stockage through NSMS; establish initial purchase in accordance with the economic order quantity (EOQ) or approved standby stock level and within budgetary constraints.</p>	<p>Approximately 10 <b>SSC Form 217's per month</b> with an average of 3 line items per form.</p>	<p>Forward <b>SSC Form 217's</b> to the SSC Supply &amp; Equipment Management Officer (SEMO) or designated Technical Manager's Representative for approval within 1 workday of receiving request.</p> <p>For approved <b>SSC Form 217's create</b> asset record and initiate purchase within 1 workday of receipt of approved form.</p>

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		The Contractor shall review stores stock items, which have been in the NSMS inventory for at least 12 months, with little or no usage, for retention or elimination. The Contractor shall contact users of potential excess items, create excess transactions, document the reason for excess action, and complete the process through the first level of approval for the accurate transfer of applicable items to disposal.	Approximately 370 line items per year subject to review.	Review the Complete Excess Report on a quarterly basis.  Initiate disposal action and appropriate transaction in NSMS within 5 workdays.  Ensure first level of approval is complete within or rejected by the next workday after completion of IM analysis.
		The Contractor shall discontinue assets through NSMS that have been considered excess or no longer meets the criteria for stockage according to the NASA Series 4100.1.	Approximately 200 line items per year.	Discontinue asset within 1 workday of confirmation of discontinuance of stockage.
		The Contractor shall take action to complete all suspense transactions, receipts and issues, through the NSMS functions "Suspended Receipts Browse Select" and "Release Suspended Issues." The Contractor shall use appropriate instruction codes on all applicable issues and receipts.	Approximately 150 transactions per month.	Review and release suspended transactions daily.
		The Contractor shall be prepared to support a decision to hold a suspended transaction longer than 2 workdays from the time it was suspended.		

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9.2.6	Physical Inventories	The Contractor shall develop and make available to the SSC Supply & Equipment Management Officer (SEMO) or designated Technical Manager's Representative an annual fiscal year (FY) schedule, that facilitates the inventory of store stock, program stock, and standby stock. In accordance with NASA Series 4100 Policy, Procedures and Guidelines. The schedule must conform to the NASA Supply Management System (NSMS) Inventory program and must be administered through NSMS.	1 schedule per year.	Schedule shall be complete and available at least 30 calendar days prior to the beginning of the FY.
		The Contractor shall conduct inventories according to the approved schedule. Inventory control record, freeze records and count sheets will be generated in NSMS.	Approximately 4 inventories per year - dependent on schedule.	Schedule shall be complete and available at least 30 calendar days prior to the beginning of the FY.
		The Contractor shall begin the count process when the freeze on records takes place. The Contractor shall utilize NSMS suspense functions for issue and receipt activity during the inventory process. First and second counts shall be accomplished by the Contractor and the same person shall not count the same item both counts. Data entry into NSMS of all count results shall be accomplished by the Contractor only after physical issue and receipt activity on frozen items has been considered. Third count shall be accomplished by non-warehouse staff.	Nothing additional	
		The Contractor shall operate the supply system in an efficient and effective manner throughout the inventory process, ensuring customer support is maintained.	Nothing additional	

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9.2.7	Maintenance and Standardization	Contractor shall be responsible for compiling the semi-annual performance measures and providing the 1619 reports for all inventories performed during the reporting period.  The Contractor shall maintain and standardize the SSC on-line catalog in NSMS.	See DR 9-LS01	

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	<p>The Contractor shall maintain a control number log to facilitate the tracking of **SSC Form 217, Request for Additional SSC Inventory Support, through the approval/disapproval process. The log shall contain the following data elements: Date received, control number, description, requesting organization, date completed, and approved/not approved.</p> <p>Upon receipt of a SSC Form 217, the Contractor shall review for appropriate signatures. The Contractor shall assign a control number and record the SSC Form 217 data on the log.</p> <p>For standby stock, the Contractor shall verify approved levels, mission-related items, repairable items, building and system component.</p> <p>If the item already exists in stock, the Contractor shall annotate form and forward accompanying SSC Form 217 to the inventory management function for processing. The Contractor shall notify the customer of the stock number.</p> <p>If item is not in stock, the Contractor shall forward for approval signatures.</p> <p>If the item is hazardous, the Contractor shall ensure that stocking of item is approved by the NASA Environmental Management Officer or designee.</p>	<p>350 SSC Form 217's per year</p>	<p>SSC Form 217 should be researched and routed for approval signatures within 2 workdays of receipt from customer.</p> <p>Contact customer for missing information on the same day the SSC Form 217 is received if received prior to 3 p.m. Next day processing if received after 3 p.m.</p> <p>New catalog record shall be created and forwarded to the inventory management function within 1 workday after receipt of approved SSC Form 217.</p> <p>Contact initiator for completion and safety approval of SSC Form 217.</p>	

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		<p>Upon return of approved SSC Form 217, catalog record should then be created in NSMS and forwarded to the inventory management function for processing. For critical spare item, create catalog record and notify the inventory management function for processing.</p> <p>Notify customer of disapproved SSC Form 217.</p>		<p>Catalog record shall be created on the same day of receipt of approved form.</p> <p>Customer shall be notified of disapproval within 1 workday of receipt from approval cycle.</p>
9.2.8	Perform Federal Catalog Activities	<p>The Contractor shall perform Federal Cataloging activities to ensure that all SSC items authorized for cataloging are included and maintained in the FCS, have Federal Item Identification, and are assigned National Stock Number (NSN) or Local Stock Number. Ensure that NSMS catalog records are complete and up-to-date to ensure accurate ordering and maintenance.</p> <p>The Contractor shall perform Log Add User/Log Withdraw User (LAU/LDU) actions using an appropriate diskette formatted per DLSC, to maintain the accuracy between the Master Catalog Record, NSMS and DLSC's Simplified File Maintenance (SFM) Basic Catalog Tape Record. The Contractor shall use this process to update the DLSC master file of NSN's in stock and NSN's to be added or withdrawn.</p> <p>The Contractor shall prepare a transmittal letter to GSA to submit the diskette.</p>	<p>500 User Registration requests per year.</p> <p>27 User Withdraws per year. SSC Form 217</p>	<p>Forward diskette and transmittal letter to GSA as needed per NHB 4410.</p> <p>Upon notification by GSA, complete appropriate actions in NSMS in 2 workdays.</p> <p>Notify item management and warehouse functions within 1 workday of NSMS updates.</p>

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		<p>Upon receipt of a **Department of Defense (DD) Form 1685, Collaborations from Other Cataloging Activities, the Contractor shall determine if SSC is a user of the item and return to requesting activity.</p> <p>Upon notification of catalog record change, the Contractor shall update NSMS record.</p>	10 forms per year.	<p>Research and response to DD Form 1685 shall be completed within 2 workdays from receipt of the DD1685.</p> <p>NSMS shall be updated within 2 workdays of notification of record change.</p> <p>Notify the item management and warehouse functions within 1 workday of NSMS updates.</p>
		The Contractor shall ensure all information has been updated using the information from the semi-annual tapes.	2 tapes per year (May and November).	Complete verification of updates using semi-annual tapes and update NSMS within 5 workdays after receipt of tapes.
		The Contractor shall research items for Standardization (Item Reduction) Studies received from the Defense Logistics Agency (DLA), GSA, or DLSC to compare proposed Non-standard stock numbers with proposed Standard stock numbers.	12 studies per year.	Research and respond to listing within 2 workdays of receipt of listing.

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9.2.9	Update NSMS	<p>The Contractor shall perform file maintenance to update the NSMS catalog to ensure the catalog system is current.</p> <p>Upon notification from the item management function, or receipt of listings from the military or Federal depots requesting action, or when operations warrant such changes, the Contractor shall process catalog maintenance actions. These actions include, changes in stock number, classification, identification, source, interchangeability, equivalency, shelf life data, hazardous codes, packaging, unit price, unit of order, and container marking, for items existing in and to be added to SSC stores stock or critical spares.</p>	10,000 inputs per year.	Update NSMS within 2 workdays of receipt of list or identification of situation requiring updates.
9.2.10	Provide Customer Assistance	<p>The Contractor shall provide customer assistance in all areas of cataloging.</p> <p>Upon request, the Contractor shall perform physical material inspection of items to determine if the item is correctly identified.</p> <p>The Contractor shall respond to requests on part number listings, telephone requests, and Safety Alert Forms and requests.</p>	<p>See below.</p> <p>1000 *line items per year.</p> <p>3,000 *line items to research per year.</p> <p>2,365 telephone requests per year.</p> <p>10Safety Alert line *items per year.</p>	<p>See below.</p> <p>These will be accomplished within 1 workday of request.</p> <p>Respond to part number listings within 4 workdays of receipt.</p> <p>Respond to telephone requests within 4 workhours of request.</p> <p>Respond to Safety Alerts within 1 workday of receipt.</p>

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9.2.11	Publications	The Contractor shall prepare for publication the following catalogs:	See below.	See below.
9.2.12	Basic Stores Stock Catalog	**Basic Stores Stock Catalog.	4,626 *line items.	Minimum of one\ce per year or maximum of four times per year.
9.2.13	Critical Spares Catalog	**Critical Spares Catalog.	17,812 *line items.	Annually or as needed.
9.2.14	Change Bulletins	Change Bulletins.	600 changes annually.	Semi-annually after catalog is distributed.

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9.2.15	Shelf Life	<p>The Contractor shall be responsible for the management of shelf life material for SSC Supply items. The Contractor shall use the NSMS shelf life program to track shelf life information and expiration dates on those items designated as subject to shelf life control from the time of receipt at SSC through storage, issue, and delivery to the customer.</p> <p>The Contractor shall ensure the NSMS catalog record indicates if an item is subject to shelf life control as determined by either the manufacturer of the item or by the Defense Logistics Supply Center (DLSC).</p> <p>The Contractor shall ensure that, in accordance with <b>**NASA Series 4100, NASA Materials Inventory Management Manual**</b>, shelf life material has sufficient shelf life remaining when received at SSC. Both the manufactured date and shelf life expiration date shall be entered into NSMS. The Contractor shall mark the shelf life expiration date on all shelf life material before it is stored and locations will be marked as containing shelf life material. Stores stock and critical spare issues will be made based on the first in, first out (FIFO) method. Label all flight hardware shelf life items on SSC "Shelf life Sticker." The stickers shall be adhered to the container the flight hardware is stored in, rather than attached directly to the material.</p>	<p>300*line items subject to shelf life control. (annual average)</p>	<p>Continuous and accurate tracking of shelf life data and expiration dates.</p> <p>75 percent of shelf life must be remaining upon receipt at SSC. Material shall be physically identified as subject to shelf life controls and locations marked as containing shelf life controlled material prior to storage action and throughout the storage process.</p>

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		<p>The Contractor shall run the NSMS "Expiring Shelf Life Report" monthly covering records that will expire within 30 calendar days. The Contractor shall use the report to verify if material for that expiration date is in location and annotate count on the listing. The Contractor shall update the NSMS shelf life program with the information, take out any shelf life date with zero quantity in location, and run another report.</p> <p>The Contractor shall determine if extension is possible, if material will be consumed by expiration date, or if excess action is required. In addition to condition of material, usage history and customer satisfaction should be considered. Customer approval is required for any extensions. The Contractor shall complete any required actions or updates resulting from the review.</p> <p>The Contractor shall annotate counts, findings, and determination on the listing and forward a completed copy to Supply and Materials Officer with back-up documentation attached.</p>	<p>Review 150 expiring shelf life records per year.</p>	<p>Complete review and any required actions forward annotated report, with back-up documentation attached, to the SSC Supply &amp; Equipment Management Officer(SEMO) or designated Representative</p> <p>Within 10 workdays after month end.</p>

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9.2.16	Inventory Reconciliation	<p>The Contractor shall utilize the inventory adjustment or warehouse denial process in NSMS to initiate, document research, and adjust the accountable records. The Contractor shall initiate and accomplish inventory adjustments by National Stock Number (NSN) in NSMS any time it becomes known the on-hand quantity does not match the NSMS balance and immediate research and corrective action cannot be taken. (Immediate research and corrective action is defined as research that is initiated at the time the discrepancy is discovered, and results in a recount that resolves the discrepancy or another specific action, such as a document reversal or transaction adjustment, etc.) Upon discovery the asset will be frozen immediately, research conducted and discrepancy resolved.</p> <p>The Contractor shall perform thorough research and documentation on all adjustments</p> <p>The Contractor shall provide any additional documentation requested by the Supply and Equipment Management Officer that may that arise during the approval.</p> <p>The Contractor shall perform the actual adjustment to the records in NSMS after the Supply and Equipment Management Officer's approval is received.</p>		<p>Initiate warehouse denial by close of business the same day after discovery of the discrepancy.</p> <p>Total research, analysis, and resolutions to be completed within 5 workdays of initiation.</p> <p>.</p> <p>All analysis and documentation should be thorough and in a format suitable for NASA management signature.</p>

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9.2.17	Customer Service Desk	<p>The Contractor shall staff a Customer Service Desk to provide services including, but not limited to, computer data inquiry, issue and shipment status, and processing forms.</p> <p>The Contractor shall assist customers calling for assistance for items including, but not limited to, status of NSMS supply requisitions, status of **SSC Form 21 - Material Request**; **Department of Defense (DD) Form 1149, Requisition and Invoice/Shipping Document, the SSC APPR System, SSC MAXIMO System and Fed/Mil Records.**</p> <p>The Contractor shall be responsible for processing **Department of Defense (DD) Form 1149, Requisition and Invoice/Shipping Document**, through the contractor's Traffic Management and Equipment Management sections. Processing includes, but is not limited to, verification of authorized signatures and acquisition documents, and tagged equipment verification.</p>	<p>Nothing Additional</p> <p>4,000 customer request calls per year.</p> <p>2,051 DD Form 1149's per year with 680 of those processed as customers walk through.</p>	<p>Provide accurate and efficient assistance to ensure processes flow in an accurate and prompt manner.</p> <p>Provide assistance to callers within 30 minutes after receipt of call.</p> <p>Completely process Form DD 1149's received the same day as received.</p>

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		<p>Upon receipt of DD1149 the Contractor shall accomplish the following steps:</p> <ul style="list-style-type: none"><li>a. Verify there is a contract or purchase order number which authorizes the shipment of all equipment being sent for repair, test, or relocation to destinations other than another NASA Center</li><li>b. Ensure the DD 1149 Form signed by the Supply and Equipment Management Officer (SEMO) or designee and if the document indicates flight items are included, an SR&amp;QA Representative signature and stamp is required in the appropriate block. If no signature is present, inform the customer immediately the form cannot be accepted without the SEMO's signature.</li><li>c. If any items on the document are NASA tagged equipment, the Contractor shall research the NASA Equipment Management System (NEMS) to ensure the equipment is in the system and the dollar value of the item(s) on the DD 1149 Form match the dollar value in NEMS. If the dollar values do not match, the Contractor shall change the amount on the DD 1149 Form to match the NEMS dollar value. If the item is not in NEMS, hand carries the document to the Equipment Management Office. After returned, proceed to step "d" below.</li></ul>		

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		<ul style="list-style-type: none"> <li>d. Hand carry the document to the Supply and Equipment Management Officer (SEMO) or designee for signature.</li> <li>e. Assign a "Voucher" number to the DD1149 Form and record the appropriate information on the log.</li> <li>f. Forward the document to the Traffic Manager for shipment.</li> </ul>		
9.2.18	Testing NASA Supply and Equipment Management System (NSMS)	Contractor shall perform tests to NSMS upon notice of new system releases.	Three releases annually. Approximately 20 hrs testing per release.	Testing of NSMS releases to be completed within one week of release being installed.
9.2.19	Document Control	The Contractor shall perform computer input and inquiries, organize and maintain a variety of SSC Supply related document files, verify receipts, and distribute documentation resulting from overnight and on-line requests into NSMS.	See below.	Maintain an accurate, effective, easily accessible and retrievable filing system of accountable NSMS documentation. Provide accurate and timely data input and verification.

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		Upon receipt of a **SSC Form 21 Material Request or Bench Stock Ticket**, the Contractor shall process requests for supplies into NSMS. The Contractor shall verify, through NSMS, if the documents contain the proper authorizing signatures prior to processing. If the appropriate signatures are not present, verify with Supply and Equipment Management Officer or the customer. If verification cannot be accomplished, mail the document back to the customer, indicating the problems.	28,000 requests per year.	Valid requests shall be accurately processed in NSMS on the same workday as received prior to 3:00 p.m. Next day processing for those received after 3:00 p.m.  If proper signatures are not present, mail the document to the customer on the same workday as the request is received.
9.2.20	Acquisition and Management, Gas Cylinders	The Contractor shall establish and maintain a Government approved program for the acquisition of gasses in accordance with the Federal Acquisition Regulation and compliance with safety standards.	400 gas purchases per year.	See below.
		The Contractor shall receive and review requests for stocked gasses as well as requests for special blends from customers verifying appropriate approvals. The Contractor shall receive requests for picking up empty cylinders. The Contractor shall initiate pick up and delivery of cylinders.	Nothing additional.	Within 1 workday of receiving request.

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		The Contractor shall assure purchases are made in accordance with the provisions of NASA Series 5300 coordinating with the Quality Assurance on required specifications or any other information necessary to purchase the item in an accurate manner.	Nothing additional.	Purchase shall be initiated within 1 workday of request.  Due-ins are to be input into NSMS within 4 workhours of placing order.
9.2.21	Receipt and Inspection	The Contractor shall establish and maintain a receiving operations program to effectively and safely inspect and receive applicable gasses in accordance with NASA regulations.	400 receipts per year.	See below.
		The Contractor shall inspect to ensure the correct quantity is received against each order. Verify accurate information is provided, correct signatures are present, specifications are met, and that Material Safety Data Sheet (MSDS) is provided by the vendor.	Nothing additional.	Upon inspection and prior to receipt, verify completely and accurately all information on item being received.
		The Contractor shall make accurate and complete distribution of all documentation. A copy of the certificate of Gas Analysis shall accompany the cylinder and be included in any document distribution concerning that cylinder. The original copy of the certificate of Gas Analysis provided by the vendor shall go to the inventory manager (IM) of the item to be placed in the official procurement file.	Nothing additional.	Make distribution on the same workday as received.

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9.2.22	Data Base for Tracking Gas Cylinders	<p>The Contractor shall maintain and utilize the data records in the Cylinder Demurrage (CYLDEM) application for the tracking of all gas cylinders. The data elements include, but are not limited to, purchase order (PO) number, date of PO, cylinder identification numbers, location, user, and disposition.</p> <p>The Contractor shall update the CYLDEM for all gas cylinders.</p>	<p>12,00 entries per year.</p> <p>Nothing additional.</p>	<p>Provide current and accurate tracking and status of all gas cylinders located at SSC.</p> <p>Data base shall be updated on the same workday any change in status occurs.</p>
9.2.23	Restricted Issue – Program Stock	Activity on restricted material shall be processed in NSMS under the appropriate ownership code designated for that specific program manager.	Nothing additional.	Material shall be tracked under the correct ownership code at all times.
9.2.24	Program Stock Issues	The Contractor shall process issues per the NASA Series 4100. The Contractor shall ensure all requesting paperwork contains the signature of the Program Manager or Official Designee for that project. If a problem exists, the Contractor shall contact the Program Manager for resolution.	Issues per year.	Issues must be completed 2 workdays after request for issue is received
9.2.25	Customer Service	The Contractor shall respond to oral or written (Contractor discretion) customer service requests, which could include, part number verification, asset availability, inventory count of an individual item, and requests to physically view material.	3,500 requests per year.	Assistance shall be provided within 8 workhours after request is made.

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9.2.26	Emergency Storm Supplies	<p>The Contractor shall review annually the Post Storm Emergency Supplies Listing, provided to the Contractor by the NASA Emergency Preparedness Officer, for any quantity and content changes. Any changes shall be marked on the listing. The Contractor shall return the annotated listing to the SSC Supply &amp; Equipment Management Officer (SEMO) or designated Representative.</p> <p>Reference **SSC Disaster Preparedness Plan (HB 4130)**.</p>	29 *line items subject to annual review.	Return annotated listing to SSC Supply & Equipment Management Officer(SEMO) or designated Representative within 10 workdays after receipt.
9.2.27	Critical Spares Re-certification	<p>In accordance with the **NASA Series 4100, NASA Materials Inventory Management Manual, and the Federal Property Management Regulation, Subchapter E, Subpart 101-27.304, the Contractor shall perform a biennial review of items designated as critical spares. A listing will be furnished to the appropriate Engineering Division for review. The Contractor shall indicate on the listing which items shall be retained, any changes in levels, additions, and deletions. The Contractor shall return the annotated listing to the Supply and Equipment Management Officer (SEMO) or designee. Any item marked for retention must state for what purpose contingency items are being held.</p>	The biennial listing will contain 12,350 *line items for review.	

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9.2.28	Program Critical Stock Item Requirements	<p>The Contractor shall identify and make available for Supply and Equipment Management Officer or designee's approval, items considered to be Program critical.</p> <p>The annotated listing shall be returned to SEMO within 45 workdays after the Contractor received the listing. All necessary changes will be marked legibly. Program Critical list shall be available for approval within 10 days after contract start and shall be updated within 2 workdays anytime a change occurs. The contractor shall procure all designated program critical items, taking into account considerations such as lead times, uniqueness, and availability so as to maintain a 90% stock level.</p>	3,772 line items per year.	

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9.2.29	Storage Request Program	<p>The Contractor shall maintain a Case File Folder for every case file in temporary Storage. Documentation in the folder includes but is not limited to NASA Form 1602, NASA Equipment Management system (NEMS) Transaction Document or SSC Temporary Storage Document, processed on the case file, a copy of all inventories associated with the case, retention level letters and responses. Data in the file is cumulative. Submission of the folder is required to SEMO or designated representative during the annual retention review process. Nothing Additional. Folders shall be current at all times. The Contractor shall maintain and update a database containing case file number (Contractor assigned), responsible organization, property custodian, equipment control number (ECN) (If applicable), identification and dollar value of each storage cost. The database should have sort capabilities and be able to print reports to consolidate data. Annually, the Contractor shall forward one copy of the "Master Temporary Storage Listing) to the Supply and Equipment Management Officer and two copies of the printout to owners of the material for review and validation.</p>	<p>200 case files to maintain annually.</p> <p>1 Master Case File Listing per year.</p>	<p>Provide continuous tracking and visibility of temporary storage material/equipment.</p> <p>Forward Master Case File By ownership.</p>

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9.2.29.1		<p>The Contractor shall process requests from the Supply and Equipment Management Officer or Designee to remove or add items for temporary storage on SSC Temporary Storage Request Form, for non-tagged material/equipment; or NASA Form 1602, for tagged equipment; or NASA Form 1602, for tagged equipment. The Contractor shall review items to be stored and recommend storage location and packing case file number on the NASA Form 1602 or SSC Temporary Storage Request Form.</p> <p><b>For ads:</b> After Supply and Equipment Management Officer approval, review items, arrange transportation and package/crate for storage, if necessary. Physically add items to storage as indicated and update database.</p> <p>The Contractor shall file the original SSC Temporary Storage Request Form or a copy of the NASA Form 1602 in the Case File folder, forward the original page NASA Form 1602 for tagged equipment to the Equipment Control, and forward a copy of the SSC Temporary Storage Request Form or NASA Form 1602 to the property custodian.</p> <p><b>For removals:</b> After Supply and Equipment Management Officer's approval, the Contractor shall physically remove the items from storage as indicated and update database.</p> <p>The Contractor shall file the original SSC Temporary Request Form or a page of the NASA Form 1602</p>	300 request for adds or removals per year.	Total issue or receipt shall be completed within 5 workdays from the initial receipt of request with data input into the database by the second day of that process.

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9.2.29.3	Inventory	<p>In the Case File folder; attach the green copy of the NASA 1602 to the equipment; and forward the original page NASA Form 1602 for tagged equipment to the SSC Supply &amp; Equipment Management Officer (SEMO) or designated Representative.</p> <p>The Contractor shall arrange for the delivery of materials/equipment to owning organization or R&amp;U.</p> <p>The Contractor shall perform a physical inventory of each case file annually. The Contractor shall complete a Temporary Storage Inventory Report and retain it in the Case File Folder. The data elements of the Inventory Report include; item description, count, location, and case file number.</p>	200 case files annually	The Inventory shall be completed prior to responsible organization review for retention (see below)

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9.2.29.4	Retention Justification	<p>All items in temporary storage must have retention justified annually by the responsible organization. The contractor shall generate a Temporary Storage Case File Listing (a printout of all data elements contained in the database, reference above paragraph), and attach it to the Case File Folder for the Supply and Equipment Management Officer or designee.</p> <p>If no response is received, the Contractor shall contact the using organization. If contact does not result in the required response, the contractor shall notify the Supply and Equipment Management Officer with the following information: case file number, property custodian, organization code, phone number, date review letter was sent to organization, and expired and inventory date.</p>	<p>200 case files annually</p> <p>Nothing Additional</p>	<p>Submit the listing at least 1 month prior to anniversary date of material receipt in temporary storage.</p> <p>Contact using organization if no response is received for 3 months from the date of final letter. Notify Supply and Equipment Management Officer in 1 week if non-response continues after contact.</p>
9.2.30	Test Complex Support	<p>Contractor shall provide full-time supply operations support for Test Complex. Work will be identified by a service work request.</p>		<p>Provide accurate efficient supply to shops to ensure materials are available.</p>