

ANNEX 9.13

PROGRAM STOCK

9.13 PROGRAM STOCK

9.13.1 General Information

9.13.1.1 Annex Description

This Annex identifies the requirements for the receipt, storage, and issue of Program Stock items at the John C. Stennis Space Center (SSC). Program Stock is material acquired by direct purchases or by issuance from store stock for a specific program or project.

9.13.1.2 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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9.13.2	Program Stock Receipts	The Contractor shall process receipts into Program Stock in accordance with **NASA Series 4100, NASA Materials Inventory Management** , Processing includes, inspection, ensuring all material meets criteria for Program Stock , count, stamp and documentation requirements, and updating NSMS.	20,125 *line items per year.	The entire receipt process shall be completed within 2 workdays after receipt of paperwork.
		The Contractor shall perform a QA Inspection on all coded receipts. Discrepancies shall be addressed to the initiator of the receipt paperwork or SR&QA, whichever is appropriate.	Nothing additional.	QA Inspection must be performed in accordance with the SSC Quality Assurance Plan.
		The Contractor shall perform an accurate count of all receipts. All manufacturer's packages must be opened and all pieces counted, unless directed otherwise in writing by, the owner of the hardware or the Supply and Equipment Management Officer.	Nothing additional.	Every item on each receipt must be counted unless it meets the exceptions listed under the related work requirements column.
		The Contractor shall place the material in a storage location.	Nothing additional.	The material shall be stored in a safe, secure manner, providing easy identification and access.
		The Contractor shall process the receipt in NSMS and annotate the electronically assigned transaction number on the source document paperwork.	Nothing additional.	Maintain continuous, accurate identification and accountability of material located in stock.
9.13.3	Restricted Issue	Activity on restricted material shall be processed in NSMS under the appropriate ownership code	Nothing additional.	Material shall be tracked under the correct ownership

designated for that specific program manager.

code at all times.

9.13.4	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
9.13.5	Customer Service	The Contractor shall respond to oral or written 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.