

**Attachment B
DEFINITIONS AND KEY TERMS**

Core Hours – For purposes of this contract core hours are 7:30 a.m. to 4 p.m. Monday through Friday excluding Federal holidays.

Common Work Instruction (CWI) – An internal process used to show how work should be accomplished for a specific task.

Critical Spares – Assets held for emergencies for which there is no recurring demand. They shall be immediately available to prevent delay which might result in loss, damage, destruction of property, or danger to life due to an item interruption of operations. Mission Critical Spares support buildings and/or systems that are required to be functional during flight missions and they shall be available at the required level at all times.

Data Requirements Documents (DRD's) – Required documents in Section J of the Contract that contain report requirements.

Facilities Management – Ensuring the general safety of a building and, through coordination with appropriate line management, the safety and health of that building, its occupants, and its equipment.

Facility Manager (FM) – The responsible Government person, a point of contact for the onsite safety and health of a building and its occupants (building “superintendent”).

Household Goods (HHG) – All personal property associated with the home and all personal effects belonging to the member and member's family, which can be legally accepted and transported by a moving company.

Inbound Freight Services – All items that are received through JSC Central Receiving and are in-checked, inspected, processed, and delivered to final destination.

Inventory Management - The management of all NASA tagged property which includes inventory and record keeping for the purpose of accounting for and tracking property from receipt to turn-in for disposal.

Johnson Outbound Freight log System (JOFLS) – JOFLS is a tracking and reporting database for outbound shipments.

Johnson Space Center (JSC) – For purposes of this contract, JSC includes JSC, Ellington Field (EF), and Sonny Carter Training Facility (SCTF) unless otherwise stated to exclude one or more of the facilities. See maps in the TRL

Loadmaster - An aircrew member trained to manipulate the aircraft's loading system, to load and unload cargo, to monitor the cargo while in flight and to ensure the weight and balance of the aircraft will remain within the limits allowed by the manufacturer of the aircraft and its operator.

Logistics Operations Services – Consist of supply management, office furnishings management, moving and hauling services, space utilization and personnel moves coordination, property management, redistribution and utilization, packing and shipping services, inbound freight services, vehicle fleet management operations, and special support services.

NASA Equipment Management System (NEMS) – NEMS is a comprehensive equipment system database used for the tracking and accountability of equipment functions including location changes,

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acquisitions, adds/deletes, inventory, archival, and history. NEMS transactions are tracked from receipt to turn-in for disposal.

NASA Property Disposal Management System (NPDMS) – NPDMS is a comprehensive automated disposal management system which supports operational requirements for the utilization, transfer, donation, sale, abandonment or destruction of excess foreign and domestic NASA personal property which is no longer required by the using Center or Contractor.

NASA Supply Management System (NSMS) – NSMS is a comprehensive automated management system which supports supply operational requirements for the cataloging, replenishment, item management, warehousing, and inventory reconciliation of supply items.

Non-Core Hour – Hours outside of the core hours identified in the Statement of Work.

Office Furnishings – Consist of all types of contemporary, executive, modular, and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, task lights, and window coverings. The majority of furniture at JSC is modular, which requires assembly, connect, and disconnect activity.

Program Stock – Assets that are under a Quality Control System, are owned by the using organizations, and are not subject to replenishment. Program stock is also known as “flight hardware.”

Quick Dispatch Services – Requests for non-bulk items that have to be picked up and delivered within 2 hours.

Redistribution & Utilization (R&U) – The processing of disposal documentation to ensure proper disposition of Government property.

Routine Moving and Hauling Services – Requests that have a need date of 2 work days or greater, but have to be delivered within 5 work days if no date is identified.

SAP Financial Accounting System Software – SAP financial accounting system software is utilized in both receiving and supply operations.

Space Utilization – Determining the amount of space available in a facility to ensure maximum utilization is being used.

Special Events – Center-side events requiring the coordination, set up, and tear down of items or services such as canopies, chairs, electrical hookups, portable toilets, grounds maintenance, purchasing, tables, trash receptacles, and water stations. Most items needed to support a special event are available and provided by the Government, but special material purchases may be required.

Stores Stock – Assets that are repetitively procured, stored, and issued on the basis of recurring demand. Stock levels on store stock items are determined by monthly demand and calculated by NSMS. Gases are classified as a store stock item and tracked in NSMS> The cylinders containing the gases are tracked within the Gas Cylinder Tracking System (GCTS) as described in Part 2.2, Gas Cylinder Operations.

Super Guppy Shipping Fixture (SGSF) – A fixture designed and built to carry Space Station articles on the Super Guppy for transport.

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Super Guppy Transport System (SGTS) - All equipment items associated with the Loadmasters responsibility to support Super Guppy missions.

Supply and Equipment Management Officer (SEMO) – The SEMO is appointed by the Center Director, and is responsible for providing functional management and leadership in the implementation of an effective equipment management program, ensuring that all personnel associated with the utilization of Government equipment receive, review, and adhere to NASA procedures and guidelines.

Temporary Storage – Storage of items identified by an organization that are not currently needed to support a program, but may be needed at a later date.

Transportation Inbound Freight Log (TIFL) – TIFL is a tracking and reporting database for inbound shipments.

Triennial – every 3 years.

Wall-to-Wall (Lot) Inventories – The inventorying of all property records in the database for equipment and all items associated with material.

Work Stoppage – A requisition of a bonafide requirement in support of a critical need to prevent a valid work stoppage and/or is urgently essential for the health or welfare of personnel. All work stoppages must be submitted on a JSC Form 1710.