I S S U A N C E T R A N S M I T T A L
S H E E T

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 4000.6B, Change 1	Date: September 8,1985

Material Transmitted:

1. Mangement Instruction, MMI 4000.6B, Change 1, subject: "Handling and Accountability of Hardware and Material Returned from Space."

2. Make the following pen and ink changes to the subject procedure:

   a. Change Originating Organization block to read "CN01."

   b. Change "MSFC Supply Manual" to read "MSFC Property Mangement Manual" in paragraph 3.a.

   c. Remove reference to Paragraph 3.108 in paragraph 3.d.

   d. Change "...Director, Administration and Program Support" to read "...Director, Administrative Oeprations Office" in paragraph 6.a.(2).

   e. Change "(AS01)" to read "(CN01)" in paragraphs 6.a(4), 6.a(6), and 6.c.(1).

   f. Change "...paragraph 323..." to read "...paragraph 520..." in paragraphs 6.a(4) and 6.a(5).

Continued on page 2

Filing Instructions:

Make pen and ink changes as indicated above and file this TransmittalSheet in front of MMI 4000.6B.

MSFC-Form 1376 (Rev. July 1979)

g. Change "Administration and Program Support Directorate" to read "Administrative Operations Office" in paragraph 6.c.

h. Change "(2) îProcurement Office (AP01)ï is responsible for:" to read "d. îInstitutional and Program Support Directorateï is responsible for:" in paragraph 6.c.(2). This paragraph will be renumbered 6.d.

(Original signed by)
J. A. Bethay
Acting Director
Administrative Operations Office

Distribution:
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Issuance Number: MMI 4000.6B	Date: April 8, 1982

Material Transmitted:

1. Management Instruction, MMI 4000.6B, subject: Handling and Accountability of Hardware and Material Returned from Space.

2. This Instruction has been revised to incorporate provisions of NMI 4300.3, and previous pen and ink changes.

Filing Instructions:

Remove MMI 4000.6A and insert the attached MMI 4000.6B.

MSFC-Form 1376 (Rev. July 1979)_r____

M A N A G E M E N T
I N S T R U C T I O N

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01	Effective Date: April 8, 1982	MMI: 4000.6B

Subject: HANDLING AND ACCOUNTABILITY OF HARDWARE AND MATERIAL RETURNED FROM SPACE

1. PURPOSE

To establish policy, responsibilities, and procedures for handling, storage, preservation, accountability, visibility, traceability, and disposition of hardware and material returned from space.

2. SCOPE

a. This instruction pertains to all visible or tangible objects which are returned from space missions and which are government-owned and the responsibility of MSFC and/or its contractors.

b. This instruction also pertains to those programs/projects commercially developed, developed by foreign countries in accordance with international agreements, or developed by other Centers or government agencies, only for those times that the hardware/materials related to such programs/ projects are under the control of MSFC.

c. This instruction does not apply to space related material processed on earth or flight configured hardware used for such processing. This material/hardware will be handled in accordance with existing procedures set forth in MM 4000.1. Any unique requirements will be specified by the program/ project office.

d. The provisions of this instruction include reusable operational space hardware such as Shuttle, Spacelab, Spacelab components, or payloads only when such items, or any parts or materials removed therefrom are determined to be unfit for further space flight application or have met or exceeded their intended useful life. Such items will be controlled under a plan developed by the program office as specified in paragraph 6a(2). This plan will provide for disposition of such hardware and materials in a manner that protects from theft, loss, or unauthorized use.

e. The identification determination and handling/disposition of artifacts will be in accordance with the provisions of MM 4000.1.

3. REFERENCES (Only applicable parts of most recent edition apply.)

a. MM 4000.1, MSFC Property Management Manual

b. NMI 4310.4, Identification and Disposition of NASA Artifacts.

c. NMI 4300.3, Disposal of STS Materials other than Artifacts

d. NHB 4200.1, NASA Equipment Management Manual

4. POLICY

All MSFC organizational elements involved in the handling ordispositioning of hardware and materials returned from space will do so in such a manner that assures continuous accountability and protection from theft, loss, or unauthorized uses. Also, the use of STS materials or items for official gifts or mementos must be approved by the NASA Administrator or designee in accordance with NMI 4300.3.

5. DEFINITIONS

a. Material Returned from Space - Any visible or tangible object returned from a space flight or a suborbital flight.

b. Space Related Material Processed on Earth - Any visible or tangible object resulting from ground-based processing in flight configuration hardware for unique requirements such as operational settings determinations or flight experiment ground control/comparison samples.

c. Data Pack - The original documentation developed with the end item.

d. Critical Support Data/Documents - Any information item, excluding data packs, which contributes essential knowledge necessary to the analytical check of an experiment's results or to the formulation of follow-on reinvestigations of existing materials.

e. Artifacts - Space-related hardware and processed materials which have been documented as surplus by the designated MSFC program/project official and which contribute to portraying the development of MSFC programs for historical, museum, education, or public affairs purposes.

f. Reusable Space Hardware - Complete systems or subsystems that function independently or as an integral part of more than one space mission.

6. RESPONSIBILITIES

a. MSFC Program/Project Managers are responsible for:

(1) The overall responsibility for hardware or material returned from space which is under the control of MSFC and/or its contractors until excess to the program needs.

(2) The development and issuance of a program/project management plan which will specify requirements for handling, anallysis, accountability, security, preservation, traceability, and disposition of hardware and material which will be returned from space and which will be the responsibility of MSFC and/or its contractors. This plan will also cover the disposition of those items initially designated reusable but which are determined to be unfit for further space flight application, or which are determined to have met or exceeded their useful life. The plan will provide for continuous accountability and protection as required by paragraph 4 of this issuance. Prior to release, this plan will be coordinated with the Director, Administrative Operations Office.

Due to unique requirements and conditions which may vary from program to program, special agreements or arrangements may be required for: (a) commercially developed experiments/projects, (b) experiments/ projects developed by foreign countries under international agreements, or (c) experiments/projects developed by other NASA Centers or government agencies.

(3) Providing the requirements in paragraph (2) above to the extent applicable, on appropriate Procurement Reqeust (MSFC Form 404) for incorporation into contracts or agreements.

(4) Providing to the Management Operations Office, (CN01), a listing, when applicable, in accordance with the plan of 6a(2) above, which shall be used to establish accountability for those items of space returned hardware and materials which are to be retained for future use, exhibit purposes, and/or controlled access storage/tracking. Required data are specified in paragraph 520 of MM 4000.1.

(5) Providing a sequential tracking schedule and continuous traceability as specified in the program/project management plan for all hardware or material to be flown in space, or returned from a space flight, through conclusion of any proposed reutilization/disposition. Any change in location, status, or reassignment of hardware and materials subject to the Management Operations Office Space Material Tracking System will be reported to the Management Operations Office for entry into the computerized property accountability system in accordance with paragraph 520 of MM 4000.1.

(6) Certifying to the Management Operations Office (CN01) in writing, within 30 days of occurrence, any destruction, loss, theft, or other consumption of hardware or material for final disposition of the accountability record. Also, notifying the Management Operations Office (CN01) immediately by telephone upon discovery of any loss or theft of hardware or materials.

(7) Recommending an approach for continuing management responsibility to Center management, when a program/ project office is discontinued, and defining the effort remaining to be accomplished for space returned hardware and materials, available documentation, and scheduling.

b. Science and Engineering Directorate, Staff Offices, and other potential usersï are responsible for:

(1) Complying with the program/project management plan for hardware and material returned from space.

(2) Prior coordination concerning any transfer, exchange, utilization analysis, and/or activities for hardware and material returned from space with the responsible program/project manager. Maintaining accountability for hardware or material in their possession.

(3) Recommending to the responsible program/project office disposition of residual hardware and materials as appropriate.

(4) Notifying the responsible program/project office in writing within 7 days of any damage, consumption, loss, or theft of hardware or material returned from space. Also, notifying the Management Operations Office immediately by telephone upon discovery of any loss or theft of hardware or materials.

c. Administrative Operations Officeï is responsible for:

(1) Management Operations Office (CN01):

(a) Ensuring that STS materials or items to be used for official gifts or mementos are donated in accordance with the provisions of NMI 4300.3.

(b) Establishing and maintaining accountability and traceability as directed by the program/project management plan, and for conducting an annual inventory of the assets.

(c) Establishing and maintaining a computerized data base for all hardware and materials flown in space and returned, and which have been designated for controlled access storage/tracking in accordance with paragraph 6a(4) of this instruction. The system shall be capable of providing required status information to the program/project office on a quick response basis.

(d) Providing adequate storage facilities for storing hardware and material returned from space under the environmental conditions identified in the program/ project management plan.

(e) Storing and accounting for data packs received for experiment or demonstration hardware as specified by the program/project office.

(f) Conducting audits of material returned from space to assure that hardware and/or material are being properly secured.

(g) Investigating any reported loss or theft of hardware or material returned from space.

(h) Retaining critical support documents as required by the program/project office.

(i) Effecting disposal of space returned hardware and material declared surplus by the program/project office, after the National Air and Space Museum (NASM) has determined that the materials are not artifacts, or accepted part of the materials as artifacts pursuant to NMI 4310.4 but has waived its rights to the remaining materials.

d. Institutional and Program Support Directorate is responsible for assuring that all existing contracts, new contracts, and RFP's for development contracts include appropriate provisions for safeguarding hardware and material returned from space as defined in the Program Manager's plan and which are provided on the Procurement Request. (See paragraph 6a(2) and 6a(3) of this instruction.)

7. RECISION

This instruction supersedes MMI 4000.6A.

(Original signed by)
W. R. Lucas
Director

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