

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

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

Issuance Number: MMI 6400.3A, Ch. 1	Date: Feb. 25, 1982
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Material Transmitted:

1. Management Instruction, MMI 6400.3A, Change 1, subject: Movement within MSFC of Non-Program Critical Hardware and/or Equipment
2. Make the following pen and ink changes:
 - a. Paragraph 2.b. as reads "MMI 1553.1C" should be changed to read "MM 4000.1A."
 - b. Paragraphs 4.a.(2) and 4.b. as reads "Industrial Safety (CS12)" should be changed to read "Industrial Safety (CS21)."
 - c. Paragraphs 4.a.(5) and 4.d. as reads "Logistics Office, Property Management Division (AL21)" should be changed to read "Management Operations Office, Property Management Division (AS41)."
 - d. Paragraph 4.d.(1) as reads "Receiving" should be changed to read "Receive."
 - e. Paragraph 4.d.(4) as reads "Facilities Office, Plant Maintenance Division (AB31)" should be changed to read "Facilities Office, Operations and Maintenance Division (AB31)."
 - f. Change the originating organization as reads "AL01" to read "AS41."

(Original signed by)
James T. Murphy
Director, Administration and
Program Support

Distribution:
SDL-3

Filing Instructions:

File this Transmittal Sheet in front of MMI 6400.3A

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Issuance Number: MMI 6400.3A	Date: January 11, 1977
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Material Transmitted:

1. Management Instruction, MMI 6400.3A, subject: Movement Within MSFC of Non-Program Critical Hardware And/Or Equipment
2. This Instruction has been revised to:
 - a. Update it organizationally.
 - b. Reformat it in accordance with MMI 1410.1B.

Filing Instructions:

Remove MMI 6400.3 and insert the attached MMI 6400.3A.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

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

Originating Organization: AS41	Effective Date: January 11, 1977	MMI: 6400.3A
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Subject: MOVEMENT WITHIN MSFC OF NON-PROGRAM CRITICAL HARDWARE AND/OR EQUIPMENT

1. PURPOSE

To provide guidance in preparation and movement within the Center of non-program critical hardware and/or equipment.

2. SCOPE

This Instruction applies to all MSFC organizations for the on-site MSFC movement of hardware and/or equipment except:

- a. Program critical hardware which is covered by MMI 6400.2A.
- b. Movement of office furniture and equipment per MM 4000.1A.
- c. Supplies and materials for turn-in, receipt, or issue which are governed by MM 4000.1A.

3. POLICY

Hardware and/or equipment will be packaged and handled in such a manner that the possibility of damage of hardware/equipment and injury to personnel during these operations are minimized.

4. RESPONSIBILITIES

a. The Requesting Organization will:

- (1) Determine if hardware and/or equipment is of such size, weight, configuration, or value that special planning must be provided prior to movement.
- (2) Contact Industrial Safety (CS21) for meeting with organization coordinator and the mover to advise on pertinent safety regulations and standards which may affect the move.
- (3) Contact Reliability and Quality Assurance Office (EG01) for meeting with requesting organization coordinator and the mover to advise and assist in the inspection of special features, such as fragile parts, handling supports, attachment lugs, and high centers of gravity, of items being handled.
- (4) Provide handling and transportation instructions to be utilized in moving non-program critical hardware and/or equipment.
- (5) Prior to desired moving date, prepare and forward to Management Operations Office, Property Management Division, (AS41), a memorandum including the following information:
 - (a) Desired date of move.
 - (b) Present location and future location.
 - (c) Name, organizational symbol, and telephone number of the coordinator who will act for the organization in preparation and finalization of the move.

- (d) Description of equipment, specifying special packing, handling, and moving instructions and pointing out any other special features deserving attention.
 - . Industrial Safety (CS12) will respond to request per paragraph 4.a.(2).
- c. Reliability and Quality Assurance Office (EG01) will respond to request per paragraph 4.a.(3).
- d. Management Operations Office, Property Management Division (AS41), will:
 - (1) Receive moving requests per paragraph 4.a.(5) and determine a mutually satisfactory schedule.
 - (2) Select the proper equipment to transport the load.
 - (3) When transportation is required:
 - (a) Position truck/trailer in such a manner as to assure safe loading/unloading of cargo.
 - (b) Place cargo on the truck/trailer in such a manner as to assure safe transporting.
 - (c) Stow, block, brace, and secure cargo on truck/trailer prior to movement.
 - (d) Take all other necessary action to accomplish the move safely.

- (4) When special support, such as heavy equipment, packing and crating, is required, necessary arrangements will be made, include request for support from Facilities Office, Operations and Maintenance Division (AB31). This will include assurance that lifting/handling equipment and operators are certified, prior to use, through the implementation of approved maintenance procedures and through current operator permits/licenses.
 - (5) Report all mishaps involving non-program critical hardware/equipment in accordance with MMI 1711.2C.
- e. Michoud Assembly Facility (SM01) and Slidell Computer Complex (AD01) will comply with the general provisions of this Instruction and will prepare appropriate internal implementing procedures.

5. RECISION

This Instruction supersedes MMI 6400.3.

(Original signed by)
John S. Potate
Associate Director (Management)

Distribution:
SDL-3