



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

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November 2018

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Policy for Ordering of Materials and Support Services at Stennis Space Center

Stennis Policy Directive	SPD 5100.1	E
	<i>Number</i>	<i>Rev.</i>
	Effective Date: November 27, 2018	
	Expiration Date: November 27, 2023	
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Responsible Office: RA00/Center Operations Directorate		
SUBJECT: Policy for Ordering of Materials and Support Services at SSC		

Document History Log

Status/Change /Revision	Change Date	Originator/ Phone	Description
Basic	10/12/2001	Dana Matherly X8-2999	Initial Release. Document number and format revised to reflect new SSC format and numbering requirements. Supersedes SPD 8530.1E.
A	6/15/2003	Dana Matherly X 8-2999	a. Add resident agency support contractors as SRS users b. Add critical services d. Add use of SRS for MR e. Add IEM for NASA direct procurements f. Add use of ODIN for IT g. Editorial corrections
B	10/18/2004	Center Operations	Revalidated per NASA rules review.
C	09/24/2008	Trish Penton 8-1932	Reviewed and revalidated.
D	12/6/2013	Tim Pierce 8-1630	a. Remove reference to purchases of Information Technology b. change COTR to COR c. change Business Management Directorate to Office of Procurement d. change work ordering function to SWR system e. Remove references to WOF f. changed IFM to IEM
E	10/11/2018	Ken Griffey 8-1081	a. Remove material and work ordering system's b. Change COR to CO c. Change SWR to TOIS d. Change MR to SR e. Remove SWI-2800-0002 reference f. Changed Internet to Intranet g. Removed note in Section 1 h. Removed "and" between equipment and materials i. Removed reference to FMM 9640 and replaced with NPR 9090.1 j. Cleaned up formatting k. Added verbiage to convey how to access the TOIS and the SR System. l. Changed IEM to SAP

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1. POLICY

a. NASA/SSC provides a mechanism to procure a full range of materials and services to NASA and SSC tenant organizations. Material and services will be provided according to the following:

(1) NASA direct procurements: Requests for materials and services to be furnished as NASA direct procurements will be provided and processed through the NASA Systems Application and Processes (SAP). Information on procurement using SAP is accessed from SSC's Intranet Portal.

(2) Support services, equipment, materials, and supplies: The majority of requests for materials and services provided by NASA support contractors are processed through the NASA/SSC Service Request System (SRS) or the NASA/SSC SACOM S3 Vision Service/Purchase Request System. (SR). The SRS processes work requests for onsite support contractors, material requests, and includes the Task Order Initiation System (TOIS). The SR system processes Service Requests for the procurement of materials, supplies, and minor service contracts. Tenants may contact the applicable contractor for specific guidance on the contractor's work request system.

b. Access to the NASA/SSC SRS may be requested via the NASA Access Management System (NAMS). The link for NAMS is located on the SSC Intranet Portal. Access to the SR system may be requested via the SSC Intranet Portal by choosing the S3 Vision Service/Purchase Request System link located at the top of the page. Authorized users are:

(1) NASA/SSC and NASA/SSC contractors,

(2) Federal and State agency tenants with signed NASA/SSC tenant agreements.

(3) Other governmental, educational, public, and commercial organizations that have entered into a reimbursable agreement with NASA/SSC.

c. All non-NASA organizations that authorize their contractors to request materials and services are financially responsible directly to NASA for reimbursement and/or advance payment of all requests made by their contractors.

d. Authorized SRS and SR users may request materials and support services consisting of any of the facility and technical capabilities maintained by NASA's support contractors. However, requested services must be lawful and ethical, within the scope of existing contracts, not create a potential embarrassment to NASA or the Federal Government and be compatible with all NASA and Federal policies.

e. NASA considers all work requested by SRS and SR users important. However, some tasks are considered critical based on the possible grave outcome resulting from inadequate performance. These critical services are defined as work, which if not successfully performed, will:

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- (1) Negatively affect national security or public welfare,
- (2) Create a significant threat to the life or health of personnel,
- (3) Place assets in excess of \$1,000,000 in value at immediate risk of loss, or
- (4) Result in other grave outcome.

NASA, therefore, will not provide critical services until a formal Risk Assessment Plan and Implementation Plan are developed by the performing contractor and accepted by the requester. Any NASA support contractor providing critical services will ensure that the appropriate NASA Contracting Officers (CO) are aware of the existence of the service being performed. Critical work will receive special management emphasis from the performing contractor to ensure the work is successfully accomplished.

f. Materials and services will be delivered based solely upon the written content of the work request. In no instance will work be performed other than that specified by the work request, or beyond the specified funding limit of the request.

g. Based on appropriation law, NASA/SSC will not initiate support services for reimbursable customers until the requester has registered a funding authorization with the NASA/SSC Chief Financial Officer in a sufficient dollar amount to cover the anticipated cost of the materials and/or service. Procedures for registering funding authority are contained in NASA Procedural Requirement (NPR) 9090.1, Reimbursable Agreements.

h. NASA/SSC does not warrant or guarantee the acceptability of any material and/or service to the requester. The requester is responsible for all costs incurred by NASA/SSC on the part of the request, regardless of the requester's opinion concerning acceptability of materials and/or work performed. NASA/SSC uses its best effort to assure services are performed in an economical manner consistent with the technical and schedule requirements provided by the requester.

i. NASA/SSC is concerned about the quality of the work performed. Comments, positive or negative, should be forwarded to the appropriate NASA CO. The Office of Procurement should be contacted for the appropriate CO.

j. All materials and services delivered via the SRS or SR are delivered under agreement between NASA/SSC and the requester only. There exists no contractual or other binding relationship between the requester and the NASA support contractor. Any inquiries of a contractual nature on any NASA support services contract should be directed to the appropriate CO.

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2. APPLICABILITY

This document is applicable to all users requesting goods or services through NASA/SSC.

3. AUTHORITY

- a. Appropriation Integrity, 31 U.S.C. § 1301(a)
- b. Anti-Deficiency Act, 31 U.S.C. § 1341(a)
- c. NASA Procedural Requirement (NPR) 9090.1, Reimbursable Agreements

4. REFERENCES

- a. SCWI-5100-0001, SSC Procedures for Initiating the Purchase of Supplies and Services

5. RESPONSIBILITY

- a. The Center Operations Directorate is responsible for implementation of this policy and for operations of the SSC SRS and the TOIS.
- b. The Office of Procurement is responsible for determining if the requested materials and/or services will be provided by NASA/SSC as a NASA direct purchase, or by one of the NASA/SSC support contractors, or a combination of both based upon the request.
- c. The CO's are responsible for ensuring that NASA/SSC senior management is notified of critical work performed by the NASA/SSC support contractors.

6. CANCELLATION

SPD 5100.1 Rev D, Policy for Ordering of Materials and Support Services at Stennis Space Center dated December 2013.

Signature on File

Richard J. Gilbrech, Ph.D.
Director

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