

MSFC SHIPPING DOCUMENT		12. From: National Aeronautics and Space Administration George C. Marshall Space Flight Center Transportation Officer, Bldg. 4471 Marshall Space Flight Center, Alabama 35812				Page 1 of _____		CONSIGNEE - PLEASE NOTE When material is to be returned to NASA/Marshall Space Flight Center, please show the Government AUTHORITY FOR SHIPMENT (block 11) on all items, packages, or containers. If shipment is received damaged, call (256) 544-2617.																			
1. Requestor's Name: (Name, Org. Code, Phone)		2. Date Requested:		13. Destination Due Date:				OFFICE USE ONLY																			
Location of Item(s) for Pickup:				14. Ship To:																							
3a. Building:	3b. Room:	4. Point of Contact and Phone:		15. Mark For/Phone Number:				DCN:																			
5. Status of Items: (Check all that apply): <input type="checkbox"/> Transfer to Other NASA Center <input type="checkbox"/> Loan <input type="checkbox"/> Test & Return <input type="checkbox"/> Vendor Owned <input type="checkbox"/> Replace <input type="checkbox"/> Repair <input type="checkbox"/> Exhibits <input type="checkbox"/> Other: _____				16. Comments (Additional Information):				Date DCN Assigned:																			
6. Shipping Information: <input type="checkbox"/> Prepaid <input type="checkbox"/> Vendor Pickup <input type="checkbox"/> Collect <input type="checkbox"/> Hand Carry CAA No.: _____ <input type="checkbox"/> Return CBL <input type="checkbox"/> Third Party Billing				17. Item No.				18. Equipment Control No.				19. Model/Stock/Part No.				20. Item Description, Serial No., Manufacturer No., Lot No., License Plate No., Class of Hardware				21. Unit of Issue		22. Quantity		23. Unit Price		24. Total Value	
7. Shipment Content Information: <input type="checkbox"/> Commercial <input type="checkbox"/> Export <input type="checkbox"/> Sensitive <input type="checkbox"/> Program Critical Hardware <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Quality Assurance Testing Required I certify that this shipment does not contain any unauthorized explosives, destructive devices, or hazardous materials. _____																											
8. WBS:		9. Cost Center:		10. Fund/Fund Center:				11. Authority for Shipment:				25. Approval: (Typed Name and Signature)				Group Lead:											
GRAYED AREAS ARE FOR OFFICE USE ONLY - THE GOVERNMENT IS NOT LIABLE FOR COLLECT SHIPMENTS										TOTAL:																	
Resources:		No. of Containers		Type Containers		Container Dimensions				Weight		Total Cube		Remove ECN Tag?													
Direct Program Manager/Department Head														<input type="checkbox"/> Yes <input type="checkbox"/> No													
Contracting Officer:														Issued By:													
Supply and Equipment Management Officer:														Checked By:													
Property Support Assistant (PSA):		Shipment Released By:				Cost:						Packed By:															
		Quality Signature:																									

INSTRUCTIONS FOR SHIPPING REQUEST (MSFC FORM 57)

1. Requestor's Information. Provide requester's name, organizational code, and phone number.
2. Date Initiated.
3. Complete if materials are to be picked up for shipment. Provide building and room number.
4. Provide point of contact if property is not located with originator.
5. Indicate status of the material being shipped. Please provide return date if **Repair, Exhibit, or Test & Return** is selected. If **Loan**, provide the return date and loan agreement.
6. Check those that apply.
If **Collect** is selected, provide the Carrier Account Number (CAA).
CBL Required: If MSFC is paying for return of the material, please provide the point of contact, pickup date, location of material, and date it must be returned to MSFC in block 16. Comments.
7. Indicate class of item(s) and inspection required:
Commercial: Commercial items (CI) that are transported or handled through normal commercial transportation Class IV.
Sensitive: Anything that requires Special Handling. Class III.
Hazardous Material: Hazardous/radioactive. NOTE: Improper hazardous classification may result in heavy fines and/or imprisonment. Provide Urgent Material Safety Data Sheets for known or suspected material. Must allow two (2) additional days for processing hazardous materials. Hazardous items include flammable (bases, liquids, and solids), any compressed gas over 40 psi, poisons, oxidigens, organic peroxides, corrosives, explosives and radioactive items. An original, written signature must be obtained before shipment is processed.
Export: Must provide commercial invoice, Schedule B number, MSFC Form 4312, and international agreement number.
Program Critical Hardware (PCH) : Items which support the critical path in the program/project schedule and loss, damage or delay would seriously affect the entire program/project (reference: MWI 6410.1). Class I or II.
Quality Assurance Testing Required: If Quality Assurance Testing is required, then the form initiator must route to the project Quality Assurance Representative (QAR) for assignment of shipping requirements.
8. WBS Number.
9. Cost Center Number.
10. Fund/Fund Center Number.

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11. It is essential that the applicable purchase order, contract or grant number, RFQ (purchase request) number, or other shipping authority be entered in this block. When shipping Government property for use, evaluation, testing, servicing, repair or replacement, or warranty repair or replacement by a contractor or vendor, research or educational institution, local or State Government, or civil organization. When returning contract or purchase order property rejections or leased or loaned equipment.
12. MSFC Address Block.
13. Indicate the latest date the material can arrive at destination.
14. Indicate the exact delivery address.
15. Individual's name and phone number to whose specific attention the shipment is addressed.
16. Comments.
17. Indicate item number (1, 2, 3, etc.)
18. - 20 Item Identification - Enter Item Name and Extended Description, Model, Type, Part Number, Serial Number, Size, and NASA Tag Number, as applicable.

NASA Tag Numbers: It is essential that all NASA tag numbers be included in this block for shipment of NASA/MSFC controlled (tagged) equipment or return of leased or loaned equipment.

If **Government-furnished property (GFP)** is being shipped or if the authority for shipment comes from a contract or grant, the signature of the responsible contracting officer (CO) or grant officer (GO) is required in block 31.

Per regulatory requirements, the requester and the applicable contracting officer or grant officer are responsible for ensuring that all items of Government property being furnished to a contractor or grantee for use on a Marshall award are specifically identified in the applicable contract purchase order, grant or cooperative agreement.

Maintenance of the official records of Government property shall be the responsibility of the recipient. If you have any questions, contact your PSA.
21. Indicate type of unit of issue (each, box, case, package, etc.)
22. Number of units being shipped.
23. Enter the unit price of the material being shipped.
24. Total value of material being shipped.
25. Approval Signatures. Signature or e-mail approval.

Contact for Information or Help

Transportation or help in completing form:

Carolyn Greenwood
4-2617
Carolyn.E.Greenwood@msfc.nasa.gov

Property Support Assistant (PSA)

Jimmy Maynard
544-9491
jimmy.maynard@msfc.nasa.gov
Supports AD42, M-DI, MP, QD & SD

Margo Gillespie
544-4690
margo.gillespie@msfc.nasa.gov
Supports AD01 thru AD10, AD40 thru AD60, CD, ED30, FD & NBHIS

Lewis McMurtrie
544-9488
lewis.mcmurtrie@msfc.nasa.gov
Supports ED01 thru ED10, DA, DD, DE, OS, PS, RS & TD70

Shannon Long
544-9587
shannon.long@msfc.nasa.gov
Supports AD20, AD30, ED20, ED40, LS, TD02, thru TD60 and up

Supply and Equipment Help:

Patsy Nash
544-0050
Patricia.A.Nash@nasa.gov