

*02/06/07*

**NATIONAL AERONAUTICS AND SPACE**  
**ADMINISTRATION**  
**TERMINAL FACILITIES GUIDE**

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**1. GENERAL**

A. Name: National Aeronautics and Space Administration

**NASA Headquarters**

B. Post Office: Washington, DC 20546-0001

C. Location: 300 E. Street, SW

**2. KEY PERSONNEL**

<u>Name and Function</u>	<u>Mail Code</u>	<u>Phone Number</u>
Clint Green Transportation Officer Motor Vehicle Passenger Travel	HQ-LD080	202-358-0835
John Pettit Passports Visas	HQ-LD080	202-358-0009
Rose Butler Bank of America Card	HQ-LD080	202-358-0184

**3. SHIPPING AND RECEIVING FACILITIES**

All shipments should be consigned to the Transportation Officer, Code LD080, 300 E. Street, SW, (Rear of building), Washington, DC 20546-0001

The closest airport to Headquarters is National Airport, approximately five miles south.

**4. PASSENGER TRANSPORTATION**

Passengers arriving at National Airport can take the Metro to Federal Center SW on the blue line or L'Enfant Plaza on the yellow line, Taxis are also available.

## 1. GENERAL

- A. Name: National Aeronautics and Space Administration  
**Ames Research Center (ARC)**
- B. Post Office: Moffett Federal Air Field, California, 94035-1000
- C. Location: Located in Santa Clara County, 45 miles south of San Francisco.  
The main entrance is 10 miles north of San Jose on Highway 101.

## 2. KEY PERSONNEL

### A. Logistics and Transportation Management Branch:

Responsible for ARC Traffic Management, Transportation, Integrated Logistics Support and Storage. Provides technical direction, monitoring and management of the Logistics Support Contract.

#### Transportation Officer

Ms. Vivian Torres  
M/S 255-1  
AC-650-604-5207  
FAX-650-604-2149  
e-mail: [vtorres@mail.arc.nasa.gov](mailto:vtorres@mail.arc.nasa.gov)

#### Traffic Coordinator, inbound/outbound

Ms Monica Mendoza  
M/S 255-3  
AC-650-604-4650  
FAX-650-604-3796  
e-mail: [mmendoza@mail.arc.nasa.gov](mailto:mmendoza@mail.arc.nasa.gov)

#### Transportation Manager/Motor pool operations

Ms. Vivian Torres  
Transportation Manager  
M/S 255-1  
AC-650-604-5207  
FAX-650-604-2149  
e-mail: [vtorres@mail.arc.nasa.gov](mailto:vtorres@mail.arc.nasa.gov)

#### Household Goods/Traffic/Freight Rate Specialist

Ms. Monica Mendoza  
M/S 255-3  
AC-650-604-4650  
FAX-650-604-3796  
e-mail: [mmendoza@mail.arc.nasa.gov](mailto:mmendoza@mail.arc.nasa.gov)

#### Travel Officer/Passenger Travel

Ms. Beverly L. Davis  
Chief, Financial System's Service Branch  
M/S 203-15  
AC-650-604-4773  
FAX-650-604-0638  
e-mail: bldavis@mail.arc.nasa.gov

**Center Export/Import Officer**

Mr. Raghaveer V. Shea  
Chief, Center Export/Import  
M/S 15-1  
AC-650-604-0871  
FAX-650-604-2232  
e-mail: rshea@mail.arc.nasa.gov

**Hazardous Material Coordinator/Freight Rate Specialist**

Ms. Monica Mendoza  
M/S 255-3  
AC-650-604-4650  
FAX-650-604-3796  
e-mail: mmendoza@mail.arc.nasa.gov

**Storage Manager**

Mr. Nelson Japlit  
Supply Manager  
M/S 255-5  
AC-650-604-3428  
FAX-650-604-1796  
e-mail: njaplit@mail.arc.nasa.gov

Mr. Frank Custer  
Disposal Manager  
M/S 255-2  
AC-650-604-4058  
FAX-650-604-1796  
e-mail: fcuster@mail.arc.nasa.gov

**2. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT AND PASSENGERS**

- A. Air:
- Scheduled Freight services to and from Ames Research Center, is provided at San Francisco international Airport, 37 miles north, and San Jose Airport, 10 miles south.
- Scheduled passenger service is provided at San Jose Airport, 10 miles south, and at San Francisco International Airport, 37 miles north.

NASA, military and chartered aircraft with proper clearances may land at Moffett Federal Air Field, California.

- B. Bus: Depot a Mountain View, CA is 2 miles north. Service is via Greyhound Bus Lines. Goods may be picked up by Ames Research Center personnel from this depot.
- C. Area: Served by United Parcel Service on a pre-paid basis.
- D. Rail: No Government tracks available.
- E. Truck: See "Consignee" instructions in Paragraph e. Normal delivery hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday. Late/Emergency trucks with shipments can be received after hours prior to coordination.
- F. Water: Government docks are not available.
- G. Bulk Liquids and Gases: Facilities are available to receive certain types of bulk liquids and gases. Contact must be made with ARC Transportation Officer before shipment is made.
- H. Ammunition and Explosives: Facilities are available to receive Class 1, Divisions 1-3 explosives or ammunition by motor.

**3. FREIGHT DESTINATION BE SHOWN ON BILLS OF LADING**

- A. Motor: Truckload or Less-Than-Truckload-Ames Research Center, Moffett Federal Air Field, California.
- B. Freight Forwarder: Surface and Air - Ames Research Center, Moffett Federal Air Field, California.
- C. Bus: Mountain View, California

**4. NASA AMES RESEARCH CENTER ACCESS TO BLDG. 255, SUPPLY SUPPORT FACILITY**

Visitors proceed to Building 26, Pass and ID Reception Office, on Parsons Avenue and obtain a temporary pass and vehicle permit. Delivery trucks proceed straight to Gate 17. After passing the Ames Contract Sentry, the visitor proceeds on to Wright Avenue; turning onto Hunsaker Road, then left onto De France Avenue.

## 1. GENERAL

- A. Name: National Aeronautics and Space Administration  
**Dryden Flight Research Center (DFRC)**
- B. Post Office: U.S. Post Office  
Edwards, AFB, CA 93523
- C. Location: Kern County. The main entrance (Edwards AFB) is on an access road six miles south of State Highway 58 and 17 miles east of Mojave, California. Additional entrance available via an access road from State Highway 14, 17 miles east of Rosamond, California or via 90<sup>th</sup> and 120<sup>th</sup> street from Palmdale-Lancaster, off Forbes Avenue within the confines of Edwards AFB, California.

## 2. KEY PERSONNEL

- A. Facilities Maintenance and Logistics Branch:

Responsible for DFRC Traffic Management, Transportation, Integrated Logistics Support and Storage. Provides technical direction, monitoring and management of the Logistics Support Contract.

### *Transportation Officer/Traffic Manager/Motor Vehicle Officer*

Tracy J. Edmonson  
Bldg. 4800, Room 1410  
(661) 276-3320  
FAX (661) 276-2010

Alternate: Daniel Crowley  
Bldg. 4800, Room 1410  
(661) 276-3369  
FAX (661) 276-2291

Wayne Shively (Contractor)  
Bldg. 4876, Whse #6  
(661) 276-3249  
FAX (661) 276-2156

### *Center Export/Import Officer*

Jerry McKee  
Deputy Associate Director for Management  
Bldg. 4800, Room 2007  
(661) 276-3245  
FAX (661) 276-2298

**HAZMAT Coordinator**

Mr. Ralph Anton  
Hazardous Material Coordinator  
Bldg. 4850B, Room 121  
(661) 276-2839  
FAX (661) 258-2254

**Passport Agent**

Debbie Koehler  
Bldg. 4800, Room 1027  
(661) 276-2205  
FAX (661) 276-2573

B. Contractor Support:

<b><u>NAME/POSITION</u></b>	<b><u>TELEPHONE</u></b>	<b><u>FUNCTION</u></b>
Wayne Shively Traffic Manager	(661) 276-3249	Responsible for all contractor Traffic Management activities. Books household goods, moves, and traces shipments.
Norbert (Bob) Davis Traffic Management Specialist	(661) 276-3846	DFRC special projects. Shipment of all freight requirements.
Wayne Shively Receiving Supervisor	(661) 276-3249	Responsible for all contractor receiving activities.

**3. SHIPPING AND RECEIVING FACILITIES:**

A. Rail:

Rail LCL and CL receiving facilities are available at Edwards AFB, California. Government trackage connects with the Atchinson, Topeka and Santa Fe Railway Company (AT & SF) at Edwards, California. The AT & SF performs internal switching. Limited switching can be performed with Government trackmobile. Storage space is available for 50 freight cars containing their own uploading ramps or wen portable ramps are at Los Angeles, California, 90 miles distant, when portable ramps are not available. Passenger station at Los Angeles in 90 miles distant.

B. Air:

Los Angeles International Airport at Los Angeles and Palmdale Air Terminal at Palmdale are 100 and 40 miles distant, respectively.



C. Bus:  
Western Greyhound Lines Depot is located in Lancaster, California, 34 miles distant.

D. Truck:

All motor LTL & TL Shipments are received at Central Receiving, Warehouse #6, Building 4876. Receiving hours, 7:30am to 4:00pm, Monday through Friday, holidays excluded.

E. Water:

N/A

F. Heavy Lift:

Commercial Lifts available up to 40 tons; however, 72 hours advance notice required to make arrangements for services. Installation overhead lift capacity is five tons. With appropriate notice, a 50-ton lift capability is available.

G. Bulk Liquids:

Facilities are not available to receive bulk petroleum projects by tank car or tank truck.

H. Containerized Cargo:

Can be received by rail or motor.

I. Hazardous Material:

Edwards AFB has facilities available to receive shipments of class A, B, & C ammunition or explosives by rail or motor.

J. Advance Report of Shipment (RESHIP):

A RESHIP is required on all shipments exceeding one (1) carload or two (2) truckloads and for single shipments exceeding ten tons. RESHIP requested also on classified shipments, liquid and gaseous propellants, explosives, and oversize and overweight shipments. Request RESHIP be forwarded by electrical means and/or FTS or commercial telephone.

#### **4. FREIGHT:**

A. Consignment Instructions - Consign all freight shipments to:

Warehouse 6, Building 4876  
Dryden Flight Research Center  
Lilley Drive  
Edwards, California 93524

Mark for: \_\_\_\_\_  
(as appropriate)

B. Freight destination to be shown on all Bills of Lading (motor, freight forwarder & air) is:

Warehouse 6, Building 4876  
Dryden Flight Research Center  
Lilley Drive  
Edwards, California 93524

- C. Express Overnight Shipments should be addressed as:

Name, Building #, Room #  
Dryden Flight Research Center  
Warehouse 6, Building 4876  
Lilley Drive  
Edwards, California 93524

- D. Shipments transported via water carrier should specify on Bills of Lading:

N/A

- E. Receiving Hours of Operation

7:30 a.m. - 3:30 p.m. (Monday thru Friday)

**5. DOCUMENTATION:**

All shipping documents must include the appropriate accounting code number, contract number, or purchase order number.

**6. NON WORKING HOURS OF OPERATION**

Tracy J. Edmonson, Transportation Officer  
(661) 722-4445

Wayne Shively, Traffic Manager  
(760) 373-0014

## 1. GENERAL

- A. Name: National Aeronautics and Space Administration  
**Glenn Research Center (GRC)**
- B. Post Office: U.S. Post Office  
14402 Puritas Ave.  
Cleveland, Ohio 44135
- C. Location: Glenn is located in Cleveland Ohio, adjacent to the Cleveland International Airport. Central Receiving is located in Building 21. Main Storage Warehouses are located in Building 21, 28, 84, 137 208, and the Plum Brook field office is located in Sandusky, Ohio, 50 miles west of Cleveland.

## 2. KEY PERSONNEL

- A. Transportation Services at Glenn encompasses shipping, receiving, freight traffic, and delivery services, vehicle operations, and mail room services. Civil Servants are also responsible for the technical direction and monitoring of the logistics support service contractor performing these functions.

**Logistics Manager, Transportation Officer, Traffic Manager, Travel Officer**

Mrs. Susan M. Kraus  
Transportation Officer  
MS 21-9  
216-433-3079

**Technical Representative for Freight Traffic, Receiving, Shipping, Mail Room; Program Transportation Planning; Certifying Official for Hazardous Shipment.**

**Technical Representative for Vehicle Operations.**

Mr. Antoine Moss  
Vehicle Maintenance Contract Monitor  
MS 21-9  
216-433-3049

**Passport/Visa Agent**

Ms. Deborah L. Burak  
International Program Manager  
MS 3-7  
216-433-5382

- B. SGT, Inc. performs traffic management activities under the Technical Information and Logistics Services (TIALS) contract.

<b><u>NAME/POSITION</u></b>	<b><u>TELEPHONE</u></b>	<b><u>FUNCTION</u></b>
Jeanine Hanzel Logistics Manager	216-433-3077	Responsible for all contractor traffic management, shipping, and receiving activities
Michael R. Jones Freight Traffic Specialist	216-433-2255	Customs clearance; plans and executes the movement of all freight, i.e., small package, overnight, and heavy weight; types GBL's, CBL's, Customs Declarations, and other shipping documentation; books household goods moves; traces shipments; processes claims on freight damages; and obtains state and local permits for GRC vehicles.
Marvin Meriwether Shipper	216-433-2254	Responsible for the packaging and handling of all shipments leaving GRC, all including HAZMAT shipments and related documentation.

### **3. SHIPPING AND RECEIVING FACILITIES**

- A. Rail: GRC is not serviced by Government or common carrier trackage.
- B. Air: Cleveland Hopkins International Airport is adjacent to GRC, and is the preferred arrival and departure point for air cargo.
- C. Bus: Local service is available from the Cleveland metro area direct to GRC.
- D. Truck: Truck shipments are received at GRC Central Receiving, Building 21, Monday through Friday from 7:00 a.m. to 4:00 p.m., except holidays.
- E. Water: Docks are available at the Port of Cleveland.
- F. Heavy Lift: GRC lift capacity is 10 tons. Commercial rigging services are available. Requires 48 hours advance notice.
- G. Bulk Liquids: Bulk liquids and gases delivered by truck or truck-tractor tank only.
- H. Containerized Cargo: Can be received by truck-tractor only.

### **4. FREIGHT**

- A. Consignment Instructions - Consign all freight shipments to:

Central Receiving, Building 21  
Glenn Research Center  
21000 Brookpark Rd.  
Cleveland, Ohio 44135

- B. Freight destination to be shown on all Bills of Lading (motor, freight forwarder, air water, etc.) is:

Central Receiving, Building 21  
Glenn Research Center  
21000 Brookpark Rd.  
Cleveland, Ohio 44135

- C. Express Overnight Shipments should be addressed as:

Name, Building #, Room #  
Glenn Research Center  
21000 Brookpark Rd.  
Cleveland, Ohio 44135

- D. Shipments transported via water carrier should specify on Bills of Lading:

“Upon arrival, notify the Traffic Management Office at 216-433-2255/3077”

- E. Receiving Hours of Operation:

7:00 a.m. - 4:00 p.m. (Monday thru Friday)

## **5. Documentation:**

- A. All shipping documents must include the appropriate job order number, contract number, or purchase order number.
- B. Consignee copies of U.S. Government Bill of Lading should be forwarded to:

Glenn Research Center  
Freight Traffic Office MS 21-6  
21000 Brookpark Rd.  
Cleveland, Ohio 44135

Note: If freight payment is to be made by the GRC Accounting Office, send memorandum copy of the Bill of Lading to:

Glenn Research Center, Freight Traffic Office, MS 21-6,  
Cleveland, Ohio 44135

## **6. Non-working hours of operation:**

In case of an emergency occurring after normal working hours the requestor will contact one of the following persons:

Jeanine Hanzel, Logistics Supervisor - 440-356-1690 or 440-227-1828

Michael R. Jones, Freight Traffic Specialist - 440-884-5372 or 440-390-0976

## 1. GENERAL

- A. Name: National Aeronautics and Space Administration  
**Goddard Space Flight Center (GSFC)**
- B. Post Office: U.S. Post Office  
Prince George's Facility  
Riverdale, Maryland 20840
- C. Location: GSFC is located in Prince Georges County, Maryland near the city of Greenbelt. The main gate is located on Maryland Route 193 (Greenbelt Road). The receiving warehouse is located on Soil Conservation Road. The storage warehouses are located at Soil Conservation Road, Cherry Hill Road in Laurel, Maryland, and Wallops Flight Facility, Wallops Island, Virginia.

## 2. KEY PERSONNEL

### A. Logistics and Transportation Management Branch:

Responsible for GSFC Traffic Management, Transportation, Integrated Logistics Support and Storage. Provides technical direction, monitoring and management of the Logistics Support Contract.

#### **Transportation Officer/Traffic Manager/Motor Vehicle Officer/Center Export Administrator**

Thomas A. Weisz  
Head, Logistics and Transportation Management Branch  
Code 232, Building 27  
301-286-4541

#### **NASA Travel Services Contract Coordinator**

Ms. Carolyn Lott  
Traffic Management Specialist  
Code 234, Building 27  
301-286-7677

#### **Traffic Management/Project Support**

Mr. Clinton Green  
Traffic Management Specialist  
Code 234, Building 27  
301-286-8980

#### **Personnel Travel Coordinator/Fleet Management/Special Projects**

Mr. Fritz Ankerman  
Traffic Management Specialist  
Code 234, Building 27  
301-286-4384

#### **Fleet Management**

Mr. Robert DiPalo  
Logistics Management Specialist  
Code 234, Building 27  
301-286-6225

**Passport Visa Agent**

Ms. Gail Allen  
Transportation Clerk  
Code 234, Building 27  
301-286-7678

**Storage Manager**

Ms. Lindy Bingham  
Supply Systems Analyst  
Code 234, Building 27  
301-286-9640

**Logistics Support Specialist/Integrated Logistics Support (ILS)**

Mr. Michael Taylor  
Logistics Management Specialist  
Code 234, Building 27  
301-286-2607



**B. Cortez III Service Corp.:**

Performs Traffic Management activities under auspices of the Goddard Logistics Support Contract.

<u><i>NAME/POSITION</i></u>	<u><i>TELEPHONE</i></u>	<u><i>FUNCTION</i></u>
Mike Thompson Traffic Manager	301-286-9933	Responsible for all contractor Traffic Management activities.
Rick Eichen Traffic Management Specialist	301-286-9555	GSFC special projects and customs clearances.
Patty Manalansan Export Specialist	301-286-6388	Center Import/Export Support
Jean Manall Traffic Management Specialist	301-286-9642	Plans general freight shipments, special project moves, generates airlift requirements books household goods shipments.
Kelley Bigley Traffic Management Specialist	301-286-5157	Operates Small Package Office (SPO) for processing express and ground shipments weighing less than 50 pounds.
Janice Trossbach Transportation Management Specialist	301-286-2887	Verifies freight invoices for payment Routes domestic and international freight shipments, generates transportation documentation, provides instrumentation support to special projects.
Barbara Faulk Management Specialist	301-286-0562	Works FEDEX Power Ship System. Traffic Types shipment documentation, maintains traffic management files, and verifies Freight invoices for payment.
Jim Neville Traffic Mangement Specialist	301-286-3533	Types shipment documentation, works up CSOC shipments, operates FEDEX Power Ship System, and maintains traffic Management files.
Walt Carel Packaging Engineer	301-286-9557	Provides engineering assistance in the areas of packaging, handling, and Transportability.
Pat Burns Receiving Supervisor	301-286-6611	Responsible for all contractors receiving.

### 3. SHIPPING AND RECEIVING FACILITIES

- A. Rail: GSFC is not serviced by Government or common carrier trackage.
- B. Air: Baltimore-Washington International (BWI) Airport is located 20.3 miles NW of GSFC, and is the preferred arrival and departure point for air cargo.
- Dulles Airport (IAD) Washington, D.C is located 48 miles west of GSFC.
- National Airport (DCA) Washington, D.C. is located 29 miles SW of GSFC. Andrews AFB is located 18.2 miles south of GSFC. Primarily used for cargo entered into the military airlift system.
- C. Bus: Local service is available from the Washington metro area direct to GSFC.
- D. Truck: Truck shipments (TL and LTL) are received at GSFC Central Receiving, Building 16W, Monday through Friday from 7:30 a.m. to 3:30 p.m., Holidays accepted.
- E. Water: Docks are available at the Port of Baltimore.
- F. Heavy Lift: GSFC lift capacity is 20 tons. Commercial rigging services are Available Requires 48 hours Advance notice.
- G. Bulk Liquids: Bulk liquids and gases delivered By truck or truck-tractor tank only.
- H. Container-ized Cargo: Can be received by truck-tractor only.
- I. Hazardous Materials: No 1.1, 1.2 or 1.3 (Class "A" or "B") explosives will be received at GSFC. Radioactive Materials and certain other hazardous items may be received at GSFC specialized facilities. In all cases requiring shipment of 1.4 (Class "C") explosives, contact the receiving section at (301-286-9668) 24 hours in advance of release of shipment for specific delivery instructions. All hazardous shipments must have a Material Safety Data Sheet (MSDS).
- J. Advance Report a Of Shipment: REPSHIP is required on hazardous material shipments 24 hours in (REPSHIP) advance of shipment arrival. Address to: NASA/GSFC, Receiving Section, Building 16W, Greenbelt, Md 20771. Furnish complete information on transmit via mail or telefax Fax number is (301-286-1740).

**4. FREIGHT:**

- A. Consignment Instructions - Consign all freight shipments to:

Central Receiving, Building 16W  
Goddard Space Flight Center  
Greenbelt, Maryland 20771

Mark for: \_\_\_\_\_  
(As appropriate)

- B. Freight destination to be shown on all Bills of Lading  
(motor, freight forwarder, air, water, etc.) is:

Central Receiving, Building 16W  
Goddard Space Flight Center  
Greenbelt, Maryland 20771

- C. Express Overnight Shipments should be addressed as:

Name, Building #, Room #  
Goddard Space Flight Center  
Greenbelt, Maryland 20771  
Phone # \_\_\_\_\_  
(As appropriate)

- D. Shipments transported via water carrier should specify on Bills of Lading:

"Upon arrival, notify the Traffic Management Office at (301-286-9555 or 286-9642)."

- E. Receiving Hours of Operation:

7:30 A.M. - 3:30 P.M. (Monday thru Friday)

**5. DOCUMENTATION:**

- A. All shipping documents must include the appropriate job order number, contract number, or Purchase order number.
- B. Consignee copies of U.S. Government Bills of Lading should be forwarded to:

NASA - Goddard Space Flight Center  
Code 239, Receiving Section  
Greenbelt, Maryland 20771

**Note:** If freight payment is to be made by the GSFC Accounting Office, send memorandum copy of the bill of lading to Code 239, Traffic Management Office, Attention: Transportation Clerk

## **6. NON-WORKING HOURS OF OPERATION**

In case of an emergency occurring after normal working hours the requestor will contact one of the following persons:

Pat Burns, Receiving Section Head, 301-577-5519  
Mike Thompson, Traffic Section Head, 410-795-0768

## 1. GENERAL

- A. Name: National Aeronautics and Space Administration  
**GSFC/Wallops Flight Facility (WFF)**
- B. Post Office: Wallops Island, Virginia 23337
- C. Location: Wallops Flight Facility (WFF) is located on the northern end of Virginia's Eastern Shore, Route 175, five miles east of U.S. Route 13, and six miles west of the town of Chincoteague, Virginia.

## 2. TRANSPORTATION KEY PERSONNEL

### Traffic Management

Mr. Kirk Webb 757-824-1144  
Code 270, Bldg F-16

### Motor Vehicle Officer

Mr. Timothy Abbott 757-824-1647  
Code 270, Bldg F-16

### Storage Manager

Mr. Wanamaker Lawrence 757-824-1475  
Code 270, Bldg F-16

## 3. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT AND PASSENGERS

- A. Air: Air freight service is provided by a variety of air carriers providing delivery to WFF on a daily basis. Passenger service is available to the Salisbury-Wicomico Airport, Salisbury, Md, 42 miles north of WFF. Surface transportation to WFF is by taxi or rental car.

Chartered and private aircraft, both piston and jet type may land at WFF Airport (for business purposes) with proper clearance. Contact for information and landing clearance is:

WFF Airport Manager  
Mr. Ed Sudendorf 757-824-1240

- B. Bus: No direct service is provided. No service is available for pickup of passengers or cargo from bus stop. Trailways bus line stop is located at "T's Corner", U.S. Route 13 and VA. 175, 5 miles west of WFF.

- C. Rail: WFF is not served by Government trackage.

No rail passenger service is available. Carload rail service is furnished by Virginia and Maryland Railroad Company at Lecato Station Railroad, seven miles southwest of WFF. No railroad company representative is assigned at railhead. Rail service has to be requested at Cape Charles, VA, 72 miles south of WFF ( 757-331-1094).

Heavy tonnage and tank-car unloading services are not furnished or performed with Government equipment at railhead. All inbound rail shipments for WFF require REPSHIP (Report of Shipment) information in advance by electrical means.

- D. Truck: General Cargo is received at Building F-19. Inbound shipments of 1.1, 1.2, 1.3 and 1.4 (Class "A" and "B" and "C") explosives, and other designated hazardous materials will stop and park at the WFF main gate. The delivering carrier's representative is to contact the WFF Nondestructive Testing Section (ext. 2548), who will furnish escort, unloading, inspection, and shipment acceptance. Any shipment requiring delivering carrier's equipment to display Placards, and all shipments tendered as Truckload require REPSHIP information in advance of delivery. Normal receiving hours are from 8 a.m. to 2 p.m. for all truckloads; and 8 a.m. to 3 p.m. for partial loads of explosives; and 8 a.m. to 4 p.m. for all other partial loads; Monday through Friday, excluding holidays.
- E. Water: Port Facilities are available at Baltimore, MD (Approximately 185 miles from WFF) and Norfolk, VA. (Approximately 110 miles from WFF). REPSHIP is required on inbound ocean shipments.
- F. Heavy Lift: WFF's heavy materials handling equipment has a maximum capacity of 35 tons. Requires 48 hour advance notification. Call 757-824-1595.
- G. Bulk Liquids: All bulk liquids such as gasoline, diesel fuel, etc., are received by motor carrier only.
- H. Shipping: All outgoing shipments (air, TL, LTL, small package, etc.) are accomplished via GSFC Form 20-4 with appropriate funding information and approvals. The Traffic Management Office is located in Building D-49, phone 757-824-1595 or 757-824-1181. Normal working hours are 8:00 – 4:30 M-F.

**4. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING:**

Receiving, Building F-19  
NASA/Goddard Space Flight Center  
Wallops Flight Facility  
Wallops Island, Virginia 23337

1. **GENERAL**

Name/Address: National Aeronautics and Space Administration  
**Jet Propulsion Laboratory (JPL)**  
**California Institute of Technology**

National Aeronautics & Space Administration  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Post Office: 600 N. Lincoln  
Pasadena, CA 91109

Location: Los Angeles County, area Northwest of  
Pasadena, CA; Foothill Freeway #210,  
Berkshire/Oak Grove Drive off-ramp.

2. **KEY PERSONNEL**

**Shipping & Receiving:**

<u>Name/Title</u>	<u>Location</u>	<u>Phone Number</u>
B. W. Troutman, Section Manager Logistics & Materiel Services Section	111-116	818-354-6452
M.A.Nieto, Group Supervisor Shipping & Receiving	284-102	818-393-5544

**Distribution/Transportation:**

<u>Name/Title</u>	<u>Location</u>	<u>Phone Number</u>
B. W. Troutman, Section Manager Logistics & Materiel Services Section	111-116	818- 354-6452
M. A. Nieto, Group Supervisor Distribution/Transportation	284-102	818- 393-5544

**Vehicle Operations:**

<u>Name/Title</u>	<u>Location</u>	<u>Phone Number</u>
B. W. Troutman, Section Manager Logistics & Materiel Services Section	111-116	818- 354-6452
H.J. Roenher-III, , Group Supervisor Vehicle Operations	111-208	818- 354-7387

3. **SHIPPING AND RECEIVING FACILITIES FOR FREIGHT**

Air

1. Scheduled freight service to and from this facility is available at Los Angeles International Airport, 30 miles Southwest of JPL.

Hollywood/Burbank Airport, 15 miles West, is available on a lessor scale.

NOTE: Charter flights may land at Hollywood/Burbank Airport.

2. Edwards Air Force Base, 85 miles north of JPL, is available for special air mission flights provided prior arrangements are made through Air Operations, Edwards Air Force Base.

Truck

1. All motor shipments are received at JPL Receiving, Building 241.
2. Normal delivery hours are from 7:30 a.m. to 3:30 p.m., Monday through Friday.

Express

1. Area is served by all major express companies.
2. Area is served by United Parcel Service.

Water

1. Commercial facilities are available at Long Beach, California and San Pedro, California. Cargo moves to JPL by truck.

Heavy Lifts

1. The lift capacity at JPL is 7 tons.
2. Commercial lift available through prior arrangements.

Bulk Liquid

1. Bulk liquids can be received via truck or truck tank only.

Containerized Cargo

1. Facilities are available to receive containerized cargo.



Hazardous Materials

1. Will be received by all authorized modes of transportation during normal working hours. (7:30 a.m. to 3:30 p.m., Monday through Friday).
2. After hours, delivery must be cleared through JPL Shipping & Receiving.
  - a. Phone Number (818) 393-5544 or (818) 354-8511

Freight Forwarder

Centra Worldwide, Inc.  
14801 Able Lane  
Huntington Beach, CA 92647  
(800) 333-0567

Custom House Broker

Packair Customs Brokers, Inc.  
5510 W. 104<sup>th</sup> St.  
Los Angeles, CA 90045  
(310) 342-6051

1. **GENERAL**

- A. Name **National Aeronautics and Space Administration  
Johnson Space Center (JSC)**
- B. Post Office NASA/Johnson Space Center  
2101 NASA Parkway  
Houston, TX 77058-3696
- C. Location JSC is located in Harris County, 27 miles southeast of downtown Houston and 2.9 miles east of the Webster-Seabrook exit of Interstate Highway 45. The main entrance is located off of Saturn Lane, which intersects with NASA Parkway. The Receiving Warehouse is located in Building 421 on Avenue B.

2. **TRANSPORTATION BRANCH/KEY PERSONNEL**

JSC Transportation Branch consists of two support groups, the Program Transportation Group and the Center Transportation Group. The Program Transportation Group is responsible for unique one-of-kind critical, oversized, and/or sensitive type traffic management requirements. Requests may include military and/or commercial charters, rigging & heavy hauling, oversize moves using the Super Guppy Transportation System. The Center Transportation Group is responsible for processing inbound and outbound JSC freight shipments both domestic and international, monitoring and evaluating the performance of the Center Operations Support Services Contractor, as well as, managing JSC Center and Contractor vehicle requirements. To learn more about the JSC Transportation Branch, please visit our website at: <http://www6.jsc.nasa.gov/ja/jb/jb7.cfm>

**Transportation Officer/Chief Transportation Branch**

Ms. Julie A. Pate  
Chief, Transportation Branch  
Code JB7, Building 419  
Telephone: 281-483-6506  
E-Mail: [Julie.pate-1@nasa.gov](mailto:Julie.pate-1@nasa.gov)

**Contract Transportation Group/Contract Transportation**

Ms. Cindy Fuller  
Lead, Center Transportation  
Code JB7, Building 419  
Telephone: 281-483-3208  
E-mail: [cynthia.fuller-1@nasa.gov](mailto:cynthia.fuller-1@nasa.gov)

**Outbound Freight Traffic (Domestic & International)**

Ms. Silvia Hanagriff  
Traffic Management Specialist & HAZMAT Coordinator  
Code JB7, Building 419

Telephone: 281-483-6512  
E-mail: [silvia.m.hangariff1@jsc.nasa.gov](mailto:silvia.m.hangariff1@jsc.nasa.gov)

**Inbound Freight Traffic**

Ms. Aggie Williams  
Freight Rate Specialist  
Code JB7, Building 419  
Telephone: 281-483-6502  
E-mail: [aggie.m.williams1@nasa.gov](mailto:aggie.m.williams1@nasa.gov)

**Vehicle Management (Government owned & leased)**

Ms. Marty Cassens  
Transportation Specialist  
Code JB7, Building 419  
Telephone: 281-483-6503  
E-mail: [martha.a.cassens1@jsc.nasa.gov](mailto:martha.a.cassens1@jsc.nasa.gov)

**Program Transportation Group/Super Guppy Transportation System/Household Goods**

Mr. Bobby Boyd, Lead  
Lead, Program Transportation  
Code JB7, Building 419  
Telephone: 281-483-6526  
E-mail: [bobby.m.boyd1@jsc.nasa.gov](mailto:bobby.m.boyd1@jsc.nasa.gov)

**3. SHIPPING AND RECEIVING FACILITIES**

**A. Air**

Scheduled freight service to and from this activity is provided at Bush Intercontinental Airport (IAH), 48 miles northwest, and William P. Hobby Airport, 16 miles northwest. Do not mark any shipments "Hold for Pickup". If counter-to-counter shipments are made, arrangements must be made by the shipper for special delivery to JSC. Charter aircraft, both piston and jet type, may land at Ellington Field with proper clearance. Ellington Field is located 8 miles northwest of JSC.

**B. Truck**

All motor shipments are received at the JSC Central Receiving Warehouse, Building 421 between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday.

**C. Rail**

No Government trackage available. Activity is served by the team track in Webster, Texas, jointly owned by Missouri-Kansas-Texas (MKT) and Missouri-Pacific Railroad (MOP). The Amtrak passenger station is located in downtown Houston that is 27 miles northwest. All carload traffic should be routed stating MKT or MOP as the delivering carrier. Anticipated rail shipments should be coordinated with the Transportation Branch prior to loading at origin.



**B. Freight Destination**

To be shown on all Bills of Lading (motor, freight forwarder, air, water, etc.) is:

NASA/Johnson Space Center  
Transportation Officer, Building 421  
2101 NASA Parkway  
Houston, TX 77058-3696

**C. Express Overnight Shipments should be addressed:**

NASA/Johnson Space Center  
Building 421  
2101 NASA Parkway  
Houston, TX 77058-3696  
Marked For: Name, Mail Code, Building Number, Room Number, Phone Extension

**D. Shipments transported via water carrier should specify on Bills of Lading:**

Upon arrival, notify the Transportation Branch at  
Telephone: 281-483-6507

**E. Receiving Hours of Operation**

7:30 a.m. - 3:30 p.m. - Monday through Friday

**5. DOCUMENTATION**

A. All shipping documents must include the appropriate contract number or purchase order number.

**6. NON-WORKING HOURS OF OPERATION**

In case of an emergency occurring after normal working hours, the requester will contact one of the following persons.

Logistics Work Control Center		281-483-7844 or 281-783-2038
Julie Pate	Transportation Officer	281-538-3125 (home)
Bobby Boyd	Lead, Program Transportation	888-379-5521 (pager)
Cindy Fuller	Lead, Center Transportation	281-439-3412 (pager)

**7. INTERNATIONAL SERVICES OFFICE**

The JSC International Travel Office and Export Services Team is located within JSC's International Service Office, with direct reporting to the Center Operations Directorate. The

International Travel Office is responsible for the oversight of the Travel Management Contractor (TMC) and provides institutional support to JSC employees foreign travel requirements such as visas and official passports, as well as, management of International and Domestic Travel arrangements. The Export Services Team is responsible for JSC's Export Compliance Program. To learn more about the International Service Office, please visit our website at: <http://www6.jsc.nasa.gov/ja/js/js2/index.cfm>

**International Travel Office**

Ms. Helen Harris  
Lead, International Travel Office  
Code JA121, Building 1  
Telephone: 281-483-6528  
Email: [helen.c.harris@nasa.gov](mailto:helen.c.harris@nasa.gov)

— Ms. Rose Gardner, Passport Agent  
Transportation Specialist  
Code JA 121, Building 1  
Telephone: 281-483-9496  
Email : [rose.gardner-1@nasa.gov](mailto:rose.gardner-1@nasa.gov)

**Center Export Administrator**

Mr. Leon Blum  
Center Export Administrator  
Code JA12, Building 1  
Telephone: 281-483-3431  
Email: [leon.a.blum@nasa.gov](mailto:leon.a.blum@nasa.gov)

## **1. GENERAL**

**A. Name** **National Aeronautics and Space Administration  
White Sands Test Facility ( WSTF )**

**B. Post Office** NASA-White Sands Test Facility  
PO BOX 20  
Las Cruces, NM 88004-0020

**C. Freight Delivery  
Address** NASA-White Sands Test Facility  
12600 NASA Road  
Building 120  
Las Cruces, NM 88012

**Location** WSTF is located in Dona Ana County, north east of Las Cruces. And it situated off of Route 70 East which is off of the Exit 5 (Rt. 70 East Alamogordo) exit of Interstate Highway 25. The main entrance is located on NASA Road; approximately six miles from the NASA Road exit from Route 70. The Receiving Warehouse is located in Building 120.

## **2. TRANSPORTATION BRANCH/KEY PERSONNEL**

The WSTF Transportation Branch is responsible for selected packaging, shipping and processing outbound domestic and international shipments.

### **Transportation Officer/Chief Transportation Branch**

Mr. Johnny J. Bernal  
Logistics Management Specialist  
RE/Administration Office, Bldg 100  
(505) 524-5140, FAX (505) 524-5130  
Johnny.j.bernal@nasa.gov

### **Contractor Transportation**

Mr. Paul Goodwin  
Lead, Center Transportation & HAZMAT Coordinator/Instructor  
Mail Code 120, Building 120  
Telephone: (505) 524-5781, FAX (505) 524-5079  
E-Mail: paul.s.goodwin1@wstf.nasa.gov

### **Outbound Freight Traffic (Domestic & International)**

Ms. Dolores Rey  
Inbound and Outbound Traffic Management  
Mail Code 120, Building 120  
Telephone: 505-524-5622  
E-mail: [dolores.a.rey1@wstf.nasa.gov](mailto:dolores.a.rey1@wstf.nasa.gov)

Mr. Pete Rios  
Warehouse Tech  
Mail Code 120W, Building 120  
Telephone: 505-524-5653  
E-mail: [pete.rios1@wstf.nasa.gov](mailto:pete.rios1@wstf.nasa.gov)

### **Inbound Freight Traffic (Receiving & Delivery)**

Mr. Ron Pincomb  
Logistics Specialist  
Mail Code 120W, Building 120  
Telephone: 505-524-5624  
E-mail: [ron.a.pincomb2@wstf.nasa.gov](mailto:ron.a.pincomb2@wstf.nasa.gov)

### **Vehicle Fleet Management (Government Owned & Leased)**

Johnny J. Bernal  
Transportation Officer  
Mail Code RE1, Building 100  
Telephone: 505-524-5140  
E-mail: [Johnny.j.bernal@nasa.gov](mailto:Johnny.j.bernal@nasa.gov)

### **Inbound Explosives (Point of contact)**

Donald Hall  
Ordnance Representative  
Mail Code 1600, Building 101  
Telephone: 505-524-5463  
E-mail: [donal.r.hall@nasa.gov](mailto:donal.r.hall@nasa.gov)

Tom A. Hall  
Ordnance Representative  
Mail Code 1600, Building 101  
Telephone: 505-524-5453  
E-mail: [tom.a.hall.@nasa.gov](mailto:tom.a.hall.@nasa.gov)

### **NASA Export /Security/International Visit Representative**

Larry J. Bamford  
NASA Export Control Representative  
Code RC, Building 100  
Telephone: 505-524-5434  
E-Mail: [larry.j.bamford@nasa.gov](mailto:larry.j.bamford@nasa.gov)



Ray K. Denison  
Security/International Visit Representative  
Security/Surveillance  
Code RC1, Building 101  
Telephone: 505-524-5078  
E-Mail: [ray.k.denison@nasa.gov](mailto:ray.k.denison@nasa.gov)

### **3. SHIPPING AND RECEIVING FACILITIES**

#### **A. Air**

Scheduled freight service to and from WSTF is processed through the El Paso International Airport, about 50 miles southeast.

#### **B. Truck**

All motor shipments are received at the WSTF Receiving Warehouse, Building 121 between the hours of 7:30 a.m. to 3:30 p.m., Monday through Friday with every other Friday scheduled off due to 9/80-work week!

#### **C. Rail**

No Government trackage available. Anticipated rail shipments should be coordinated with the Transportation Branch prior to loading at origin.

#### **D. Water**

No water shipments are available.

#### **E. Heavy Lift**

Rigging and heavy hauling support are available as per request. WSTF lift capacity is 180 tons. Commercial rigging services are available but require at least a 72-hour advanced notice.

#### **F. Hazardous Material**

Hazardous shipments are shipped to and from WSTF. A Material Safety Data Sheet (MSDS) must accompany all hazards tendered to the WSTF Building 120 before receiving and/or making a shipment.

#### **G. Advance Report**

Report of Shipment (REPSHIP) is required for all classified shipments, hazardous materials, and oversize and overweight shipments. Request REPSHIP be forwarded by electronic means listed below:

Electrical Transmissions:	NASA Bldg. 100	FAX: 505-524-5130
	Contractor Bldg. 120	FAX: 505-524-5079
Address to:	NASA/White Sands Test Facility	
	12600 NASA Road	
	Las Cruces, NM 88012	
	Point of Contact: Paul Goodwin	
	Point of Contact's Phone Number: 505-524-5781	

- Include:
- i. Name of shipper
  - j. Address of shipper
  - k. Date of shipment
  - l. CBL – including carrier PRO or Freight Bill #
  - m. Commodity description
  - n. Route
  - o. Vehicle number
  - p. Estimated time and date of arrival

#### **4. FREIGHT**

- A. Consignment Instructions - Consign all freight shipments to:

NASA/JSC/White Sands Test facility  
Transportation Officer, Building 120  
12600 NASA Road  
Las Cruces, NM 88012  
Mark for: Name, Mail Code, Building, Room, Phone

- B. Freight Destination

To be shown on all Bills of Lading (motor, freight forwarder, air, water, etc.) is:

NASA/JSC/White Sands Test Facility  
Transportation Officer, Building 120  
12600 NASA Road  
Las Cruces, NM 88012

- C. Express Overnight Shipments should be addressed:

NASA/JSC/White Sands Test Facility  
Transportation Officer, Building 120  
12600 NASA Road  
Las Cruces, NM 88012  
Mark for: Name, Mail Code, Building, Room, Phone

- D. Receiving Hours of Operation

7:30 a.m. – 3:30 p.m. – Monday through Friday

- E.

#### **5. DOCUMENTATION**

A. All shipping documents must include the appropriate contract number , purchase order number, consignee, consignor, freight description, quantity, weight, MSDS ( if Applicable) , Hazmat Shipping papers ( if Applicable)

## **6. NON WORKING HOURS OF OPERATION**

In case of an emergency occurring after normal working hours  
The requestor will contact one of the following persons:

Johnny Bernal, Transportation Officer	505-527-2262, Cell 505-649-5284
Paul Goodwin, Transportation Manager	505-382-3544
Dolores Rey, Assistant Transportation Manager	505-524-9854
Ron Pincomb, Logistics Supervisor	505-649-5254

## **7. EXPORT SERVICES**

The WSTF uses the JSC Export Services Team located at Johnson Space Center. JSC's International Service Office, with direct reporting to the Center Operations Directorate. The Export Services Team is responsible for JSC's Export Compliance Program. To learn more about the International Service Office, please visit our website at:

[Http://www4.jsc.nasa.gov/org/ja/inserv/index.htm](http://www4.jsc.nasa.gov/org/ja/inserv/index.htm)

### **NASA Export/Security/International Visit Representative**

Mr. Larry Bamford  
NASA Export Control Representative  
Code RC, Building 100  
Telephone: 505-524-5434  
E-Mail: [larry.j.bamford@nasa.gov](mailto:larry.j.bamford@nasa.gov)

### **Contractor Export/Security/International Visit Representative**

Mr. Martin Reffner  
Contractor Export Control Representative  
Code 101PA, Building 101  
Telephone: 505-524-5222

## 1. GENERAL

Name: National Aeronautics and Space Administration  
**John F. Kennedy Space Center (KSC)**

Post Office: Kennedy Space Center, Florida, 32899  
Class I

Location: The main entrance is located on U.S.  
Highway 1, six highway miles south of the center of  
Titusville, Florida, and one air mile south of its corporate  
limits.

## 2. KEY PERSONNEL

### Transportation Officer

Ms. Lesley Carroll  
Traffic Management Specialist  
Code TA-E1  
TEL 321-867-2975  
FAX 321-867-1458

### Freight Traffic/Procurement Traffic/Household Goods Traffic

TBD

### Payload Transportation/Special Air Operations/Hazardous Materials Transportation

Ms. Lesley Carroll  
Traffic Management Specialist  
Code TA-E1  
TEL 321-867-2975  
FAX 321-867-1458

### Motor Vehicles Operations

Ms. Janet Keith  
Lead Traffic Management Specialist  
Code TA-E1

TEL 321-867-3420  
FAX 321-867-1458

**Passenger Travel**

Ms. Barbara Bronsberg  
Traffic Management Specialist  
Code TA-E1  
TEL 321-867-2860  
FAX 321-867-1458

**Bank of America Program Coordinator**

Ms. Barbara Bronsberg  
Traffic Management Specialist  
Code TA-E1  
TEL 321-867-2860  
FAX 321-867-1458

**Railroad Manager**

Mr. Grady McCoy  
Traffic Management Specialist  
Code TA-E1  
TEL 321-867-4256  
FAX 321-867-1458

**3. CONSIGNMENT INSTRUCTIONS**

Kennedy Space Center is served by three prime contractors. The Space Flight Operations Contractor (SFOC) is responsible for transportation directly related to Shuttle operations. The Joint Base Operations Support Contract (JBOSC) is responsible for KSC base activities and provides support to other NASA Centers as required. The Checkout and Payloads Processing Services (CAPPS) Contractor is responsible for processing NASA payloads and Space Station hardware.

NAME	LOCATION	PHONE NUMBER
<u>Space Flight Operations Contractor</u>		
Manager, Transportation Branch	K6-1547	321- 861-5268
United Space Alliance	USK-018	FAX 867-7677
Traffic Section		321- 861-5336

Joint Base Operations Support Contract



MARK FOR: KSC Property and Supply Officer  
Contract Number and Requisition Number  
(Special Marks or Ultimate Consignee)

SPECIAL NOTES:

Tracing or expediting of shipments will be accomplished by contacting the applicable contractor traffic office.

Inbound international shipments consigned to NASA should be addressed to "Transportation Officer, NASA, c/o U.S. Customs Officer, Port Canaveral, FL" at the applicable contractor address.

**4. SHIPPING AND RECEIVING FACILITIES**

- A. Air: The Melbourne International Airport at Melbourne, Florida, is 42 miles distant. Orlando International Airport, Orlando, Florida, is 55 miles distant. Pickup and delivery of air freight shipments are made by ACI Carriers. Patrick Air Force Base, Florida, is 28 miles distant and is served by irregularly scheduled carriers.
- B. Special Air: Charter aircraft (DoD/Civilian) may use Space Coast Regional Airport or Patrick Air Force Base after compliance with AFB 55-20. Charter aircraft may also use the Skid Strip at CCAS or the KSC Shuttle Landing Facility with 24 hours prior arrangement and approval, arranged by calling (321) 861-0637.
- C. Bus: Depots at Cocoa and Titusville, Florida, are 20 and 19 miles distant, respectively.
- D. Express Freight: The center is served by Federal Express and United Parcel Service through their Rockledge, Florida, terminals.
- E. Rail: Government trackage connects with the Florida East Coast Railway Company (FEC) at Jay-Jay, 3 miles north of Titusville. Service is provided by NASA locomotives. Facilities are available for loading and unloading piggy-back cars. Bi-level and/or tri-level railcars of motor vehicles can be loaded or unloaded by prior arrangement with the KSC Transportation and Services Office, (321) 867-4256/2860. A large stabilized area is available for loading or unloading heavy objects by mobile crane(s). Side and end ramps are available. The nearest passenger station is located in Orlando, 55 miles distant, and is served by Amtrak.

F. Truck: Truck shipments are normally accepted from 7 a.m. to 3 p.m., Monday through Friday. Emergency truck shipments can be received after these hours with prior coordination.

G. Water:

1. Ocean Facilities: Docks are available at Port Canaveral, Florida, adjacent to CCAFS.

(a) A commercial dock, 1060 feet long with a depth of 33 feet is available at Port Canaveral.

(b) Government dock facilities are:

(1) U.S. Army Dock (Military Traffic Management Command), CCAFS, is located on the north side of Port Canaveral. The dock is 325 feet long with a water depth of 16 feet. Heavy lift capacity is 100 tons using a mobile dockside crane.

(2) U.S. Navy Docks, Port Canaveral, is 1200 feet long with a water depth of 33 feet. Lifting is accomplished with 2 cranes, 45-ton and 25-ton capabilities.

(3) U.S. Navy Trident Basin and Wharf, Port Canaveral, is 1200 feet long with a water depth of 40 feet. Heavy lift capacity is with a 120 ton traveling crane (available on a non-interference with Navy operations basis).

2. Kennedy Space Center, VAB Marine Terminal Facility:

This marine terminal is a Roll-on/Roll-off facility consisting of an access canal with a water depth of 12 feet, a barge slip to off-load external tanks and other heavy or oversized equipment, 1500 feet of dock and a turning basin. Heavy lift capacity is 50 tons or greater, depending upon boom angle. This dock is accessible via the Inland Waterway and Port Canaveral locks through the Banana River.



3. Cape Canaveral Air Force Station Docking Facility:

This facility consists of an access canal with a water depth of 12 feet and a dock that is 281.8 feet overall with a slip 25 feet wide and 50 feet long. Heavy lift capacity is 50 tons. This dock is accessible via the Inland Waterway and Port Canaveral locks through the Banana River. This facility is primarily used for the docking the Solid Rocket Booster retrieval vessels; however, for other use, prior arrangements must be made with USA Marine Operations at (321) 853-7587/4032.

H. Heavy Lift: Activity lift capacity is 300 tons.

I. Bulk Liquids and Gases:

1. Gasoline and diesel fuel - shipments of gasoline and diesel fuel may be received by motor and rail carriers.
2. Liquid and gaseous propellants - shipments of liquid and gaseous propellants may be received as follows:
  - (a) Liquid hydrogen, oxygen, and nitrogen motor deliveries will be made directly to Fuel Storage Area #1 or to Propellants North Area for storage or further distribution. Liquid hydrogen may also be delivered by rail to Shuttle Launch Pads A and B only.
  - (b) Gaseous helium rail deliveries will be made to KSC rail facilities.
  - (c) Hypergols (nitrogen tetroxide, A-50, and MMH) rail deliveries will be made to Titan III Interchange, CCAFS, via the KSC railroad.
  - (d) Hypergols (nitrogen tetroxide, A-50, and MMH) hypergol scrubber solutions, JP-5, and Bureau of Mines GHe K-bottles (Eastern Test Range and down-range support only) motor deliveries will be made directly to Fuel Storage Area #1, CCAFS.
  - (e) Hydrochloric acid, sodium hydroxide, and diesel fuel #1 will be made directly to the KSC Propellant Operating Area, Building K7-416.

J. Containerized Cargo: Facilities are available to receive/ship-containerized cargo by rail, motor, or water.

K. Ammunition and Explosives: Facilities are available for receipt and storage of ammunition and explosives. The office responsible for issuing

bills of lading should obtain clearance from the KSC, Logistics and Services Branch, (321) 867-2975, 24 hours prior to shipment.

- L. Report of Shipment (REPSHIP): Report of shipment is required for all classified material, liquid and gaseous propellants, explosives, oversize, overweight, or exclusive use shipments which are shipped by any mode of transport, including chartered/Government aircraft. Request REPSHIP be forwarded by electrical means, Attention: TA-E1, or by telecon, (321) 867-2975

**5. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING:**

(See Sections 1 and 2 for appropriate consignee address.)

Kennedy Space Center, FL 32899

**EXCEPTIONS:**

Chartered Air Service:

Space Coast Regional Airport, Titusville, FL  
Patrick Air Force Base, FL  
Cape Canaveral Air Station, FL  
Kennedy Space Center, FL

Water:

Ocean Vessel - Port Canaveral, FL

Barge - Cape Canaveral Air Station, FL  
Kennedy Space Center, FL VAB Marine Terminal

**6. PASSENGER DESTINATION TO BE SHOWN ON TRANSPORTATION REQUESTS:**

Rail: Scheduled service - Orlando, FL

Bus: Scheduled service - Cocoa or Titusville, FL  
Charter service - Kennedy Space Center, FL

Air: Scheduled service - Melbourne or Orlando, FL

Miscellaneous Note: Limousine services are available from Melbourne and Orlando Airports to Titusville, Cocoa, and Cocoa Beach on a cash fare basis. Origin Transportation Offices may arrange for user-driver GSA vehicles to and from Orlando International Airport through the Kennedy Space Center Passenger Travel Office, (321) 867-4947, when such services are desired.

## 1. GENERAL

- A Name: National Aeronautics and Space Administration  
**Langley Research Center (LaRC)**
- B. Address: 4 South Marvin Street, Hampton, Virginia 23681- 0001
- C. Location:

### **From Richmond/Williamsburg/Newport News Area**

- Take I-64 East to Exit 261B, Hampton Roads Center Parkway, NASA Exit;
- Proceed to the end of the Parkway (approximately 1.8 miles), moving into the left lane;
- Turn left onto Armistead Avenue towards NASA/Langley Air Force Base;
- Go past the Langley Air Force Base West Gate, moving into the right lane (approximately 1.2 miles);
- Exit off Armistead Avenue to Commander Shepard Blvd. and the NASA Main Gate.

### **From Norfolk Area**

- Take I-64 West through the Hampton Roads Bridge Tunnel;
- Remain on I-64 West to Exit 262B, Magruder Blvd.;
- Remain on Magruder Blvd. through three (3) traffic lights, moving into the right lane;
- Exit off Magruder Blvd. onto Commander Shepard Blvd. (Route 172 North, marked "NASA") (approximately 1 mile from last traffic light, and before the overpass);
- Remain on Commander Shepard Blvd. through the traffic light (approximately 1.2 miles), and you will be at the NASA Main Gate.

### **From Isle of Wight Area**

- Take Route 17 North over the James River Bridge (Route 17 become Mercury Blvd. at this point);
- Continue on Mercury Blvd. to the I-64 intersection (approximately 4 miles);
- Get on I-64, heading West; stay in the right lane on I-64 West to Exit 262B, Margruder Blvd.;
- Remain on Magruder Blvd. onto Commander Shepard Blvd. (Route 172 North, marked "NASA") (approximately 1 mile from last traffic light, and before the overpass);
- Remain on Commander Shepard Blvd. through the traffic light (approximately 1.2 miles), and you will be at the NASA Main Gate.

### **From Hampton**

- Get on I-64 West to Exit 262B, Magruder Blvd., to NASA;
- Proceed North on Magruder Blvd. (approximately 1.5 miles);
- Exit Magruder Blvd. at ramp to NASA/Langley Air Force Base, Route 172 North;
- Continue on Route 172 North to NASA Main Gate (approximately 1.2 miles).

## 2. KEY PERSONNEL

### Name/Function

#### Transportation-Vehicles/Operations Officer

Charlie B. Harris  
4 South Marvin Street  
Hampton, VA 23681-2199  
757-864-3440

#### Freight Traffic Coordinator

Leroy Kelly  
4 South Marvin Street  
Hampton, VA 23681-2199  
757-864-3540

#### Receiving

Eric Strand  
4 South Marvin Street  
Hampton, VA 23681-2199  
757-864-3580

#### Vehicle Operations

Jeff Pickering  
2 East Ames Street  
Hampton VA 23681-2199  
757-864-2656

#### Personnel Travel

Jim Carson  
4 South Wright Street  
Hampton VA 23681-2199  
757-864-9485

## 3. SHIPPING AND RECEIVING FACILITIES FOR FREIGHT AND PASSENGERS

### A. Air

1. Scheduled freight and passenger service to and from this facility is available at Norfolk International Airport, 18 miles Southeast of LaRC and the Newport News-Williamsburg International Airport 10 mile Southwest of LaRC.
2. NASA, military and chartered aircraft with proper clearances may land at Langley Air Force Base, which boards LaRC.

- B. Truck
  - 1. Motor shipments are received at LaRC Receiving, Building 1206.
  - 2. Normal delivery hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday.
- C. Rail
  - 1. LaRC is served by the CSX Railroad Company, Newport News, Virginia. Cargo is moved to LaRC by truck from this point.
- D. Express
  - 1. Area is served by all major express companies.
  - 2. Area is served by United Parcel Service.
- E. Water
  - 1. Commercial facilities are available at Langley Air Force Base. Cargo moves to LaRC by truck.
- F. Heavy Lifts
  - 1. The lift capacity at LaRC is 30 tons.
  - 2. Commercial lift available through prior arrangements.
- G. Bulk Liquids
  - 1. Bulk liquids can be received via truck or truck tank only.
- H. Containerized Cargo
  - 1. Facilities are available to receive containerized cargo.
- I. Hazardous Materials
  - 1. Hazardous materials will be received by all authorized modes of transportation during normal working hours. (7:15 a.m. to 3:30 p.m., Monday through Friday).
  - 2. After hours, delivery must be cleared through the LaRC Duty Office. Phone Number 757-864-4927

#### **4. FREIGHT**

- A. Consignment Instructions----Consign all freight shipments to:

NASA Langley Research Center  
4 South Marvin Street  
Building 1206  
Hampton Virginia 23681-2199  
Mark for: \_\_\_\_\_

- B. Freight destination to be shown on all Bills of Lading

(motor, freight forwarder, air, water, etc.)  
NASA Langley Research Center  
4 South Marvin Street  
Building 1206  
Hampton Virginia 23681-2199

- C. Express Overnight Shipments should be addressed as:

NASA Langley Research Center  
Name  
Building and Room  
Hampton Virginia 23681-2199

- D. Shipments transported via water carrier should specify on the Bill of Lading:

“Upon arrival, notify the Freight Traffic Coordinator at 757-864-43540.”

- E. Receiving Hours of Operations:

7:00 AM- 4:00 PM

#### **5. Documentation**

- A. All shipping documents must include the appropriate job order number, contract number, or purchase order number.
- B. Consignee copies of U.S. Government Bills of Lading should be forwarded to:

NASA Langley Research Center  
4 South Marvin Street  
Building 1206  
Hampton Virginia 23681-2199

**6. Non Working Hours**

After hours, delivery must be cleared through the LaRC Duty Office.

Phone Number 757-864-4927



## 1. General

- A. Name: National Aeronautics and Space Administration  
**George C. Marshall Space Flight Center (MSFC)**
- B. Post Office: George C. Marshall Space Flight Center  
National Aeronautics and Space Administration  
Marshall Space Flight Center, Alabama, 35812
- C. Location: Marshall Space Flight Center (MSFC) is located on Redstone Arsenal in Huntsville, Alabama. The main gate is located on I-565 (Rideout Road). All Trucks must enter the Arsenal through Gate 1, located on Martin Road off of US Hwy 231/431, South Memorial Parkway. The receiving Building (4631) is located on Saturn Road

## 2. Key Personnel

- A. Logistics Services Department: Transportation and Logistics Engineering Group:

Responsible for MSFC Traffic Management, Transportation and Logistics support.

Transportation Officer

Mrs. Joyce W. Meier  
Transportation and Logistics Engineering Group  
Code AS42, Bldg 4200  
Phone: 256-544-4554  
Fax #: 256-544-6570

Freight Traffic-Shipping & Receiving/International Freight Movements and Customs Clearance Documentation/Procurement Traffic /Mail Room Operations/On-site Travel Agent

Mr. Tim Crabb  
Lead, Transportation Team  
Code AS42T, Bldg 4631  
Phone: 256-544-0365  
Fax #: 256-544-6207

Ms. Dorothy Holloway  
Transportation Specialist & Center travel Service Coordinator (CTSC)  
Code A42T, Bldg. 4631  
Phone: 256-544-6006  
Fax #: 256-544-6207

Ms. Nancy Jane Spears  
Transportation Specialist & MSFC Mail Manager  
Code A42T, Bldg. 4631  
Phone: 256-544-7561  
Fax #: 256-544-6207

**Office of the Chief Financial Office**

Mr. John C. Alexander  
Accounting Operations Office  
Code RS20, Bldg. 4200  
Phone: 256-544-7290  
Fax #: 256-544-9354

**Customs Clearance Documentations/Personal Travel/Passport Agent**

Mrs. Susan M. Thomas  
Financial Program Specialist  
Code RS20, Bldg. 4200  
Phone: 256-544-7343  
Fax #: 256-544-1966

Mrs. Christie Boaz  
Accountant  
Code RS20, Bldg. 4200  
Phone: 256-544-3156  
Fax #: 256-544-1966

**Motor Vehicle Officer**

Mr. Greg Tanner  
Transportation Specialist  
Code AS42V, Bldg 4483  
Phone: 256-544-4565  
Fax #: 256-544-2367

Mr. David Norris  
Transportation Specialist  
Code AS42V, Bldg. 4483  
Phone: 256-544-4564  
Fax #: 256-544-2367

**Center Export Administrator**

Mr. Rip Nabors  
Code AS50, Bldg 4200  
Phone: 256-544-0688  
Fax #: 256-544-8250

**Program/Project Transportability Support**

Mr. Robert Rutherford  
General Engineer  
Code AS42, Bldg 4200  
Phone: 256-544-8117  
Fax #: 256-544-6570

Mr. John Nebrig  
Program Critical Hardware (PCH) Engineer

Code AS42, Bldg 4200  
Phone: 256-544-6934  
Fax #: 256-544-6570

**Marine Operations**

Mr. Eric Taylor  
Marine Engineer  
Code AS42, Bldg. 4200  
Phone: 256-544-7137  
Fax #: 256-544-6570

**Maintenance & Repair of Research, Development, Test & Evaluation (RDT&E) Equipment**

Mr. Jeff Moore  
Transportation Specialist  
Code AS42, Bldg 4200  
Phone: 256-961-1123  
Fax #: 256-544-6570

B. Contractor Support (EG&G)

Mr. Dale Mixon  
Supervisor, Motor Pool Operations  
Phone: 256-544-4460  
Fax #: 256-544-2367  
Function: Motor Pool Maintenance and Personnel Transportation

Mr. W. G. Storey  
Property Services Branch Manager  
Phone: 256-544-5523  
Fax #: 256-544-8582  
Function: Transportation Services, Receiving and Storage, Distribution, Disposal Services, NEMS Control and Furniture Management

Ms. Carolyn Greenwood  
Supervisor, Traffic Management  
Phone: 256-544-2617  
Fax #: 256-544-5290  
Function: Shipping & Receiving

Mr. Larry Dumont  
Transportation and Mail Services Manager  
Phone: 256-544-4457  
Fax #: 256-544-8582  
Function: Transportation and Mail Room Operation

Ms. Jacqueline Love  
Lead, Mail Services Clerk  
Phone: 256-544-4363/544-4518  
Fax #: 256-544-1472  
Function: Mail Room

### 3. Shipping and Receiving Facilities

All delivery vehicles must utilize Gate 1, Martin Road for screening. This is located off U.S. Highway 231/431 South).

- A. Rail: Southern Railway Company connects to government-owned rail yard. This rail is used jointly by MSFC and Redstone Arsenal. Southern also has TOFC facilities in Huntsville, Alabama.
  - B. Air: Huntsville International Airport (HSV) located 9 miles Northwest of MSFC. Redstone Air Field located on Redstone Arsenal. Runway length 7300 ft.
  - C. Bus: Served by Greyhound Bus lines in Huntsville, Alabama.
  - D. Truck: Shipments received at MSFC Central Receiving, Building 4631, Monday through Friday, from 7:30 a.m. to 3:00 p.m., except on Holidays.
  - E. Water: The NASA Dock Facility located at mile marker 324 on the Tennessee River has three 90 x 300 ft. slips. Two slips have roll-on/off capability. Harbor depth is 14 ft. Shore power, water and phones are available.
  - F. Heavy Lift: MSFC has mobile cranes with up to 200 tons Capacity, and transporters with up to 400 tons Capacity.
  - G. Bulk Liquids: Bulk liquids and gases delivered by truck or truck-tractor tank only
  - H. Containerized Cargo: Facilities are available to receive Containerized cargo
  - I. Hazardous Material: Central Receiving accepts all hazardous material receipts for bar coding and inventory. All explosive shipments are received by Redstone Ammunition and Explosives Branch Building 8600; contact the MSFC Receiving Department at 256-544-2617, 24 hours in advance of release of shipment for delivery instructions. Radioactive Materials and other certain types of hazardous items may be received at MSFC's specialized facilities, if arrangements are made through MSFC Central Receiving 256-544-2617.
- All hazardous shipments must have Material Safety Data Sheets (MSDS).

J. Advance Report  
Of Shipment  
(REPSHIP)

A REPSHIP is required on 1. Hazardous material shipments, 24 hours in advance of shipment arrival. 2. for any shipments that require heavy lift equipment for unloading or truck loads.

FAX: 256-544-8823

K. Mail

United States Postal Service Regular mail:  
NASA/MSFC/Mailroom  
Bldg. 4200, Room G-35  
Marshall Space Flight Center,  
Alabama 35812

#### 4. Freight

A. Consignment Instructions: consign all freight shipments and overnight letters and packages to:

Marshall Space Flight Center  
Central Receiving, Building 4631  
Marshall Space Flight Center, Alabama 35812  
Mark for: \_\_\_\_\_ (show building #)  
(Show P.O. #, Contract #, Requisition #, Attn: \_\_\_\_\_ )

B. Freight destination to be shown on all Bills of Lading (motor, freight forwarder, air, water, etc.) is:

Marshall Space Flight Center  
Central Receiving, Building 4631  
Marshall Space Flight Center, Alabama 35812

C. Shipments transported via water carrier should specify on Bill of Lading:

“Upon arrival, notify the Transportation and Logistics Engineering Group at 256-544-4554 or 256-544-8117”

D. Receiving Hours of Operation:

7:30 a.m. - 3:00 p.m. (Monday through Friday)

#### 5. Documentation

A. All shipping documents must include the appropriate job order number, contract number, or purchase order number.

B. Consignee copies of Bills of Lading should be forwarded to:

NASA/George C. Marshall Space Flight Center  
Code AS42T/Traffic Management Office  
Marshall Space Flight Center, Alabama 35812

NOTE: If freight payment is to be made by the MSFC

Accounting Office, send memorandum copy of the Bill of Lading to:

Marshall Space Flight Center  
Code AS42T/Traffic Management Office  
Attn: Traffic Officer  
MSFC, AL 35812

## **6. Non-Working Hours of Operations**

In case of an emergency occurring after normal working hours, the requestor should contact the following:

Joyce Meier, MSFC Transportation Officer 256-859-7567

## **1. GENERAL**

Name: National Aeronautics and Space Administration  
**JOHN C. STENNIS SPACE CENTER**

Address: Bldg. 2204

Post Office: Stennis Space Center, MS 39529-6000

Location: The two main entrances to SSC are:  
I-10 Exit 2, 2 miles from the MS state  
line or 70 miles east of New Orleans, LA  
and I-59 exit north of The Center in  
Nicholson, MS. I-59 runs N-S, while I-10  
runs E-W.

## 2. KEY PERSONNEL

### Transportation Officer

Mr. Donald R. Griffith  
Code RA30, bldg 1100  
228-688-2144

### Shipping Specialist

Robin Martin  
Code MSS/ABACUS, bldg 2204  
228-688-3236

### ABACUS Site Manager

Marla Carpenter  
Code JCWSI, Bldg. 2204  
228-688-1309

## 3. SHIPPING AND RECEIVING FACILITIES

- A. AIR - Moisant International Airport in New Orleans and the Gulfport/Biloxi Regional Airport provide freight & passenger services.
- B. BUS - Not Available
- C. RAIL - No government trackage available.
- D. TRUCK - Truck shipments accepted 8:00 to 4:00 P.M., Monday through Friday. Scheduled cryogenic shipments will be received 24 hours daily, except Saturdays and Sundays. ADVANCED NOTICE IS REQUIRED.

- E. WATER - Channel 12 ft deep from Intercoastal Water Way at mile 35 marker for 24 miles up East Pearl River to navigation lock. Locks are 110 ft wide by 600 ft long with lift of 18 ft. Inside locks, there is 7 1/2 miles of canal system with a depth of 16 ft. A cryogenics docks, storage dock and 3 test stand docks available. Also numerous piling clusters for tie-ups. Also available is a 65 ft diesel twin screw 1240 horse power tug boat. It has a raised wheel house of 52 ft. the pilot is licensed for in-land waterways and western rivers.
- F. HEAVY LIFTS - One crane, 50 ton and numerous smaller cranes.
- G. BULK LIQUIDS - bulk petroleum, compressed and liquid gas can be received via tank truck and transferred for storage or use. There are no pipeline facilities service.
- H. CONTAINERIZED CARGO - Facilities are available for receipt of containerized cargo.
- I. HAZARDOUS - Facilities are available for radioactive materials. Class A & B ammunition and explosives are to be escorted by SSC security to final destination. motor freight preferred. clearances have to be obtained from the Center Traffic Manager 24 hours prior to shipment.

**4. FREIGHT DESTINATION TO BE SHOWN ON BILLS OF LADING**

NASA/John C. Stennis Space Center  
Attn: Transportation Officer/Bldg 2204  
Stennis Space Center, MS 39529-6000

**5. PASSENGER SERVICES**

- A. Park-N-Fly service is available to and from Moisant International Airport. Reservations are required.