

Audio Visual

For audio/video operators or temporary loan of equipment such as televisions, VCRs, etc., call 867-7060.

Badging

The proper display of KSC/CCAFS identification badge is covered in IAW KSC Security Procedural Requirements KNPR 1600.1, Chapter 15.5a(1). Each individual authorized access to KSC/CCAFS shall adhere to the following rules concerning wearing and use of badges and passes: On KSC/CCAFS, the badge/pass will be worn above the waist, plainly visible, face side out, unless operational considerations/requirements dictate the badge be removed because of special clothing requirements (clean room garments, SCAPE suits, etc.), placed on a badge board, or worn below the waist for safety reasons. Badges may be inserted into clear plastic holders. The KSC Safety & Mission Assurance Office must approve necklace material for use. For color code identification:

https://sp.ksc.nasa.gov/sites/sst/Documents/one_nasa_badge_color_coding.pdf

Barber Shop

There are two barbershops located at KSC: Headquarters Building, Room 1251, open 8:00 a.m. - 3:30 p.m. (M-F), 867-7077; OSB I, Room 1118, 8:00 a.m. - 4:00 p.m., (M-F), 861-3026.

Beach House

As stated in the *Guidelines for Use of the Beach House*, it has limited use. Please go to <http://centerops.ksc.nasa.gov/resource/beach.htm> for information concerning Guidelines and restrictions. **Only KSC civil servants have access to view the Beach House calendar.** To access the Beach House calendar in Outlook, select "Open" from the "File" menu, select "Other User's Folder." In the "Open Other User's Folder" dialog box, enter KSC-Beach-House as the "Name" and select "Calendar" from the "Folder" dropdown box. Please schedule the Beach House via the calendar. Beach House questions can be sent to Kim Myrick (Facility Manager), email: Kim.F.Myrick@nasa.gov or Michele Burch (Alt. Scheduler), email: Michele.J.Burch@nasa.gov.

Bulletin Boards

Organizational bulletin boards must meet KNP1590.2 requirements. Each organization should manage their organizational bulletin boards. They must assign responsibility for posting and removing bulletin board material, and must assure that the material posted is consistent with all provisions and requirements of KNP1590.2. All organizational bulletin boards must be identified by the respective organizational NASA or Contractor codes and should be framed, open-faced cork boards, ranging in size from 2 x 3 to 4 x 8 feet. For any further information, please contact Center Services Directorate.

NASA-KSC Business Cards

To request business cards, please complete KSC Form 7-621 NS (08/09) found on-line at the KSC Forms Web site: <http://kscforms.ksc.nasa.gov/> The form contains instructions regarding where to send the completed form, after it is signed by the requestors Supervisor (The signed form can be mailed, or scanned and faxed). You should allow 15 work days to receive the printed cards.

Cafeteria

Cafeterias are located in the CIF, HQ, Logistics, O&C, SSPF, ARF and Logistics Buildings. Hours of operation are 6:30 a.m. - 9:30 a.m. and 11:00 a.m. - 1:00 p.m. The MFF Cafeteria (LC-39) hours are 5:45 a.m. - 9:30 a.m., 10:45 a.m. - 1:00 p.m., 5:00 p.m. - 8:00 p.m. To view the current menus, visit their website at <http://cafeteria.ksc.nasa.gov/>

Cell Phones & Pagers

Mobile Computing (BlackBerry, iPhone) devices, cell phones and pagers are obtained from ODIN, through your ODIN Organization Representative (OOR). The OOR list is located at http://osfodin.ksc.nasa.gov/agency/contact_lists/ODIN_IT_Reps.pdf. For special requirements or questions, please contact Andra Jackson at 867-9102.

Child Development Center

The childcare facility is located on 5th Street. The center is available to all KSC civil service and contractor employees. Children ranging in age from 6 weeks to 5 years old may be enrolled on a full time basis. The center is open from 6:00 a.m. until 6:00 p.m., Monday through Friday. For additional information, call 867-5437 or visit <http://ksccdc.ksc.nasa.gov/>

Conference Rooms

Cape Canaveral conference room listing can be found at <https://mosspilot.ksc.nasa.gov/sites/sst/Documents/ccafsconf.pdf>
KSC conference room listing can be found at <https://mosspilot.ksc.nasa.gov/sites/sst/Documents/kscconf.pdf> . Visitor's Center conference room listing can be found on line at <https://mosspilot.ksc.nasa.gov/sites/sst/Documents/visitorconf.pdf>

Credit Union

The KSC Federal Credit Union has three locations - HQ, MFF and E&O Buildings. For more information visit <http://www.kscfcu.org/home/>

Debus Conference Facilities & Apollo Saturn V Center

The Debus Conference Facility can be utilized as one large meeting space for up to 400 or converted into 5 separate rooms with capacities from 30-247 people (depending on seating and set-up). Each room can be supported by multi-media audio visual equipment. The 100,000 square-foot Apollo Saturn V Center is used for after hour events to accommodate larger banquets and receptions (multi-media capabilities are also available).

There are fees for set-up and support (including Audio Visual support) associated with using these facilities. All events prior to 8:30 a.m. and after park closing may be subject to after hour security fees. Catering is provided by Delaware North. No outside catering is allowed. To schedule a NASA special event or conference please contact Patti Phelps in the NASA Public Services Office (EX-P) at 867-4843 or e-mail patricia.j.phelps@nasa.gov. She will direct you to the appropriate Delaware North contact for the event and authorize NASA-sponsored pricing/ menus, if applicable.

Electronic Forms

The forms control office is located in the Headquarters Building, in room 1343. Their Mail Code is IDI-008. Point of Contact is Linda Bain at 867-4864 <http://kscforms/findex.cfm>

Employee Assistance Program (EAP)

The EAP provides a confidential counseling and referral service to employees and their families. The EAP office is located in the Occupational Health Facility and available Monday through Friday from 7:30 a.m. until 4:00 p.m. During normal business hours, you should call 867-7398. After hours and during the weekend, please call 1-888-807-7997.

Excess Furniture/Trash Disposal

Contact your Property Custodian or Facility Planner to arrange for removal of excess furniture. DO NOT place it in the hallways. SGS Janitorial should be contacted at 867-2383 for the removal of large amounts of trash.

Fitness Center

KSC has two fitness centers located in the O&C room 1108 and the OSB room 1301. Both facilities are open Monday - Friday, 5:30 a.m. - 7:00 p.m. For more information visit <http://ihamedical.com/mesc/fitnesscenter/>

KARS Reservations

To reserve KARS I or KARS II please call 867-7010 and leave a message noting the date and time of your requested reservation. You will receive a return call for confirmation. Either park must be reserved in the name of a KARS member or a membership card number is required. For more information on KARS park visit <http://nasaexchange.ksc.nasa.gov/kars/index.cfm>

KSC Biographies

To locate bio's for KSC employees go to <http://www.nasa.gov/centers/kennedy/about/biographies/bio-current.html>

KSC Bulletin

Published weekly, it has news, information and items for sale. You can view the Bulletin at <http://ksbulletin.ksc.nasa.gov/>

KSC Daily News

The KSC Daily News is a collection of messages distributed to the Kennedy Space Center community on a daily basis. The product is designed to be easily accessible to a general audience. It does not replace primary official forms of communications for critical events or actions.

- Message content must be work related, either "official" or "unofficial".
- Articles must contain a good descriptive subject header
- Messages must be in text format only. Web links are not acceptable.
- Recommended size limit of article is 15 lines with character point size of 10pt.
- Messages will be posted only once per week (unless otherwise approved by a NASA director level of management). If the message is to be repeated in following weeks, then it must be resubmitted to the KSC Daily News.

- All articles must contain a Point of Contact (POC) with their email address and/or phone number. A hot link to email is preferred, for example: <<mailto:John.D.Doe@nasa.gov>>. NOTE: The "mailto" command creates a hot link for an email address when added at the beginning of the address.

Once your article has been composed using these guidelines, please send the article via email to KSC- Daily-News (<<mailto:KSC-Daily-News@mail.nasa.gov>>). Messages must be received no later than 3:00 pm the afternoon before posting in order to be included in the KSC Daily News the next morning.

KSC Facility Information

A listing of all facility managers for the specific buildings at KSC can be found at <https://installationsupport.ksc.nasa.gov/sgs/apps/mis/fic/facmgrs.cfm>

KSC Telephone Book

<http://phonedirectory.ksc.nasa.gov/>

Lobby Areas

To ensure that our KSC facility lobbies are kept neat, clean, safe, and attractive, here are a few basic rules to keep in mind when you need to display a poster:

1. For the main facilities, contact the following for approval to display poster:
 HQ: Leroy Smith, Leroy.C.Smith@nasa.gov, 867-8499
 SSPF: Patti Powell, Patti.J.Powell@nasa.gov, 867-6113
 O&C: Jeff Norgren, Jeffrey.A.Norgren@nasa.gov, 867-7142
 OSB: Kathy Nelson, Kathryn.A.Nelson@nasa.gov, 861-4168
 LCC: Edward Brennan, Edward.J.Brennan@nasa.gov, 861-2570
2. Ensure poster is designed vertically with a standard size of 30" x 40", and about 1/8" thick so that it may fit either into one of the frames on the wall or on an easel.
3. Poster must be removed immediately after event has passed.

Lost and Found

SGS Security is the focal point for Lost and Found. All items found on KSC should be turned into this office. If you have lost an item you may check with SGS Investigations Office at 861-5752 to identify and claim your items.

ODIN Support

If you need support from ODIN for your computer or telephone you can dial 7-ODIN or you can open a work order ticket using the Web at URL: <http://kscodin/webticket/> In QUERY SUPPORT REQUEST you can view All Your Tickets or view a Subset of Your Tickets (completed, active, or today's). In CREATE SUPPORT REQUEST you can create a Ticket for one of your assets (such as your desktop, laptop or printer).

Opportunity for Improvement (OFI) Process

The OFI system is used to initiate preventive or corrective actions to improve KSC NASA's activities. You may be more familiar with the term "suggestion program." If you have a suggestion or opportunity for improvement you should go to this web site and complete the form provided to submit your idea: <http://ofi-ext.ksc.nasa.gov/ofimain.cfm> Should you have any questions, on the subject you may contact Donna Lozaw at 867-3311.

Overnight Shipments

To make an overnight shipment, complete KSC form 7-248 or Boeing RFS KSC form 31-177, Request for Shipping Document and contact 867-7998 for pick-up and packing. All shipments must be in the hands of PGOC Transportation Department P448 at the PGOC Warehouse building M6-698, By 2:30 p.m. Shipments or requests received after this time will be processed and shipped the next scheduled working day.

Personnel

The NASA Personnel Office is located in the Headquarters Building, Room 2519. For job vacancies please visit <http://www.nasajobs.nasa.gov/>

Parking Hang Tags

To request a temporary or permanent NASA Senior Management hang tag, complete KSC Form 28-128 and send to Diane Bent, TA-A3. Contractors need to submit the form to their NASA Contracting Officer for concurrence signature before sending to Security.

Photo Lab

Johnson Controls operates the photo lab in the Headquarters Building, room 2370. Pictures can be ordered at 853-5765.

Post Office

Located in the Headquarters Building, room 1538, open 10:00 - 3:00 Monday through Friday. You may purchase stamps, mail packages or send certified mail. Phone number: 867-3752.

Recycling

For KSC recycling guidance information visit <https://sp.ksc.nasa.gov/sites/sst/Documents/RecyclingGuidance.pdf>

Reproduction

Headquarters Building Room 1340, open 7:30 - 4:00 Monday through Friday. Phone number: 867-4634. OSB Room 1307, open 24 hours per day except weekends. Phone number: 867-3250. You may directly submit your work in any of these approved formats, PowerPoint, Access, Excel, and Word. You can submit your work to the printing and duplicating facility in many different ways, via the internet, floppy disk, zip disk, CD or as an e-mail attachment.

Service Station

Located in the Industrial Area on "C Avenue", open from 6:30 - 5:30. Pay at the pump is open 24 hours each day, 7 days a week. Phone number: 453-1254.

Shredder Service

Shredding services are provided by portable storage bins throughout the buildings at KSC. The locked containers are picked up and the contents shredded on a regular basis. If you need further information, call: 867-4224.

Shuttle Bus Service

For routes and times just click on the above link. <http://kscinfo.ksc.nasa.gov/transportation/shutbus.html>

Shuttle Launch Information

Latest news on upcoming Shuttle launches can be found at <http://www.nasa.gov/missions/highlights/schedule.html>

Signs

Point-of-contact for Embossograph Signs is Diana Govenor Phone: 867-1057; Fax: 867-4400; Mail Code: ISC-1335

Spaceport News

The color version of the latest Spaceport News is available on the Web. You can find this and other color issues of Spaceport News at the following site: http://www.nasa.gov/centers/kennedy/news/snews/spnews_toc.html

Sundry Stores

Sundry stores are located in the Headquarters Building, phone number: 867-3563, hours of operation are 7:00 – 4:30 Monday through Friday; O&C building, phone number: 867-1344; the SSPF, phone number: 867-9007 both stores are open from 8:00 - 4:00 Monday through Friday. Another Sundry store is located in the OSB, phone number: 861-3029 and remains open from 7:00 – 5:15 p.m. Monday through Friday. For more information visit <http://nasaexchange.ksc.nasa.gov/store/index.cfm>

Telecom

To set up a telecom with all parties at KSC, dial zero and the KSC operator will assist you. To set up a telecom with participants that are outside KSC, use the NASA Voice Teleconferencing Services (VoTS) of the NASA Information Support Center at 1-877-232-6272. You may obtain the reservation form to schedule your telecom at the following link: http://www.nisn.nasa.gov/ServicesPages/Voice_VoTS.html. The reservation form may be faxed to 1-800-728-1300.

Trouble Calls

To register your work requirements dial 853-5211 to report the problem, or send an E-Mail to TroubleCall@jbsc.ksc.nasa.gov with the problem. Please list your building number, your name, your phone number, and an accurate description of your problem. Your request will be acted on promptly and you'll receive a service tracking number for your records.

Video Conferences

For information contact Rob Singer, KSC VTC Operations, InDyne Inc. 867-3700, ksc-imcs-vits@mail.nasa.gov.

Weather

For up-to-date weather information visit <http://science.ksc.nasa.gov/weather/weather.html>

Web E-Mail

for access to your e-mail from off site visit <https://webmail.nasa.gov/>