



# Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

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Welcome. This newsletter is brought to you by the Logistics Management Division (LMD). Its purpose is to keep you abreast of the latest business practices and to share information about ongoing logistics management initiatives and events. It also introduces interim policy letters, which shall be incorporated in forthcoming updates of NASA Procedural Directives and Procedural Requirements.

## EQUIPMENT MANAGEMENT PROGRAM

Miguel A. Rodriguez,  
Program Manager

### A Retirement Farewell to Kim Curton

Julie Hardcastle and  
Miguel A. Rodriguez

It is with bittersweet sentiment that I write this article. The Logistics Management Division (LMD) learned that NASA Johnson Space Center (JSC) has announced the retirement of Kimberly Curton after

38 years of Federal service. The NASA Logistics community knows Kim as JSC's longtime Equipment Manager and Logistics Center Business Process Lead—she has been the Center's go-to person to resolve equipment management issues. Kim always spoke with expertise and authority, keeping Center stakeholders abreast of current events and policy updates.

During her tenure at NASA, she played key roles in several

Agency-wide logistics initiatives of high visibility, including the development and deployment of the Integrated Asset Management for NASA's Property, Plant and Equipment systems in 2008, as well as JSC's successful implementation of a new property accountability training module in SATERN. More recently, she was instrumental in the Agency's Radio Frequency Identification (RFID) implementation project, for

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Kimberly S. Curton, JSC Equipment Manager and Logistics Center Business Process Lead

which NASA received recognition across the Federal Government.

Kim was a trusted subject matter expert within the equipment management community, a logistician to whom LMD functional managers approached for review, comment, and valued input on policy changes and their strategic implementation. The savvy feedback and expertise on diverse asset management topics she provided to LMD made a significant impact to the NASA Policy Directives (NPDs) and NASA Procedural Requirements (NPRs) governing the equipment management program.

During her tenure at JSC, the Center's equipment control and accountability levels were the highest in its history and its Center equipment loss rates fell to historic lows, establishing a trend for other NASA Centers to emulate.

Kim's excellent technical expertise and interpersonal skills have worked together to make a big difference in the professional lives of others. She never has taken the easy road, and this made her colleagues better and more tactful logisticians. While in the JSC's Logistics Property, Supply, and Equipment Branch, she has on various occasions managed the entire logistics operation for extended periods, as well as served as the Deputy Branch Chief. Because of her knowledge and expertise, she has been someone whom Logistics Managers describe as a subject matter expert across functional boundaries, such as when she served on the Source Evaluation Board in support of a new Logistics Management Contract.

*“In appreciation for your exemplary service and outstanding leadership in support of America's space program and for your dedication and support to NASA's Equipment Management Program.”*

We cannot echo enough the citation above from NASA Administrator Jim Bridenstine. Kim, we wish to congratulate you on your retirement; you have been a pillar of the NASA Equipment Management Program, and we will definitely miss you as a person, a friend, and a valued colleague. You are the type of person who makes NASA the best place to work in the Federal Government, and you have made the NASA Logistics

community a family. Thank you and best wishes in your retirement!

## Updates to the Sensitive Items List

Miguel A. Rodriguez

The NASA's Sensitive Items List (SIL) continues to be a topic of discussion among Supply and Equipment Management Officers (SEMOs) and stakeholders across the Agency. This is why I readdress the subject in this edition to summarize the information that I provided in FY18.

NPR 4200.1H, NASA Equipment Management Procedural Requirements, identifies the accountability and control requirements for NASA equipment. A subset of NASA equipment items is categorized as Sensitive Items. These items require exceptional physical security, protection, control, and accountability due to national security or export control regulations; or are dangerous to the public; or are highly pilferable. A Sensitive Items List is included as Appendix C in NPR 4200.1H to identify all equipment requiring such control.

*Pilferable. Per NPR 4200.1, pilferable equipment are items of any value that are desirable and/or quickly adjusted for personal use. A pilferable equipment item normally has ready resale value or commercial off the shelf application to personal possession and use and, therefore, is specially subject to be pilfered or stolen.*

A Sensitive Item Review Board (SIRB) meets periodically (at least annually) to review the list and update item control criteria or to add or remove items from the list as necessary. An SIRB first met on January 10, 2018, to address SEMOs' concerns regarding control and accountability of computer monitors as sensitive items. The SIRB determined that control and accountability of computer monitors as sensitive shall be discontinued across the Agency. The board reached this decision after a thorough evaluation, identifying the pros and cons, the overall cost effectiveness, and the inventory efforts for the control and accountability of subject items. It was also determined that computer monitors with an acquisition cost less than \$5,000 are subject to administrative control measures implemented by Center SEMOs, and computer monitors with an acquisition cost equal to or greater than \$5,000 are subject to formal inventory management procedures in accordance with NPR 4200.1.

Also in 2018, NASA logisticians raised concerns to the Agency Equipment Manager

regarding the tagging of small camera lenses and the cost-effectiveness of inventorying them. They also expressed concerns at the rise in acquisition of virtual reality (VR) goggles.

Camera lenses come in a range of acquisition costs and sizes—some are so low-cost and so small that it is a challenge for Center logisticians to attach an equipment control number (RFID tag) without jeopardizing the functionality of the lens. Their low acquisition cost makes the annual inventory of these lenses not cost-effective.

Equally important was the increased and uncontrolled acquisition of virtual reality goggles by Center organizations. These items contain computer technology to create a simulated environment and are acquired in support of Agency programs and projects. Virtual reality goggles also come in a range of acquisition costs and complexity and are considered highly pilferable because they have become increasingly popular in the gaming and entertainment spheres.

The SIRB met for a second time on October 17, 2018, to address these

concerns. The board reached consensus to adjust and establish control criteria of camera lenses as sensitive equipment for lenses with an acquisition cost of \$500.00 or more. The board also agreed to add virtual reality goggles with an acquisition cost of \$500.00 or more to the SIL. Therefore, effective on October 17, 2018, camera lenses and virtual reality goggles with an acquisition cost of \$500.00 or more shall be controlled as sensitive items. Camera lenses and virtual reality goggles with an acquisition cost of less than \$500.00 shall be subject to Center administrative control procedures established by the Center SEMO per NPR 4200.1H, section 3.2.4. As a result of these SIRB determinations, equipment master records (EMR) in the SAP/Property, Plant and Equipment (PP&E) system must be updated accordingly.

The Director of Logistics and the Agency Equipment Manager appreciate the continued effort of



## Appendix C: NASA Minimum Standard, Sensitive Items List

- C.1** Equipment Items regardless of acquisition cost. These sensitive items must be safeguarded and kept under strict access and control. Including:
- C.1.1** Weapons, all types including, but not limited to, air, spring, powder, or other propulsion systems.
  - C.1.2** Night vision devices
  - C.1.3** Binoculars
  - C.1.4** Satellite radios
  - C.1.5** Hazardous Devices, including environmentally hazardous devices
  - C.1.6** Cameras, all types
  - C.1.7** Unmanned Aircraft Vehicles/Drones
  - C.1.8** Automated Data Processing Equipment (ADPE), including the following:
    - a. Computers: all microcomputers, personal computers, and mainframe computers. Examples include: desktop systems, work stations, laptops, tablets, notebooks, handheld computers, palms, and other portable computers.
    - b. External Computer Peripherals, including:
      - (1) Tape drives
      - (2) Projectors
- C.2** Equipment Items with acquisition cost equal or greater than \$500
- C.2.1** Radios, all types
  - C.2.2** Receivers
  - C.2.3** Camera Lenses
  - C.2.4** Transceivers
  - C.2.5** Televisions
  - C.2.6** Printers and/or scanners
  - C.2.7** Video and sound recorders and players
  - C.2.8** Removable disk drives
  - C.2.9** CD and DVD drives
  - C.2.10** Virtual reality goggles

**Table 1.** Update to Appendix C, NASA Minimum Standard, Sensitive Items List

all SEMOs in this endeavor. All SIRB determinations will be incorporated in the next regular update to NPR 4200.1. **Table 1** reflects all SIRB determinations and changes made to the Sensitive Items List.

### Clean Audit Opinion for FY19 Inventory of NASA Capital Equipment

Miguel A. Rodriguez

The Logistics Management Division is pleased to announce that the Agency received a clean audit opinion for the FY19 inventory of capital equipment items. The following is a snapshot of the feedback LMD received from the Office of the Chief Financial Officer (OCFO):

*This audit resulted in a “clean” or unmodified opinion on NASA’s FY 2019 financial statements (see attached enclosure). An unmodified opinion means the financial statements present fairly, in all material respects, the financial position and results of NASA’s operations in conformity with U.S. generally accepted accounting principles.*

For additional and detailed information you may access the following link:

[https://www.nasa.gov/sites/default/files/atoms/files/afr19\\_508\\_1.pdf](https://www.nasa.gov/sites/default/files/atoms/files/afr19_508_1.pdf)

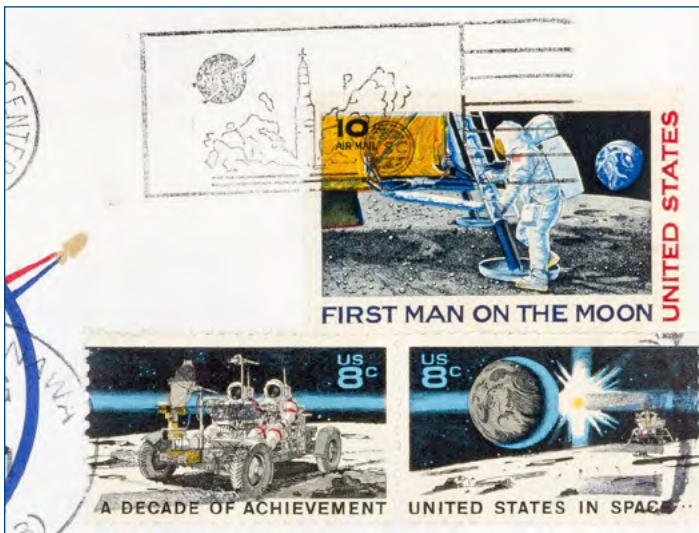
This accomplishment is the result of Center logisticians executing 100 percent equipment inventories, implementing improved equipment management practices, and

working with property accountants to resolve differences between logistics management and financial records throughout the fiscal year. Congratulations on a job well done!

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## MAIL MANAGEMENT PROGRAM

Miguel A. Rodriguez,  
Program Manager



### Annual Reporting of Mail Expenditures

The following message was released by the General Services Administration on December 6, 2019, to inform Mail Managers that reporting of annual mail expenditures to GSA is held in abeyance:

*GSA has not collected agency mail spend data since 2017 when the GSA web based Simplified Mail Accountability Reporting Tool (SMART) was*

*decommissioned. GSA's Office of Government-wide Policy is in the process of updating the Mail Management regulation, FMR 102-192. The revised Mail Management regulation is not expected to include reporting requirements.*

*Prior to 2014, GSA was required to collect annual Mail Program spend for Federal agencies. In 2014 Congress enacted the Presidential and Federal Records Act Amendments of 2014 which gave the National Archives and Records Administration sole authority over records management. In 2017 GSA's authority over mail management policy was restored through the Federal Agency Mail Management Act of 2017; however the requirement regarding reporting was not included in that public law. Please keep in mind that removal of the requirement does not mean GSA does not have the authority to request this information from agencies; however GSA decided in 2017 not to maintain the SMART system and not to require agencies to report annual mail expenditures.*

NASA's position is that LMD will continue to monitor the cost-effectiveness of practices for mail operations across the Agency. For this purpose, Mail Managers, please continue to gather your Center's mail expenditures for submission to LMD upon request in our continued effort to enhance the Agency's mail management practices.

## KUDOS

Dr. Olivette Hooks,  
Director, LMD

### Marshall's Property Management Group (PMG) Receives the Administrator's Gears of Government Initiative Award

*For superb public service applying continued improvements in stewardship, data accountability, and unparalleled communication with stakeholders of Government property.*

The Marshall Space Flight Center (MSFC) Property Management Group (PMG) continues to excel in providing multiple facets of accountable stewardship and data accountability for Government property. The team exemplifies excellence with customers and stakeholders while impacting the Agency mission in a positive way. NASA HQ selected MSFC Logistics to complete testing and evaluation of the Radio Frequency Identification (RFID) Implementation Program and Physical Inventory Pilot Program. With an annual inventory accuracy of 99.97 percent, the PMG exceeds the Agency benchmark for loss rates. In fact, MSFC established a Center trend as one of the Centers with the lowest loss rates for equipment in the past several years. Following MSFC's successful testing, the pilot program transitioned to becoming the standard inventory tool for all NASA Centers.

Furthermore, the PMG developed and provided training to NASA Centers that standardizes equipment and supply management business practices. The PMG

audits multiple contractors with Government-furnished property totaling more than \$5 billion through Property Management System Audits. As Agency leaders, the PMG maintains accounting for nearly 23,000 critical Government assets, valued at over \$8 million. The PMG manages the deployment of Government assets across the Agency and worldwide via the NASA Integrated Communications Services (NICS) headquartered at MSFC.

The NICS supports local area network management at all NASA Centers with more than 14,000 assets at a value of \$152 million. The PMG collaborates with multiple agencies that support diversity and equal opportunity to provide students with disabilities with an opportunity to participate in logistics business processes under the guidance of a NASA mentor.

The PMG manages donations of excess property and donates that property to eligible schools and educational nonprofits. These donations are a viable method to support science, technology,



engineering, and mathematics (STEM) educational outreach and help the Nation's children meet high academic standards. Most recently, the donation of items was valued at \$54 million.

The PMG excelled in managing furniture outfitting for new construction and ensured the effective interaction and communication between the Facilities Management Office, the furniture contractor, and the prime contractor for building construction. Most recently, the group coordinated the \$3 million budget for furniture selection, purchase, and installation of over 430 office seats in Building 4221. In spite of significant construction delays and a Government furlough, the PMG negotiated the schedules to allow for furniture outfitting without delay or additional costs.

The group established an office furniture ergonomic program that supports employee health by establishing that 20 percent of all new desks in new office

Through significant effort and coordination, the MSFC PMG has overcome obstacles to achieve successful outcomes of the projects.

environments will have the ability to raise, which allows employees who have a need to stand while working to do so. The PMG collaborates with the Alabama Institute for Deaf and Blind (AIDB) to provide office supplies to MSFC. AIDB is a Government-sanctioned supplier that supports green purchasing

requirements, and their location on Redstone Arsenal provides an outstanding partnership opportunity that helps achieve NASA's mission. The PMG also supports and manages the reutilization of Air Force specialized property from a decommissioned facility at Arnold Engineering Development Center

through receiving, processing, disposition, and temporary storage. This property, valued at over \$400,000, has a parallel purpose in space research and increases NASA's research and development capabilities, saving NASA and the taxpayers' tax dollars. Through significant effort and coordination, the MSFC PMG has overcome obstacles to achieve successful outcomes of the projects. The team's exemplary, tireless dedication to making substantial contributions to the MSFC and the Agency's mission is commendable.



Aerial view of a portion of Marshall Space Flight Center

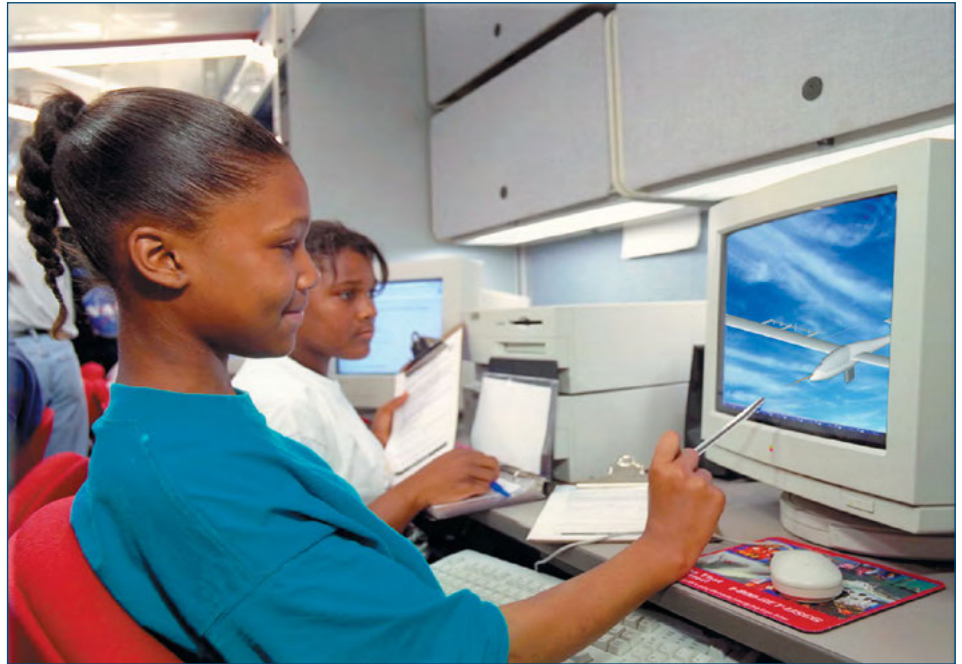
## DISPOSAL MANAGEMENT PROGRAM

Sharrief Wilson,  
Program Manager

### Excess Personal Property

For FY19, NASA Centers have successfully completed the disposition process for 62,139 disposal cases, representing a total acquisition cost of \$478,551,810. There are 51,678 disposal cases still pending disposition. This volume has remained relatively consistent over the past several years. Improvements in “through-flow” will require Centers to consider multiple methods to dispose of their excess property, including first-in, first-out (FIFO).

According to the FIFO method, goods that are entered into the warehouse inventory first are disposed of (processed) first; as additional goods are entered into the warehouse inventory, they are placed at the end of the line for disposition. This means that at the end of a fiscal year, the items that remain on the active inventory list should be those that were the most recently introduced into the inventory.



For FY19, NASA Centers have transferred 81 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program.

### Computers for Learning (CFL)

For FY19, NASA Centers have transferred 81 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program, representing a total acquisition cost of \$401,122. Centers are strongly encouraged to continue supporting the CFL program because this program

offers a valued return to taxpayers and fosters educational benefits through science, technology, engineering, and mathematics (STEM). The CFL program evolved from the implementation of Executive Order 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century.

How does CFL work? The CFL website enables schools and educational nonprofit organizations to obtain excess computer equipment from Federal agencies. Federal agencies can report their excess computers and related peripheral equipment to the General Services Administration (GSA) through the GSAXcess website at <https://gsaccess.gov>.

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For organizations to become eligible for the CFL program, potential recipients must first register on the GSAXcess website. In order to fulfill registration requirements, recipients must serve some portion of the prekindergarten through grade 12 population and operate primarily for the purpose of education. Schools must provide a valid National Center for Educational Statistics (NCES) number. Educational nonprofits must provide a 501(c)(3) tax identification number.

Once organizations are registered and determined to be eligible, representatives from recipient organizations can view and request available excess computers and related peripheral equipment. The Federal agency that reported the property can then allocate the property to the school or educational nonprofit organization of its choice. After allocation, the receiving school or nonprofit organization must pick up the property within a certain period. The school or educational nonprofit organization is responsible for the shipping and handling costs.

### General Services Administration (GSA) Online Auction Sales

For FY19, NASA Centers have netted a total of \$662,778 in sales proceeds from General Services Administration (GSA) online auctions of personal property: (a) \$182,880 in net sales proceeds under the exchange/sale authority and (b) \$479,898 in net surplus sales proceeds. It is important to understand that sales proceeds under the exchange/sales authority shall be used, in whole or in part, for the acquisition or replacement of property (as required by Federal Management Regulation [FMR] 102-39—Replacement of Personal Property Pursuant to the Exchange/Sale Authority).

The net sales proceeds from the sale of surplus personal property through GSA online auctions can be used to defray NASA expenses related to the sale of the surplus property in accordance with FMR 102-38.295-300, Disposition of Proceeds, and NASA Procedural Requirement 4300.1C, section 5.5.2, and can include

- a. expenses associated with warehouses and storage,
- b. sales preparation,
- c. environmental services,
- d. demilitarization services,
- e. advertising and appraisals,
- f. security and transportation of property,
- g. labor or contract costs related to the sale of the property, and
- h. NASA Centers' established overhead rates for these functions.

Centers should ensure that they are tracking the cost associated with completing sales, as NASA does not have sales proceeds retention authority.

For FY19, NASA has recycled 990,234 pounds of FEA and has received \$98,547 in recycling proceeds. The proceeds reflect the rate of \$0.10 a pound for recycled FEA.

### UNICOR Memorandum of Agreement

This past year, NASA LMD executed the option on the Memorandum of Agreement (MOA) with UNICOR for the recycling of Federal Electronic Assets (FEA). This is the first of five renewal options. The new agreement took effect on October 1, 2019. For FY19, NASA has recycled 990,234 pounds of FEA and has received \$98,547 in recycling proceeds. The proceeds reflect the rate of \$0.10 a pound for recycled FEA.

## UPCOMING EVENTS



### Property, Plant and Equipment (PP&E) Refresher Training in Greenbelt, MD

The Logistics Management Division, in collaboration with the Agency Applications Office (AAO), will host a refresher training of the EQUIPMENT, DISPOSAL, and Supply Management System (SMS). The weeklong training will be hosted at Goddard Flight Space Center (GSFC) and is tentatively scheduled for either February 10–14 or March 2–6, 2020. We will keep you informed and provide detailed information as the time approaches. For additional information, please contact Miguel Rodriguez at 202-358-1065.

### National Postal Forum in Orlando, FL

The 2020 National Postal Forum (NPF) will be held at the World Center Marriott in Orlando from April 26 through 29. NPF is the premier mailing and shipping conference that works directly with the United States Postal Service (USPS) to provide the most comprehensive educational and networking platforms for meeting the needs of the industry. Offering more than 130 educational workshops, USPS officer-led sessions, and the largest mailing and shipping industry trade show, the NPF is the ideal opportunity for NASA mail and transportation managers to learn, network, collaborate, and grow toward more effective mailing and shipping practices. You may find additional information by accessing the following link:

<https://tensionenvelope.com/events/2020-national-postal-forum>

### Senior/Chief Logisticians Meeting in Washington, DC

LMD will host a meeting at NASA Headquarters for all Senior/Chief Logisticians from April 27 through May 1, 2020. Your input in identifying potential topics of discussion and presentations is always welcome. We will continue to keep you informed and will provide event details as the start date approaches. We thank you in advance for your participation and look forward to your input and your attendance. For additional information, please contact Miguel Rodriguez at 202-358-1065.

## HAPPY NEW YEAR FROM LMD



The year 2019 has brought many challenges as well as progress toward the improvement of LMD functional areas. We continue to lose subject matter experts to retirement, but we are confident in the skills and expertise that new hires bring to the table.

NASA Headquarters and Center Logisticians have worked together and shared ideas to resolve challenges that affect organizational logistics operations—and we thank them for that.

We, the LMD functional managers, wish to express our deep appreciation for all the support we received from the logistics community and stakeholders in general throughout the year. We wish you and your lovely families a prosperous 2020!



NASA's Pegasus Barge arrives at the Launch Complex 39 turn basin wharf at Kennedy Space Center in Florida to make its first delivery to Kennedy in support of the Agency's Artemis missions.

## CONTACT US

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Your involvement, understanding, and feedback are essential to making the Logistics Management Program a success. Please send us your questions or stories to share by calling or e-mailing:

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