

Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

FY20 | ISSUE 2 APRIL 2020

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.

FROM THE DESK OF DR. OLIVETTE HOOKS, DIRECTOR, LOGISTICS MANAGEMENT DIVISION AT NASA HEADQUARTERS

Dr. Olivette Hooks, Director, Logistics Management Division

Logisticians are strong and resilient managers, and I thank them all for their hard work. As NASA's logisticians (employees and contractors), we face the task of meeting the needs of our program and project managers, who

are expected to continue NASA's mission until the Agency returns to normal operations.

The logistics community must be able to navigate under stressful and uncertain times. We must protect



Dr. Olivette Hooks, Director, Logistics Management Division

and care for ourselves, our families, and our NASA family. We must continue to support NASA's mission priorities and give them key consideration as we make decisions on how to move forward.

Our Administrator has evolved status changes for several NASA Centers to stage 3 or 4, which

means that only essential functions may be performed onsite, and all other work is under mandatory telework restrictions.

NASA logisticians, I appreciate your support and understanding. We are

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committed to reopening as soon as it is possible, and I will regularly keep you posted of new developments. Until then, please follow the guidance on COVID-19 from the Centers for Disease Control and Prevention.

Please remember to perform frequent hand-hygiene practices, use hand sanitizer, and avoid touching your face with unwashed hands. Practicing good habits allows our communities to thrive and rebound after setbacks. I am grateful for all you have done and continue to do—I know that, together, we can weather any situation. I look forward to seeing each of you at our Senior Logistician meeting in the near future. Be safe!



Space Environments Complex at Plum Brook Station

EQUIPMENT MANAGEMENT PROGRAM

Miguel A. Rodriguez, Program Manager, NASA Headquarters

Policy Update to the Process of NF-598 (Property Survey Report)

A review of the details surrounding the processing of NF-598 (Property Survey Report), as well as feedback received from Center stakeholders, prompted LMD to collaborate with attorneys from the Office of the General Counsel (OGC) to discuss and reach consensus on the timeframe for the review of an NF-598 by attorneys from OGC and the Office of the Chief Counsel (OCC).

The property-survey process is an administrative action whereby the loss, damage, destruction, or theft of Government personal property, including equipment, supplies, and materials, is documented, reviewed, and investigated for the purpose of adjusting NASA property records, when applicable, and determining whether a recommendation for financial liability, personnel action, or both are necessary against one or more individuals. The property-survey process also serves to review and provide recommendations for the following:

 Damages or losses of Government property resulting from vehicle accidents. A NASA transportation asset is NASA equipment. Developing corrective action when there are repetitive or significant cumulative losses, including losses of administratively controlled equipment.

The Survey Officer or the Chairperson of the Survey Review Board (SO/SRB) shall confer with the supporting OGC/OCC attorney(s) to obtain a legal opinion on the SO/SRB findings and recommendations. Attorneys are trained in matters of negligence standards, conflicts of interest, and sufficiency of evidence. Let's keep in mind that OGC/OCC attorneys are not SRB voting members; they do not approve or disapprove, concur or nonconcur, with findings and recommendations. The task of attorneys is to provide legal opinions on whether the SO/SRB's findings and recommendations can move forward.

The lack of a NASA policy establishing a timeframe for OGC/OCC attorneys to review an NF-598 resulted in a lengthy process that varied from Center to Center. Some Center OCCs completed the review in weeks, and others in months. The purpose of the OGC/OCC review is to determine the legal sufficiency of the findings and recommendations outlined in an NF-598 as well as to provide a legal opinion to the Survey Officer or to the Chairperson of the SRB.

In this effort, OGC reached out to the OCC community to discuss the aforementioned and provide to LMD policy developers a realistic timeframe that will enable a timely review and processing of NF-598s. As a result, attorneys from the OGC and OCC offices across the Agency reached a consensus that, upon receipt, they need 10 business days to review a property-survey report for legal sufficiency and provide a legal opinion to the Survey Officer or to the Chairperson of the SRB.

Effective immediately, NASA policy outlined in Chapter 5, NPR 4200.1, is updated to allow 10 business days for OGC/OCC review of an NF-598 in the survey process.

The Equipment Physical Inventory—FY20

One of the recent concerns among the equipmentmanagement community is the timely completion of the FY20 equipment physical inventory by September 30, 2020. This is because of the extraordinary circumstances in which we find ourselves currently due to COVID-19. Employees' health and safety are NASA's highest priority in this difficult time, and we all must remain alert to mitigate any unnecessary exposure. The majority of NASA employees and supporting contractors are teleworking or have limited access to NASA facilities; therefore, physical inventories are at a standstill until further notice. In response, LMD is discussing a potential extension of the September 30 deadline with Center stakeholders—it will all depend on when we are allowed to return to perform onsite work. I have communicated to OCFO's property officials my intent to extend the September 30 deadline; this is because

The majority of NASA employees and supporting contractors are teleworking or have limited access to NASA facilities; therefore, physical inventories are at a standstill until further notice.

we have to remain mindful of the metrics we logisticians have to meet with financial auditors on inventory of capital equipment.

In essence, LMD will continue the discussion on this topic with Center stakeholders. We will be flexible and will work with each Center to answer questions or accommodate Center circumstances. In the meantime, please continue to practice the safety and health guidelines provided by NASA leadership as well as local and Federal governments.

Equipment-Management Modernization Initiatives

Converting the Equipment Management Process Forms to an HTML Format and Incorporating Workflow to Aid in Process Adherence

Equipment-management forms are currently accessed through the NASA forms application, which uses an Adobe format requiring the use of e-mail to forward the forms through the required process steps for review and approval. Conversion to an HTML format will allow automatic workflow routing and approval-signature upload. The formatting will also enable the conversion of each process to an online application format that will be adopted in a concurrent initiative (see below). The forms currently in the process of conversion are the NF-893 (Loan of NASA Equipment) and NF-1617 (NASA Equipment Modification, Cannibalization, and Construction Request). The remainder of the forms will be worked as the NASA Forms Team resources support.

Development of an Equipment Management Agency Enterprise Application

Concurrent with the equipment management forms conversion to HTML format, a request was made to the Applications Portfolio Management Board (APMB) for the development of an Agency enterprise application to replace the use of forms to execute equipment-management processes. The general requirement is to make the applications accessible to all NASA personnel with access to the NASA network and incorporate workflow into all of the processes.

Redefinition of Foreign Gifts and Decorations Minimal Value

On March 10, 2020, the General Services Administration (GSA), Office of Government-wide Policy, released an update to the minimal value for foreign gifts and decorations received by Government employees.

GSA, in consultation with the U.S. Department of State, must redefine the minimal value of foreign gift items to reflect changes in the Consumer Price Index (CPI) for the preceding 3-year period, as specified under the Receipt and Disposition of Foreign Gifts and Decorations, 5 U.S.C. § 7342. The minimal value was last redefined effective January 1, 2017; therefore, it must be redefined as of January 1, 2020. The minimal value, effective January 1, 2020, is \$415.00.

The Federal Management Regulation (FMR) Part 102-42 directs that when a gift of more than minimal value is accepted, the gift becomes the property of the U.S. Government, not the employee, and must be reported.

The Federal Management Regulation (FMR) Part 102-42 directs that when a gift of more than minimal value is accepted, the gift becomes the property of the U.S. Government, not the employee, and must be reported. To meet this requirement, NPR 4200.1 (NASA Equipment Management Procedural Requirements) defines "a gift" (foreign and domestic) as a form of acquisition and establishes control criteria for foreign gifts. NASA may accept gifts without condition or restriction as authorized by the National Aeronautics and Space Act (Section 20113(d)). In consequence, the Supply and Equipment Management Officer (SEMO), or designee, shall ensure the recording of foreign gifts and decorations to NASA or its employees that exceed the \$415.00 minimal value at the time of acceptance in SAP/Property, Plant, and Equipment (PP&E).

For that purpose, the SEMO or designee must select Acquisition Code 23 (receipt from gifted to NASA) when creating the Equipment Master Record (EMR) for the gift item in SAP. In addition, the SEMO must identify gifts by selecting the "NASA Gifted Item" flag in the EMR—this flag allows LMD to generate reports and timely responses to queries from GSA, Congress officials, and other Federal organizations.

Agency Applications Office (AAO)—RFID Update

Suzie Sanderson, AAO Logistics Liaison, Marshall Space Flight Center (MSFC)

After a recent AAO data call to Center equipment inventory teams, AAO validated that much of the Agency is using outdated iPod Touch 6 devices to support the yearly equipment inventory. This specific device was officially discontinued by Apple



on May 28, 2019, and support for the sixth generation was stopped not long after its discontinuation. This particular device can no longer be updated and is incompatible with iOS 13. In addition, these outdated devices will not continue to be supported by NASA's End User Services and are not in compliance with Agency information assurance and cybersecurity requirements.

The latest version of the Inventory Mobile application developed by AAO is compatible for use with devices on iOS version 13.0 and up only. The inventory app is developed on the latest available technology in an effort to support the Agency and the ever-changing technology requirements. Therefore, the Centers currently utilizing iPod 6 devices will require replacement of the devices immediately to maintain the Centers' inventory functions.

DISPOSAL MANAGEMENT PROGRAM

Sharrief Wilson, Program Manager, NASA Headquarters

Excess Personal Property

For the end of the second quarter FY20, NASA Centers have successfully completed the disposition process for 31,267 disposal cases, representing a total acquisition cost of \$256,048,796. There are 53,602 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.

Computers for Learning (CFL)

For FY20, NASA Centers have transferred 28 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program, representing a total acquisition cost of \$81,749. 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 GSA through the GSAXcess website at *https://gsaxcess.gov*.

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

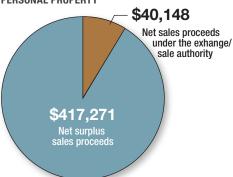


Rocket park at Marshall Space Flight Center in Huntsville, AL

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

SALES PROCEEDS FROM GENERAL SERVICES ADMINISTRATION (GSA) ONLINE AUCTIONS OF PERSONAL PROPERTY



So far this fiscal year, NASA Centers have netted a total of \$417,271 in sales proceeds from GSA online auctions of personal property, which includes (a) \$40,148 in net sales proceeds under the exchange/sale authority and (b) \$417,271 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
- NASA Centers' established overhead rates for these functions.

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

UNICOR Memorandum of Agreement (MOA)

This past year, NASA LMD executed the option on the 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. So far in FY20, NASA has recycled 388,467 pounds of FEA and has received \$38,846 in recycling proceeds. The proceeds reflect the rate of \$0.10 per pound for recycled FEA.

Equipment and Supply Request in Response to COVID-19

NASA Centers have been receiving requests for protective equipment from their local hospitals and municipality. It is important to be aware of the authorities that are available to the Federal Government to donate property to states in need. Below is the official response from LMD (as of March 25, 2020) on what NASA can do to support the pandemic.

NASA has no authority to donate property to the local hospitals. GSA has the authority on the donation of surplus property; by law, NASA must promptly report excess property for Federal and donation screening. Centers should review inventory to assess that we are only holding what we require; any amount above what is required for our missions should be excessed to Center disposal operations for screening. During Federal emergencies, GSA alters the screening and allocation process to ensure surplus Government property is getting to the states that have the biggest needs.

KUDOS

Robert Rutherford Keeps Things Moving Onward and Upward

Joyce Meier, Chief of Logistics Branch, MSFC



Roy Malone, Jr. (right), Honoring Robert Rutherford

Marshall logisticians continue to excel and make things happen. LMD and MSFC are proud to announce the recognition that Robert Rutherford received from the Human Exploration and Operations Mission Directorate (HEO).

On January 6, 2020, HEO began recognizing HEO HErOs, presenting one deserving individual each day with an "I Made it Happen" pin. The purpose of the pin award is to recognize and encourage the HEO team members who are going above and beyond every day to get the job done. Roy Malone, Jr.,

MSFC Center Operations Director, joined the celebration and honored Robert for his "outstanding dedication in preparing for and performing the move of the SLS Core Stage from [Michoud Assembly Facility] MAF to Stennis Space Center and then lifting the Core Stage into the test stand." Congratulations, Robert, for becoming HEO's HErO, day 1,769!

Diane Cain, Organization Development Specialist at MSFC

Dr. Olivette Hooks, Director, Logistics Management Division

Please allow me to introduce Diane Cain, an "OD" professional by passion. She is currently an Organization Development (OD) Specialist at NASA's Marshall Space Flight Center (MSFC), in Huntsville, AL. She is a leadership coach and mentor and is known as a motivational speaker, a diversity and inclusion facilitator, and an out-of-the-box thinker. She has been faculty/coach for NASA First and LASER cohorts.

Diane is always exploring new ideas and demonstrates the ability to sort through the clutter and find the best route—and the underlying cause—and effectively resolve the situation. These traits have earned her the title of "trusted adviser" from her customers.

During her time at Marshall Space Flight Center, Diane has received the NASA Exceptional Service Medal, two NASA Silver Achievement Medals, and several team awards. I share with you a snapshot of one of her presentations.



Graphic from a presentation by Diane Cain, Organization Development Specialist at MSFC

NASA LMD WELCOMES NEW ARRIVALS

New Arrival at Armstrong Flight Research Center (AFRC)

Tracy Edmonson, SEMO and Deputy Chief, Logistics Branch



Daniel Bartlett, new Equipment Manager at AFRC

Daniel Bartlett, New Equipment Manager at AFRC

Daniel Bartlett, a retired Army Chief Warrant Officer, is a Logistics Management Specialist whose primary duties, in addition to

Equipment Manager, are Property Disposal Officer, Supply Officer, Inventory Adjustment Officer, and Activity Address Code Coordinator. Dan ensures that the Performance Work Statement is being followed by supporting contractors and provides his technical and tactical logistics knowledge throughout the Center in support of the Facilities Engineering and Logistical Management Branch, ensuring all policies and procedures are being followed regarding logistics operations.

Dan brings to the Agency a broad range of logistics expertise. He gained both military and civilian experience in various logistical areas, including material management, property accountability, logistical warehouse operations, automation tracking systems, shipping and transportation, disposal,

mail, and contract proposals. Dan's logistics career spans over 23 years of military and civilian experience, with various assignments overseas and in the continental United States.

New Arrivals at Johnson Space Center (JSC)

Julie Hardcastle, SEMO and Deputy Chief, Logistics Branch



Kelly Karcher, new Equipment Manager at Johnson Space Center

Kelly Karcher,
New Equipment
Manager at
Johnson Space
Center
Kelly Karcher
began her NASA
career in 1991 at
Johnson Space
Center as a
secretary within
the Logistics and
Transportation

Branch. Kelly completed a detail assignment within JSC's Travel Office from 1994 to 1995, While serving in this capacity, Kelly received a personal recognition from astronaut Bernard Harris, who cited Kelly's exceptional enthusiasm and willingness to "go the extra mile" to ensure that travel requests received prompt and timely responses. Upon completion of her detail, Kelly returned to the Transportation Branch to perform duties as a Freight Specialist until 2000. While serving in this role, Kelly further diversified her expertise as a Property Administrator in the area of

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supply and equipment management while providing oversight on the performance of governmental contracts. She effectively fulfilled the functional responsibilities as an Inventory Management Specialist, with oversight for the control and inventory of JSC's controlled equipment. Later, Kelly transitioned to full-time support of the Equipment Management Office. Kelly assumed an additional role as a Contract Technical Monitor in 2009, with oversight of the division's Logistics Support Contract equipment-management functions, providing guidance on governmental policies and procedures as well as performing audits on the support contractor's equipment performance.

In 2015, Kelly was assigned as a Supply and Equipment Management Officer (SEMO)

delegate for equipment matters, demonstrating excellent leadership and decision making. She further expanded her responsibilities within the Equipment Office as a backup to JSC's Equipment Manager while they supported a 2016-18 Source Evaluation Board (SEB). During this time period, Kelly was instrumental in ensuring that the Agency's new RFID equipment tagging was successfully implemented. Kelly's contributions resulted in over 35,000 controlled equipment records being updated on time, which complied with Agency RFID tagging requirements for 100 percent completion by May 2017. Kelly's dedication and contributions during this period resulted in her nomination for and award of NASA's Silver Snoopy Award in July 2017.

Please join us in congratulating Kelly for her selection as JSC's new Equipment Manager.



Bobby W. Brewer, Program Analyst at Johnson Space Center

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Bobby Brewer began his civil service career after retiring in 1999 from the United States (U.S.) Navy, where he started with the

Naval Sea Systems Command in New Orleans, LA, as a U.S. Navy Shipbuilding Specialist. He transitioned to assignments with the U.S. Navy Mine Warfare Center of Excellence in Ingleside, TX, providing project management and serving as a Contracting Officer's Representative, with oversight of ship repair, maintenance, and overhauls of Mine Countermeasure and Minehunter class ships.

Following the closure of the Naval Station Ingleside, Bobby accepted a position at the Corpus Christi Army Depot, where he was a Master Scheduler for the repair, refit maintenance, and overhaul of U.S. Army Rotary Wing Aircraft. In 2010, his promotion to Technical Analyst resulted in relocation to the U.S. Navy Southeast Regional Maintenance Center's contracts department in Mayport, FL.

Please join us in welcoming Bobby to the position of Program Analyst within the Transportation and Support Services Branch of the Logistics Division, located within the Center Operations Directorate.

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David J. Brownhill, Support Services Specialist at Johnson Space Center

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Johnson Space
Center
Please join us in
congratulating
David Brownhill
as NASA's first
official interior
decorator at
JSC. David
began his career

at JSC in December 2019. He supports remodeling and renovation projects for the Transportation and Support Services Branch. David comes to us with previous experience as a building contractor based in Miami, FL, with vast expertise in remodeling and renovation projects. His most recent career was with the Drug Enforcement Administration in Washington, DC, where he was the Support Services Supervisor and Contracting Officer's Representative for the entire agency. During his 20-year career as a civil servant, David has served as an Inventory Management Specialist, Supply Management Specialist, and Property Management Specialist. David is a veteran of the U.S. Navy, U.S. Army National Guard, and Virginia State Guard, having served over 27 combined years.

Please join us in welcoming
David, who recently joined the
Transportation and Support
Services Branch within the Logistics
Division of the Center Operations
Directorate.



Darrell W. Friddle, Property Administrator at Johnson Space Center

Darrell W.
Friddle, Property
Administrator at
Johnson Space
Center
Darrell Friddle
is a newly
appointed
Property
Administrator
at JSC as of
November 25,
2019. Darrell

brings 29 years of experience within Government property management. Darrell transferred from the Defense Contract Management Agency (DCMA), located in Baltimore, MD, where he was Property Administrator for nine and one-half vears. Darrel is also a veteran of the U.S. Army, where he started his career with Government property management, from acquisition to disposition. After leaving the military, he went to work for two major contractors as a property administrator. In June 2008. Darrell came back to the Federal Government with the U.S. Air Force as a Supply Technician and, in June of 2010, accepted a position with DCMA as a Property Administrator. Within his current position as a Property Administrator at JSC, he is responsible for various duties, including performing property-management system analysis and processing property-loss cases.

Darrell's wealth of Government property experience demonstrates that he is someone to be trusted as an expert within the logistics community.

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Please join us in welcoming Darrell Friddle to Contract Property within the Property, Supply, and Equipment Branch supporting the Logistics Division of the Center Operations Directorate.



Karen A. King, Supply Representative at Johnson Space Center

Karen A.
King, Supply
Representative at
Johnson Space
Center
Karen King
began her
career at JSC
in 1991 as an
Administrative
Assistant in the
Lunar and Mars

Exploration

Program Office. Since that time, she has gained a wealth of experience across the Center, working in various organizations, including the Space Operations Management Office, the Human Resources Office, and finally, the Center Operations Directorate. Since joining Center Operations in 2001, she progressed into responsible positions, including Industrial

Property Management Specialist within the Property, Supply, and Equipment Branch as well as the Center Operations Directorate Administrative Officer.

Please join us in welcoming back Karen King as a Supply Representative in the Property, Supply, and Equipment Branch serving within the Logistics Division of the Center Operations Directorate.



Micah Mauldin, Supply Specialist at Johnson Space Center

Micah Mauldin, Supply Specialist at Johnson Space Center

Please join us in congratulating Micah Mauldin as JSC's newest Supply Specialist. In September 2019, Micah began his career

at JSC, where he currently supports furniture and personnel moves within the Transportation and Support Services Branch. A veteran of the U.S. Marine Corps, Micah is a native of Cullman, AL, and a 2019 M.B.A. graduate from the University of Houston. Between 2006 and 2008, Micah was deployed twice to Iraq as part of Operation Iraqi Freedom. After serving 4 years in the Marine Corps, Micah finished his undergraduate degree in Supply Chain Management from Auburn University. From there, he began working for Union Pacific Railroad Company, first as a conductor and



The first of three "new" F/A-18B Hornets arrives at NASA's Armstrong Flight Research Center in California on November 6. 2018

After serving 4 years in the Marine Corps, Micah finished his undergraduate degree in Supply Chain Management from Auburn University.

then quickly moving into management. During his time with the railroad, Micah served various stations between Brownsville, TX, and New Orleans, LA. After 6 years with the railroad, Micah decided to further his education at the University of Houston, where he entered the M.B.A. program. In January 2018, Micah applied to and was accepted into NASA's Pathways program.

While working as a full-time student at JSC, Micah also went to night school. He finished his M.B.A. in August 2019 before coming to work at JSC as a permanent employee.

Please join us in welcoming Micah Mauldin, who recently joined the Logistics Division of the Center Operations Directorate.

CONTACT US

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

Miguel A. Rodriguez NASA Equipment and Mail Management Programs

Office: 202-358-1065

Peral R. Hill Supply and Materials Management Program

Office: 202-358-0491

Ann Cuyler Contract Property Management Program

Office: 202-358-1524 ann.cuyler@nasa.gov

Sharrief Wilson Property Disposal Management Program

Office: 202-358-0875

Timothy A. Currie Transportation Management Program

Office: 202-358-1219

Marjorie C. Jackson Logistics Compensating Controls

Reviews (CCR) Program Office: 202-358-2464

Robert S. Sherouse Artifact Identification and

Disposition Program, Library Management Program Office: 202-358-0746

Peral R. Hill (Acting) Life Cycle Logistics Support and Supply Chain Management Program

Office: 202-358-0491

Olivette M. Hooks Director, Logistics Management Division

Office: 202-358-0721

Jerome G. Phillips Logistics Management Institute

(LMI) Program Support Office: 202-358-3653

jerome.phillips@nasa.gov

Wayne A. Cragwell Logistics Management Institute

(LMI) Program Support Office: 202-358-4612

wayne.a.cragwell@nasa.gov

Vacant

Administrative Assistant

National Aeronautics and Space Administration

The Logistics Management Division **NASA Headquarters** 300 E Street SW Washington, DC 20546