National Aeronautics and Space Administration

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.

HAIL AND FAREWELL

The Logistics Management Division celebrates personnel additions to our community and, with bittersweet sentiments, bids farewell to those who made the difference, the true pillars and experts within our logistics programs. To those we hail, welcome—you have rewarding challenges ahead; and to those who are departing, thank you—you will be greatly missed!

Jermaine Asbury is the new Headquarters Industrial Property Officer (IPO)

Ann Cuyler, Program Manager, Contract Property

Jermaine Asbury is originally from South Carolina and brings a wealth of expertise to the IPO community. "I am a U.S. Army brat and a prior U.S. Army myself." said Jermaine.

Jermaine Asbury

Jermaine has been working in logistics and property management since 1998, when he joined the U.S. Army as a Unit Supply Specialist. Jermaine moved to the DC metropolitan area from San Antonio, TX, where he worked as the Property Administrator for the Army's Mission Installation Contracting Command at Fort Sam Houston. "I worked with contracting officers and

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contracting officer's representatives to ensure contractor compliance with contracts and FAR [Federal Acquisition Regulations] requirements, as it pertains to government property, throughout the performance of their contract. However, I have been in the realm of government/industrial property since 2016 when I first joined with [the] Defense Contract Management Agency (DCMA). I am glad to be here and look forward to this new adventure with NASA." Jermaine, welcome to NASA's logistics community. We look forward to working with you.

New Members in Kennedy Space Center (KSC) Logistics Branch

Lisa Williams, Deputy, KSC Logistics Branch

KSC Logistics Welcomes Margarita "Maggie" Cunningham

Margarita Cunningham

Margarita "Maggie" Cunningham is a longtime resident of Florida's Space Coast. She began her career in public service in 2002 at NASA's Kennedy Space Center. Maggie will serve as the new Survey and Loan Manager within KSC's Supply and Equipment Management Office. Prior to joining the Logistics Branch, she spent 17 years supporting the Office the Chief financial Officer (OCFO). Throughout her tenure in the OCFO, Maggie served as an administrative officer responsible for a wide range of administrative and personnel functions and later served as a program analyst supporting KSC's business development activities and other reimbursable and partnership agreements.

KSC Logistics Welcomes New Transportation Officer

Melissa Coleman

Lieutenant Colonel (retired) Melissa Coleman is originally from Grand Rapids, MI. She graduated and was commissioned in the spring of 1998 from Michigan State University as a Transportation Corps officer.

Her first duty assignment was in Fort Lewis, WA, as a platoon leader in charge of 50 soldiers, followed by an assignment as an executive officer for a company of nearly 200 soldiers.

Melissa also served for 1 year in South Korea, followed by an assignment at Fort Bragg, NC. While at Fort Bragg, she was deployed in support of Operation Iraqi Freedom two times, totaling nearly 3 years of deployment due to a surge and extension. Following her assignment at Fort Bragg, she was stationed at Fort Leavenworth, KS, as part of a program that trained units to deploy.

Melissa's next assignment brought her to Fort Drum, NY, from where she deployed to Afghanistan in support of Operation Enduring Freedom. She was responsible for all Army transportation assets in the country. Next she was assigned at the Defense Logistics Agency, where she was responsible for developing a deployment training model for over 200 Reserves, which included all branches of the military.

She finished her Active Duty Army career at East Carolina University, serving as the Professor of Military Science running the Reserve Officer Training Program. Her schools include the Command and General Staff College out of Fort Leavenworth, KS, and Airborne School. Melissa holds two master's degrees, one in higher education and human development from the University of Louisville and the other a master of business administration from the University of Phoenix. Melissa is married to Jennifer Brodie, and they have one son, Brodie.

New Contractor Support at KSC Property Management Office

KSC welcomes Debra King, a contractor with Apache Logical, supporting the Property Management office as an internal controls analyst

Debra was born in Oklahoma City, OK, but resided most of her life in Florida. After high school, she served in the U.S. Army in the logistics field. While serving in Germany,

she was responsible for contracting services and equipment. She managed rail movement contracts for construction projects and managed to complete some courses with the City College of Chicago (European Campus). After her military service, she returned to Brevard County, where she completed more college courses and obtained a certificate with honors. Debra has worked for Brevard County Child Abuse Hotline as an administrative operator, and for City Gas Co. as an administrative scheduler.

Debra King

> "Growing up along the east coast, I became very interested in the space program and wanted to be a part of it."

"Growing up along the east coast, I became very interested in the space program and wanted to be a part of it," Debra said.

Debra has been a contractor at Kennedy Space Center since 1999. She was employed with United Space Alliance and later with Apache Logical. She has supported the KSC transportation office for the last 8 years as a National Property Management Association Certified Federal Fleet Specialist. She has an extensive background in administrative, supply, and transportation functions.

"I've been happily married for 25 years and have a beautiful son and daughter. My son is an Army vet and my daughter is active Navy."

Debra and her husband spend their free time on community work. They volunteer to coordinate neighborhood donations for the Paralyzed Veterans of America and the American Red Cross. They also spend their time placing U.S. flags and wreaths in cemeteries on veterans' remembrance days. They were honored with a request to participate in the motorcycle escort of the Vietnam Memorial Moving Wall.

"As a Kennedy Space Center contractor for 21 years, I am excited about the new opportunity to support the Property Management Office and look forward to expanding my knowledge and absorbing new skills," said Debra. "I will continue to do my part to contribute to the future of the space program and develop professional relationships with my colleagues. I enjoy gardening, camping, and swimming in the southern Keys."

KSC Welcomes Michele Van Hove to the Transportation Group

Michele Van Hove is a contractor employee with Apache Logical working with the NASA Transportation group. After more than 25 years of paralegal work, she decided on a career change.

She came to KSC in 2007 as an Administrative Director with United Space Alliance (USA) supporting the supply, storage, and property distribution functions until 2011. She obtained her bachelor's and master's degrees from Barry University while employed at USA.

In 2011, Michele left KSC and returned to paralegal work. She was able to pursue various volunteer opportunities within her community (e.g., Brevard Zoo and Brevard Public Schools).

In 2014, she and her family relocated to Virginia, where she continued her volunteer path at the Eastern Shore Literacy Council and her local church. She obtained her real estate license from the state of Virginia and became the director of operations for a nonprofit organization, the Eastern Shore Domestic Violence Coalition. She capitalized on over 30 years of leadership, mentoring, and communication skills to aid in the growth of this nonprofit until her return to Florida in 2016.

Michele Van Hove

As an employee of Brevard Public Schools, she worked with the

NASA and Northrop Grumman successfully complete the Flight Support Booster-1 (FSB-1) test in Promontory, UT, on Sept. 2. The full-scale booster firing was conducted with new materials and processes that may be used for NASA's Space Launch System (SLS) rocket boosters.

Magnet and Title II programs. She was soon promoted to school accounting auditor, with responsibility to conduct property audits for the more than 80 schools within the county and more than 120 departments within the district.

"I have been happily married for 17 years to my wonderful husband, Joe," said Michele. "We have a beautiful daughter, Kathryn, and a St. Bernard, Roscoe. We love to travel (domestic and abroad), complete DIY projects, and try out new recipes. My favorite author is Nicholas Sparks and when I get a chance to relax and read, I love where his books take me. I love to bake and have taken cake decorating classes."

A Retirement Farewell to Vivian Torres

Braxton Toy, Deputy ARC Logistics Branch

With over 35 years of Federal service at Ames Research Center (ARC), Transportation Officer Vivian Torres retired at the end of September 2020. Vivian started her career as a secretary in the Logistics family back in 1985, and she quickly rose through the ranks as a freight rate specialist. In 2001, she broadened her Logistics portfolio when she was selected as a traffic management specialist. In 2008, she accepted a new challenge as the lead traffic management specialist for the Center and ultimately became the Transportation Officer for the Division. For many years, Vivian has been leading and supporting the Center Operations Directorate functions, such as shipping operations, motor pool, mail, freight, and the development of the Advanced Composite Airframe Program (ACAP). Vivian's contributions to the daily operation of the Transportation Office, with the leadership she has provided to the staff, contractors, and ARC users, will be sorely missed. For anyone who has ever met Vivian, the first impression is the tough New York exterior, but within minutes, you will be hearing heart-filled stories of her children and grandchildren. Vivian's hard work and diligence have greatly benefited the Division, and she has set a stellar example for the staff here to follow. The ARC Logistics Division, the Center Staff, and the Agency wish her the best in her future endeavors. Retirement will surely offer her many new opportunities, which she will embrace wholeheartedly, just as she did her work at NASA.

Vivian's hard work and diligence have greatly benefited the Division, and she has set a stellar example for the staff here to follow.

TRANSPORTATION MANAGEMENT PROGRAM

Tim Currie, Program Manager

Temporary Suspension of Transportation Fleet Inventory and Vehicle Utilization Review Boards for FY20

Tim Currie

The challenges of the COVID-19 pandemic require NASA to continue to manage its transportation assets through unprecedented means. Center logistics organizations must conduct inventories of transportation fleet assets (e.g., vehicle, trailer, vessel, rail assets) and review the utilization data to ensure compliance with Executive Order (EO) 13834. Section 1 of the EO states: "[A]gencies are instructed to meet statutory requirements related to vehicles' energy and environmental performance in a manner that increases efficiency, optimizes performance, and reduces waste and costs." This requirement may not be achievable while the Agency is at stage 3. This policy will be revisited when the Agency moves to stage 2.

In support of Executive Order 13834, NPR 6200.1, NASA Transportation and General Traffic Management, chapter 3, paragraph 3.1.1.11, sub-paragraph 1d, requires: "In conjunction with the Contractor, the Contracting Officer (CO), the Contract Officer Representative (COR), the Transportation Officer/ Transportation Manager (TO/TM) will conduct an annual transportation asset utilization review following guidance within the Fleet Management Handbook. The TO/ TM, CO, and COR will validate the types and quantities of all Government-owned and contractor-operated transportation assets assigned to each contract to ensure that allocation and utilization of all transportation assets are based on program requirements." This requirement is designed to increase efficiency, to optimize performance, to reduce waste and costs associated with underutilized transportation assets, and to identify possible "right-sizing" activities.

The Logistics Management Division is aware that large-scale data collection requirements are needed to support Vehicle Utilization Review Boards and has decided to suspend this activity during FY20. We support our Centers' contingency operation plans that allow for essential employees and contractors to be available while the Agency is at stage 3. When appropriate, Centers will return to the analysis of inventory and utilization data related to the transportation fleet assets.

NASA Barge Pegasus Preparation for Core Stage Shipment

Alan Murphy, Assistant Manager, MSFC Logistics Services Office

The Marshall Space Flight Center (MSFC)/Logistics-managed NASA barge Pegasus recently completed maintenance and refurbishment in a Louisiana shipyard in preparation for the upcoming shipment of the Space Launch System (SLS) Core Stage (CS) from Stennis Space Center (SSC) to Kennedy Space Center (KSC). Pegasus is currently moored at SSC for final preparations ahead of the January 2021 loading and shipment of the CS.

Pegasus moored at Marshall Space Flight Center with river tugboat

Pegasus moored at the Stennis Space Center B-2 Test Stand with the Core Stage installed in the test stand

For decades, NASA has used barges to move its large space flight structures. Pegasus was specially designed and built in 1999 to transport the giant Space Shuttle External Tank (ET) and other flight hardware from the Louisiana-based Michoud Assembly Facility (MAF) to KSC on the eastern coast of Florida—a 900-mile journey that includes both inland and open-ocean waterways. Pegasus replaced Poseidon and Orion, barges that were used to carry Saturn rocket stages, hardware for the Apollo program, and the ETs.

In 2015, Pegasus was modified and refurbished for its new mission because the CS is more than 50 feet taller than the ET and, including ground support and transportation equipment, more than 600,000 pounds heavier. A 115-foot section of the barge was removed and replaced with a 165-foot section specially designed to increase the cargo weight and length Pegasus can accommodate. The length of Pegasus increased from 260 feet to 310 feet.

From 2017 until 2019, Pegasus made four trips to transport the CS structural test articles from MAF to MSFC (a trip taking a week to 10 days) for critical structural testing of the CS components, including the Engine Section, the Intertank, the liquid hydrogen tank, and the liquid oxygen tank.

The Core Stage being loaded onto Pegasus at the Michoud Assembly Facility

In 2019, Pegasus delivered the CS mockup Pathfinder from MAF to SSC (a 1-day trip) and from SSC to KSC (a 6-day trip) to allow logistics personnel at all three locations to simulate the eventual CS move, including lifting the Pathfinder into the SSC Test Stand and the KSC Vehicle Assembly Building (VAB).

In 2020, Pegasus delivered the Artemis 1 CS from MAF to SSC, where the CS was offloaded and installed into the B-2 Test Stand, where it is currently undergoing Green Run testing. This testing will conclude with a live firing of the 213-foot-tall, 27.6-foot-diameter CS that includes the cryogenic liquid hydrogen and liquid oxygen tanks that feed four RS-25 rocket engines.

Also in 2020, Pegasus delivered the first flight SLS Launch Vehicle Stage Adapter (LVSA) from MSFC to KSC during the COVID-19 pandemic. The LVSA, a critical element of the SLS, will connect the rocket's 27.5-foot-diameter CS and 16.4-foot-diameter Interim Cryogenic Propulsion Stage (ICPS).

In January 2021, the CS will be removed from the SSC B-2 Test Stand, loaded onto Pegasus, transported to KSC, and moved to the KSC VAB for integration into the Artemis 1 vehicle.

The Launch Vehicle Stage Adapter being removed from Pegasus at KSC

This first flight test of the SLS will carry an uncrewed Orion spacecraft beyond low-Earth orbit, around the Moon, and back to Earth to test the performance of the integrated system and the Orion spacecraft.

EQUIPMENT MANAGEMENT PROGRAM

Miguel A. Rodriguez, Program Manager

Personal, or Related Personal Property?

Miguel A. Rodriguez

The Logistics Management Division continues to receive inquiries related to the determination of personal and related personal property. It is vital that proper determination be made for the effective control and accountability of NASA property.

There are instances across NASA organizations in which personal property (equipment, supplies, and materials) is acquired with the intention to be affixed or integrated to real property assets (facilities).

There are instances across NASA organizations in which personal property (equipment, supplies, and materials) is acquired with the intention to be affixed or integrated to real property assets (facilities). This property is oftentimes recorded in the SAP/Property, Plant, and Equipment system (PP&E) for control and accountability as controlled equipment (personal property) rather than recorded in the Real Property Management System (RPMS) as related personal property. The aforementioned often results in database discrepancies and property accountability challenges for the logistics community (i.e., initiation of Property Survey Reports) when subject equipment is destroyed or disposed through real property processes governing the inactivation and disposal of NASA facilities.

Let's take a moment to review important definitions found in Federal regulations and Agency-level policy requirements with the aim of clarifying any potential confusion among stakeholders. For that purpose, it is important to review the definitions of "real property," "personal property" (equipment), and "related personal property," as well as to understand the connection between real property and related personal property, along with individual responsibilities of those involved in transactions affecting logistics and real property databases.

What Is Real Property?

In accordance with the Federal Management Regulation (FMR), subchapter C, part 102-71, real property means:

1. *Any interest in land, together with the improvements, structures, and* ***fixtures*** *located thereon (including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without undercarriages), and appurtenances thereto, under the control of any Federal agency, except—*

   i. *The public domain;*

   ii. *Lands reserved or dedicated for national forest or national park purposes;*

   iii. *Minerals in lands or portions of lands withdrawn or reserved from the public domain that the Secretary of the Interior determines are suitable for disposition under the public land mining and mineral leasing laws;*

   iv. *Lands withdrawn or reserved from the public domain but not including lands or portions of lands so withdrawn or reserved that the Secretary of the Interior, with the concurrence of the Administrator of General Services, determines are not suitable for return to the public domain for disposition under the general public land laws because such lands are substantially changed in character by improvements or otherwise; and*

   v. *Crops when designated by such agency for disposition*

by severance and removal from the land.

2. *Improvements of any kind, structures, and **fixtures** under the control of any Federal agency when designated by such agency for disposition without the underlying land (including such as may be located on the public domain, on lands withdrawn or reserved from the public domain, on lands reserved or dedicated for national forest or national park purposes, or on lands that are not owned by the United States) excluding, however, prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers (with or without undercarriages).*

3. *Standing timber and embedded gravel, sand, or stone under the control of any Federal agency, whether designated by such agency for disposition with the land or by severance and removal from the land, excluding timber felled, and gravel, sand, or stone excavated by or for the Government prior to disposition.*

Equally important are the definitions in NPR 8831.2F, Facilities Maintenance and Operations Management, addressing collateral equipment as it relates to real property:

Real Property means land, buildings, structures, utility systems, and improvements and appurtenances, thereto, permanently annexed to land. Also includes collateral equipment (i.e., building-type equipment, built-in equipment, and large substantially affixed equipment).

BUILDING SUPPORT TYPE EQUIPMENT

Equipment that is normally required to make a facility useful and operable. It is built into the facility, and its removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators, HVAC (heating, ventilating, and air-conditioning) systems, transformers, and compressors. It also includes systems and subsystems, such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

What Is Equipment?

Per NPR 4200.1H, equipment is a tangible asset that is functionally complete for its intended purpose, durable, and nonexpendable. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment includes all items of NASA personal property that are configured as mechanical, electrical, or electronic machines, tools, devices, and apparatuses that have a useful life of two years or more and are not consumed or expended in an experiment.

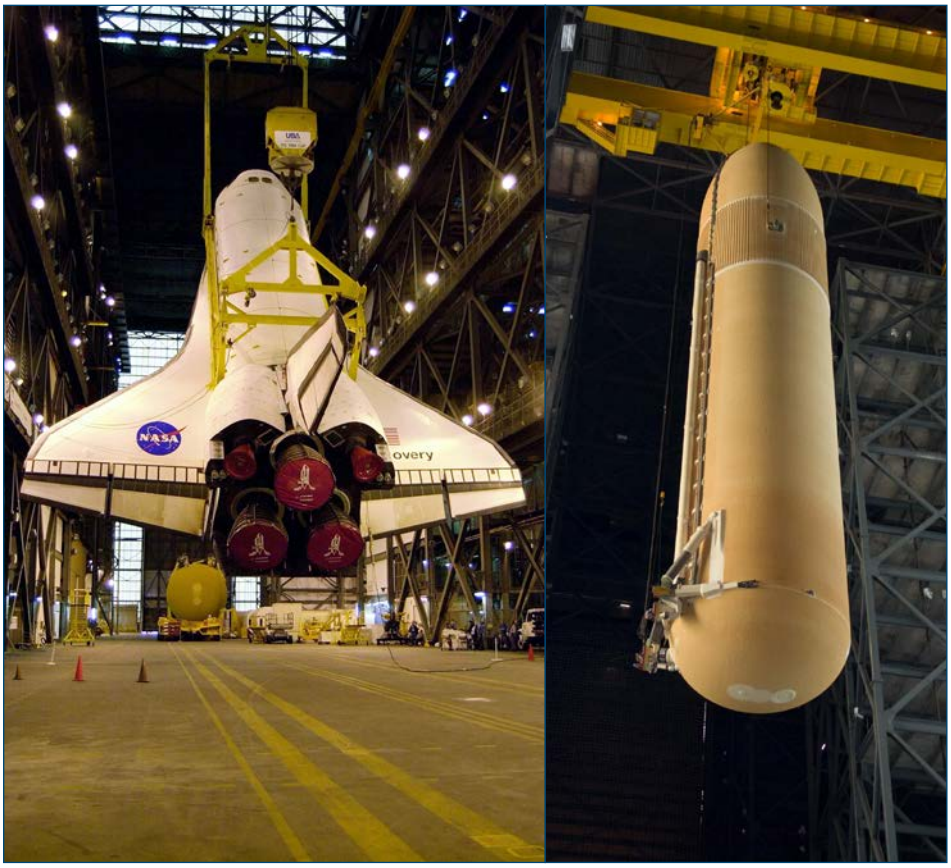
NPR 4200.1H provides the general definition of equipment, but not all equipment is controlled in NASA's enterprise system; therefore, the NPR further adds a definition for "controlled equipment," which includes a dollar threshold and sensitive item criteria for its control in the SAP/Property, Plant, and Equipment System (PP&E) system.

In the image on the right, although the item may resemble a structure, the massive crawler-transporter is a controlled equipment item (personal property that is movable, not affixed to a facility) that serves to transport the Shuttle orbiter between the VAB and the launch complex.

The crawler-transporter is higher than a two-story building, with huge caterpillar treads at each of its four corners. It is 131 feet long and 114 feet wide. It weighs 6 million pounds. The structure rides on four double tracks, each pair the size of a Greyhound bus. Inside its huge deck are diesel engines with a total output of almost 8,000 horsepower. They drive generators that supply electric motors for the tracks, for the delicate leveling mechanism, for the cooling systems, and for other internal functions.

The images on the right depict an orbiter and a tank being hoisted up in the VAB. In this instance, the cranes and other assembled tooling utilized to get this accomplished are considered ground support equipment or special tooling. The ground support equipment is not affixed to the building and is not part of the building structure; therefore, it is categorized as personal property rather than related personal property.

Crawler-transporter



Inside the VAB

What Is Related Personal Property/ Collateral Equipment?

Just as we have definitions for equipment and controlled equipment in NASA policy, we learned from the FMR and NASA real property policy documents that equipment items that are affixed to the structure of a facility, and which become part of the physical capability of the facility, should not be recorded in the SAP/PP&E system as personal property (equipment items). These items are categorized as **related personal property (or collateral equipment)** and must be reported to the corresponding Real Property Accountable Officer (RPAO), who will determine if or how the addition to the real property asset should be recorded within the real property records, or Real Property Management System (RPMS).

REAL PROPERTY MANAGEMENT SYSTEM

A NASA-wide data system for real property that serves as an automated method for maintaining and reporting real property data. The RPMS includes the forms, codes, and procedures used in the RPMS that conform to NASA guidance and requirements. The RPMS contains information on all NASA real estate, including land, buildings, structures, utility systems, improvements, and appurtenances thereto, permanently annexed to land. The data in the RPMS includes age, classification, Current Replacement Value (CRV), and other information.

The following excerpts from the Federal Management Regulation (FMR) and current NASA Policy Requirements (NPR) are provided in order to help clarify the aforementioned terms and assist stakeholders in resolving some of the associated challenges that Center logisticians face on a daily basis:

Per FMR, subchapter C, part 102-71, related personal property means any personal property

*(1) That is an integral part of real property or **is related to**, **designed for**, or specially **adapted to** the functional or productive capacity of the real property and the removal of which would significantly diminish the economic value of the real property (normally common use items, including but not limited to general-purpose furniture, utensils, office machines, office supplies, or general-purpose vehicles, **are not** considered to be related personal property); or (2) that is determined by the Administrator of General Services to be related to the real property.*

Per NPR 8831.2F, Facilities Maintenance and Operations Management, collateral equipment

Encompasses building-type equipment, built-in equipment, and large, substantially affixed equipment/property and is normally acquired and installed as part of a facility project.

Per NPR 8800.15C, Real Estate Management Program, collateral equipment

Includes building support equipment and built-in or large, substantially affixed equipment or property. Also includes related personal property as set forth in NPR 4300.

NPR 4200.1 states that related personal property is "[a]ny property that is an integral part of real property. It is (1) related to, designed for, or specifically adapted to the functional capacity of the real property, and removal of this property would significantly diminish the economic value of the real property, or (2) determined by the Administrator of General Services to be related to the real property."

The 5-Foot Line concept (also from NPR 8800.15C) is provided because it applies to collateral equipment such as surveillance cameras and other monitoring systems (building support type equipment).

5-Foot Line Concept (Inside). Any costs associated with a building and everything within an imaginary 5-foot line surrounding the building will be accountable to the building. This includes construction costs for the facility, such as architectural/structural, mechanical, and electrical work and the associated collateral equipment.

Building Support Type Equipment is normally required to make a facility useful and operable. It is built into the facility, and its removal would impair the usefulness, safety, or environment of the facility. Such equipment includes elevators, HVAC (heating, ventilating, and air-conditioning) systems, transformers, and compressors. It also includes systems and subsystems, such as electrical, plumbing, pneumatic, fire protection, and control and monitoring systems.

In many instances, personal property (mainly controlled equipment) that is recorded in the SAP/PP&E system is installed in NASA facilities, and its transfer from the SAP/PP&E system to RMPS is required for continued control and accountability. Per NPR 4200.1H, paragraph 3.3.14.8, Transfer of Equipment Accountability to Real Property, "Transfer of Controlled Equipment to real property results from the affixing or making equipment part of the structure of a NASA facility. In such case, personal property transitions into related personal property, which is governed by NPR 8800.15C, Real Estate Management Program."

Per NPR 8800.15C, Disposition (Disposal), disposition is the permanent removal of a real property asset from the responsibility of a Federal entity through conveyance to another entity or destruction. Conveyance includes transfer of ownership or conversion to personal property. Destruction includes demolition, deconstruction, and natural or humanmade events such as fire, earthquake,

Conveyance includes transfer of ownership or conversion to personal property.

flood, or explosion. This paragraph indicates that one form of disposition for related personal property is to migrate it to personal property. We will look into the general guidelines for the disposal of personal property.

Individual Responsibilities

Just as we quoted the definitions found in NASA policy (and policy external to NASA), it is also important to describe vital individual responsibilities outlined in subject policy documents.

NPR 8800.15C indicates the following:

Headquarters and Centers shall identify, plan, and implement options to eliminate uneeded [sic] and underutilized real property wherever possible, including public/private partnerships, out-granting, disposal, and other innovative real property solutions.

The Real Property Accountable Officer (RPAO) shall be responsible for maintaining detailed inventory records in the RPMS for all real property under the Center's management control and preparing RPMS reports required by Center management and NASA policy.

The RPAO shall be responsible for conducting or participating in physical inspections of all real property ready for transfer or acceptance to ensure that all collateral equipment is documented.

The Facility Project Manager (FPM) in consultation with the Deputy Chief Financial Officer, Finance, DCFO (F), making a determination on the capitalization of real property projects for new construction (including relocatable buildings repair) and modification.

Per NPR 4200.1H, "the Supply and Equipment Management Officer (SEMO) must coordinate with the Center Facilities manager to identify related personal property during center facility demolition planning for potential migration to personal property and accountability in NASA PP&E system."

In essence, when a facility is identified for real property disposal action (e.g., demolition, inactivation, or custodial transfer to an outside organization), the Center SEMO, or designee, shall conduct a walk-through of the facility with the Center Real Property Accountability Officer (RPAO) and the Center Property Disposal Officer (PDO) to identify recoverable items that meet the controlled criteria and will remain fully functional when detached from the structure for independent use purposes. These items shall be recorded in the SAP/PP&E system accordingly when the purpose is to reutilize them.

The figure below illustrates a 70-foot antenna at NASA Goldstone that serves to track asteroids in deep space, and the image on the following page illustrates the associated facility/real property (Deep Space Communication Complex), personnel, and other equipment in support of communication and control. In this example, and in accordance with the FMR definition, the antenna is an integral part or related to the facility. It is part of the functional or productive capacity of the real property; therefore, the antenna is categorized as related personal property or collateral equipment.

Furthermore, the racks that hold the integral computer systems and other high-dollar items that serve for

A 70-foot antenna at NASA Goldstone

Deep Space Communication Complex

command and control purposes are typically "wired in" to the facility and may also be categorized as related personal property. To the degree that the components are fully integrated into a final "control unit" and that unit is part of the facility itself, it too should be categorized as related personal property. However, whenever components are easily removable and are capable of easy installation and operation in other "racks" (i.e., rack-mounted file servers), they should be categorized as equipment (personal property).

Designation of Personal Property for Disposition Purposes, Per Federal Management Regulation

Section 102-75.160—Should prefabricated movable structures be designated real or personal property for disposition purposes?

Prefabricated movable structures such as Butler-type storage warehouses, Quonset huts, and house trailers (with or without undercarriages) reported to GSA along with the land on which they are located may, at GSA's discretion, be designated for disposition as personal property for off-site use or as real property for disposal with the land.

Section 102-75.165—Should related personal property be designated real or personal property for disposition purposes?

Related personal property may, at the disposal agency's discretion, ***be designated as personal property for disposal purposes.*** *However, for fine artwork and sculptures, GSA's policy is that artwork specifically created for a Federal building is considered as a fixture to the building. This also applies to sculptures created for a Federal building or a public park. Disposal agencies must follow the policies and guidance for disposal of artwork and sculptures developed by the GSA Office of the Chief Architect, Center for Design Excellence and the Arts, and the Bulletin dated March 26, 1934, entitled "Legal Title to Works Produced under the Public Works of Art Project."*

Section 102-75.170—What happens to the related personal property in a structure scheduled for demolition?

When a structure is to be demolished, any fixtures or related personal property therein may, at the disposal agency discretion, ***be designated for disposition as personal property where a ready disposition can be made of these items****. As indicated in §102-75.165, particular consideration should be given to designating items having possible historical or artistic value as personal property.*

What do we understand from the statement "ready disposition can be made of these items"? In accordance with NPR 8800.15C, section 7.2., it implies that Centers shall ensure that related personal property is promptly redistributed, transferred, or disposed of in accordance with personal property authority.

NASA's authority for the disposal/disposition of personal property is outlined in policy documents NPD 4300.1, NASA Personal Property Disposal Policy; NPR 4300.1, NASA Personal Property Disposal Procedural Requirements; and NPR 4310.1, Artifact Identification and Disposition. In accordance with NPR 4300.1, paragraph 3.2.5.1.a, "In the case of building demolitions, the Center Facility Manager responsible for the demolition shall coordinate a walkthrough of the building by representatives of the Center's Real Property Accountability Officer (RPAO), Communications Office, Historical Preservation Office, Exhibit Manager, and Center PDO to determine if any related property or property generated during the demolition process (an item detached from real property is considered personal property) should be treated as a potential artifact in accordance with NPR 4310.1. This walkthrough should be done early to allow for any potential offset in the cost of demolition."

But not all NASA property requiring disposition action(s) is located at domestic sites; the Agency also

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has property requiring disposition action(s) that is located at foreign sites. Sharrief Wilson, Agency Program Manager, indicates: "For property excess in a foreign location, you should work with your Center Property Disposal Officer and refer to NPR 4300.1, chapter 7. The Headquarters Disposal Program Manager should be consulted on these disposal actions as instructed by the NPR."

Real and Related Personal Property in the Hands of Contractors

Contractors have additional classifications of property that, regardless of the contractor's offsite record-keeping processes, may or may not require control once delivered to a NASA Center (prior to being furnished to a contractor). The following definitions are from the FAR, and as such are only applicable to property provided/furnished to contractors for offsite use.

FAR part 45.101, Definitions, states: "Equipment means a tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract. Equipment is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment does not include material, real property, special test equipment or special tooling."

In addition, FAR subpart 2.101, Definitions, states that "Special Test Equipment" means either single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in performing a contract. It consists of items or assemblies of equipment, including foundations and similar improvements necessary for installing special test equipment, and standard or general-purpose items or components that are interconnected and interdependent so as to become a new functional entity for special testing purposes. Special test equipment does not include material, special tooling, real property, and equipment items used for general testing purposes or property that, with relatively minor expenses, can be made suitable for general-purpose use.

"Special tooling" means jigs, dies, fixtures, molds, patterns, taps, gauges, and all components of these items including foundations and similar improvements necessary for installing special tooling, and which are of such a specialized nature that without substantial modification or alteration, their use is limited to the development or production of particular supplies or parts thereof or to the performance of particular services. Special tooling does not include material, special test equipment, real property, equipment, machine tools, or similar capital items.

Whenever contractors, other than construction contractors, acquire equipment for installation within a NASA structure and transfer it to the installation, the SEMO should review the property to determine if it is appropriate to apply the related personal property definition within the FMR. If found to be related personal property, the SEMO should alert the Center Real Property Officer as to the existence, value, and location of the property for appropriate recording in the Real Property Management System (RPMS).

The Sensitive Items Review Board (SIRB)

Miguel A. Rodriguez

NPR 4200.1H, NASA Equipment Management Procedural Requirements, outlines accountability and control requirements for NASA equipment. A subset of NASA equipment is sensitive items, which require exceptional physical security, control, and accountability due to national security or export control regulations. They are either dangerous to the public or highly pilferable. A sensitive items list is included as appendix C in NPR 4200.1H to identify all equipment requiring such control.

A Sensitive Items Review Board (SIRB), consisting of all Supply and Equipment Management Officers (SEMOs), meets periodically (at least annually) to review the list and update item control criteria or take the necessary steps to add or remove items from the list, as necessary.

Logisticians across the Agency raised concerns to NASA's Equipment Program Manager regarding the cost effectiveness to inventory cameras, as well as the challenge to tag subject equipment without jeopardizing its functionality. Cameras come in a variety of acquisition costs and sizes. For the past 3 fiscal years, the inventory process revealed that cameras represent a low risk for accountability and control.

The SIRB met on August 18, 2020, to address these concerns. The board reached consensus to increase the dollar threshold for control criteria of cameras to $5,000 or greater in acquisition cost. Effective immediately, the SIRB decision removes cameras from the sensitive items list, making them controlled based on their acquisition cost rather than their pilferability. Cameras with acquisition cost of less than $5,000 shall be subject to administrative control procedures established by the SEMO per NPR 4200.1H, section 3.2.4. SEMOs must update Equipment Master Records in the SAP/PP&E system accordingly.

Drones are one of the sensitive items listed in appendix C in NPR 4200.1H.

This photo from 1992 shows the HL-10 Lifting Body being displayed on a pedestal in front of the main gate at NASA's Armstrong Flight Research Center, Edwards, CA.

Revised NF 598, Property Survey Report Form, and New NF 598S, Property Survey Report Search Form

Jerome Philips, Logistics Management Institute (LMI)
Logistics Support

The Property Survey Report form, NF 598, has been revised to an HTML5 format. The new format incorporates workflow electronic routing of the form, conforming to the property survey reporting process outlined in NPR 4200.1. One change to the document is the electronic signature download to the document, which is accommodated when the user action is completed and the appropriate button is selected (Submit, Complete, Forward, etc.).

The new Property Survey Report Search form (NF 598S) is also formatted in the HTML5 format. In addition to enabling searching for survey reports for your Center, the form enables cancellation or reconciliation of a survey report, as conditions require.

Instructions for the use of the forms will be forwarded to all Supply and Equipment Management Officers (SEMOs). Also, instructions will be included in NODIS and in the forthcoming Equipment Management Handbook. Stakeholders may access the instructions in NODIS in the "Other NASA-level Documents," "Office of Strategic Infrastructure Documents" repository.

The instructions for the use of the updated NF 598 and new NF 598S (Search) forms are posted in NODIS: *https://nodis-dms.gsfc.nasa.gov/NASA_Wide/restricted_directives/documents/OSI_Docs/CP_8600_8_.docx*.

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 calling or e-mailing:

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