



# Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

FY21 | ISSUE 1

FEBRUARY 2021

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.

## HAILS AND FAREWELLS



Vincent Cappello,  
Deputy Director, LMD

### The Logistics Management Division (LMD) Welcomes Vincent Cappello as LMD Deputy Director

Dr. Olivette Hooks, Director, LMD

Vincent Cappello comes to NASA from the General Services Administration (GSA), where he served as a Branch Chief for the Office of Customer and Stakeholder Engagement National Accounts Management Program, providing leadership and oversight to GSA National Account Managers. He led a team of strategic and trusted advisors to key agency partners providing guidance on the complete range of GSA Federal Acquisition Service (FAS) acquisition vehicles and solutions.

Before his tenure at GSA, he served at the Pentagon as Director of Acquisition Logistics Policy and Information Technology (IT) Advocacy within the Department of Navy's Deputy Assistant Secretary for Expeditionary and Logistics Management (DASN E&LM) Office. Vincent served as the principal advisor to the Assistant Secretary of the Navy for Research Development on matters related to policy and guidance for acquisition and sustainment efforts; he also oversaw logistics business

## IN THIS ISSUE

1 Hails and Farewells

3 Equipment Management Program

6 A Year in Review—FY20

10 Suspension of Physical Inventory: Stages 4 and 3

11 Transportation Management Program

11 Happy New Year from LMD

processes advocacy in support of digital modernization. Additionally, he served as the Naval Air Systems Command Tactical Maintenance and Product Lifecycle Management Commodity Line Manager. In this capacity, he was responsible for the management and execution of aviation tactical and product life-cycle management software systems as well as the design efforts for future systems modernizations. He provided management oversight as well as policy and technical direction to more than 200 military, Government, and industry IT personnel.

In this capacity, he was responsible for the management and execution of aviation tactical and product life-cycle management software systems as well as the design efforts for future systems modernizations.

Other duty assignments include serving as the Product Support Manager for Strike Planning and Execution Systems supporting the Navy's mission-planning capabilities and Tomahawk Weapons System, as well as serving as a senior logistics manager for the Airborne Strategic Command, Control, and Communications Program Office.

Vincent is a Philadelphia, PA-area native and served 10 years of active/reserve duty as a U.S. Navy Radioman, Information Systems Technician, and Naval Aircrewman onboard E-6B Mercury (TACAMO), C-9, C-20, and C-130 operational, test, and reserve aircraft. He is a Department of Defense Acquisition Professional Community member and is Acquisition Workforce Improvement Act Level III-certified in Logistics and Program Management. He received his bachelor's degree in history from St. Mary's College of Maryland. Additionally, he holds a master's degree in public administration from Villanova University and a master's in national resource strategy from the National Defense University Eisenhower School.

Vince enjoys welding and restoring classic vehicles, fly-fishing Pennsylvania trout streams, and boating on the Chesapeake Bay with his wife Jennie and his two sons, Vinnie and Dominic.



Linda T. Wallace,  
Equipment Manager,  
GSFC

### Goddard Space Flight Center (GSFC) Announces the Retirement of Linda Wallace

Kevin Roberts, GSFC Supply and Equipment Management Officer

It is with bittersweet feelings that I announce the retirement of GSFC Equipment Manager Linda Wallace. Linda retired on January 2, 2021.

Linda has supported GSFC's Supply and Equipment Management program for the entirety of her NASA career, an impressive 38 years. She has played an important role in the history of the Agency's property management program, contributing to enhancing the Agency's asset-tracking capabilities.

In 2003, Linda's expertise was vital while serving as a member of the Agency's implementation of its transition into the NASA Equipment Management System (NEMS); she played a similar role in 2008, when the Agency transitioned from NEMS to the Integrated Asset Management (IAM) Property, Plant, and Equipment (PP&E) System. More recently, Linda's overarching expertise was fundamental to completing the RFID implementation project at GSFC over the last 3 years.

Linda spent 12 of her 38 years at NASA as the Center's Equipment Manager. She has had the chief responsibility to manage and to oversee the GSFC annual equipment inventory process consisting of over 50,000 assets valued at over \$3.8 billion. She ensured that the Center not only met but exceeded the Agency's loss-rate requirement from fiscal year (FY)10 to FY20 through her tireless contribution in the development of NASA procedural requirements, Center-specific requirements, new processes and procedures, stakeholder training packages, and work instructions. In FY15,

she set a record for the lowest loss rate ever achieved at GSFC at 0.11 percent of all equipment assets. Her diligent support for over 100 property custodians ensured that GSFC's organizations have well-trained and informed personnel to handle all aspects within the life cycle of property management.

Linda was a strong communicator and spoke with authority. She was a pillar within the Agency's equipment management community and equipment management program. She established annual training events and published newsletters that kept the Center's stakeholders informed of updated policies

and system enhancements, which greatly assisted in ensuring the success of GSFC's missions. GSFC will certainly miss Linda and the great job she did in supporting the Center's property management program over the years. Please join me in wishing Linda all the best in retirement.

## EQUIPMENT MANAGEMENT PROGRAM

### Miguel A. Rodriguez, Program Manager

The new year is ringing in ambitious endeavors for our logistics community. Subgroups of logistics community practitioners are reviewing, recommending, and moving forward with logistics process standardization and optimization. Center-specific forms and IT applications are under review with the objective of developing standardized Agency Enterprise applications and forms. Equally important, logistics business practice processes are being reviewed for "best in class" processes that can improve functionality and potentially reduce cost and/or level of effort. Some examples include the following:

- Updating of multiple logistics management forms to incorporate electronic workflow and signature loading consistent with the NASA Policy Directive (NPD) and NASA Procedural Requirement (NPR) processes and to better support policy requirements; i.e., all equipment management forms are being revised.
- Optimization of logistics IT applications used across the Centers to identify opportunities for consolidation and standardization and eliminate redundancy. For example, progress is being made in the development of an Agency Enterprise shipping application.
- Heightening of logistics training for most functional areas to determine the appropriate content and delivery.
- Testing of digital inventory techniques to reduce the level of physical equipment inventory effort; i.e., the

use of active Radio Frequency Identification (RFID) interrogators and network discovery techniques.

Implementation of these improvement and modernization initiatives are subject to current contracts and may need to be phased in as new contracts are negotiated. Additionally, many of the initiatives will need to be documented in the applicable NPDs and NPRs, especially if they reflect process changes.

### An Update on Mobile Devices

The update of mobile devices for inventory purposes continues to be a topic of interest during scheduled equipment management meetings. Representatives from the Agency Applications Office (AAO) spent countless hours working on this issue with partner organizations and discussing options with other subject matter experts before making a recommendation to the Agency.

The logistics community and the AAO joined efforts and spent valuable time mitigating cost over the past few years. The AAO understands that Centers do not want, or cannot afford, to take on more costs in their organizations. However, the upcoming network restrictions will result in obsolescence of mobile devices utilized in the execution of physical inventories. The upcoming IT security restrictions were not decisions made by LMD or AAO officials—we are working as a group and have done all we can do to comply with IT security measures while avoiding inventory interruptions.

LMD leadership trusts that all Center personnel will understand this and move on to become compliant as quickly as possible to avoid interruptions to equipment inventories.

The guidance below was confirmed to the AAO by officials from the Marshall Space Flight Center (MSFC) Chief Information Security Officer (CISO) and End User Service Office (EUSO) as factual information pertinent to operating systems and *not* to devices.

- The old iPods that are currently out of compliance absolutely will be blocked from accessing the NASA network at some point. (This will happen soon, but no date has been provided.)
  - The blocking from accessing the NASA network will likely occur without warning.
  - This scenario causes Centers to be without a device to execute the required equipment inventory.
- The AAO Team *cannot* support out-of-compliance devices.
  - IT support for out-of-compliance devices is against NASA policy (per CISO and EUSO).
  - When issues arise, mobile devices will not have IT support.



## The Equipment Physical Inventory—FY20

One of the concerns among the logistics management community is the conclusion of the FY20 equipment inventory, which was due by September 30, 2020. This is because of the extraordinary circumstances in which we find ourselves due to COVID-19. Employees' health and safety continue to be NASA's highest priorities in this difficult time, and we all must remain vigilant to mitigate any unnecessary exposure.

The majority of NASA employees and supporting contractors are subject to mandatory telework or have limited access to NASA facilities; therefore, physical inventories remain at a standstill until further notice. In June 2020, LMD decided to extend the September 30 deadline to December 31, 2020. This decision was reached in consensus with Center stakeholders with the expectation to be able to return to onsite work and complete the inventory by the end of 2020. In parallel, LMD communicated its decision to the Office of the Chief Financial Officer's (OCFO's) property officials; this was because we had to remain mindful of the metrics NASA logistics had to fulfill with financial auditors on capital equipment inventory requirements in FY20.

LMD's expectations did not crystallize. As a result of COVID-19, NASA's workforce is still under mandatory telework and restricted

access to their Centers to perform onsite work. The December deadline for completion of the FY20 equipment inventory is no longer applicable. However, LMD continues to monitor developments on Center statuses and remains keen to work with each Center to answer questions or accommodate Center circumstances as they transition to safer environments. The FY20 inventory was partially completed by most Centers, and we find ourselves in the midst of the scheduled FY21 inventory requirement. Our challenge is how to properly address and document both inventories.

LMD and AAO officials met to discuss the initiation of an investigation request to backdate the closure of the FY20 inventory to September 30, 2020, and to officially open the FY21 inventory on October 1, 2020. The investigation request is necessary to take cautionary steps that will guarantee the mitigation of the loss of any data/inventory validation executed since October 2020.

The deadline to complete the required 100-percent FY21 equipment inventory is September 30, 2021

The deadline to complete the required 100-percent FY21 equipment inventory is September 30, 2021. As indicated above, LMD will



continue to monitor Center statuses and will continue to address inventory requirements as necessary. In the meantime, please continue to practice the safety and health guidelines provided by NASA leadership as well as Federal and local governments.

### Inventory Guidelines upon Return to Onsite Work (FY21)

As stated before, the Logistics Management Division (LMD) continues to monitor the developments and Center statuses as they relate to suspended activities due to the pandemic. One of those suspended activities is the execution of the annual (FY21) equipment inventory. There is uncertainty regarding when and to what extent Centers will return to normal activity.

Not all NASA Centers will return to onsite work simultaneously; some will return earlier than others. Upon access to the Center (with Center Management approval), inventory teams will probably engage in activities prior to reinitiating the inventory, such as coordination with supported Center organizations, access to the diverse Center areas, review of inventory schedules, coordination of any necessary training and briefings, etc.

Figure 1 depicts the published Agency framework for NASA Centers to return to onsite work; you may notice that it is a process with gradually increased access to onsite work as Centers transition from Stage 4 to Stage 1. We have taken that template and migrated it to the equipment inventory

validation once inventory teams are granted access to the Center to reinitiate their suspended activities.

LMD is mindful of the safety and security of all those involved in the execution of the inventory—the safety of NASA employees remains the highest priority as we navigate the spread of COVID-19 and its impact on our work and personal lives.

Once the Center is accessible and coordination to reinitiate inventory activities is complete, then the primary focus is to inventory or to re-inventory small arms. Equally important is to complete the inventory of capital equipment. At the time of release of this newsletter, most NASA Centers are at Stage 3, and a tentative approach is to complete the inventory of small arms

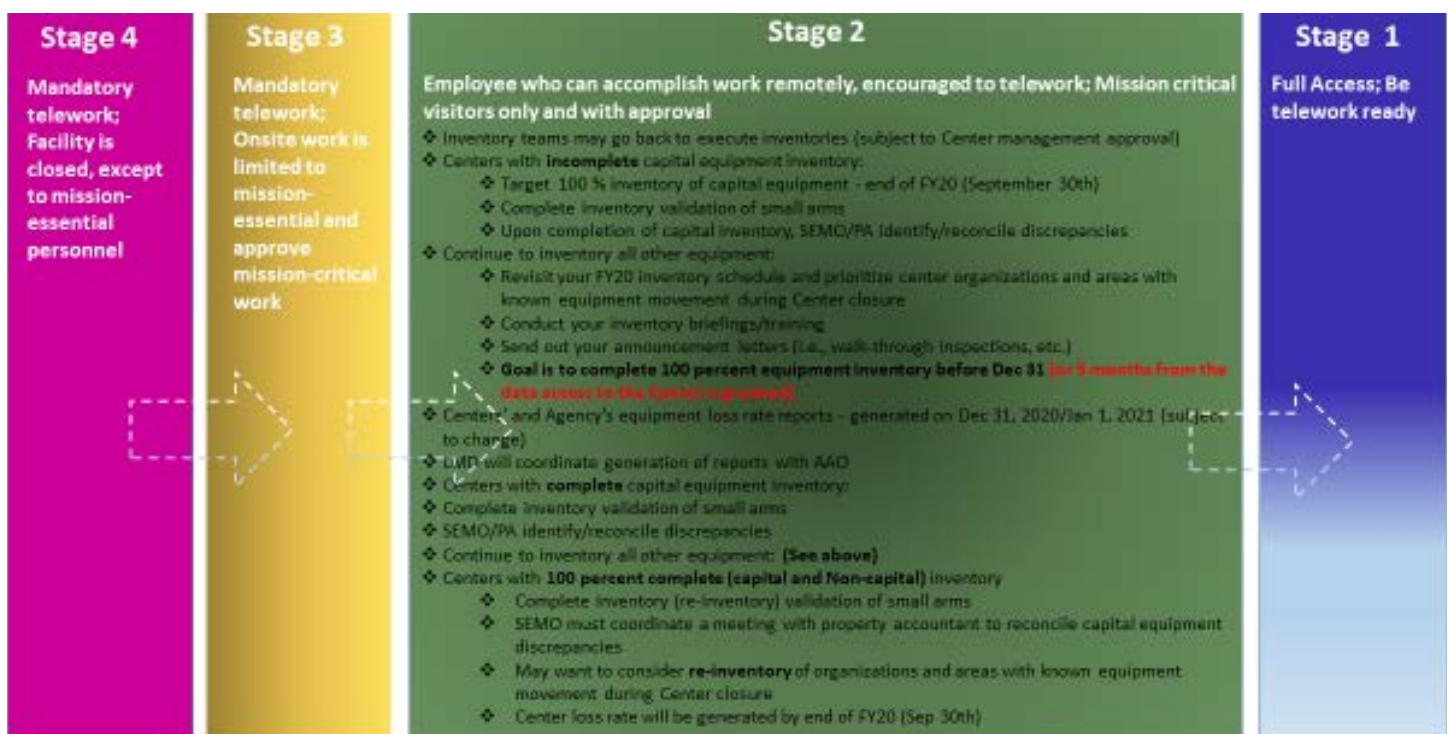


Figure 1. Inventory Guidelines Upon Return to On-Site Work

and capital equipment not later than 2 months after the inventory teams regain access to their Center. This could place logistics in a position to properly address the financial audit at the end of the fiscal year.

Equally important, the inventory of controlled equipment other than capital is also expected to be completed before the end of the fiscal year, but this will depend on when Centers will return to onsite work and normal business. This guideline and timelines are tentative and subject to change as we learn more about the direction the Agency is taking and the status of each Center.

All equipment items that were validated since October 1, 2020, will be credited toward the FY21 inventory requirement.

As always, LMD leadership thanks the logistics community for its continued support. Please do not hesitate to call or e-mail the equipment program manager with any questions/suggestions. Be safe!

### Expectation of COVID-19 Personal Protective Equipment (PPE) Under the New Administration

Dr. Olivette Hooks, Director, LMD



The Logistics and Procurement Community of Practice (CoP) joined forces to tackle the acquisition, procurement, and distribution of PPE to support the Agency's anticipated Return-to-Work Plans during the COVID-19-pandemic. The CoP is procuring PPE from Federal and commercial partners. The administration has directed that personnel at Federal agencies wear masks and practice social distancing. In working with the NASA health, safety, and CoP program professionals, the Agency has acquired masks, gloves, and sanitizing cleaning materials for individual personal safety to protect us all. Prior to the new administration, the Agency collectively designed and acquired signage to help remind us to practice social distancing.

## A YEAR IN REVIEW—FY20

### Updates to the Sensitive Items List

NASA's Sensitive Items List (SIL) was revised twice in FY20. The SIL remains a topic of discussion among Supply and Equipment Management Officers (SEMOs) and stakeholders across the Agency because of its impact on the annual equipment inventory.

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



The Sensitive Item Review Board (SIRB) was created to meet periodically (at least annually) to review the list and update item control criteria or to add or remove items from the list as necessary.

As a result of these SIRB determinations, equipment master records (EMRs) in the SAP/Property, Plant, and Equipment (PP&E) system must be updated accordingly. An estimated 18,000 items will be made inactive in SAP; that will reduce the equipment density to be inventoried.

The Director of Logistics and the Agency Equipment Manager appreciate the continued effort of all SEMOs in this endeavor. All SIRB determinations will be incorporated into the next regular update to NPR 4200.1. Table 1 reflects all SIRB determinations and changes made to the Sensitive Items List.

## 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** Unmanned Aircraft Vehicles/Drones
- C.1.7** 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

## Marshall's Property Management Group 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."*

In FY20, the Marshall Space Flight Center (MSFC) Property Management Group (PMG) received recognition from NASA's Administrator for its demonstrated superb work in providing multiple facets of accountable stewardship and data accountability for Government property. The Marshall team demonstrated excellent support for customers and stakeholders while positively impacting the Agency's mission. NASA Headquarters selected MSFC Logistics to complete the testing and evaluation of the passive Radio Frequency Identification (RFID) implementation and physical inventory pilot programs. With an annual equipment inventory accuracy of 99.97 percent, the PMG's operating model was fundamental for MSFC to continue with the trend as one of the NASA Centers with the lowest equipment loss rates in the past 10 years. Following MSFC's successful testing, the use of RFID technology transitioned to be the standard inventory tool for all NASA Centers.

Furthermore, the PMG developed and provided training to several NASA Centers to standardize equipment and supply management business practices. The PMG audited multiple contractors with Government-furnished property totaling more than \$5 billion through Property Management System Audits. As Agency leaders, the PMG maintains control and accountability for over 23,000 critical Government assets, valued at an estimate of \$920 million.

In addition to practicing excellent control and accountability procedures, the PMG manages the deployment of Government assets across the Agency and worldwide via the NASA Integrated Communications Services (NICS) headquartered at MSFC. NICS supports local area network management at all NASA

Table 1. Appendix C, NPR 4200.1

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 a chance to participate in logistics business processes under the guidance of a NASA mentor.

The PMG collaborates with multiple agencies that support diversity and equal opportunity to provide students with disabilities with a chance to participate in logistics business processes under the guidance of a NASA mentor.

The Property Management Group supports the local community by managing excess property donations to eligible schools and educational nonprofit organizations. These donations continue to be a viable method to support science, technology, engineering, and mathematics (STEM) educational outreach and help the Nation's children meet high academic standards. In FY20, the PMG managed the donation of excess property valued at \$54 million.

The PMG excelled in managing furniture outfitting for new construction and ensured effective interaction and communication between the Facilities Management Office, the furniture contractor, and the prime contractor for building construction. The group recently coordinated the \$3 million budget for the selection, purchase, and installation of over 430 office seats. Despite 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 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.

The MSFC PMG resolved obstacles to achieving successful outcomes of the projects through significant effort, collaboration, and effective coordination. The team's exemplary, tireless dedication to making substantial contributions to MSFC's and the Agency's mission is commendable. LMD salutes the MSFC PMG team and celebrates all its accomplishments and recognition.

### **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.

In consultation with the U.S. Department of State, GSA 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 previously redefined in 2017; therefore, the minimal value was scheduled to be updated in 2020. The minimal value, effective January 1, 2020, is \$415.00.

Federal Management Regulation (FMR) Part 102-42 directs that when an employee accepts a gift valued at more than the established minimal value, the gift becomes the property of the U.S. Government, not the employee, and must be reported. NASA may accept gifts without condition or restriction as authorized



by the National Aeronautics and Space Act (section 20113(d)). To meet this reporting requirement, NPR 4200.1, NASA Equipment Management Procedural Requirements, defines “a gift” (foreign or domestic) as a form of acquisition into NASA’s equipment inventory and establishes the control criteria for gifts. As a result, the Supply and Equipment Management Officer (SEMO), or designee, shall ensure the recording of 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).

### Removal of Ergonomic Chairs from NASA Centers

On June 25, 2020, NASA’s Senior Environmental Health Officer released a message to the NASA ergonomic community. The referenced message indicates that NASA Centers can approve employees’ requests to remove “NASA provided office chairs for ergonomic benefit” and in support of telework agreements.

Extracts of the referenced message from the Office of Ergonomics are highlighted below:

*Ergonomic Working Group and other Center EH Managers,*

*On behalf of Angel Plaza, NASA Sr. EH Officer, the note below is being passed along regarding office chairs, please review and incorporate appropriately at your Center. If you have questions regarding this communication please reach out to Angel, Dave King (Ergonomic WG Lead), or I.*

*NASA Ergonomics Community,*

*NASA Centers can approve employees to take their NASA provided office chair to their home for ergonomic benefit with the appropriate approvals.*

Center officials within the ergonomic community were given the go-ahead to approve requests to take home office chairs. The phrase “with the appropriate approvals” provides Center management

officials with the latitude to approve or disapprove the requests.

*We recognize each center has their specific processes and employees will need to follow those processes. This may include supervisory approval, a property pass and a safe method to move and transport the chair so no one is injured.*

This is an instance when the Centers’ internal procedures for control and accountability of administratively controlled equipment (established and implemented by the Center Supply and Equipment Management Officer [SEMO]) is put to the test. As you know, an office chair is a commodity that does not require control in the SAP/PP&E system unless otherwise decided by the SEMO (for his or her Center).

The message also implies that the requestor needs to complete a property pass (or NASA Form [NF] 892) for supervisory approval. This is when the Property Custodian (PC) (representing the Division Director/Branch Chief) processes the property pass in coordination with the SEMO and in accordance with NPR 4200.1. The use of NF 892 extends to commodities or equipment that meets the “administratively controlled equipment” definition. A property pass is a procedure that NASA established not only to support the control and accountability of controlled equipment items, but also all other personal property that is taken outside the NASA installation and is expected to be returned to the installation.

As stated above, a chair is a commodity that does not meet the definition for control; therefore, management controls for these items should be sufficient for audit-trail purposes at the Property Custodian level. (PCs must follow the SEMO’s established procedures for administratively controlled equipment.) Lastly, the Property Custodian should keep a copy of each NF 892.

*Ergonomic evaluations should not impede the use of NASA office or ergonomic office chairs at home. Ergonomic evaluations can be offered as usual for each Center. This is especially the case during these uncertain COVID19 times while much of the NASA Center workforce*



*continues to be in tele-work mode, and the safety and health of our employees is paramount, whether at the Center or at home.*

*Center's property personnel may need to track the property, while also making sure any furniture move can be accomplished safely.*

According to the above excerpt, “property personnel may need to track the property.” To clarify, SEMOs or designees have the responsibility to concur and process a property pass, but the tracking (audit trail) remains a joint responsibility between the SEMO and the corresponding Property Custodian or supervisor/Division Director/Branch Chief or head of the organization who approved the request. The organization will probably be the first to know when the item is returned to NASA premises.

In accordance with section 3.5, NPR 4200.1H, Division Directors and Branch Chiefs (or representatives, e.g., Property Custodians) must validate that the property was returned to the organization and notify the equipment manager. In this particular instance, once the PC or SEMO/Equipment Manager is notified that the chair has been returned to the originating organization, there is no requirement to update SAP. The PC can destroy the NF 892 upon the return of the chair.

The two statements below are highlighted for consideration of the supervisor/Division Director/approving officials before granting approval to the employee's request.

*NASA will not provide the moving resources. Centers will also have to decide how they might manage any necessary request for a non-mission essential employee access to the Center to facilitate such move.*

*Environmental Health staff should not be responsible to support these moving tasks, but may facilitate the correct manner of chair use at home. As ergonomics/health professionals we have been doing that over the past 3–4 months and the expectation is for this to continue. Bart*

Equally important are the time limitations of property passes. Centers' stakeholders have approached LMD inquiring about a waiver to the time restrictions governing property passes. In response, sections 3.5.2(a) and (b) of NPR 4200.1 outline the policy governing the time limitations for property passes to civil service and onsite contractor employees (180 and 30 calendar days, respectively). Section 3.5.3(f) provides SEMOs with the latitude or authority to extend such time limitations under unusual circumstances. Contracting Officers shall coordinate with the corresponding SEMO to authorize any extensions to property passes to onsite contractors.

In essence, there is no need for a waiver request. SEMOs shall coordinate with their corresponding upper management to establish a proper timeline for property passes that would best meet your Center requirements given current circumstances.

## **SUSPENSION OF PHYSICAL INVENTORY FOR SUPPLY AND MATERIALS AND DISPOSAL: STAGES 4 AND 3**

Peral Hill, Supply and Materials Program Management

Sharrief Wilson, Disposal Program Management

NPR 4100.1, chapter 5, paragraph 5.2.1, requires the Supply Officer to ensure that 5 percent of the total line items on hand are inventoried quarterly each fiscal year using the complete inventory method until all assets have been inventoried at the end of 5 years. NPR 4300.1C, chapter 3, paragraph 3.5.2, requires the Property Disposal Officer to conduct unannounced, random physical inventories at least once every quarter to verify inventory accuracy.

As we continue to manage through the unprecedented challenges of the COVID-19 pandemic, Headquarters OSI/LMD has determined that the requirements for conducting physical inventories will not be feasible until Stage 2, at which time normal Logistics operations should resume. Centers' Logistics teams are not required to report Supply and Materials and Disposal Operations inventories' accuracy metrics to the Office of Management and Budget but are expected to conform to U.S. General Service Administration policies and conform to internal procedures to measure program performance.

Supply and Materials and Disposal Operations physical inventories are

suspended until Stage 2, at which time Headquarters Logistics will revisit this physical inventory suspension memorandum.

Please direct all questions regarding Supply and Materials to Peral Hill; for Disposal Operations, please

contact Sharrief Wilson at NASA Headquarters Logistics.

## TRANSPORTATION MANAGEMENT PROGRAM

---

Tim Currie, Program Manager

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

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, and 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, subparagraph 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.

## HAPPY NEW YEAR FROM LMD

---

Dr. Olivette Hooks, Director, LMD

Logistics operations at NASA are capable of swiftly responding to today’s and tomorrow’s challenges. The year 2020 has brought many opportunities as well as progress toward the improvement of LMD functional areas. We continue to lose subject matter experts to retirement or new opportunities. Our managers

who oversee and provide workforce guidance are realigning to meet mission requirements. We are confident in our logistics managers’ skills and expertise to recruit new hires with the critical knowledge and resilience, along with a sense of humor.

NASA’s logistics community has worked together and shared ideas to resolve challenges that affect

organizational logistics operations—and we thank them for that.

We, the LMD Headquarters 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 2021!

## 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:

**Olivette M. Hooks**

Director, Logistics  
Management Division  
Office: 202-358-0721  
[olivette.hooks@nasa.gov](mailto:olivette.hooks@nasa.gov)  
<https://ld.hq.nasa.gov>

**Vincent E. Cappello**

Deputy Director, Logistics  
Management Division  
[vincent.e.cappello@nasa.gov](mailto:vincent.e.cappello@nasa.gov)

**Wayne A. Cragwell**

Logistics Management Institute  
(LMI) Program Support  
Office: 202-358-4612  
[wayne.a.cragwell@nasa.gov](mailto:wayne.a.cragwell@nasa.gov)

**Timothy A. Currie**

Transportation  
Management Program  
Office: 202-358-1219  
[timothy.a.currie@nasa.gov](mailto:timothy.a.currie@nasa.gov)  
<https://ld.hq.nasa.gov/ato.html>

**Ann Cuyler**

Contract Property  
Management Program  
Office: 202-358-1524  
[ann.cuyler@nasa.gov](mailto:ann.cuyler@nasa.gov)  
<https://ld.hq.nasa.gov/cpm.html>

**Peral R. Hill (Acting)**

Life Cycle Logistics Support  
and Supply Chain  
Management Program  
Office: 202-358-0491  
[peral.r.hill@nasa.gov](mailto:peral.r.hill@nasa.gov)  
<https://ld.hq.nasa.gov/life-cycle.html>

**Peral R. Hill**

Supply and Materials  
Management Program  
Office: 202-358-0491  
[peral.r.hill@nasa.gov](mailto:peral.r.hill@nasa.gov)  
<https://ld.hq.nasa.gov/supmgt.html>

**Marjorie C. Jackson**

Logistics Compensating Controls  
Reviews (CCR) Program  
Office: 202-358-2464  
[marjorie.c.jackson@nasa.gov](mailto:marjorie.c.jackson@nasa.gov)

**Jerome G. Phillips**

Logistics Management Institute  
(LMI) Program Support  
Office: 202-358-3653  
[jerome.phillips@nasa.gov](mailto:jerome.phillips@nasa.gov)

**Miguel A. Rodriguez**

NASA Equipment and Mail  
Management Programs  
Office: 202-358-1065  
[miguel.a.rodriguez-1@nasa.gov](mailto:miguel.a.rodriguez-1@nasa.gov)  
<https://ld.hq.nasa.gov/equipmgt.html>

**Robert S. Sherouse**

Artifact Identification and  
Disposition Program,  
Library Management Program  
Office: 202-358-0746  
[robert.sherouse@nasa.gov](mailto:robert.sherouse@nasa.gov)

**Sharrief Wilson**

Property Disposal  
Management Program  
Office: 202-358-0875  
[sharrief.wilson@nasa.gov](mailto:sharrief.wilson@nasa.gov)  
<https://ld.hq.nasa.gov/prodis.html>

**Vacant**

Administrative Assistant

National Aeronautics and Space Administration

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

[www.nasa.gov](http://www.nasa.gov)