National Aeronautics and Space Administration

Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

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

Dr. Olivette Hooks, Director, Logistics Management Division

I am pleased to announce that Lisa Williams has been selected by the Headquarters Logistics Management Division (LMD) as the new Lifecycle Logistics and Supply Chain Program Manager, remotely located at Kennedy Space Center (KSC).

As the new Lifecycle Logistics and Supply Chain Program Manager, Lisa will use her extensive knowledge of Center processes and Headquarters procedures to bridge the two functions together and advocate for programs and projects across the Agency. She will strengthen the connection between Center logistics support capabilities and Agency mission goals, which are imperative for NASA to navigate current budget constraints,

Lisa Williams, NASA Lifecycle Logistics and Supply Chain Program Manager

fluctuating mission requirements, and future work impacts. Lisa will focus on finding the right mix of

IN THIS ISSUE

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enterprise logistics management and local flexibilities that ensures success for NASA's missions.

Please welcome Lisa into her new position as the LMD Lifecycle Logistics and Supply Chain Program Manager for NASA Headquarters.

EQUIPMENT MANAGEMENT PROGRAM

Update to NASA Form 892, Employee Property Pass Agreement and Removal Permit

Wayne A. Cragwell,
Senior Logistics Advisor,
Logistics Management Division

In preparation for the potential implementation of the Office of the Chief Human Capital Officer's (OCHCO's) Permanent Remote Telework Agreement, LMD is modifying the NF-892, Employee Property Pass Agreement and Removal Permit, to accommodate the work environment. Chapter 3 of NPR 4200 states,

> *NASA equipment may be issued, "on pass," to employees to use in support of telework agreements or official travel when considered by the responsible Division Director or equivalent NASA official to be necessary and essential to maintain the productivity and continuity of NASA's mission.*

The completion of an NF-892 is required for NASA equipment to be removed from a NASA Center or satellite offices. Block 5, NF-892, provides two options to employees (see figure 1):

Figure 1. Block 5 of NF-892 has two options: a) 30 DAYS OR LESS and b) 31–180 DAYS

The policy guidelines for using the NF-892 are as follows:

- An NF-892 is used to document property passes to NASA Civil Service employees for a period not to exceed 180 calendar days, including extensions.

- An NF-892 will be used to document property passes to onsite contractor employees for up to 30 calendar days, including extensions, to conduct offsite work with the approval of the respective Contracting Officer.

- An NF-892 is not to be used beyond 30 calendar days when contract provisions indicate that the work shall be performed onsite.

- An NF-892 outlines the responsibilities of the employee regarding the proper care and handling of the equipment and clearly states that the employee is subject to disciplinary action or financial liability resulting from the loss, damage, destruction, or theft of the property if negligence or wanton or willful misconduct is proven.

How is the NF-892 being modified?

The change to NF-892 adds an option to the aforementioned set. Block 5 provides a drop-down menu and includes a third and fourth option for NASA employees and/or contractors to select: "Permanent Remote Telework Agreement."or "Contract Provision/ Support." (See figure 2.) Details are as follows:

5. PERIOD OF PASS/AGREEMENT
   (Calendar days)
   ☐ 30 DAYS OR LESS
   ☐ 31–180 DAYS
   ☐ PERMANENT REMOTE TELE-
   WORK AGREEMENT
   ☐ CONTRACT PROVISION/
   SUPPORT

Figure 2. Block 5, NF-892 (enhanced)

9. SEE PERMANENT REMOTE TELEWORK AGREEMENT DOCUMENT.

ENTER THE AGREEMENT CONTROL NUMBER

NOTE: Requester must enter the approved permanent remote telework agreement number.

To fulfill NASA equipment inventory management requirements, I will:

a) Use the government-owned property entrusted in my care for official purposes only.

b) Accept sole responsibility for pickup and return of all government-owned issued property.

c) Comply with NASA policy requirements to protect and safeguard all government property entrusted to my use and care, including during any official travel, as outlined in Chapter 3, NPR 4200.1.

d) Comply with annual equipment inventory validations IAW Chapter 4, NPR 4200.1.

e) Immediately report to my supervisor any loss or damage to the equipment entrusted to my use and care.

f) Initiate a NF-598 (Property Survey Report) within three business days to document any loss, damage, or destruction of the government-owned equipment entrusted to my use and care, IAW Chapter 5, NPR 4200.1.

g) Coordinate any necessary equipment replacements, pickup/returns, new acquisitions, or scheduled maintenance with my immediate supervisor, administrative assistant, or otherwise as directed by center internal procedures.

h) I will not modify, lend, or transfer any equipment entrusted to my use and care nor remove property tags attached to the equipment.

i) I will not personally dispose of government-owned property other than through NASA's disposal process.

Figure 3. Block 9, NF-892 (enhanced)

The property pass period in support of remote workers is determined by the actual agreement document.

In addition, if the third or fourth option is selected, Block 9 of NF-892 will automatically populate the following terms and conditions that the NASA employee must certify and agree. (See figure 3.)

The fourth option is selected when the telework option is approved for a contracted employee in support of contract provisions.

The aforementioned enhancements are supplemented by the inclusion of the employee's e-mail address in Block 11 and the flexibility for the Division Chief or Designee or Contracting Officer (CO) to approve the NF-892.

Figure 4. Form NF-892. Block 5 will have a drop-down list that gives the user three options

An Overview of NASA Equipment Management in FY20 and FY21

Christopher E. Ainsworth, Senior Logistics Advisor, Logistics Management Division

Below are the charts showing equipment transaction information captured from all NASA Centers. Although there were heightened restrictions due to COVID, Equipment Management personnel still managed to process 47,365 additions in SAP and complete the disposition of 63,195 items.

Agency Equipment Additions and Deletions, FY19–21
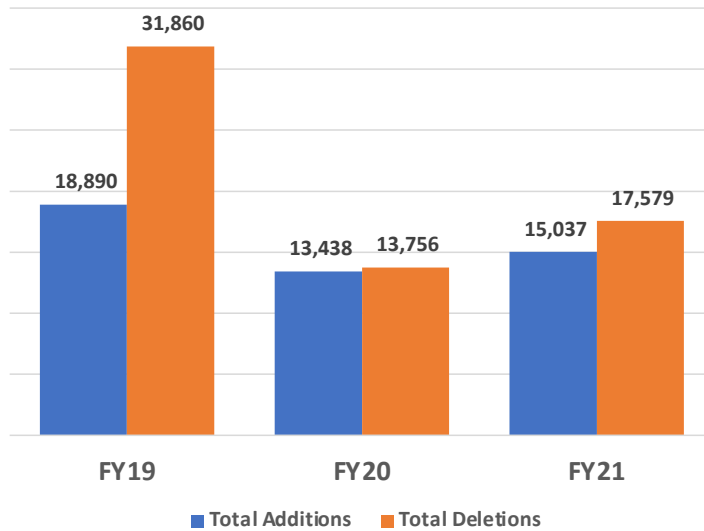
Center Equipment SAP Additions by FY
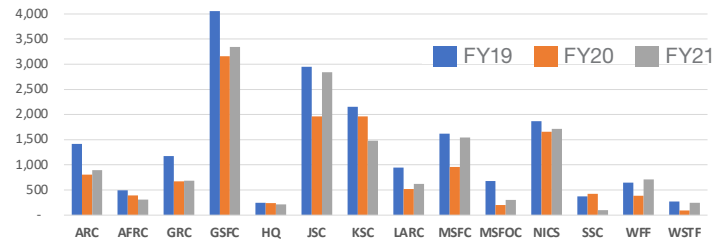
Center Equipment SAP Deletions by FY
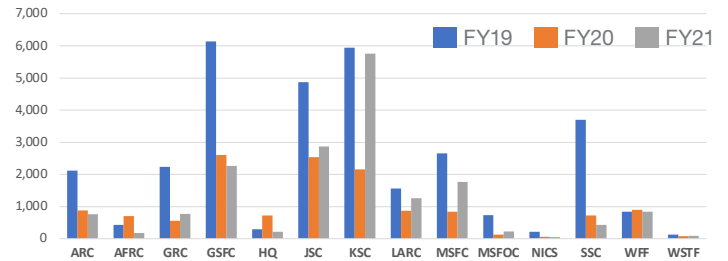
The pandemic made certain accountability procedures difficult, but property management personnel persevered, and three Centers were able to complete 100 percent of their inventory for both FY20 and FY21.

All NASA Centers reported 100% completion rates for FY19

NASA FY20 Equipment Inventory Completion Rate

NASA FY21 Equipment Inventory Completion Rate
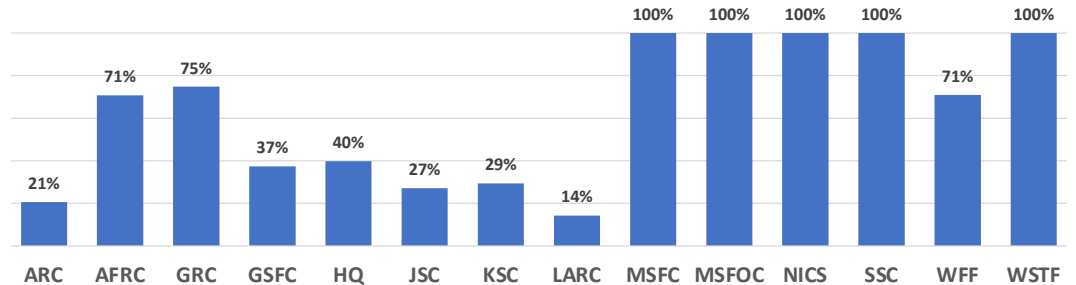
LMD Memorandum to NASA Center Operations Integrators "Inventory Guidelines upon Clearance to Return to On-Site Work"

Miguel A. Rodriguez, Program Manager, Logistics Management Division

NPR 4200.1H, NASA Equipment Management Procedural Requirements, defines the requirements, procedures, individual responsibilities, and authority for the execution of equipment physical inventories and validation of NASA-held equipment records in the NASA Property, Plant, and Equipment (PP&E) System. The Agency's inventory process meets 40 U.S.C. 483(b), as well as 524(1) and (2), requirements to maintain adequate inventory controls and accountability systems for property under its control.

The Logistics Management Division (LMD) is preparing for the resumption of Agency-wide equipment inventory activities as we continue to manage through the unprecedented challenges of COVID-19. In accordance with NASA's *Framework for Return to On-Site Work*, the Centers are restricted to limited access, but population numbers may increase as Centers transition from Stage 4 to 1. In essence:

STAGE 4: "Mandatory telework. Facility is closed, except to mission-essential personnel."

STAGE 3: "Mandatory telework. Onsite work is limited to mission-essential and approved mission-critical work."

In recent months, most Centers transitioned to Stage 2 and a couple of Centers to Stage 1 (see figure 1). The following applies to those Centers:

STAGE 2: "Employees who must be on-site to perform their work may return on-site with center/supervisor approval. All other employees will continue to telework."

STAGE 1: "Full access. Telework is encouraged for employees who can accomplish their work remotely, with supervisor approval."
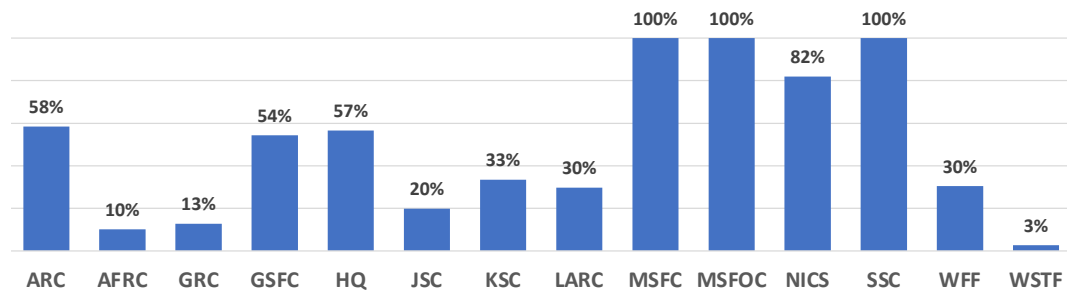
LMD policy on equipment inventory was temporarily modified to adhere to the framework for return to onsite work. As of the release date of this newsletter, the FY22 inventory requirements will be met as follows:

Ames	Stage 2	Armstrong	Stage 1	Armstrong Test Facility	Stage 2
CSBF	Stage 2	Ellington Field	Stage 2	GISS	Stage 2
Glenn	Stage 2	Goddard	Stage 2	Headquarters	Stage 1
IV&V	Stage 2	JPL	Stage 2	Johnson	Stage 1
Kennedy	Stage 2	Langley	Stage 2	Marshall	Stage 2
Michoud	Stage 1	Stennis	Stage 1	Wallops	Stage 2
White Sands Complex	Stage 2	WSTF	Stage 2	

Figure 1. Center stages as of April 6, 2022. Source: *https://nasa.sharepoint.com/sites/covid19*

Equipment Inventory at Stage 2:
- Center inventory teams' activities may resume as approved by Center officials.

- Inventory validation of small arms must be 100 percent completed by September 30, 2022. This may be achieved by validating the results of the scheduled physical inventory conducted by protective services personnel.

- Inventory validation of capital equipment items must be 100 percent completed by September 30, 2022. This may be accomplished by inventory validation conducted by (other) personnel with greater access to the Center.

- The Supply and Equipment Management Officer (SEMO) must coordinate a meeting with the Center property accountant to identify and reconcile discrepancies (in preparation for the FY22 Office of the Chief Financial Officer [OCFO] financial audit) of all capital items inventoried in FY22.

- Upon Center officials' approval to return to work on site, inventory teams must inventory all other equipment as safely feasible from the time the Center transitioned to Stage 2.

Equipment Inventory at Stage 1:
- Inventory teams and supervisors must be onsite to effectively execute the equipment inventory validation.

- One hundred percent inventory validation cannot be achieved by inventory teams working remotely; therefore, inventory teams must go back on Center to execute equipment physical inventory activities.

- Follow the guidelines for the inventory of capital items and small arms in Stage 2.

- Centers will execute 100 percent of NASA-held equipment inventory following the timeline and procedures outlined in NPR 4200.1:

  - The SEMO/Equipment Manager shall revisit the Center's FY22 inventory schedule and prioritize Center organizations and areas with known equipment movement during Center closure.

  - Conduct any necessary inventory briefings/ training.

  - Send routine announcement letters (e.g., for walk-through inspections), as applicable.

- LMD will monitor FY22 inventory completion rates.

Inventory by Transaction as a Form of Inventory Validation

Miguel A. Rodriguez, Program Manager,
Logistics Management Division

LMD continues its innovative approach to enhance its business practices and supporting enterprise systems. One topic of discussion is how to achieve 100 percent equipment inventory without targeting all equipment items during the inventory campaign. The goal is to validate the existence of equipment items (inventory validation) throughout the fiscal year and reduce the density of equipment to be inventoried during the scheduled inventory. LMD program managers and stakeholders across the Agency met during the Mission Support Future Architecture Program (MAP) and have continued to discuss this topic, focusing on inventory by transaction methodology, which provides the flexibility to accept various equipment management transactions as acceptable inventory validation in SAP.

To reduce the physical and financial burden of executing NASA's equipment inventory targeting all equipment items during the scheduled physical inventory (e.g., updating records, engaging in causative research, and resolving discrepancies), LMD revised and expanded the equipment transactions in SAP that are acceptable

> **"Inventory by transaction" is a NASA-approved indirect method to execute the physical inventory….**

to validate the existence of controlled equipment items throughout the fiscal year.

"Inventory by transaction" is a NASA-approved indirect method to execute the physical inventory other than the scheduled, routine, and deliberate actions taken during the annual inventory campaign as outlined in NPR 4200. Inventory by transaction is accomplished when the processing of an **equipment record update** is the result of a transaction that involves the **physical touch** of the equipment item. The expanded list of acceptable transactions and definitions for each transaction is listed below:

1. **Reactivation of the Equipment Master Record (EMR)**
   Occurs when the existence of the equipment is validated. "Date of Last Inventory" is updated when reactivating the EMR in SAP.

2. **Item Retag**
   A retag implies the visual confirmation and physical touching of the equipment subject to being retagged. "Date of Last Inventory" is updated when the new Equipment Control Number (ECN) is assigned to the equipment.

3. **Return from Loan**
   Occurs when the equipment is returned to the owning NASA installation, the item is in the custody of NASA, and the existence of the equipment is validated by a NASA official (receiving personnel, EM, EU, etc.).

   The updated location of the item will automatically update the "Date of Last Inventory" for the item.

4. **Return from Maintenance/Repair**
   Same as #3.

5. **Return from Test and Return (Completion)**
   Same as #3.

6. **Return from Property Pass**
   Occurs when the item is returned to the Center and validated by the corresponding PC/Equipment Manager.

   The updated location of the item will automatically update the "Date of Last Inventory" for the item in SAP.

7. **End User (EU) Acceptance of an Equipment Item**
   Occurs when an EU accepts the assignment of equipment in SAP.

   "Date of Last Inventory" is updated with the date an EU accepts the equipment in SAP.

8. **End User/Property Custodian (PC) Location Change (Intra-Center)**
   Occurs when the property is assigned to an end user/PC and the EU or PC completes a "Location Change" transaction in SAP.

   The "Date of Last Inventory" is automatically updated in SAP.

   The transaction must be processed through the PC for validation/approval.

9. **Creation of the EMR**
   Occurs when processing any of the equipment forms of acquisition as depicted in chapter 2, NPR 4200.1.

10. **Special Inventory, When Directed by the SEMO or Center Director**
    Occurs when the special inventory of all equipment items in targeted PC accounts is complete.

    "Date of Last inventory" is updated in SAP.

11. **Item Recovered** (Related to Item 1)
    Occurs when the SAP transaction to reactivate an EMR is complete.

    Mainly item previously identified as lost/missing and listed on NF-598 is found and its recovery is validated by the EU/PC or EM.

Completion of this transaction must update "Date of Last Inventory" in SAP.

12. Shipped (Inter-Center)
Occurs when visual confirmation of existence is validated for an item prior to being shipped to another Center.

Supported/documented on NF-894.

EM or representative must update "Date of Last Inventory" in SAP.

13. Item Received/Accepted in DISPOSAL
Occurs when an equipment item is inspected by DISPOSAL/warehouse personnel and the item is accepted in DISPOSAL.

The "Date of Last Inventory" could be updated in both enterprise systems.

14. Modification/Enhancement of Equipment
Occurs when visual and physical validation is complete because of modification/enhancement of equipment.

Supported/documented on NF-161.7

Completion of NF-1617 must result in update to "Date of Last Inventory" in SAP.

15. Equipment Transfers (Within NASA)
Occurs when the existence of the equipment is validated prior to executing the shipping.

Supported/documented on NF-894.

Intra-Center.

Inter-Center.

16. Receipt of Equipment
Occurs when the existence of the equipment item is validated upon visual inspection and is complete because of:

- Transfer (in)—EMR was previously created
- Loan (in)
- Lease (in)

Completion of the "In-Transit" SAP transaction must update the "Date of Last Inventory" (for items with established EMRs).

17. Shipped to Loan
Occurs when the existence of an item is validated prior to shipping the item to the loan recipient (domestic or international).

Documented on NF-893.

18. Shipped on Property Pass
Occurs when an item is shipped (from a NASA Center or facility) to the EU in support of official travel/telework agreement.

Supported/documented on NF-892.

19. Virtual Inventory
Occurs when the existence of the equipment item is validated by the authorized custodian at a foreign/domestic/outside-NASA location.

Supported/documented by e-mail/telephone conversation/other correspondence/pictures of the item, ECN, part number, and other identifying marks.

20. Network Discovery/Pinging for Verification
Occurs when an electronic device is active and identified.

Utilized when an item is in a secured location with limited access.

21. Scheduled Maintenance
Occurs when any equipment receives scheduled maintenance onsite.

Maintenance records are supplied to a Logistics POC for validation and input into the SAP system.

22. Center Internal Hand Receipt/Temporary Loan
Occurs when a PC or EU temporarily signs out equipment to another organization on Center for short-term use.

Will need additional coordination with the Agency Applications Office (AAO) for transactions in SAP and research of other Centers' current policies and forms.

MAIL MANAGEMENT PROGRAM

Update to NASA Policy Directive (NPD) 1460.1

Miguel A. Rodriguez, Program Manager,
Logistics Management Division

NPD 1460.1 is presently under review in the NASA Online Directives System (NODIS). LMD requested an informal review of the draft document from Senior Logisticians and mail managers across the Agency during the third week in October 2021. LMD received feedback from most Centers and resolved identified discrepancies and misinterpretations in a 4-week window. We worked as a group and reached consensus on performance metrics as well as individual responsibilities within the mail management program. One of the objectives was to clarify and establish realistic expectations about the Center mail manager's and export control officers' functional responsibilities. As a result, the following is included in the impending update to NPD 1460.1:

> One of the objectives was to clarify and establish realistic expectations about the Center mail manager's and the export control officers' functional responsibilities.

The Center Mail Manager, a civil servant employee, shall:

1. Implement NASA policy directives set forth herein and procedural requirements outlined in NPR 1460.1.

2. Plan, implement, and maintain an efficient and cost-effective center mail distribution system in accordance with center mission requirements, for that purpose:

   a. Establish in coordination with the supporting local postal office, or DoD supporting organization, the frequency of inbound mail pick-up.

   b. Establish in coordination with the Center Senior Logistics Manager and the COI the frequency of inbound mail distribution.

   c. Establish in coordination with the Center Senior Logistics Manager and the COI the frequency of outbound mail delivery to the supporting postal office, or DoD supporting organization.

   d. Ensure the Center mail distribution system includes interoffice delivery and pick-up, including outlying buildings, of all categories of government documents and small packages in accordance with the frequency approved by the Center Senior Logistics Manager and the COI.

3. Conduct customer satisfaction surveys, at a minimum of once per fiscal year, Oct 1st through Sep 30th, and submit results to the Center Senior Logistics Manager, the COI and the Agency Mail Manager at the beginning of the new fiscal year not later than October 31st.

4. Conduct periodic reviews of their Center's mail operations to identify process improvements concerning cost effectiveness and mail processing efficiencies to optimize customer service.

5. Serve as the Technical Monitor overseeing mail and distribution operations of the service support contractors, as specified in their contract, when applicable.

6. Perform as liaison between NASA and local USPS, FedEx, UPS, and other service provider officials on matters concerning mail efficiencies and distribution operations.

7. Ensure that mailroom operations adhere to the requirement to screen (x-ray) all inbound mail for explosives and chemical/biological agent detection, and the handling of suspicious mail and evacuation procedures in accordance with NPR 1620.3 (Physical Security Requirements for NASA Facilities and Property) and any specific guidelines from the Center Office of Protective Services.

8. Develop and implement Center procedures to:

   a. Effectively support mandatory telework and Continuity of Operations (CONOPS) activities.

   b. The proper handling and delivery of registered or certified mail.

   c. Capture daily cost accountability for commercial meter processing of mail.

9. Ensure that mail operators responsible for operating x-ray machines are provided initial formal training and annually thereafter, as applicable.

10. Routinely refer to the GSA and USPS Web sites for specific and updated information concerning Federal mail management policies and procedures.

11. Audit service providers' invoices to monitor performance.

12. Submit postal accountability and expenditure reports to the Agency Mail Manager as requested.

13. Coordinate with the Center Senior Logistics Manager all logistical and infrastructural requirements for the effective Center mail operations.

14. Provide training opportunities for all levels of Center personnel on cost-effective mailing practices for inbound, outbound, interoffice mail and security.

15. Review unauthorized use, loss, or theft of postage, including any unauthorized use of penalty or commercial mail stamps, meter impressions or other postage indicia, and immediately report such incidents to the Center Senior Logistics Manager, the NASA Office of Inspector General, the security office, or other appropriate authority.

The Center Export Control Officer

Reviews for approval all international mail addressed to designated countries. Randomly reviews for approval mail going to non-designated countries consistent with the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and NASA international cooperative activities.
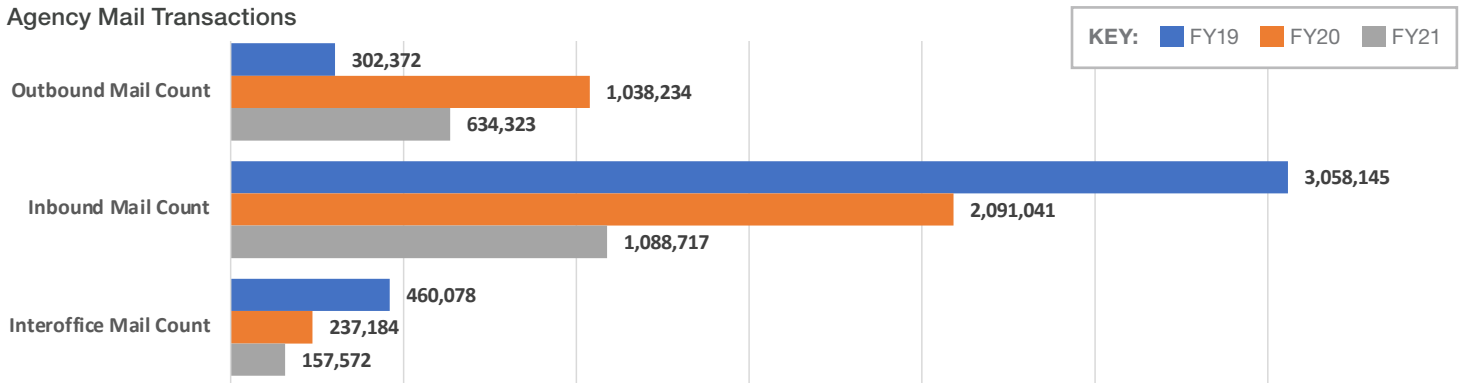

Standing atop the mobile launcher, NASA's Space Launch System rocket and Orion spacecraft can be seen at Launch Pad 39B at Kennedy Space Center on March 18, 2022

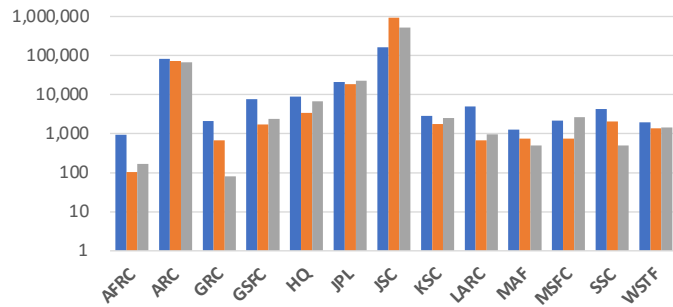## An Overview of NASA Mail Management in FY19 through FY21

Christopher E. Ainsworth, Senior Logistics Advisor, Logistics Management Division

Below are charts showing mail transaction information captured from all NASA Centers for the past 3 fiscal years. Although there were heightened restrictions due to COVID, mail remained an essential Center operation, and employees managed to process nearly 5 million inbound and outbound items during the pandemic.
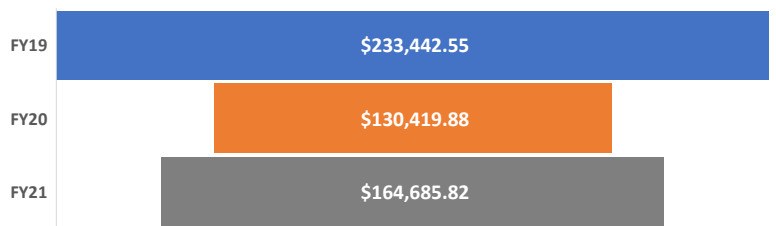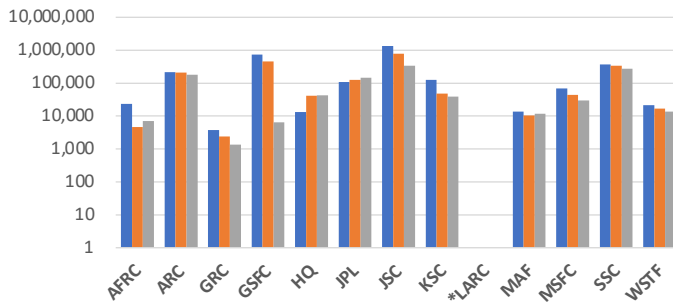
Agency Mail Transactions

KEY: FY19 FY20 FY21

Outbound Mail Count
- FY19: 302,372
- FY20: 1,038,234
- FY21: 634,323

Inbound Mail Count
- FY19: 3,058,145
- FY20: 2,091,041
- FY21: 1,088,717

Interoffice Mail Count
- FY19: 460,078
- FY20: 237,184
- FY21: 157,572

Center Outbound Mail Count[1]

Agency Outbound Mail Costs

- FY19: $233,442.55
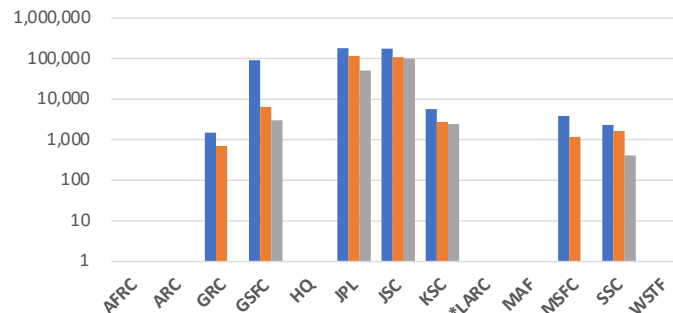- FY20: $130,419.88
- FY21: $164,685.82

Center Inbound Mail Count[1]

Center Outbound Mail Costs[3]
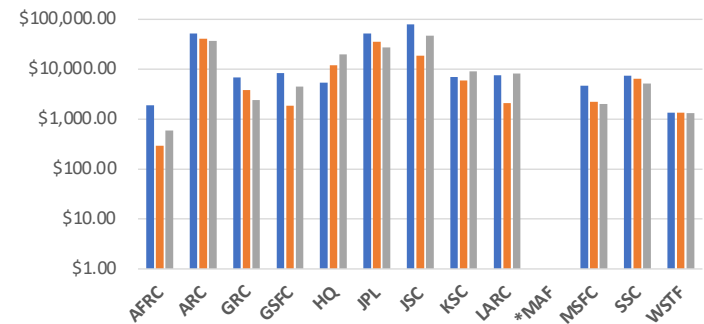
Center Interoffice Mail Count[1,2]

1 Mail count graphs are logarithmic to account for significant outliers

2 Centers with "0" have not historically tracked interoffice but are currently tracking per NPD 1460.1.

3 Outbound cost graph is logarithmic to account for significant outliers

* Reporting capabilities were inactive

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