



Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

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KUDOS

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.

New Chief of Logistics at Armstrong Flight Research Center



Mrs. Tracy J. Edmonson, Chief, Logistics Management Branch, AFRC

Please join the Logistics Management Division in congratulating **Tracy Edmonson** for her selection as Chief of Logistics, Armstrong Flight Research Center.

Tracy began her federal service career at NASA Armstrong Flight Research Center, formally Dryden Flight Research Center, in 1980. She started at NASA as a student worker in the procurement office. Tracy sought to increase her responsibilities and she moved on to perform the duties of a purchasing agent in the small purchase department of procurement.

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As she gained experience, she transitioned to Center Logistics to fulfill responsibilities in the inventory management of NASA equipment, mail, supply, and transportation, and ultimately served as the Center supply and Equipment Management Officer, SEMO. She was selected for the position of Deputy Branch Chief for Facilities Engineering and Asset Management and served in that capacity until recently selected as the Chief, Logistics Management Branch.

Tracy worked on innumerable NASA Logistics projects including the closeout of NASA projects such as the SR-71 project, Shuttle Program, and she is presently working on the team to close out the SOFIA program. Tracy loves spending time with her two wonderful sons, traveling the world, and watching football.

JSC Logistics Division is pleased to announce the selection of Syreeta Watkins as the JSC Vehicle Fleet Operations Officer.



Ms. Syreeta Watkins, Vehicle Fleet Operations Officer, JSC

Syreeta Watkins has an extensive background in vehicle fleet operations, including the oversight of more than 130+ GSA-leased and government owned vehicles between JSC, KSC and WSTF. She brings a magnitude of experience with efficiently managing vehicles, creating internal fleet policies, oversight of contractor fleet offices and driver services, a bicycle program and much more.

Syreeta has been with JSC Logistics Division's Transportation and Support Services Branch for approximately 7 years, where she has assisted in the areas of fleet management, shipping & receiving and furniture. She also served an executive internship with the JSC Center Operations Directorate, where she received invaluable experience in management decision making, leadership development and sustainability.

Syreeta holds a Bachelor of Science from Stephen F. Austin State University and a master's degree in Business Administration from Ashford University. She attends FedFleet each year and multiple GSA trainings throughout the year to continue enhancing her knowledge to improve the JSC fleet program and beyond.



Syreeta has been with JSC Logistics Division's Transportation and Support Services Branch for approximately 7 years.

► Kudos continued

Sharrief Wilson Recognized with NASA Outstanding Leadership Medal Award



Mr. Robert Cabana, Associate Administrator, presents recognition to Mr. Sharrief Wilson

Please join the Logistics Management Division to congratulate **Sharrief Wilson**, who received NASA recognition for his outstanding leadership in the collaboration and coordination of the Office of Strategic Infrastructure (OSI) Information Technology (IT) Digital Modernization Lead from February 2020 to August 2022.

Sharrief volunteered for this additional duty position while also serving as the Agency's Disposal Program Manager. Sharrief was responsible for the coordination and collection of mission support information technology requirements and the development of an initial OSI digital transformation strategy. He led a team of cross-functional experts to examine the Agency's mission support software systems and formulate a phase one IT modernization plan.

Sharrief championed the development of new methods for tracking and documenting IT requirements, which was an initial challenge for his team as each Center had their own methods for documenting and managing mission support IT systems. Working with Center Offices of the Chief Information Officer (OCIO) representatives collected detailed information and data from each Center and developed a model for the systems in need of modernization, migration to enterprise systems, or candidates for elimination. From this data, Sharrief created the OSI IT Rationalization Plan and Logistics IT Business Case Analysis Strategy. Sharrief's contributions reflect excellent leadership and greatly support

the missions and goals of the National Aeronautics and Space Administration. Congratulations Sharrief!

Sharrief created the OSI IT Rationalization Plan and Logistics IT Business Case Analysis Strategy.



► Kudos continued

Six Empowering Women Pave the Way for Next-Generation STEM Leaders

By Miguel A. Rodriguez, Program Manager



Ms. Rayyanah Barnawi, Ms. Janne Herlambang, Ms. Estrella L. Medina, Ms. Svetlana Hanson, Dr. Sian Proctor, and Ms. Julie Hardcastle

On March 31, 2023, an article written by Maliva Malik was published in the “RoundUpReads,” a Johnson Space Center publication. Six NASA employees were featured for their exemplary leadership and contribution to NASA’s mission which paved the way and serve as inspiration to future generations. Among them is one of our own, Ms. Julie Hardcastle, JSC Deputy Chief of Logistics Division; Julie received a well-deserved recognition for all the positive she brings to NASA’s logistics programs, to her organization, and to NASA’s mission. We are reprinting here the portion of the article about her. Superb work Julie!

By Maliya Malik | 2023-03-31

As Women’s History Month comes to an end, interns at NASA’s Johnson Space Center in Houston compiled a list of six influential women who continue to defy stereotypes and empower other women. These extraordinary women are laying the groundwork for the following generation of future leaders in a variety of fields, including science, space exploration, technology, and more. Read on to discover why these women inspire us.

► Kudos continued

Julie Hardcastle



Ms. Julie Hardcastle, Deputy Division Chief of the Logistics Division and Supply Equipment Management Officer, JSC

“**Julie Hardcastle** goes above and beyond to inspire others to reach within their inner self to a higher potential. Ms. Hardcastle presents data where it can be understood at all levels of the workforce, ensuring that her audience relates to the data. She also champions inspiring diversity, inclusion, innovation, and equality in the organization. Ms. Hardcastle is constantly looking for ways to improve the JSC Logistics organization. Her open, clear, and concise communication methods are a perfect example of women’s contributions to history and society,” said an individual who nominated Ms. Hardcastle.

Julie Hardcastle serves as Deputy Division Chief of the Logistics Division and Supply Equipment Management Officer at JSC. She is responsible for effective institutional planning, management, coordination, budgeting, and guidance for various logistical functional areas, including overseeing the equipment management program.

Julie manages NASA and contractor contributions throughout the logistics life cycle to ensure the success of program goals and objectives and consistency of service, which includes oversight of an 8-year, \$85-million contract. She has 30 years of experience building and operating logistics services supporting human spaceflight hardware and program stock. She

also has hands-on experience in every phase of the flight hardware process, from packaging, preservation, and delivery using various modes of movement, ranging from rigging and heavy hauling barge ocean and air movement involving military, NASA, and commercial aircraft.

Before that, she served as the manager of the International Travel Office. She was responsible for programmatic management and implementation of the travel service call center and an air charter service between NASA, our international partners, and the NASA Moscow Liaison Office in Russia. Julie also served as a subject matter expert on the agency’s Business Service Assessment Logistics Deep Dive, assessing the health of NASA’s logistics processes and identifying opportunities to build a more effective and efficient agency logistics business model. Ms. Hardcastle has a B.S. in business administration and transportation logistics from the University of Tennessee, Knoxville, Tennessee, and an associate degree in computer science.

Julie has 30 years of experience building and operating logistics services supporting human spaceflight hardware and program stock.

Congratulations to Tracy Edmonson, Syreeta Watkins, Sharrief Wilson, and Julie Hardcastle for their very deserving recognition!

NEWCOMERS

New Property Disposal Officer (PDO) at Marshall Space Flight Center (MSFC)

By Gary L. Humphrey, MSFC SEMO



Mr. Jason Marsh, Property Disposal Officer, MSFC

Please welcome **Mr. Jason Marsh** who was selected for the MSFC PDO position in February of 2023.

Mr. Jason Marsh is originally from Lake Luzerne, New York. Upon graduating high school, he joined US Air Force, where he served for 20 years and retired in 2012. After his military service, he took a job with Sam's Club as an Assistant Manager.

Marsh held positions at various Logistics Management companies before setting down in 2016 with the Department of Veterans Administration (VA) in Vermont. He worked three years with the VA as the Chief of Transportation, where he created transport options for veterans who sought VA care. In 2019 he joined NASA. He was selected and assigned to MSFC logistics transportation as a transportation specialist, where he gained experience in the oversight of the GSA fleet, Maintenance & Repair Engineers Technicians, and Fuel usage for MSFC. He sought to expand his logistics experience and knowledge and applied to lead the MSFC Property Disposal function.

Mr. Marsh coaches Middle School Baseball and High School/Junior Varsity Football. He is married with two kids. His daughter is married and lives in Georgia and his son will be starting his sophomore year at University of Birmingham College. His hobbies are playing golf and playing softball.

Jason worked three years with the VA as the Chief of Transportation where he created transport options for veterans who sought VA care.

New Equipment Manager at Stennis Space Center (SSC)



Mr. Samson Cantu, Logistics Management Specialist, SSC

Stennis Space Center's Logistics Branch is pleased to announce **Mr. Samson Cantu** as its newest Logistics Team Member. Samson joins Stennis Space Center as the Center's Equipment Manager, Transportation and Supply Officer. A native of Alvin, Texas, Samson grew up with plenty of NASA influence. His Mother, Mrs. Peggy L. Cantu, worked at Johnson Space Center for nearly 30 years. The many summers of Space Camp, multiple school field trips & tours, NASA family days and more, had a lasting impact on his career choice.

Samson joined the Marine Corps and served more than 25 years as a Logistics Specialist, overseeing records management, inventory, mailroom operations, equipment lifecycle, program management, policy writing, and directive's implementation. Samson has served in all elements of the Marine Air/Ground Task Force, including a tour of recruiting, Instructor, and Inspector General duty. Samson has a well-rounded background and education in Supply Chain Logistics, attending school at the University of Maryland and now continues his education at Southeastern Louisiana.

Samson completed a Department of Defense Skill Bridge Internship (2022) at SSC prior to retiring from the military, he aspires to make a positive impact on the overall logistics program and personnel at SSC.

Samson is married to his high school sweetheart, Alyssa Perez Cantu, and they have four daughters, a son-in-law, and recently welcomed their first grandbaby.

Samson joins Stennis Space Center as the Center's Equipment Manager, Transportation and Supply Officer.

► Newcomers continued

New Industrial Property Officer at Johnson Space Center (JSC)

By Julie Hardcastle, Deputy JSC Logistics Division



Ms. Rachel Strzelecki, Industrial Property Officer, JSC

JSC Logistics Division is pleased to announce the selection of **Rachel Strzelecki** as the Industrial Property Officer. Rachel has an extensive background in Government property administration, including oversight and surveillance of the property management business systems for Department of Defense (DoD) and NASA contracts valuing over \$14 billion in Government property. Her experience includes development of internal procedures pertaining to Government property administration, providing workforce training, and supporting Agency audit readiness.

Rachel comes to us from the Defense Information Systems Agency (DISA) Joint Force Headquarters in the Enterprise Logistics Division where she served as an industrial property management specialist. Prior to her time at DISA, Rachel worked alongside the JSC contract property group for 11 years as an onsite Defense Contract Management Agency (DCMA) property administrator where she gained extensive knowledge and insight into NASA processes and procedures.

Industrial Contract Property Management and has been a member of National Property Management Association (NPMA) since 2013. Rachel recently stated, “I’m grateful for exceptional mentors and for their time, knowledge and guidance and look forward to delivering mission focused service.”

Please join us as we welcome Rachel Strzelecki to the JSC Logistics team.

Rachel worked alongside the JSC contract property group for 11 years as an onsite Defense Contract Management Agency (DCMA) property administrator.

► Newcomers continued

New Center Export Administrator at Johnson Space Center (JSC)



Mr. Shivpal "Shiv" Vansadia, Center Export Administrator, JSC

JSC Logistics Division is pleased to announce the selection of **Shivpal "Shiv" Vansadia** as the Center Export Administrator (CEA). Shiv has an extensive background in export regulations and compliance, as well as nonproliferation and counter proliferation. His experience includes providing export classification analysis and export regulations jurisdictions for NASA exports, and guidance on growing relationship with international and commercial space industry partners.

Prior to being selected as CEA, Shiv served as the Sr Export Control Principle Analyst on the JSC Export Services Team. He has provided support for the export of real-time mission data for several programs including International Space Station, Flight Operations Directorate, Commercial Crew, as well as Orion, Artemis I launch, and development of the Lunar Gateway and future Artemis missions.

Before arriving at NASA, Shiv worked in Consular Affairs at the Department of State implementing export control and nonproliferation programs of dual-use technologies. He led the implementation of various Executive Orders and directives to facilitate legitimate transfer and prevent global proliferation of dual-use technologies.

Shiv earned a master's degree in Diplomacy and International Relations and a master's degree in Business Administration from Seton Hall University, and a bachelor's degree in Government from the University of Texas at Austin. Shiv recently stated, "I am truly grateful, honored, and thrilled about this position and looking forward to serving the NASA family in the mission to return to the moon and eventual journey to Mars."

Please join us as we welcome Shiv Vansadia to the JSC Logistics team.

Shiv has an extensive background in export regulations and compliance, as well as nonproliferation and counter proliferation.

► Newcomers continued

New Logistics Management Specialist at the Logistics Management Division (LMD)



Mr. Taylor McQuain, Logistics Management Specialist, LMD

Taylor McQuain joined NASA January 1st, 2023, as a Logistics Management Specialist. He is currently seated at Armstrong Flight Research Center (AFRC) as a Headquarters employee where he is currently filling the role as the Lead IPT for the SOFIA Closeout. Taylor will coordinate with AFRC and Ames Research Center (ARC) on the logistics closeout and property disposition of the project and be the lead interface between LMD, the Centers, the SOFIA Project and Science Mission Directorate on the closeout.

Taylor has a demonstrated history in logistics roles. He served as an active-duty Marine Corps Logistics Officer for 6 years, and as a contracted Logistics Analyst for Dept of Defense within the Naval Special Warfare Program Office for 3 years. Most recently, Taylor was assigned to the Health and Human Services as a civil servant filling the role of Logistics Management Specialist for the newly branded Administration for Strategic Preparedness and Response (ASPR). Taylor served at ASPR for 2 years where he had the privilege of working as Federal Emergency Response

Official assigned to the International Vaccine Transfer (IVT) ground team, the Afghan Repatriation at Dulles Airport, a State of the Union Address, the United Nations General Assembly, and the National Response Coordination Center during hurricane Ida.

Taylor holds a B.A. and M.A. from The Citadel, Military College of South Carolina. His honors and awards include Marine Corps Commendation Medal and the HHS Secretary's Distinguished Service Medal.

Taylor has a demonstrated history in logistics roles. He served as an active-duty Marine Corps Logistics Officer for 6 years.

LOGISTICS EVENTS

The Logistics Management Division Hosted Chiefs of Logistics Meeting at Headquarters

In March 2023, NASA center logisticians gathered at NASA Headquarters for the Logistics Management Division's (LMD) Chiefs of Logistics (COL) meeting. The meeting aimed to update attendees on Office of Strategic Infrastructure (OSI) and LMD's goals and objectives, new initiatives, programs, and changes in current business practices. OSI and LMD senior leadership recognized the hard work and accomplishments of Center logisticians. COLs presented the latest logistics information for their Centers, covering notable accomplishments, best practices and lessons learned, budget summaries, risks, and potential assistance they may need in the performance of their operations. In the planning phase, COLs were invited to recommend topics of their interest to be addressed by LMD functional managers. Subject matter experts from within HQs, other Federal Agencies, and NASA organizations that provide software solutions supporting the functional areas were invited to the meeting.



Ms. Kerri Tannert, Ms. Ann Cuyler, and Ms. Lisa Williams

Dr. Olivette Hooks, LMD Director, discussed the Future of Work, specifically the FY19–FY21 MAP and COVID-halted hiring actions, and reemphasized that LMD shifted Strategic Workforce Plan (SWP) to the left due to Voluntary Early Out and Voluntary Separation Incentive Program (VSIP), and described how COLs are working on an updated SWP action plan for FY24 and beyond.

OSI and LMD senior leadership recognized the hard work and accomplishments of Center logisticians.

► Logistics Events continued

LMD program managers provided perspective personal property policy supporting telework and remote work agreements. Additionally, LMD staff provided insight regarding budget formulation, a comparison to other OSI functional areas, funding sources, an overview of the OSI's Planning, Programming, Budgeting, and Execution (PPBE) process, LMD risks, and budget execution guidelines. The discussion of these topics was essential in ensuring that each Center has adequate resources to support their logistics management activities.

A guest organization, the Aircraft Capability Management Office (ACMO), which is tasked to strategically manage NASA aircraft acquisition, utilization, and disposal (AUD), including aircraft assignment, briefed their support for the continued projection, assessment, and development of aircraft capabilities across NASA and their working relationship with center logisticians moving forward.



Dr. Olivette Hooks presents a Certificate of Appreciation to Ms. Julie Hardcastle

LMD program managers provided perspective personal property policy supporting telework and remote work agreements.

► Logistics Events continued

The meeting was an opportunity to foster camaraderie, as well as to recognize the hard work performed by logisticians across the Agency. Certificates of appreciation were presented by Dr. Hooks to Julie Hardcastle for her demonstrated leadership and contribution towards the modernization of NASA's Equipment Management Program, and to Daniel Bartlett for his demonstrated leadership and improvement of Disposal Operations at Armstrong Flight Research Center.

LMD program managers discussed the changes in business practices they expect over the next few years. They expressed their appreciation for the frequent feedback they receive from the logistics community and encouraged attendees to continue their contribution to improving Agency policies and business practices. The mission differences among Centers constitute the strength of the logistics community, those differences enable logisticians to capitalize on innovative thinking.



Dr. Olivette Hooks presents a Certificate of Appreciation to Mr. Daniel Bartlett

LMD program managers discussed the changes in business practices they expect over the next few years.

► Logistics Events continued



From left to right: Gary Crawford (GRC), Eric Cooper (LaRC), Thomas Weisz (GSFC), Frank Johnson (LaRC), Bob Sherouse (LMD), Kevin Roberts (GSFC), Richard Flaisig (GRC), Daniel Bartlett (AFRC), Kerri Tannert (LMD), Bobby Valenzuela (NOJMO), Pete Rios (WSTF), Julie Hardcastle (JSC), Jay Sucher (CALTECH), Lisa Williams (LMD), Sharrief Wilson (LMD), Brent Little (ARC), Tim Currie (LMD), Vince Cappello (LMD), Tracy Edmonson (AFRC), Tom Canning (JSC), Olivette Hooks (LMD), Frank Gonzalez (MSFC), Ann Cuyler (LMD), Joyce Meier (MSFC), Grady Mccoy (KSC), Chris Ainsworth (LMD), Braxton Toy (ARC).

The LMD's Chiefs of Logistics meeting was a success. It was an opportunity to meet new hires and welcome them to the logistics family; it was an opportunity for logisticians to reconvene, in person, after the travel restrictions imposed by the pandemic, and to discuss as a group, important topics of common interest with the purpose of facilitating daily operations in support of NASA's mission.



Mr. Tim Currie, Ms. Peral Hill, and Mr. Bob Sherouse

► Logistics Events continued

LMD HQ Leadership Attended the MSFC Logistics Team Annual Offsite

By Vince Cappello

The LMD Headquarters Director, Deputy Director and Lifecycle Logistics Program Manager were invited to present virtually at the MSFC Logistics Office held on 11-12 April. Dr Hooks and Vince had the opportunity to brief the MSFC Logistics team on the Mission, Vision and Values for the Division and presented the strategy for Logistics Support. The team also discussed challenges and risks that the Division is facing agency wide and ways that HQ is helping to mitigate.

Lisa Williams also presented the transformation strategy for the Life Cycle Support and Supply Chain Management Program. Information included policy update plans and new product support management software that has been developed to help with industrial supply chain mapping.

LMD would sincerely like to thank the MSFC team for the invite. LMD HQ is available if other centers would like us to virtually present areas of interest to their logistics teams.

EQUIPMENT MANAGEMENT PROGRAM

Control and Accountability of Government Property in the Custody of NASA Employees Under Telework and Remote Work Agreements

By Miguel A. Rodriguez, Program Manager

Background

From the Office of Personnel Management (OPM) Telework Guide, dated November 2021:

Telework has existed in the Federal Government for many years. At least since the Telework Enhancement Act of 2010 (Public Law 111-292 found at PUBL292.PS (congress.gov) became law, executive branch departments and agencies (“agencies”) have demonstrated that telework is an efficient and effective way of working to achieve the agency’s mission. The importance of a robust telework program has never been more apparent than during the COVID-19 pandemic. The pandemic increased the need for telework and sparked a nationwide focus on telework as an essential tool for safety and efficiently delivering mission-critical services.

We know the benefits of telework for organizations and employers. A robust and well-practiced telework program improves employee performance and engagement and supports mission productivity and efficiency. Telework can serve as critical workplace flexibility that enables agencies to meet the mission-critical needs of the organization. And it can help Federal workers balance work and personal responsibilities and use beneficial work environments, thereby enhancing employee satisfaction and well-being, aiding retention, and serving as a draw to potential applicants.

We also must plan for various contingencies, such as severe weather events, public health emergencies, and more. So, it is critical that the Federal government—and our workforce—remain flexible, resilient, and ready to continue our crucial work on behalf of the American public, no matter the challenge. And as we saw during the past twenty months, the need for this increased flexibility and resiliency was never more important.

The COVID-19 Pandemic Has Transformed the Federal Workplace As We Know It

The COVID-19 pandemic forced changes to the workplace, and many employees learned how to perform their job functions in a new way during a difficult time, while meeting the challenges head-on. As a result, agencies demonstrated that they were able to carry out their missions effectively and now have an opportunity to revisit how they were operating before the pandemic. They leveraged lessons learned during the pandemic to integrate telework and remote work into their strategic workforce plans. As we look to the future, OPM encourages agencies to strategically leverage workplace flexibilities such as telework, remote work, and alternative/flexible work schedules to help attract, recruit, and retain the best possible workforce.

► Equipment Management Program continued

NASA LMD Guidance on Property Control and Accountability

NASA is no stranger to the unveiling work environment as the Agency's mission, programs, and projects move forward. NASA property plays a key role in mission accomplishment, and NASA employees must properly utilize and safeguard the property entrusted to them to support their daily operations.

In response to the Agency's growing telework and remote work practices, the Logistics Management Division (LMD) is issuing supplemental policy guidance to provide NASA logisticians and employees with practical resources and information to assist them in the continued control and accountability of government property that supports telework and remote work agreements.

While this guidance focuses on updating current policies, LMD expects to continue its examination of telework and remote work policies over the coming years as agency operations evolve, and as the Federal Government further defines the "Future of Work."

The draft policy was developed based on multiple conversations and feedback from OCHCO officials and logistics subject matter experts (SME) and key stakeholders across the Agency. The draft document will be socialized with Chiefs of Logistics, SEMOs, Equipment Managers, and other SMEs for review and comment. The following procedures apply for continuous control and accountability of government property issued to NASA employees in support of telework and remote work agreements:

Telework & Remote Work Arrangements

NASA employees must safeguard and account for NASA property as outlined in the corresponding HR agreement document. In addition, a comprehensive OCHCO guide for employees and supervisors "Steps for Considering Telework/Remote Work" and a Cost Analysis Tool are available at:

[*Telework/Remote Work Process \(sharepoint.com\)*](#).

Per OCHCO's guide, telework or remote work is not an entitlement: "First-level supervisors may support or deny a request for remote work. Approved requests should be coordinated with Human Resources (HR) and approved by a higher-level management official."

Below are the property-related certifications that must be accepted and included in signed telework or remote work agreements between NASA employee and their supervisors:

Employee Certification

- "I will complete and fulfill the conditions on NASA Form 892 (Employee Property Pass Agreement and Removal Permit) to meet NASA equipment management procedural requirements."

Supervisor Certification

- "I have discussed with the employee his/her overarching responsibilities for the adequate protection and security of any NASA-provided property, and the need to complete and abide to the conditions on NF-892."

► Equipment Management Program continued

- “I have discussed with the employee the need to ensure the adequate protection and security of data in the employee’s possession.”

Termination of Remote Work Agreement: In Accordance with the NASA Telework Program Directive

(NPR 3600.2B) and the NASA Remote Work Agreement (NSSC100), management can terminate a remote work agreement should the employee’s work performance fail to meet standards, any conduct that results in disciplinary action, or any time the remote arrangement fails to meet the needs of the organization. Additionally, management shall provide a 60-day advance written notice with the rationale for terminating a remote agreement.

NASA Form 892 (Employee Property Pass Agreement and Removal Permit) was enhanced to provide employees the capability to select “Telework” or “Remote Work” from a dropdown menu, as appropriate. Applicable terms and conditions will auto-populate depending on the selection made. These terms and conditions align with NASA policies and procedures on individual responsibilities described in NPR 4200.1 for the property’s proper use, safeguarding, and reporting requirements for the annual inventory validation and reconciliation purposes.

Current LMD Policy

Current LMD/Equipment Management policy limits the removal of equipment on property passes; up to 30 calendar days for NASA’s supporting contractors and up to 180 calendar days for civil service employees. This policy is limited to support telework agreements or official travel when approved by the corresponding Division Director or equivalent NASA official.

The new work environment makes it necessary to reassess and enhance the current LMD policy for a more flexible approach suitable to meet the Agency’s work environment without jeopardizing property control and accountability.

Before the pandemic, telework agreements and activities were approved, allowing employees to telework one or two days per pay period. Presently, telework agreements have reversed so that employees are now required to work on Center one or two days per pay period. Today’s telework agreements allow employees to work more days at the approved alternative location than on Center. Additionally, the new work environment implemented Remote Work Agreements, which permits an employee to perform work at an approved alternative location (i.e., employee’s residence) permanently. Both practices resulted in increased use of NASA property at alternative work locations.

NASA requires enhancements to inventory management policy to properly support a hybrid work environment that allows the removal of government property from NASA Centers. The removal of NASA property from a Center by civil servants or contractor employees must be approved by the employee’s immediate supervisor, contracting officer, or head of the organization, as appropriate.

The updated policy governs NASA-owned property and shall apply to both, controlled (e.g., laptop computer) and administratively controlled equipment (e.g., computer monitor). Personnel must return all NASA property to the Agency upon expiration or termination of the removal permit or the OCHCO agreement. The updated policy also

► Equipment Management Program continued

applies to durable personal property (e.g., furniture items and other items not meeting the definition of equipment). Including durable personal property in this policy update is an effort to keep an audit trail of these items (asset visibility), mitigate recurring unnecessary acquisitions, safeguard taxpayers' dollars, and prevent waste and abuse of government property. Durable property is not consumed in use; therefore, it is also expected to be returned to NASA upon expiration or termination of the employee's telework or remote work agreement. The policy does not apply to expendable property.

In consequence, NPR 4200.1 (NASA Equipment Management Procedural Requirements) is updated as follows:

Update to LMD Policy (NPR 4200.1)

The corresponding procedural requirements in section 3.5, NPR 4200.1 are, consequently, updated as follows:

3.5 The Removal of NASA Property on Pass, Telework, Remote Work, or Deployment by NASA Employees

3.5.1 NASA property subject to this policy consists of controlled and administratively controlled equipment items, and durable personal property that does not meet the definition of equipment; henceforth referred to as NASA Property.

3.5.2 This policy does not apply to expendable or consumable property.

3.5.3 The employee's supervisor may approve the removal of NASA property when they determine the removal is essential to maintain the productivity and continuity of their organization and NASA's mission.

3.5.4 NASA property must be issued on NF-892 to employees on Property Pass in support of official travel, telework agreements, remote work agreements, or deployments when approved by the employee's supervisor, responsible Division Director, or equivalent NASA official. The completion of a NF-892 is required to establish an audit trail for all NASA property approved to be removed from a NASA Center or satellite offices.

3.5.5 NF-892 must outline the responsibilities of the employee regarding the proper care and handling of NASA property and clearly state that the employee may be 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.

3.5.6 Removal of NASA property by supporting contractor employees must concur with the corresponding Contracting Officer (CO) and approval by the responsible Division Director, or equivalent NASA official.

Note. The contracting officer's assessment and concurrence with the contractor's request (NF-892) are subject to the corresponding contractual provisions which may indicate that the contractor's work shall be performed onsite.

3.5.7 All approved NF-892s in support of a Property Pass, Telework or Remote Work agreements, and NASA on earth deployments shall be reviewed for concurrence by the SEMO, or designee.

► Equipment Management Program continued

3.5.8 All employees accepting responsibility for the property listed on NF-892 are required to return the property to the originating NASA organization at the expiration of the property pass period, the expiration of the telework or remote work agreement, the termination of employment or as deemed necessary by a supervisor.

3.6 Property Pass to Employees

3.6.1 An NF-892 will document the removal of NASA property on property passes to NASA Civil Service and contractor employees for short periods (e.g., official travel).

3.6.2 The property pass shall not exceed 180 calendar days, including extensions.

3.6.3 A property pass may also be issued to a NASA employee with an established telework or remote work agreement when additional property is needed for a short period in addition to the property already issued to the employee on telework or remote work agreements.

3.6.4 The Equipment Manager, or designee, shall make the appropriate entry in the Equipment Master Record (EMR) to reflect the appropriate status of the property with Out Status Code 9 - "Property Pass to employee" in the NASA PP&E System. This business practice will enable Center logisticians to establish an audit trail, conduct internal controls, and produce reports for all NASA property on property pass with corresponding expiration dates, as necessary.

3.7 NASA Property Supporting Telework and Remote Work Agreements

3.7.1 An NF 892 will be used to document the removal of NASA property in support of telework and remote work agreements to NASA Civil Service and contractor employees for a period specified in the agreement document. The annual inventory validation must occur when the EMR is updated with the corresponding Detail/Out Status in the NASA PP&E System and yearly afterward.

3.7.2 NASA property items may be added to or removed from an approved NF-892, as necessary, when the adjustment is approved by the employee's supervisor or responsible NASA official.

3.8 Property Deployments

3.8.1 The nature of NASA operations occasionally makes it necessary for employees to deploy or move their operations to satellite and remote locations. NASA deployments may entail the move of supporting equipment and materials from the home installation to a specified destination to support research or exhibit operations.

3.8.2 NASA property must remain in control, custodial and safeguard responsibility of NASA employees.

3.8.3 Inventory management supporting deployments consists of pre-deployment, deployment, and redeployment activities:

- a. Pre-deployment activities includes the completion of NF-892 to list all equipment and durable property supporting deployment efforts.

► Equipment Management Program continued

- b. Deployment activities consist in the inventory validation conducted remotely by the responsible NASA employee as described in chapter IV of this NPR.
- c. Redeployment activities must include the execution of inventory of all property listed on NF-892 returned to the NASA installation.

3.9 The Center Equipment Manager, or designee, shall:

- a. Create an EMR in the NASA PP&E System for administrative controlled and durable items listed on NF-892 supporting telework and remote work agreements. These items shall be recorded with “Equipment Category X” in the NASA PP&E System, requiring inventory validation each fiscal year. Equipment Category X will not impact the Center equipment loss rate when determined loss, damaged, or destroyed.
- b. Update equipment records with the appropriate entry in the EMR to reflect the property status with:
 - (1) Out Status A - “Permanent Remote Work” in the NASA PP&E System for property items supporting remote work agreements.
 - (2) Out Status Code B - “Telework Agreement” in the NASA PP&E System for property items supporting telework agreements.
 - (3) Out Status Code 8 – “Deployment” in the NASA PP&E System for property items supporting NASA deployments.
- c. The proper maintenance of equipment records (as indicated in section 3.9b above) will enable Center logisticians to establish audit trail, conduct internal controls, and produce reports for all NASA property removed from the NASA installation in support of telework and remote work with corresponding expiration dates, as necessary.

3.10 The NF-892 Process

3.10.1 The employee shall complete and submit an NF-892 to their supervisor and PC for signature and subsequent review for approval by the Division Director, or designee, before removing the property from the NASA installation.

3.10.2 The NF-892 must include the requestor’s name along with organization identification, the OCHCO agreement control number, as applicable, and the justification for removing property to an alternative location, clearly explaining why official use cannot be accomplished onsite during normal business hours.

3.10.3 The contracting officer shall review the NF-892 for concurrence with the removal of NASA property by onsite contractors from NASA installations to an alternative work location.

3.10.4 The Division Director, or designee, shall certify on the NF-892 that removal of the property by the employee does not adversely impact the organization.

3.10.5 The employee shall always retain one complete copy of NF-892 with the property.

► Equipment Management Program continued

3.10.6 The corresponding PC shall retain a complete copy of NF-892 and produce the form upon request.

3.10.7 The Center Equipment Manager shall attach a complete copy of NF-892 to the corresponding EMR in the NASA PP&E System.

3.10.8 Requests for extension of the NF-892/Property Pass:

- a. Applies to civil service and contractor employees
- b. The CO shall review for concurrence requests from contractor employees.
- c. The SEMO, or designee, shall review for concurrence all requests for extension. d. The Division Director, equivalent NASA official, or designee, shall review for approval all requests for extension.

3.10.9 The employee shall notify the corresponding PC when the property is returned to the organization.

3.10.10 The PC shall verify the property returned to the organization and notify the Equipment Manager to update equipment records in the NASA PP&E System, as applicable.

3.10.11 The PC must destroy/delete the NF-892 when the return of all property listed on NF-892 to NASA is verified.

3.10.12 Reported loss, damage, or destruction of Government property will be processed IAW Chapter 5 of this NPR.

Inventory Validation

The hybrid work environment impacted NASA's formal process for inventory validation of property. NASA logisticians are witnessing an increase of property items in custody of employees working remotely across the U.S. These items must continue to be inventoried to meet Federal and Agency policy directives. The cited NF-892 was modified for that purpose, and applicable sections in NPR 4200.1 have been updated. The following paragraphs will be included in the pending update to NPR 4200.1:

Chapter IV

4.6 Inventory Validation of property listed on NF-892/Property Pass

4.6.1 Upon approval and completion of an NF-892, the annual inventory validation must occur before the employee removes the property from the NASA installation. The validation is accomplished by scanning the property item or by inventory by transaction methodology (IBT) when the EMR is updated with Out Status Code 9 – “Property Pass to Employee.” Updating the item's status also updates the “Date of Last Inventory.” The inventory validation also occurs when the employee returns the property to the NASA organization (i.e., the property is back on Center) and the EMR is updated with Detail Status Code 10 – “Return from Property Pass.” This transaction will update the “Date of Last Inventory” in the EMR.

► Equipment Management Program continued

4.6.2 Inventory Validation of property listed on NF-892 in Support of Telework/Remote Work Agreements and Deployments

4.6.2.1 The annual inventory validation of property supporting telework and remote work agreements differ from the validation of property supporting an NF-892/Property Pass. While property items on NF-892/Property Pass are expected to be back on Center after a short removal period, property items on NF-892/Telework and NF-89s/Remote Work are expected to remain off Center for extended periods of time, or years before they are returned to the Center for inventory validation purposes. The inventory validation for these items must be accomplished remotely by the employee with custodial responsibility.

- a. Upon approval and completion of an NF-892, the status of the items must be reflected in the corresponding EMRs with either “Out Status code A - Permanent Remote Work,” or “Out Status Code B - Telework Agreement” as appropriate. The inventory validation for these items is accomplished for the current fiscal year when the status code is recorded, and the “Date of Last Inventory” is concurrently updated.
- b. Inventory validation shall be accomplished each fiscal year.
- c. The employee will receive an email reminder and instructions to access the EQUIPMENT application as part of the Center’s pre-inventory activities. This reminder shall be systematically generated in SAP with copy furnished to the employee’s supervisor.
- d. The employee/end user with custodial responsibility will accomplish the inventory validation of all items listed on NF-892 remotely by accessing the NASA PP&E/EQUIPMENT front end application.
- e. The employee must use the EQUIPMENT application to:
 - (1) Certify that they have all property listed on NF-892 and in working condition
 - (2) Report any noted differences in condition or operability
 - (3) Report any loss, damaged, destroyed or believed stolen property
 - (4) Initiate corrective action for loss, damaged, destroyed/belied stolen property in accordance with Chapter 5, NPR 4200.1.
- f. All employee non-compliance with this policy and the terms and condition on NF-892 represents non-compliance with the terms listed on the corresponding telework or remote work agreement.
- g. All non-compliance with inventory validation represents a risk to the Center and the Agency for not meeting Federal directives.
- h. A year-end report on inventory validation for telework and remote workers will be systematically generated in SAP and provided to the SEMO, the Equipment Manager, the employee’s supervisor, and the Division Director, or equivalent NASA official.

The Need to Enhance NASA Form 892 and the Enterprise System

Implementing the revised policy to adequately meet the demands of a hybrid work environment entails the further modification of the NF-892 and the enhancement of the supporting enterprise system, SAP/NASA PP&E System, and the EQUIPMENT front end application. The development of needed capabilities of the enterprise system with suggested Equipment Category X, Out Status Code B, Detail Status Code 10, Remote access by NASA employees for inventory validation will result in expedited processes for the proper documentation and audit trail necessary to meet Federal mandates.

It is essential to enhance enterprise capabilities to record the proper status of property when issued to NASA employees in support of their telework and remote work agreements with their supervisors. Equally important, it is essential to develop an enterprise capability for employees to remotely access the system for inventory validation of the property each fiscal year.

Proper policy and an enterprise system to meet NASA's hybrid work environment will provide the necessary asset visibility (property control and accountability) to mitigate unnecessary acquisitions and prevent waste and abuse. These enhancements will supersede manual processes from start to finish and decrease the equipment density targeted for inventory validation each fiscal year. As a result, the commitment of time and resources of Center inventory teams will also decrease inventory efforts.

ⁱ Controlled Equipment is all equipment the Agency has identified by the Agency as sensitive (flagged high risk in the NASA PP&E System) and all non-sensitive equipment with an acquisition or manufacturing cost of \$5,000 or more. In addition, NASA control criteria applies to the following equipment:

- Rolling stock assigned a NASA license plate.
- Equipment on loan or lease to NASA for greater than 60 calendar days.
- Flight hardware meeting criteria of NPR 8715.3.
- Gift or a Donation to NASA meeting GSA threshold value.
- Heritage Asset as defined by NPR 9250.1.
- NASA property, no longer used for its intended purpose, retained for exhibit or display.
- SEMO discretion.

ⁱⁱ Administratively Controlled Equipment is NASA equipment not subject to control in NASA's PP&E System as specified in chapter 3 of this NPR (Controlled Equipment). It is NASA equipment having an acquisition cost of less than \$5,000, normally affixed with a NF1517 or NF1517A label, and managed using local procedures established by the Center SEMO to ensure proper accountability and prevent fraud, waste, and misuse. This category of equipment excludes sensitive items and items identified as heritage or for display purposes, which are required to be tracked in the NASA PP&E System.

► Equipment Management Program continued

ⁱⁱⁱ Durable personal property consists of items that are not consumed in use and retain their original identity but are not categorized as nonexpendable (NASA controlled) or expendable. Durable personal property requires formal accountability in a form of hand receipt control (NF-892).

^{iv} Expendable personal property consists of supplies which are consumed in use, such as paper, paint, ink cartridges, fuel, cleaning and preserving materials, surgical dressings, etc., or which lose their identity. Expendable personal property does not require formal accountability after issue to the user level.

TRANSPORTATION MANAGEMENT PROGRAM

New NASA Policy Directive: NPD 6730, “Workplace Charging of Privately Owned Vehicles

By Tim Currie, Program Manager

NASA’s Mission Support Directorate (MSD) recently published a directive, NPD 6730, “Workplace Charging of Privately Owned Vehicles,” to promote sustainable commuting and work-related travel practices among its employees, contractors, subcontractors, and visitors. The directive enables workplace vehicle charging for privately owned Plug-in Electric Vehicles (PEVs) in line with NASA authority and Federal appropriations law.

The directive recognizes using PEVs as a viable means to improve energy efficiency and reduce greenhouse gas emissions. It provides planning guidance for assessing, funding, installing, and operating battery recharging stations under NASA control for Federal employees’ privately owned PEVs. The policy applies to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.

The Assistant Administrator, Office of Strategic Infrastructure, is the NASA Chief Sustainability Officer responsible for functional oversight and guidance and delegates authority to Division Directors to formulate and implement policy guidance. In addition, Center Directors have operational roles, responsibilities, and execution for their Center’s Workplace Charging Station Plans.

The Center Sustainability Officer is responsible for planning electric vehicle charging stations and coordinating the development of a Center Workplace Charging Station Plan, which should address the attributes and restrictions listed in NPD 6730.

This new directive is a significant step for NASA toward promoting sustainable transportation practices and reducing its carbon footprint. By enabling workplace charging for privately owned PEVs, the agency is taking a proactive role in reducing greenhouse gas emissions and promoting sustainable commuting practices.

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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