



Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

FY16 | ISSUE 4

OCTOBER 2016

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.

CONTRACT PROPERTY MANAGEMENT PROGRAM

Marjorie Jackson, Program Manager

NASA's Presence at the National Property Management Association (NPMA) – National Education Seminar (NES)

NASA Industrial Property Officers, Property Administrators, Supply and Equipment Management Officers, and Transportation Officers joined other Federal Agencies, industry peers, and experts at this year's

National Property Management Association (NPMA) National Education Seminar in Nashville, TN. The NPMA education committee provided a week packed with top-quality educational workshops, training, and professional networking opportunities. The Department of Defense, General Services Administration, Defense Contract Management Agency, and NASA Centers (just to name a

few) participated in the training by presenting in different workshops.

Cindy Jarvis from Kennedy Space Center (KSC) and John Parker from United Launch Alliance joined forces on a presentation regarding contract/program property closeout. The team presented techniques and best practices that can be applied to the contract/program property closeout process. Mike Puryear from the

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Kudos

Johnson Space Center (JSC) gave a presentation titled “Office Supplies and Your Contract,” during which he identified policies and procedures associated with contractors obtaining and accounting for office supplies used in the performance of their contracts. Lastly, Alex Barenblitt from Stinger Ghaffarian Technologies (a JSC contractor) gave an enlightening workshop on NASA’s property management of spacesuit parts.

In addition to the great training, Marjorie Jackson, the NASA contract program manager, facilitated a mastermind session where industry and Federal agencies posed questions regarding current NASA policies and procedures for the management of contract property. NASA employees also took this opportunity to meet and discuss topics, such as the year-end reporting that affects all NASA Centers. This important exchange of information gave NASA employees the opportunity to share common interests, tap into knowledge and expertise, research solutions, and learn about and share issues trends and best practices.

All attendees were able to design their own education sessions from a curriculum of over 60 seminars. Pre-conference certification courses were also offered and participants were able to earn Continuing Education Unit (CEU) credits for this training.



From left to right: Venita Robinson (LaRC), John Betterson (GRC), Eric Lau (NMO/JPL), Joseph Bergstrom (JPL), Diana Frontella (ARC), Marjorie Jackson (NASA Headquarters), Cindy Jarvis (KSC), Carol Richardson (GSFC), Mike Puryear (JSC), Ricardo Montenegro (JSC), Carla Snow-Broadway (ARC), Kazuko Nozaki (ARC), Tracy Helmick (MSFC). Not pictured but in attendance were Sam Ingram (MSFC), Benjamin Robles (AFRC), Daniel Dessauer (GRC), and Patricia Hill (MSFC)



From left to right: Carla Snow-Broadway (ARC), Diana Fontella (ARC), and Venita Robinson (LaRC)



From left to right (front row): Cindy Jarvis (KSC), Mike Puryear (JSC), Daniel Dessauer (GRC), Eric Lau (JPL/NMO), and Benjamin Robles (AFRC)

According to NPMA, the National Education Seminar is a strategic event that provides logistics managers with actionable information to improve asset management operations, helps ensure compliance with key

regulatory mandates, and provides knowledge to reduce the costs and risks in managing physical assets and materials. The NES is a great forum to gain education and knowledge as well as to reap the wealth of benefits that

the NPMA has to offer. A special thanks to all who attended and presented during this year's event. I hope to see continued and increased participation by the NASA logistics community.

EQUIPMENT MANAGEMENT PROGRAM

Miguel A. Rodriguez, Program Manager

On July 6, 2016, the Office of the Chief Information Officer published an Agency-wide message to all NASA employees regarding their responsibility to secure their laptop computers. Please note the timeline to report a lost or stolen device is 1 hour, which is the initial step for initiating the Property Survey Process in accordance with NPR 4200.1. The message also emphasized that the use of laptops outside of the office environment requires the completion of NF-892 (Employee Property Pass Agreement and Removal Permit) to properly document the property pass to employees. Please refer to NPD/NPR 4200.1 for further policy guidance. As a reminder, employees may be required to return equipment on NF-892 for record validation/inventory purposes.

MESSAGE FROM THE CHIEF INFORMATION OFFICER:

The Importance of Securing NASA Laptops

This message is to reinforce our guidance on ensuring that all NASA civil servants and contractors are aware of their responsibilities for securing laptop computers and the data contained on those laptops. The nature of NASA work makes laptops important to our program delivery. Many employees use laptops outside the standard office environment during travel and when routine work occurs outside of an office. Therefore the risk level is increased, as is our need to protect the equipment, and the information stored on that equipment.

As a best practice for protecting and safeguarding laptops and sensitive data, please do the following:

- Turn off your laptop every night and whenever you take it out of the building. This ensures that the software on your device

intended to protect NASA's information is engaged.

- Encrypt all files with Personally Identifiable Information (PII).
- Report lost or stolen devices immediately and no later than 1 hour of the occurrence NASA Security Operations Center Hotline at 1-877-627-2732 or via e-mail at soc@nasa.gov.

While the cost to replace these laptops is a concern, the real damage is done through the loss of NASA program information, including personal and other sensitive information. Losses such as these have the potential to harm NASA's credibility, can diminish the public trust, and have adverse effects on our ability to deliver and manage agency programs.

Civil servant employees, supervisors, and contractors must ensure that Government laptops are:

- Used only for official purposes. Civil servant employees, supervisors, and contractors

should follow **NPD 2540.1G** Personal Use of Government Office Equipment Including Information Technology regarding personal use of NASA IT equipment.

- Protected from loss, theft, and misuse.
- Disposed of using proper procedures when it becomes excess or unserviceable.

Also, please review and follow the below policies and directives:

- **NPD 4200.1C**, Equipment Management
- **NPR 2810.1A**, Security of Information Technology
- **NID 1600.55**, Sensitive But Unclassified Information (SBU)
- **NPR 1382.1**, NASA Privacy Procedural Requirements

If you have any questions or concerns, please contact the Office of the Chief Information Officer at 202-358-1824.

I appreciate your support to protect laptops and help prevent any losses.

Renee P. Wynn
NASA Chief Information Officer

NASA Logistics Management Forms Update

There is continuing progress in updating logistics management forms to reflect process changes and standardizing process

requirements across the Agency equipment management forms are the primary forms undergoing update; additionally, one transportation form will be reactivated and updated.

NF598, Property Survey Report.

The form is in the final requirements incorporation phase and will be in production when the revised NPR 4200.1H, *NASA Equipment Management Procedural Requirements*, is published.

NF892, Employee Property Pass Agreement and Removal Permit.

Minor format changes are being made to this document.

NF893, Loan of NASA Equipment.

The form reflects the terms and conditions for all of the variations of loans to organizations within and outside NASA. The form is updated and in production.

NF894, Property Transfer Form.

An effort was made to merge property shipping and transfer requirements and to consolidate the various Center forms into one standardized form, NF894. The effort to merge shipping and transfer requirements was stopped after determining that the process applications are significantly different and that the guidance for each Center originates from different standards. There now will be two forms used, one for each activity: NF894, *Property Transfer Form*;

and NF1426, *Property Packaging, Handling, and Transportation Record (PHTR)*. The input from the Centers is being incorporated in the respective forms. NF894 will be in production when the revised NPR 4200.1, *NASA Equipment Management Procedural Requirements*, is published.

NF1617, Request for Cannibalization/Modification or Report of Assembly/Construction of NASA Equipment.

Along with format updates, assembly and construction of controlled equipment is to be included in the form.

NF1618, NASA Property Found on Station (FOS). Minor format changes are being made to this document.

NF1426, Packaging, Handling, and Transportation Record (PHTR). The document is required under NPR 6000, *Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components*. Review of the NPR ahead of its upcoming expiration in November noted that the document had been cancelled at some time in the past. The form will be reactivated in an updated version, incorporating the various Center form requirements and comments provided by Center logistics personnel.

Personnel Additions to the Equipment Management Community



Bushra Ebneof is a Pathways student intern working in the Logistics Management Branch (LMB) at NASA Langley Research Center in Hampton, VA. He is originally from Los Angeles, CA, and served 5 years in the United States Army as a transportation management coordinator. Ebneof's first duty station was in Kaiserslautern, Germany, from 2011 to 2014, where he functioned as a movement control specialist. While stationed in Germany, he supported various contingency operations in the

European Command, Central Command, and AFICOM Areas of Responsibility. Following his tour in Germany, he was stationed at Fort Eustis, VA, from 2014 to 2016. His logistics experience will be a multiplier to the LMB as he serves as a Pathways student intern. He received his associate's degree from Saint Leo University and will complete his bachelor's degree in sociology at Saint Leo University in 2017. Ebneof will be rotating through all the positions in Langley's LMB over the next year.

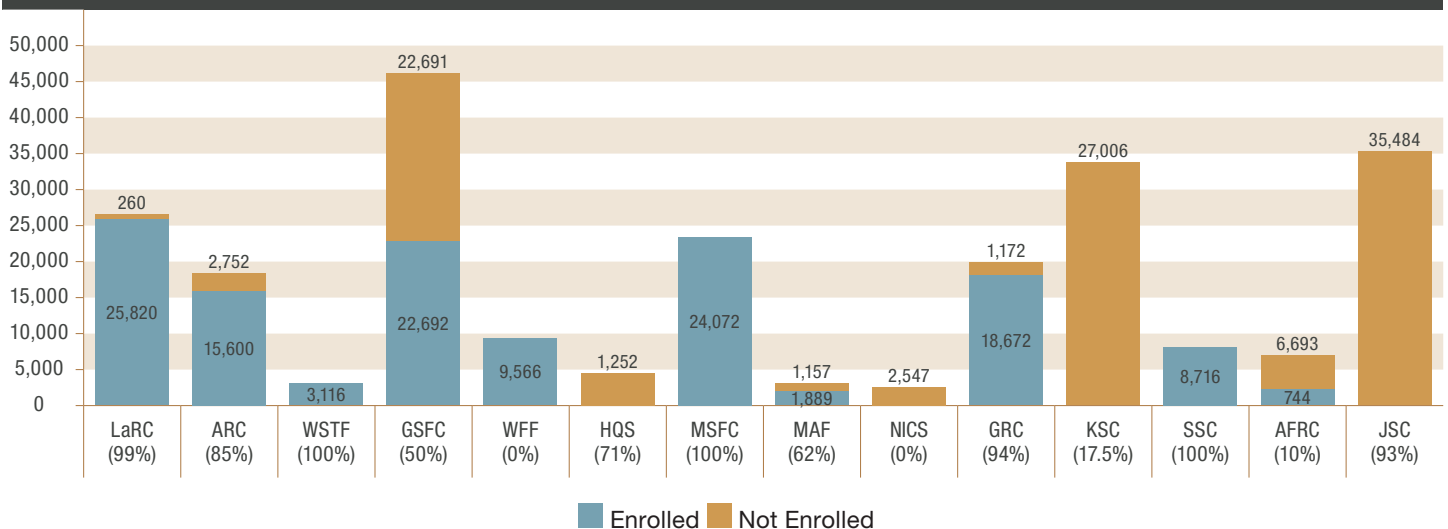
Status of NASA Project: Radio Frequency Identification (RFID)

NASA project managers continue to monitor Radio Frequency Identification (RFID) implementation

at each Center and actively participate in project update telecons hosted by NASA Headquarters. Recent updates depict the continued efforts from stakeholders to meet NASA's goal to achieve full implementation by the end of FY17. As of August 30, 2016, the Agency had implemented 163,166 of 240,696 items in RFID technology, achieving an enrollment rate of 68 percent. This enrollment rate indicates that the Agency is on good track to reach the established goal. The chart below illustrates the number of items enrolled in RFID and enrollment rates at each Center:

NASA RFID Project (Total of 163,116 of 240,696 Items enrolled)

TABLE 1: NASA RFID PROJECT



SUPPLY MANAGEMENT PROGRAM

Peral Hill, Program Manager

Update from the General Services Administration (GSA)

Effective August 8, 2016, the General Services Administration (GSA) modified its ordering Web sites—GSA Global Supply and GSA Advantage—to require the use of a valid Activity Address Code (AAC) for customers placing orders with GSA for GSA-supplied items. This requirement applies to customers paying with a Government purchase

card and to contractors authorized to use Government sources of supply. The change to the Web sites implements the requirements of the Digital Accountability and Transparency Act of 2014 (DATA Act), which seeks to improve tracking and to enhance the delivery of customer orders.

The AAC must be entered when making the first order under the new requirement and from that point it will be saved in the customer's account information.

AACs for contractors expire when their contract ends. If the contract is extended, contracting officers will need to submit an NF1603 (FEDSTRIP/MILSTRIP Activity Address Code Data) to the Center AAC coordinator to change the contract expiration date to the new end date prior to the expiration of the existing contract. If the extension isn't submitted prior to the contract expiration date, the contractor will not be able to order from Government sources of supply.

DISPOSAL MANAGEMENT PROGRAM

Michael Eaton, Program Manager

Excess Personal Property

With only a couple weeks remaining in FY16, NASA Centers have successfully processed 66,858 disposal cases with a total acquisition cost of \$611,208,157 and have 40,041 cases that are pending final disposition. This volume has remained relatively consistent over the past several years. Improvements in thru-flow will require Centers to consider multiple procedures to dispose of their excess property, including the first-in, first-out (FIFO) method.

According to the FIFO method, goods that are entered into the warehouse inventory first are disposed of (processed) first; as

additional goods are entered into the warehouse inventory, they are placed at the end of the line for disposition. This means that at the end of a fiscal year, the items that remain on the active inventory list should be those that were the most recently introduced into the inventory.

Computers for Learning (CFL)

NASA Centers transferred 130 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program in FY16; these transfers represent a total acquisition cost of \$216,132.

Centers are strongly encouraged to continue supporting the CFL

program because it offers a valued return to the taxpayers and fosters educational benefits through science, technology, engineering, and mathematics (STEM). The CFL program evolved from the implementation of Executive Order 12999, Educational Technology: Ensuring Opportunity for All Children in the Next Century.

How does CFL work? The CFL Web site enables schools and educational nonprofit organizations to obtain excess computer equipment from Federal agencies. Federal agencies can report their excess computers and related peripheral equipment to GSA through the GSAXcess Web site at <https://gsaxcess.gov/>.

To become eligible for the CFL program, recipients must first register on the GSAXcess Web site. In order to fulfill registration requirements, recipients must serve some portion of the prekindergarten through grade 12 population and operate primarily for the purpose of education. Schools must provide a valid National Center for Educational Statistics (NCES) number. Educational nonprofits must provide a 501(c) (3) tax identification number.

Once registered and determined to be eligible, recipients can view and request available excess computers and related peripheral equipment. The Federal agency that reported the property can then allocate the property to the school or educational nonprofit organization of its choice. After allocation, the receiving school or nonprofit organization must pick up the property within a certain time period. The school or educational nonprofit organization is responsible for the shipping and handling costs.

GSA Online Auctions Sales

With only a month remaining in FY16, NASA Centers have netted a total of \$1,358,693.60 in sales proceeds from GSA online auctions of personal property—(a) \$362,432.50 net sales proceeds under the exchange/sale authority and (b) \$996,261.10 net surplus sales proceeds. It is important to understand that sales proceeds

under the exchange/sales authority shall be used, in whole or in part, for the acquisition or replacement of property (as required by Federal Management Regulation (FMR) 102-39—Replacement of Personal Property Pursuant to the Exchange/Sale Authority). The net sales proceeds from the sale of surplus personal property through GSA online auctions can be used to defray NASA expenses related to the sale of the surplus property in accordance with the FMR 102-38.295-300, Disposition of Proceeds, and NASA Procedural Requirement 4300.1C, section 5.5.2, and can include:

- a. expenses associated with warehouses and storage;
- b. sales preparation;
- c. environmental services;
- d. demilitarization services;
- e. advertising and appraisals;
- f. security and transportation of property;
- g. labor or contract costs related to the sale of the property; and
- h. NASA Centers' established overhead rates for these functions.

UNICOR Recycling of NASA Excess Federal Electronic Assets (FEA)

By the end of the third quarter FY16, NASA Centers provided UNICOR a total of 1,215,091 pounds of

nonfunctional Federal Electronics Assets (FEA). NASA received \$75,468.81 of recycling proceeds (a correction from the third-quarter newsletter). The Federal Government has determined that the improper disposal of used electronics may potentially harm human health and the environment; therefore, electronic product(s) must be disposed of at the end of their useful life in accordance with Federal, state, and local laws. In complying with these laws, NASA and UNICOR entered into an agreement to appropriately dispose of NASA's electronic assets. It is estimated that 3 percent of NASA's e-waste ends up in a landfill with UNICOR as NASA's designated responsible recycler for e-waste at NASA Centers.

LMD Visit to UNICOR



Michael Eaton describes the UNICOR process in support of NASA. From left to right: Kevin Watson, Michael Eaton, Tim Currie, Gary Crawford, Marjorie Jackson, and Olivette Hooks.

In August 2016, the NASA Logistics Management Division (LMD) staff visited the UNICOR facility in Lewisburg, PA, to view the process

UNICOR uses to recycle, reuse, and “de-manufacture” Federal Electronic Assets (FEA) that come from Federal Agencies, including NASA and other non-Federal organizations. This was a great opportunity for the new director of LMD, Dr. Olivette Hooks, and her staff to see and discuss the flow of

disposal activities with the UNICOR staff. Gary Crawford from Glenn Research Center accompanied LMD to the UNICOR facility and was able to see firsthand the recycling/processing of e-waste.

NASA and UNICOR first signed a memorandum of agreement

(MOA) in FY13, and both parties are currently working to modify the MOA for FY17. The LMD visit to UNICOR was both informative and productive. All Centers are encouraged to visit their supporting UNICOR facility if possible.

KUDOS

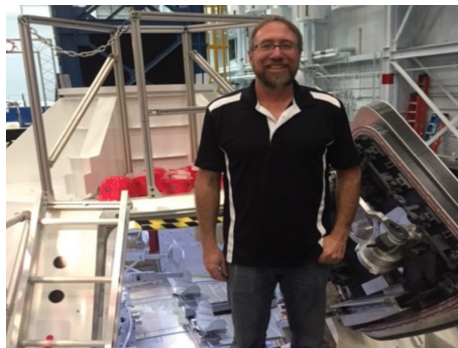
Reusing the Past to Build the Future Success Story

The following article was taken from the JSC Features newsletter, dated April 1, 2016, relating to reuse of excess property acquired from JSC’s Redistribution and Utilization (R&U) warehouse. The article can also be found at the following link:

<https://jscfeatures.jsc.nasa.gov/pages.ashx/397/Reusing%20the%20past%20to%20build%20the%20future>.

By Jennifer Morrison, NASA Johnson Space Center

One man has been finding ways to stretch his budget and help Johnson Space Center at the same time. Nathan Moore from the Habitability Design Center in the Habitability and Human Factors Branch put his creative thinking skills to the test when tasked with developing the medium-fidelity Orion mockup. Currently, the mockup is being used for engineering-evaluation purposes but, eventually, it will be used for astronaut training.



Nathan Moore stands outside the medium-fidelity Orion mockup. Image Credit: Jennifer Morrison

Moore turned to the JSC Redistribution and Utilization (R&U) Branch, a group on site that helped him stretch his construction budget much further. With the help of R&U, Moore has been able to repurpose excess property and find supplies needed to construct the mockup piece by piece.

Looking at the operator console outside the mockup, one might never have guessed that the frame was a repurposed structure made from parts waiting to be excessed in a laydown yard, and the flat-screened monitors and

monitor stands were from the R&U warehouse. When looking closely at the nearby stand holding up the Orion hatch waiting to be installed, a little sign announcing that the stand was used to support spacesuits is visible. Now the stand houses a small winch and hitch that gives Moore the ability to move parts between the fabrication shop and the mockup location.

The docking hatch mockup was originally estimated to cost tens of thousands of dollars to construct if outsourced. Instead, Moore turned to R&U for supplies to build it himself. Recovering stock metals and manufacturing the hatch in-house reduced costs by about 90 percent. Even the aluminum lockers installed in the base of the Orion mockup were built on site from reclaimed stock aluminum.

Not only did R&U provide frames, electronics, and metal stock for the construction of the operator console and the mockup itself, R&U also gave Moore fasteners



Spacesuit engineers demonstrate how four crew members would be arranged for launch inside the Orion spacecraft, using a mockup of the vehicle at Johnson Space Center. Photo credit: NASA/Robert Markowitz

and tools used to construct, test, and fabricate the mockups' complicated assembly. In addition, surplus dumbbells previously used for astronaut training found their way through R&U to the Orion mock-up area. Moore used the dumbbells to load test structures in the Orion mockup system instead of using the large overhead crane, which would have impacted other operations in the building,

Spacesuit engineers demonstrate how four crew members would be arranged for launch inside the Orion spacecraft, using a mockup of the vehicle at Johnson Space Center. Photo credit: NASA/Robert Markowitz

Overall, Moore reused more than \$92,000 in materials and tools in

2015 alone by taking advantage of R&U. By recovering and reusing these materials on site, JSC avoided paying disposal and recycling costs. Moore already has plans to claim other resources from R&U in 2016.

The R&U warehouse has a variety of resources. Call 281-483-7947, or visit the JB3 Web site (<http://centerops.jsc.nasa.gov/jb/jb3/>) to access the Equipment Database (under "Quick Links") and see what is available that you might be able to use today.

The 2016 GreenGov Presidential Award

September 7, 2016, Eisenhower Executive Office Building

Timothy Currie received the GreenGov Presidential Award for his outstanding contributions to the greening of NASA's vehicle fleet. Heeding the call from the White House to replace petroleum-powered vehicle assets, Currie has worked to scrutinize NASA's fleet, identifying optimal replacement selections for vehicles at the end of their life cycle.

Since 2010, NASA has reduced its total vehicle inventory by 19 percent, while increasing its alternative-



From left to right: Christine Harada (Federal Chief Sustainability Officer – White House Council on Environmental Quality), Tim Currie (NASA Transportation Program Manager), and Rick Marrs (Deputy Assistant Administrator – Office of Strategic Infrastructure)

fueled fleet by almost 10 percent. Compared to 2005 baselines, NASA has reduced its petroleum fuel use by 62 percent and increased its alternative fuel consumption by 190 percent. NASA's use of alternative fuels now accounts for 37 percent of its total fleet fuel consumption. In addition, NASA currently has 36 electric vehicles and over 240 low-speed electric vehicles, which further decreases the Agency's greenhouse gas emissions. Currie's hard work and expertise in transportation management has led to a significant reduction in NASA's carbon footprint.

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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