



Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

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Welcome. This newsletter is brought to you by the Logistics Management Division (LMD). Its purpose is to keep you abreast of the latest business practices and to share information about ongoing logistics management initiatives and events. It also introduces interim policy letters, which shall be incorporated in forthcoming updates of NASA Procedural Directives and Procedural Requirements.

A Retirement Farewell to Michael Eaton

By Miguel A. Rodriguez

It is with bittersweet sentiment that I write this article, because we, the Logistics Management Division, have lost one of our own to retirement. Mike Eaton, the Agency's program manager for property disposal, retired at the beginning of May and he will be unquestionably missed. He spent 9 years leading property disposal officers during his accomplished

tenure with NASA. Mike touched all of our professional lives during this time, and we are sad to see him go.

Mike joined the NASA Logistics team in 2008 following an accomplished period of performance as a contractor in the private sector after having served as a property disposal manager at the General Services Administration (GSA). He immediately assumed duties as the NASA Equipment Manager and was fundamental in

developing the disposition process for the closeout of the NASA Shuttle Program. His efforts resulted in a maximum return to NASA for all sales as well as the preservation of numerous Shuttle artifacts.

Everyone knows that you do not work for the Federal Government to make a lot of money—you do it to make a difference through public service. Mike became a coach to NASA logisticians, where he made a difference to

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the community by encouraging them and by providing up-to-date information on proper equipment management and disposal. At times, for Mike, making a difference also meant working together in a group in search of common Agency goals and following strict Federal laws and regulations concerning disposal issues.

Mike spoke with authority and expertise. Whether the Agency had to properly dispose of Space Shuttle orbiters; a light tower station in the middle of the ocean; or fish, livestock, or NASA equipment at overseas locations that were subject to export control regulations, he had the right answer—or knew where to obtain the right answer.

His excellent technical expertise and interpersonal skills worked together to make a big difference in the professional lives of others.

Mike pioneered cooperation among functional managers in the Office of Strategic Infrastructure (OSI), LMD, as well as with other Federal agencies and organizations outside OSI to ensure that all were “on the same page” and in full agreement. Mike made a lasting impression across NASA and at other Federal agencies through his inspiring innovation. He took advantage of every spare minute he had to share his logistics knowledge; he was the author of several NASA policy directives and policy requirements. I can attest to the fact that he was willing to share his knowledge because when I joined NASA he became my sponsor and mentor. There is nothing like doing business the NASA way, we agreed. He had experienced the transition when he retired from the military and started to work as a contractor and later as a civil servant.



Mike Eaton (left) receives retirement recognition from Calvin Williams, Assistant Administrator, Office of Strategic Infrastructure, OSI

Mike was a great NASA program manager. He was also a great colleague, a fellow retired Army Warrant Officer, and a friend. He was our “go-to” person when we had questions or needed ideas. Heck, Mike, after 40 years as a logistician you had better have some knowledge to share!

Thank you and happy retirement!

Supply and Materials Management Program

Peral R. Hill,
Program Manager

The following is an excerpt from a post that originally appeared in Safety Blog News. You can find the full article here: <http://www.safetyblognews.com/safe-stacking-and-storage-in-the-warehouse/>

Safe Stacking and Storage in the Warehouse

When we think of the safety issues associated with warehouses, many of us tend to think about the

hazards involved in using equipment like forklifts or the dangers of lifting heavy materials. While these issues do pose significant threats, the way materials are actually stored in the warehouse can also impact everyone’s safety.

If stacked incorrectly, products, raw materials, and other supplies can fall and cause injuries like cuts and bruises or even more serious injuries related to crushing and pinning. Employers need to make sure warehouse workers follow a set of standards for the storage of

materials to avoid these accidents. In this post we will examine various types of hazards related to stacking and storing and how to prevent accidents, as well as tips for labeling storage areas in warehouses.

Collapsing Loads

One of the most common accidents related to storage is a stack collapsing. When materials are stacked too high or in an unstable arrangement, removing an item from the stack or bumping the stack can cause the rest of the

materials to fall down. If heavy objects are involved, this can pose a real threat to employees.

Using an appropriate stacking method is one of the best ways to keep a stack from collapsing. Try one of these options:

- **Block Stacking** – Stack square items in a cube, making sure to secure them with some kind of strapping like wire or plastic shrink wrap.
- **Brick Stacking** – To ensure even more security, turn each level of a stack 90 degrees. This helps hold the items in place should the stack be bumped.
- **Pinwheel Stacking** – For even more protection than the brick pattern, turn each quadrant—not just each level—of items 90 degrees. Patterns like this help “lock” everything in place.
- **Irregular Stacking** – When dealing with irregularly shaped items, try adding sheets of plywood between each layer for added stability. We’ll discuss irregular items more in a minute.

In addition to using secure stacking methods, you’ll need to consider the height and weight of the material being stacked to prevent a collapse. Heavy materials should generally be stacked close to the ground (if stacked on shelves) and not too high. Bricks, for example, should only be stacked seven feet high, and if the pile is higher than four feet, the top of the pile should be tapered (two inches back for every foot of height. above four feet).

You should also take into consideration the type of material you’re stacking because some materials have specific requirements. Lumber, for example, needs to have all nails removed from it before stacking and it can’t be stacked more than 16 feet high (if workers will be handling it manually). Cylindrical materials like poles or pipes need to be blocked on the sides so they don’t roll off the pile. Bagged materials, which are very common in some warehouses, must use tapered stacking (a bit like a pyramid, with the layers getting narrower the higher up they are) and be placed in interlocking rows. Barrels and drums need to be stacked symmetrically and if they are stored on their sides, they must be properly blocked to prevent rolling.

Lastly—and this may seem obvious—when removing materials from a stack, always take them from the top of the stack first.

Obstruction of Aisles and Exits

You don’t want messy storage areas to trip workers, and you also don’t want them to interfere with people navigating aisles and finding exits in the event of an emergency. Keep stored goods in clearly marked areas well out of the way of pedestrian walkways. Also consider whether vehicles like forklifts will need to get through an area, and leave extra space around stacks in those situations.

Poor Ergonomics

While safe ergonomics is a much larger discussion than what we will say here, we’d still like to point out that it’s important to consider ergonomics when developing practices for stacking and storing materials. Will employees need to frequently remove or add items to a pile? Will they be doing so by hand? Will they need to carry those materials far? In these cases, employers need to provide proper space for lifting and moving heavy materials. It’s also best to store heavy items above knee-height and below shoulder-height to prevent lifting injuries.

Make Stacking and Storage Visual

Using visual cues to remind employees where to put stacks and how high stacks should be piled are simple ways to prevent mishaps. Floor tape, for example, can be placed around the corners or edges of stacks to remind employees where a stack should be placed. This is especially helpful if entire stacks are added and removed from your warehouse frequently. You can also use floor marking tape to mark aisles, which can prevent warehouse workers from placing pallets, boxes and other materials in the way of people or vehicles.

Marking the maximum height of a pile on a wall or shelving unit can keep piles from growing too high. This can be done with tape, a label, or paint, depending on your needs. Making a permanent visual reminder of height limits will help warehouse

workers a lot, since they won't need to guess if a pile is too high or get out a tool to measure the height.

Using additional signs throughout the workplace marking pedestrian traffic, vehicle traffic, loading areas and other activities related to moving supplies and products can also help keep your warehouse working smoothly, so select signs and labels most appropriate for your facility.

The following is an excerpt from a post that originally appeared in Safety Blog News. You can find the full article here: <http://www.safetyblognews.com/mark-floors-with-hazard-tape/>

Mark Floors with Hazard Tape

If you are in charge of safety at an industrial facility, you most likely have hazards that you want employees to know about. There are plenty of methods for alerting workers to these hazards such as safety signs and labels, training and emergency drills, and today we want to discuss another effective method: hazard floor marking tape.

Floor marking tape can perform many functions in the workplace including marking aisles, creating traffic lanes and aiding with organization. It can also be used to mark many kinds of hazards.

Hazard tape typically has stripes and comes in a variety of colors including yellow and black, red and white, black and white, and green and white. You are not required to use one of these color

combinations over the others, but OSHA and ANSI standards offer suggestions for how to use some of these colors.

Yellow and black tape, for example, is often used in areas where physical or health risks are present, while red and white tape is used in areas that should be kept clear for other safety reasons. Black and white tape can indicate an area should be kept clear for operational purposes. You do not need to follow these recommendations, but it is a good idea to make sure the colors of floor marking tape you use in your facility are standardized. (A full list of color recommendations for floor tape can be found in this free Floor Marking Guide: <https://www.creativesafetysupply.com/content/landing/floor-marking/index.html>).

So, what types of hazardous areas should you mark? Let's look at six common areas that businesses often mark with hazard tape.

Hazardous Chemicals and Atmospheres

When employees could come into contact with dangerous substances (either through touching them or breathing them), hazard tape around the area or throughout the area (as seen in the photo above) can alert them to the dangers.

In some cases, these areas may store hazardous chemicals, while in others chemicals may be in use in work processes. When the atmosphere is hazardous, this could be because of a chemical,

a dangerous gas like carbon monoxide or oxygen-deficient air. Marking the boundaries of the area with hazard tape and posting safety signs related to required PPE will provide helpful visual reminders to employees about the dangers present.

Dangerous Noise Levels

Many workplace sources such as power tool use, machinery and vehicle traffic can create high noise levels, and these noise sources can begin to cause hearing damage at levels as low as 85 decibels, which is less than the noise level created by truck traffic.

If your facility has areas that consistently create dangerous noise levels, marking them with hazard floor marking tape can draw attention to this problem. Hearing damage is an irreversible injury, so it's important employees are aware of the risks of workplace noise.

Electrical Panels

The electrical panels in your workplace can pose hazards to workers, especially if work is being performed on your facility's electrical systems. You likely have restrictions in place about who is allowed to access and perform work on electrical panels, and by marking these areas with hazard tape you can remind workers that not everyone can enter these areas. Electricity poses a serious hazard, and OSHA frequently cites employers for problems related to electrical issues. Clearly marking these hazards will benefit everyone.

Dangerous Equipment or Machinery

Just as you might not allow all employees to access electrical equipment, you likely wouldn't want just anyone getting close to dangerous machinery without appropriate training or credentials. Highlighting the dangers of this equipment can prevent things like cuts, pinching injuries, crushing injuries and other serious accidents.

Bumps That Could Impede Travel

Are there any permanent fixtures on the floor that could impede vehicle or pedestrian travel? In the photo above, you can see that small metal latches on the floor

have been marked with hazard tape. Without the tape, these metal pieces wouldn't be very noticeable, but now they stand out from the rest of the floor.

If your facility has any unusual obstructions on the floor, mark them. They may not seem like huge hazards, but they could cause needless problems for your workers.

Fall or Tripping Hazards

In addition to any bumps or other inconsistencies in the floor, you should mark anything else that could create a fall or tripping hazard. Commonly marked fall and tripping hazards include ledges, stairs and holes.

Slips, trips and falls are some of the most common accidents in the workplace (across all industries), and highlighting them with floor tape is an easy way to help prevent them. You can even use hazard tape that also provides traction, which is especially helpful in the winter when melting snow and ice from shoes can make the floor slippery.

Mark Hazards, Prevent Accidents

When combined with other methods for preventing accidents such as signs, labels, and safety training, hazard floor marking tape can make your workplace a visual one where accidents are less common.

Mail Management Program

Miguel A. Rodriguez, Program Manager

The following article was written by Bob Schimek, a Senior Director of Postal Affairs, Satori Software. The article originally appeared in the May/June issue of Mailing Systems Technology. You can find the full article here: <http://mailingsystemstechnology.com/article-4177-IMpb-Compliance-Is-Changing-July-2017-Are-You-Ready.html>

IMpb Compliance Is Changing July 2017. Are You Ready?

If you mail competitive parcels (Priority Mail, Priority Mail Express, First-Class Package Services, Parcel Select, and Parcel Select

Lightweight), you are likely familiar with the current 20-cent per piece fee that is assessed by the Postal Service on non-compliant packages. The fee can be assessed based upon three different categories:

- IMpb Barcode Provided: 95% threshold
- Address Provided: 98% threshold
- Shipping Services File (version 1.6 or newer) Provided: 91% threshold

In addition to the current compliance categories, the Postal Service has also been measuring the quality of IMpb barcodes, address information,

and the shipping services file, but it has not been assessing for these verifications.

The current compliance categories are focused on the presences of the data. Did the piece have an IMpb barcode? Was a full 11-digit delivery point (or delivery address) provided? Was a shipping services file submitted for the pieces? In July, the Postal Service will be merging the quality verifications with the current compliance categories and begin assessments for the three IMpb quality categories. The change will simplify verifications by keeping only three categories instead of expanding to six by adding the three additional quality validations.

The current thresholds, noted above, will remain for IMpb Barcode and Shipping Services file, but the validations for these thresholds will be changing. Based on the new validations that will be performed, the Address Information Quality threshold will be reduced from 98% to 89%.

The 95% Barcode Quality verification in July will require:

- The IMpb to have a valid MID.
- The IMpb to be unique for a minimum of 120 days.
- The Shipping Services File verifications in July will require:
 - The entry facility to match between the actual scan of the piece and the data in the file that was submitted.
 - The file must have a valid “post office of account” ZIP Code.
 - The file must have a valid payment account (permit number).
 - The file must have a valid method of payment, which could include permit, federal agency, PC postage, smart meter, other meter, and stamps.

- The Address Quality verifications in July will require that:
 - Every package must include a full, valid destination delivery address and/or 11-digit Delivery Point Validated ZIP Code.
 - If both the 11-digit ZIP and address are provided, the address must match the ZIP+4 Code.
 - When the address is provided, it must include a valid primary street number.
 - When the address is provided, it must include valid secondary address information (unit or apartment numbers).

It is important to understand that to determine if an address has a valid primary street number, you must use CASS-certified software. CASS software can also determine if an address is missing necessary secondary address information. If the address is a business, CASS software can append the necessary secondary information using Postal Service SuiteLink data. If the address is a residential address, the CASS software can only identify that the secondary address

information is missing, but it cannot provide it because the Postal Service does not allow access to secondary residential address data due to privacy restriction.

The reduction in the address threshold from 98% to 89% was primarily driven by this secondary address information requirement. To better ensure compliance with this requirement, it may be necessary to consider integrating CASS software into your order entry systems and prompt for the additional information at the time the address is being captured. If CASS cannot be used at the point the address is being acquired, another possibility to consider is using data enhancement services that are likely also available to you through your CASS provider.

It will be important to carefully watch these new validations to ensure you avoid costly assessments. In particular, pay close attention to the 89% threshold, since it is likely the Postal Service will be looking to increase it over time, so it might require some changes in your current fulfillment process.

Equipment Management Program

Miguel A. Rodriguez,
Program Manager

[Additions to the Equipment Management Community](#)



Mike Livermore

Mike Livermore, a logistics management specialist with Wichita Tribal Enterprises, LLC, recently joined the Kennedy

Space Center (KSC) Logistics Branch, where he is providing direct support to the Supply and Equipment Management Officer (SEMO). Livermore is a veteran of the United States Air Force (USAF) with a background in supply and equipment management. While in

the USAF, he was assigned to the Pacific Air Force Headquarters at Hickam Air Force Base, HI, from 2003 to 2006. There he performed equipment management functions in support of the Command Equipment Management Office. Livermore later transferred to Patrick Air Force Base, FL, where he served as the Flight Chief Quality

Assurance for the Air Combat Command Acquisition Management and Integration Center and performed surveillance functions over two Department of Defense contracts. He retired from the Air Force in 2011 and entered the private sector serving as a depot services and quality control coordinator for Telecommunications

Support Services, Inc., a Government contractor located in Melbourne, FL. Livermore holds both a B.S. in information technology and an M.B.A in finance from Columbia Southern University. He currently resides in Viera, FL, with his wife and son.

Disposal Management Program

Sharrief Wilson,
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Additions to the Disposal Management Community



Robert Omogbail

NASA Logistics Management Division (LMD) welcomes Robert Omogbail to Goddard Space Flight Center (GSFC) as a new addition to the Disposal Team in the Supply and Equipment Management Branch.

Omogbail was previously employed at Department of Defense Logistics Agency Disposition Services (DLA-DS). He entered DLA-DS as a property disposal specialist corporate intern in 2010, where he was trained in various disposal business protocols and procedures, including the processing of serviceable and scrap property; property demilitarization and cannibalization

to prevent further use by the public; and reutilization, transfer, and donation of Department of Defense (DOD) excess property to Federal, state, and local agencies throughout Georgia and Alabama area. Omogbail also worked with major agencies and contractors, including the Centers for Disease Control (CDC) headquarters in Atlanta, and Lockheed Martin in Marietta, GA. In these positions, he planned and executed cost-effective disposal actions to reduce overall excess property disposal cost through service contracts initiation with the CDC, direct shipments of demilitarization (DEMIL) required property, and onsite customer support to ensure complete compliance with DOD disposal instructions as well as other applicable Federal, state, and local regulatory provisions.

Omogbail considers NASA a great place to work, and he feels he is part of a great team and a great organizational culture that is very innovative, family-oriented, and mission-focused. He says, "NASA,

in my view, adds tremendous value to humanity through innovation, creativity, and reaching higher goals in space and Earth science, and I want to be part of that experience."

Omogbail indicates that he aims to apply his 8 years of disposal experience from DOD to NASA Goddard's disposal channel with fresh eyes and mind. "It also provides me the opportunity to participate in something bigger than myself as I continue to work very diligently in finding cost-effective disposal actions that will help not only my disposal team and GSFC, but the taxpayers. It is always an honor and privilege to serve in this capacity, and I am very proud to be part of NASA team," he concluded.

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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