



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.

Mail Management Program

Miguel A. Rodriguez,
Program Manager

The Annual Simplified Mail Accountability Reporting Tool (SMART) Data Call

The General Services Administration (GSA) annual fiscal year 2016 data call requires NASA to report data for all service providers, contractual information, and other

expenditures for mail management in SMART, an Internet-based application that collects mail-related data from Federal agencies.

We all know that reporting requirements are important and they help upper management to track, monitor, and make good business decisions for our mail

programs. The data are required under 44 U.S.C. §2904, "General Responsibilities for Records Management." Further, the Federal Management Regulation 41 CFR Part 102-192.85 states that all large agencies must provide an annual Mail Management Report to GSA. The following are the requested data categories in SMART:

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1. Total Mail Expenditures by NASA
2. USPS Domestic Expenditure
3. USPS International Expenditure
4. Commercial Carrier Expenditures (FedEx, UPS, etc.)
5. Mail Personnel Professional Certifications

All Centers must update their SMART users' access to the system. This means if someone no longer requires access to SMART, please note the change to the Agency Mail Manager (Miguel Rodriguez), who has the required access to add/delete users within the Agency. If you need to renew your password,

contact the Agency's Mail Manager for assistance—please do not contact GSA or the system developer for password changes.

Also, when accessing the SMART system, please review the “What’s New” section. This section shows the latest changes to the system so that you can input the data correctly. Don’t forget to select/check “Complete” when you have finished inputting your Center data (or select/check “No Data To Complete” if you had nothing to report for your Center). The Agency Mail Manager’s function is to verify that all Center data are complete and accurate and, after all Centers have successfully inputted their

data, to submit the consolidated and final report to GSA.

GSA will provide online training describing the latest changes to the SMART application in October. The Agency Mail Manager will provide information regarding upcoming training events as well as the date SMART will be open for Mail Managers to input their Center data and corresponding deadlines for data submission.

Headquarters/Logistics Management Division (HQ/LMD) thanks the Mail Management community for all of your support, dedication, and hard work during FY 2016. It was greatly appreciated!

HQ LMD Welcomes New Personnel to the Agency Logistics Community



**Brent Little,
New Property,
Supply, and
Transportation
Branch Lead at
Ames Research
Center**

Please welcome Brent Little, who was recently appointed as the Branch Lead for ARC Property, Supply, and Transportation Branch. As the Branch Lead, his

responsibility is to lead the teams in supply, transportation, shipping and receiving, mail, equipment, and property disposal; he also is the owner of all Compensating Controls Review (CCR)/audits for the Logistics and Documentation Services Division. Little, a Texas native, graduated from the University of North Texas with a bachelor of business administration in organizational behavior and

human resource management. He started his Federal career in 1999 and has held positions in the United States Army Corps of Engineers and the Office of Personnel Management. He arrived at ARC in 2012 after completing a civilian tour in Germany for the United States Department of the Army. Before joining Logistics, he served as a human resources manager, a co-lead for staffing, and a classification

program manager within the Office of Human Capital at ARC.



Darlene Gross, New Deputy Division Chief, Logistics and Documentation Services Division at Ames Research Center

Please join us in welcoming Darlene Gross to the Ames Research Center (ARC) Logistics and Documentation Services Division, where she was appointed as the Deputy Division Chief working with Division Chief Eric Kristich. As the Deputy Division Chief, Gross is responsible for supervisory leadership and all phases of the division's work, including managing, planning, directing, coordinating, and maintaining overall control of support services provided to all segments of the Center. Gross began her career in the Office of the Chief Financial Officer (CFO), and through her involvement in the Mid-Level Leadership Program (MLLP) her career has broadened to span into the Education Office and Logistics. Gross graduated from California State University, Chico, with a master's in business administration.

Prior to her appointment as the Deputy Division Chief, Gross was the Center Operations project lead for the ARC 75th anniversary event, hosting thousands of visitors across the Center.



Ricardo Montenegro, New Industrial Property Officer at Johnson Space Center

Ricardo "Rick" Montenegro

joined NASA's Johnson Space Center (JSC) in 2013 and, during his short career following his arrival, has supported a variety of major NASA programs. He was recently assigned as JSC's Industrial Property Officer (IPO). Prior to joining NASA, Montenegro served in the United States Navy on board the USS Nimitz aircraft carrier, where he supported the Global War on Terrorism as a Surface Combat Air Controller. Montenegro is a graduate from the University of Texas at El Paso, where he received a bachelor's degree in accounting and a master of business administration degree. He is active in the National Property Management Association

(NPMA), an organization dedicated to bringing members together to share property management best practices. Montenegro is very passionate about deep space exploration and loves being a part of the NASA community.



Homero Rangel, New Property Disposal Officer at Johnson Space Center

Homero Rangel began his

career with NASA's Johnson Space Center (JSC) in 2008 as a Contract Specialist within JSC's Office of Procurement, advancing to the position of Contracting Officer in 2013. In 2014, Rangel accepted the position of Deputy Chief in the Property, Supply, and Equipment Branch in JSC's Logistics Division within the Center Operations Directorate. Rangel's contributions brought about improvements to the property management function within the branch. His duties were later expanded to include the duties of Alternate Contracting Officer's Representative (COR) for the Logistics Operations Contract in 2015. Rangel was

recently reassigned to the role of JSC Property Disposal Officer (PDO) and continues to perform duties as Alternate COR.



**Bushra Ebneof,
New Supply
Management
Officer at
Langley
Research
Center**

Langley
Research Center

(LaRC) Logistics Management Branch is pleased to announce that Bushra Ebneof has completed his Pathways Internship and has been offered and accepted a permanent position within the Logistics Management Branch. He will be serving with the LaRC Supply Management Officer, where he will provide direct support to the Supply and Equipment Management Officer (SEMO), with primary responsibilities in supply management programs and providing oversight to contracted supply functions. Ebneof is an honors graduate of Saint Leo University in Florida, where he earned his bachelor's degree in sociology. During his 1-year Pathway Internship in the Logistics Management Branch, he rotated through several different functional

areas and gained valuable experience. He is currently pursuing a master of business administration at Saint Leo University. Originally from Los Angeles, CA, Ebneof spent 5 years in the United States Army as a Transportation Management Coordinator. During his time in the Army, he gained knowledge in logistics and supported various contingency operations around the world.



**Judy A. Gill,
New Industrial
Property
Officer at Glenn
Research
Center**

Judy Gill,
a Logistics
Management

Specialist, recently joined the Glenn Research Center's (GRC) Logistics and Technical Information Division (LTID). In this new role, Gill is primarily responsible for providing key support within the Industrial Property Office (IPO) while supporting other logistics functions. Gill joined NASA GRC in 2011 through the NASA Administrative Cooperative Education Program. At the conclusion of her co-op experience, Gill was hired full time to provide administrative support

for LTID as an Executive Support Assistant. In one of her jobs prior to joining NASA, Gill spent 5 years with a national transportation and logistics company implementing controls and procedures for interstate transport and storage of goods and products.

Gill says that she wanted to join the IPO team because "I love being challenged in my job by addressing new priorities and processes." In addition, she stated, "I also was fortunate to recently attend the National Property Management Association (NPMA) Education Seminar, which provided tremendous background information for developing property management methods and opportunities to network with all of my new peers in NASA Logistics and Government Property Management industry."

In 2016, Gill was awarded by NASA the Administrative Specialist of the Year award. She was deeply honored to receive this prestigious award.

Gill graduated magna cum laude from Cuyahoga Community College in Ohio with an associate's degree in business management. She

made the dean's list every semester and is a member of the Phi Theta Kappa International Honor Society.

In her spare time, Gill loves spending time with her four children and four grandchildren. They enjoy hiking, camping, kayaking, and boating.



**Peter Llanes,
New Supply
Officer at
Armstrong
Flight Research
Center**

Peter Llanes
joined NASA
Armstrong

Flight Research Center (AFRC) in March 2017 as the Supply Officer in Logistics, providing direct support to the Supply and Equipment Management Officer (SEMO). A native of Guam, Llanes is a veteran who served in the United States Navy as a Supply Chief. Llanes has a background in Navy Supply Logistics, where some

of his duties included activities surrounding receiving, storage, inventory, shipping, and issue functions for the USS Proteus, Naval Air Station Whidbey Island, Commander Pacific Northwest Everett, and the USS Carl Vinson.

After retiring from the Navy, Llanes was employed by the Defense Logistics Agency (DLA) Distribution Center in Puget Sound, where he served as a Transportation Assistant. He shipped cargo, small arms, and hazardous material to Puget Sound Naval Shipyard, Joint Base Lewis McChord, U.S. Navy ships, submarines, and other Navy commands in Washington. In 2008, Llanes was assigned as the Inventory Chief and Transportation Supervisor at the DLA Distribution Center in Corpus Christi, TX. There he performed annual, quarterly, and monthly inventory on repairable, consumable, classified, and pilferable material, reconciling the

material on hand with the material on record; he also conducted causative research on material discrepancies and performed inventory adjustments. In addition, he worked with commercial carriers on the shipment of cargo and with the receiving officer on the staging of cargo in the warehouse. Llanes's logistics career continued when he joined DLA Disposition Services Headquarters as the Transportation Supervisor, where he performed oversight on the day-to-day transportation operations over all DLA Disposition Services sites in the continental United States and overseas. Finally, Llanes served as the Accountable Officer at the DLA Distribution Center Guam, where he directly supervised the daily operations for material inventory and accountability for the center. His logistical experience will be a beneficial asset to the AFRC Logistics Branch.

Disposal Management Program

Sharrief Wilson, Engility Corporation, Program Management Support

Excess Personal Property

As of the end of FY 2017, NASA Centers have successfully completed the disposition process for 72,942 disposal cases, representing a total acquisition cost of \$659,645,388. There are 42,426 disposal cases still pending disposition. This volume has remained relatively consistent over the past several years. Improvements in “through-flow” will require Centers to consider multiple methods to dispose of their excess property, including first-in, first-out (FIFO).

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

So far this fiscal year, NASA Centers have transferred 150 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program, representing a total acquisition cost of \$162,911.

Centers are strongly encouraged to continue supporting the CFL program because it offers a valued return to 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/>.

For organizations to become eligible for the CFL program, potential recipients must first register on the GSAXcess Web site. In order to fulfill registration requirements, recipients must serve some portion of the pre-kindergarten 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 organizations are registered and determined to be eligible, representatives from recipient organizations 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.

General Services Administration Online Auction Sales

So far this fiscal year, NASA Centers have netted a total of \$1,410,875.72 sales proceeds from GSA online auctions of personal property: (a) \$607,044.80 net sales proceeds under the exchange/sale authority and (b) \$803,830.92 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 (NPR) 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

During FY 2017, NASA Centers provided to UNICOR a total of 835,007 pounds of nonfunctional Federal Electronics Assets (FEA). As a result, NASA has received \$50,100 proceeds from the recycling of e-waste.

The Federal Government has determined that the improper disposal of excess 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 nonfunctional electronic assets.

Renewal of UNICOR Memorandum of Agreement (MOA)

NASA LMD is currently in the process of exercising the fifth and final option of our agreement with UNICOR. The modification will include the responsibility for the Centers to provide an electronic spreadsheet to UNICOR of items included in the shipment. UNICOR will verify items that received at their processing facilities and notify the Centers of the results. The fifth option is expected to be effective on October 11, 2017; Centers should ensure proper coordination with UNICOR to make this process successful. The ability for UNICOR to verify the items they are receiving will help NASA in having complete accountability of items recycled with UNICOR and help the Centers if there are any audits.

Contract Property Management Program

Marjorie Jackson, Program Manager

National Property Management Association

National Education Seminar (NES)

The NASA logistics community, which included 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 (NES) in Phoenix, AZ. The NPMA education committee provided a week of training packed with top-quality educational workshops and professional networking opportunities. NPMA NES is described as

...the premier educational opportunity for professionals who manage personal property and assets for federal, state and local governments, contractors, colleges and universities and private industries. NES provides important networking opportunities with policy makers and your industry peers. This



Industrial Property Officers participating at the National Education Seminar (NES)

educational event is designed for managers, administrators, supervisors, and employees at all levels and in all aspects of personal property and asset management in the public and private sector.

The NASA Headquarters Logistics Management Division Contract Property, Equipment, Supply and Materials, and Transportation/ Fleet managers facilitated a mastermind session in which industry and Federal agencies posed questions regarding current NASA policies and procedures. NASA Logistics employees from eight of the NASA Centers and JPL/ NASA Management Office (NMO) attending the NES also took this opportunity to meet and discuss topics that affect the Agency's



Tracy Helmick providing Contract Property training at NES

Logistics operations. This important exchange gave NASA employees the opportunity to share common interests, tap into knowledge and expertise, research solutions to current issues, and learn about and share best practices.

Cynthia R. Jarvis from Kennedy Space Center (KSC) and John Parker from United Launch Alliance joined forces on a presentation regarding contract/program property closeout. Tracy Helmick

from Marshall Space Flight Center (MSFC) gave a presentation titled “Property Administration of Contracts, Grants or Cooperative Agreements: What in the World Are We Looking For?” She thoroughly explained the policies and procedures associated with property management systems and the university audit process. The crust of her presentation stated

...we want contractors and organizations to have an efficient, economic and uniform property management system (PMS) to acquire, control, use, protect and dispose of property required to perform the contract, cooperative agreement or grant which incorporates Industry Leading Practices (ILPs) and Voluntary Consensus Standards (VCS) for continuous improvement.

All attendees were able to design their own education sessions from a curriculum of over 60 seminars. Pre-conference certification courses were offered, and participants were able to earn continuing education unit (CEU) credits for this training. According to NPMA, this strategic event provides the logistics manager with actionable information to improve

asset management operations, helps ensure compliance to key regulatory mandates, and provides knowledge to reduce the costs and risk in managing physical assets and material. The NES has proven to be a great forum to gain education and knowledge as well as to reap the wealth of benefits that NPMA has to offer.

A special thanks Frank Johnson, Senior Logistics Manager at Langley Research Center, and all who attended and presented during this year’s event. I hope to see continued and increased participation by the NASA Logistics community.

NASA KSC Presentation at the National Property Management Association National Education Seminar

The NASA KSC Contract Property Lead and Industrial Property Officer (IPO), Cynthia R. Jarvis, and United Launch Alliance (ULA) Property Lead, John Parker, presented at the National Property Management Association (NPMA) 2017 National Education Seminar (NES) in Phoenix, AZ, in August 2017. Their presentation, “NASA-ULA Contract/Program Property Closeout: Failure Is NOT an Option,” covered

best practices gleaned from the superior effort and outstanding teamwork demonstrated during the closeout and disposition of Government property associated with the Delta II Program’s East Coast Operations at the Cape Canaveral Air Force Station (CCAFS) Space Launch Complex 17.

The presentation described regulations, processes, and procedures, including Industry Leading Practices (ILPs) associated with a program or contract closeout action. Moreover, the focus of the training was to share and exchange knowledge with other property professionals on proven techniques and practices that substantially improve closeout events.

The Delta II program closeout effort consisted of properly dispositioning more than 300,000 items of Government property, with an acquisition cost of \$48 million. Throughout the Period of Performance (POP) for this vast effort, ULA met all milestone completion dates and deadlines. The exemplary teamwork between NASA, the United States Air Force, and dedicated contract staff from ULA ensured that this process was completed on schedule, on

budget, and with a 99.94 percent accountability accuracy rating.

The Delta II Program closeout team received a NASA Group Achievement Award (GAA) from

Charles Bolden, former NASA Administrator. The actual award, presented by Robert Cabana, the KSC Center Director, noted the team's extraordinary effort,

teamwork, and dedication to completing the NASA mission.

If you would like further information on this topic, please contact Cynthia Jarvis at cynthia.r.jarvis@nasa.gov.

Kudos

Julie Hardcastle, JSC Supply and Equipment Management Officer

JSC Awards Silver Snoopy Award to Kelly Karcher, Inventory Management Specialist Within the Logistics Division of Center Operations

One of NASA's most prestigious recognitions bestowed upon an employee—either a civil servant or a contractor—is NASA's Silver Snoopy Award. Of all NASA's awards, the Silver Snoopy best symbolizes the intent and spirit of space flight awareness. The award is presented by an astronaut and recognizes outstanding achievements in human flight safety or mission success. On July 26, 2017, JSC presented



Kelly Karcher is shown with her mother, Winona Winans; coworkers; and friends after NASA Astronaut Reid Wiseman presented the Silver Snoopy Award recognizing her valuable contributions to the success of JSC's Logistics support of the space flight program.

Kelly Karcher with the Silver Snoopy Award for her contributions to property management. Karcher has been a key component in the Center's ability to maintain a loss property rate below the identified Agency requirement. In addition, Karcher's unwavering determination

has also been instrumental in ensuring JSC's ability to maintain a clean financial audit report. Another significant accomplishment by Karcher was demonstrated as a key team member during JSC's implementation of the Agency-wide radio-frequency identification (RFID) program. Her perseverance ensured that the next generation of property management was successfully implemented without disruption at the Center, through the successful RFID enrollment and re-tagging of 35,000 property items. Karcher's expertise, proactive nature, and attention to detail make her a truly deserving recipient of this award. CONGRATULATIONS, Kelly!

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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