



# Logistics Management Newsletter

FROM THE LOGISTICS MANAGEMENT DIVISION

FY18 | ISSUE 2

APRIL 2018

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.

## DISPOSAL MANAGEMENT PROGRAM

Sharrief Wilson, Program Manager

### Excess Personal Property

In the first quarter of FY 2018, NASA Centers have successfully completed the disposition process for 27,744 disposal cases, representing a total acquisition cost of \$246,756,058. There are 40,437 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.

The Headquarters Logistics Management Division (HQ LMD) uses the aging cases report

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**TABLE 1: SAMPLE DATA, NASA CASES OPEN IN DISPOSAL**

CENTERS	OLDER THAN 8 YEARS	OLDER THAN 7 YEARS	OLDER THAN 6 YEARS	OLDER THAN 5 YEARS	OLDER THAN 4 YEARS	OLDER THAN 3 YEARS	OLDER THAN 2 YEARS	OLDER THAN 1 YEAR	WITHIN 1 YEAR	CENTER SUBTOTAL	OPEN CASES WITHIN YEAR
CENTER 1							5	68	8,172	8,245	99%
CENTER 2					1	1	13	124	2,324	2,463	94%
CENTER 3	10	108	350	1,315	2,858	1,313	2,678	3,709	12,267	24,608	50%
CENTER 4							8	229	1,552	1,789	87%
CENTER 5									190	190	100%

Table 1. Sample data for NASA cases open in disposal.

in Business Objects (BOBJ) to compile data for input to the Baseline Performance Review (BPR). Table 1, shown above, is a sample chart. Centers should disposition their oldest cases first and attempt to keep their disposal inventory within one year.

**Computers for Learning (CFL)**

So far this fiscal year, NASA Centers have transferred 16 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program, representing a total acquisition cost of \$22,298.

Centers are strongly encouraged to continue supporting the CFL program because this program 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 the General Services Administration (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 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 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 \$774,573.50 sales proceeds from GSA online auctions of personal property: (a) \$430,750.00 net sales proceeds under the exchange/sale authority; and (b) \$343,817.50 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 (FEA)

NASA Centers provided to UNICOR a total of 356,256 pounds of nonfunctional Federal Electronics Assets (FEA) as a form of disposition. As a result, NASA has received \$21,376 proceeds from the recycling of e-waste in FY 2018.

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.

FY 2018 is the last year of the current Memorandum of Agreement (MOA), as we have exercised all five options. LMD will be reviewing our agreement with UNICOR as well as looking at additional options for

an Agency R2 Recycler. NASA is committed to the proper disposal of electronic waste and will stay compliant with GSA regulations.

## Reoccurring Disposal Findings on Compensating Control Reviews

The LMD staff performs Compensating Control Reviews (CCRs) to review the processes and procedures being conducted at the Centers. During some of the most recent reviews, we have noticed findings that are reoccurring at multiple Centers. In addition, the CCR team noted several findings relating to policies that had been explained in the previous newsletter (i.e., the approval process for abandonment and destruction documents and the completion of unannounced quarterly inventories). The CCR team also noted that not all the property located in excess areas had been entered (recorded) in the Agency Disposal System. The following NASA policies require that NASA disposal operations control and account for all property in the excess area in the Agency Disposal System.

## Property not entered into the Agency Disposal System for tracking, screening, and dispositioning excess property (NPR 4300.1C)

Federal agencies are responsible for making excess personal property available for reutilization to minimize the procurement of new items and to maintain an adequate system of property accountability. The Agency personal property disposition system must ensure the prevention and detection of unauthorized

disposal, abandonment/destruction, or theft of excess personal property in the custody of the Agency.

These personal property disposal responsibilities are promulgated in NASA Policy Directive (NPD) 4300.1 NASA Personal Property Disposal Policy; NASA Procedure Requirements (NPR) 4300.1 NASA Personal Property Disposal Procedural Requirements.

When excess requests are generated for NASA property, the

disposal system produces a unique disposal case number to track the excess in accordance with the instructions in NASA Enterprise Performance Support System (EPSS) for Logistics and 41 C.F.R. 102-36, which is equivalent to GSA's Item Control Number (ICN). NASA Centers should ensure that all property in the custody of the excess operation is added to the Agency Disposal System, and is tracked until it is dispositioned.

## NASA LMD WELCOMES NEW EMPLOYEES

NASA LMD is pleased to announce the incorporation of new employees to the logistics management community.

### Peggy Parrish, New Spaceport Integration Logistics Branch Supply Officer at Kennedy Space Center

By Peral Hill

Peggy Parrish began her Kennedy Space Center (KSC) career in March 1991 in the clerical pool and then moved over to the Procurement Office. She eventually advanced to executive secretary and personal assistant to the Executive Director of the Cape Canaveral Spaceport Management Office, an organization made up of both NASA and Air Force personnel overseeing the Joint Base Operations and Support

Contract. Later, she became a Program Specialist in the Spaceport Integration (SI) and Services Directorate's Business Office.

Parrish earned her B.A. in Organizational Management from Warner Southern College (now Warner University). She has received numerous awards during her career at NASA including the Silver Snoopy, KSC Honor Awards Certificate of Appreciation, KSC 2013 Small Business Advocate Award Technical Person of the Year, the Air Force Space Command Team Excellence Award 2000, Center Director's Gold Quality Dollar Award for Continual Improvement, two Acquisition Improvement Awards, and the Group Achievement Award. Parrish

regularly supports launches by volunteering as a bus escort. She also interacts with small businesses as the Technical Small Business Coordinator for SI.

Welcome aboard, Peggy! We wish you much success in your new role as the Supply Officer.



**Brian Hampton, New Industrial Property Officer at Ames Research Center**

By Marjorie Jackson

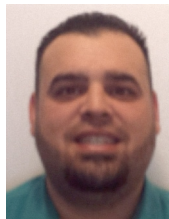
Please join us in welcoming Brian Hampton, who recently joined the NASA Industrial Property Office at Ames Research Center. Hampton is a native of Biloxi, MS, and has more than 20 years of experience in the field of Logistics.

He enlisted in the United States Air Force in August 1996, where he began a career in shipping and receiving. Hampton moved to the Government contracting field in April 2001, where he served as the manager of Classified Shipping and Receiving. In 2007, Hampton transitioned to the United States Army Reserves, where he served as the Logistic Management Specialist and Property Book Officer.

During his career, Hampton has achieved Level I Acquisition Certification, Military Logistics Instructor Certification, General Fund Enterprise Business System Certification and Government Billing Official Certification. He gained much of his professional experience

in organizations such as the 81st Readiness Division in Fort Jackson, SC; the 63rd Readiness Division of Mountain View, CA; the Defense Finance and Accounting Service in Indianapolis, IN; and the Defense Logistics Agency in Fort Belvoir, VA.

Welcome aboard, Brian! We wish you much success in your new role.



**Aldo Acevedo,  
JPL Mail Manager**  
By Miguel Rodriguez

Aldo Acevedo has been working at Jet Propulsion laboratory (JPL) since 2013. He started in the JPL transportation department as a Material Expeditor under a contractor position for

approximately one year. He then worked for three-and-a-half years in the shipping and receiving section as a Material Handler. While in shipping and receiving, he ensured the safe handling of materials being delivered to JPL and facilitated the safe packaging of flight and nonflight materials as they were shipped from JPL to suppliers.

Acevedo has transitioned to work in JPL's mailroom as the Mail Services Group lead, a function that requires him to oversee all mailroom activities in support of JPL's entire workforce. Acevedo earned his Associates degree in Economics from Los Angeles Valley College, and bachelor's degree in Supply Chain Systems from Brandman University.

## EQUIPMENT MANAGEMENT PROGRAM

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Jerome Phillips, Engility Corporation, LMD Program Support

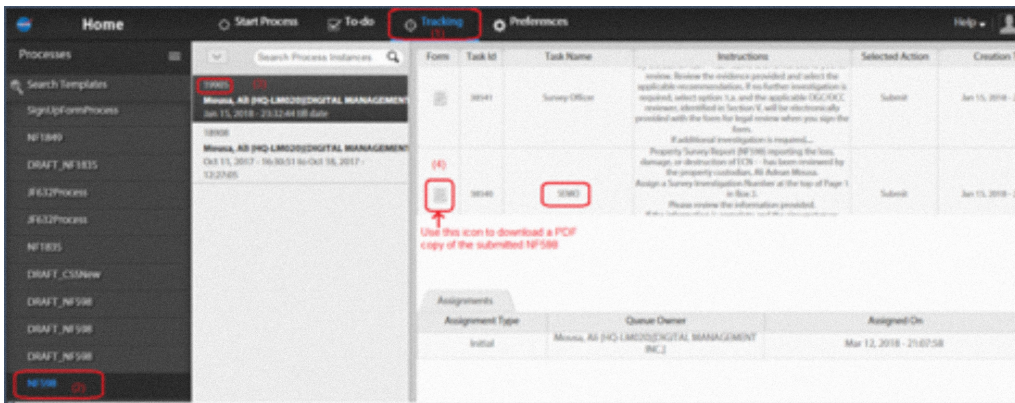
### NASA Form Completion Instructions Update

#### 1. How do you obtain a copy of an issued NASA FORM (NF) 598?

The first method to obtain this copy is by going to the Tracking tab: <https://forms.nasa.gov/lc/apps/nasaws/index.html#/tracking>

- a. Select "NF598" from the left-hand side panel. A list of all submitted forms by the Supply and Equipment Management Officer (SEMO) should appear. They are sorted from the most recent, but they also can be searched by the "Originator Name" or the "Task ID" keywords. The Task ID is the same number that shows up at the end of the URL in the task notification.
- b. Once the form is identified, follow the steps shown in the illustration below.

- c. Select the pdf icon and open the electronic form. This will show what the form looked like when it was submitted to the individual named for the task identified—in this case, the Supply Office (SO).



Alternatively, the SEMO can wait until the SO completes his/her review and submits the form. This will automatically generate an e-mail with the status of the form and the electronic copy of NF598 is attached to that e-mail. The status e-mail will be sent either to the SEMO's individual e-mail account or to the group mailbox designated by the SEMO.

## 2. How can a Survey Report be canceled?

The Property Custodian (PC) can reject the form back to the Originator (as shown below), and then electronically sign and click "Submit." The form will be assigned back to the Originator. The Originator has the option to clear their electronic signature and edit the form or to make any necessary correction(s) to resend NF598 to the PC, or to cancel the form, which will cause the process to be terminated. This is a useful practice, especially when equipment is found. If the form has already reached the SEMO, the SEMO can also reject the form back to the PC and then repeat the steps above.

**PROPERTY MANAGEMENT REVIEW**

**PROPERTY CUSTODIAN/SUPERVISOR** [help]

Name Lookup

1a. PROPERTY CUSTODIAN/SUPERVISOR	1b. E-MAIL ADDRESS	1c. PHONE NUMBER

2. CUSTODIAN REVIEW/SUPERVISOR  
(Select from drop down) **Reject, Return to Originator**

3. CUSTODIAN/SUPERVISOR COMMENTS  
This needs to be canceled.

NOTE: Before signing the form, the Property Custodian/Supervisor must use the "Name Lookup" to find the appropriate "Officer/Proprietor"

## 3. NF598 Completion Instructions.

An instruction document for completing Property Survey Reports has been developed and sent to the Center SEMOs. The size of the document precludes widespread dissemination; however, a copy will be linked to the Headquarters Equipment Home Web page at <https://ld.hq.nasa.gov/equipmgt.html>.



## Contact Us

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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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