



# 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.

## EQUIPMENT MANAGEMENT PROGRAM

Miguel A. Rodriguez,  
Program Manager

### Clarification Of Policy Statements Found In NPR 4200.1H

The continued review of equipment management policies and related business practices revealed the need to clarify and modify

policy documents ahead of their scheduled official revisions and updates. Policies in need of clarification are the involvement of the Office of General Counsel/ Office of Chief Counsel (OGC/ OCC) and the Office of Protective Services/Security Office (OPS/SO) in the property survey process,

as well as the composition of the Survey Review Board, and lastly, clarification of the sensitive items definition. I invite your attention to the following corrections and clarification to policy outlined in NPR 4200.1H, which will be included in a forthcoming NASA Interim Directive (NID).

## IN THIS ISSUE

1 Equipment Management Program

5 Disposal Management Program

9 NASA LMD Welcomes Additions To The Logistics Community

11 Kudos

12 Contact Us

## OGC/OCC and OPS/ SO Involvement in the Property Survey Process

Paragraph 1.14.6, NPR 4200.1H, which addresses the designation of voting members for the Survey Review Board (SRB) reads: “Representatives from the Office of the Chief Counsel (OCC) and the Security Office may be voting members on the SRB.” This policy statement needs revision and clarification in the NPR because it conflicts with the roles and responsibilities of the OGC/OCC offices. In essence, OGC/OCC attorneys:

- Provide legal advice to the Survey Officer (SO). Upon SO request, reviews and provides an opinion of the legal sufficiency of SO findings and recommendations resulting from the SO review and judgement of circumstances surrounding the loss, damage, or destruction of NASA-held property.
- Provide legal advice to the Chairperson, SRB. Attorneys may be designated by the Center Director as a non-voting member of the SRB to provide legal advice to the Chairperson regarding SRB findings and

recommendations for the loss, damage, or destruction of NASA-held property.

Representatives from the Office of Protective Services/Security Office may be designated by the Center Director as voting members of the SRB. In that capacity, they review the circumstances surrounding the loss, damage, or destruction of NASA-held property and provide findings and recommendations to the Chairperson.

### SRB Composition

As previously noted during scheduled LMD meetings, there is confusion among stakeholders regarding the composition of the Survey Review Board. Center officials responsible for appointing SRB members have identified inconsistencies in the policy outlined in NPR 4200.1H, which we intend to clarify in this article and in a forthcoming NASA Interim Directive.

**In accordance with NPR 4200.1H:** Paragraph 1.5.c. indicates that the Center Director shall “appoint a Survey Officer (SO) and Survey Review Board (SRB) members.” This statement fails to specify whether or not the Center

Director shall also appoint an SRB Chairperson. Moreover, Section 1.13, which describes the role of the Survey Officer, does not specify whether or not the function of the SO may include the role of the SRB Chairperson. The confusion resides in that the NPR does not associate or disassociate the roles of the SO and the Chairperson.

### So, is the SO the same as the SRB Chairperson?

Stakeholders’ concern is that the “NPR does not plainly state that and actually implies that these may be separate roles.”

These are two separate roles, which may be served by one or two persons. The policy directive provides latitude to the Center Director either to appoint two persons (subject to availability of Center resources); one person to fulfill the role of the Survey Officer (SO) and one person to fulfill the role of the Chairperson; or, to appoint one person to fulfill both roles.

## Why two distinct roles?

When the SO reviews the circumstances surrounding the loss, damage, or destruction (LDD) of NASA-held property described in a property survey report (NF-598), the SO may decide to relieve all concerned from financial liability and/or responsibility for the LDD if the circumstances clearly reveal no evidence of negligence, misconduct, or wrongdoing. In this event, the SO completes the property survey report without the need of SRB action. However, if the SO suspects negligence, misconduct, or wrongdoing, the SO must forward the survey report to the SRB Chairperson (if the SO is not the Chairperson) for investigation and further processing. If the SO is also appointed Chairperson, the SO, a voting member, leads an administrative hearing and investigation that may result in the assessment of financial liability, personnel action, or both against an individual or individuals. The SO, fulfilling the role of the Chairperson, proceeds with the investigation with the support of SRB members to reach consensus in the development of findings and recommendations.

The description of the Chairperson duties will be included in a forthcoming NASA Interim Directive.

## How many SRB Members?

It is also important to clarify the number of members that compose the SRB. Paragraph 1.14.4 states that the SRB will “... include **four or more voting members and a Chairperson.**” This statement could be interpreted as an SRB consisting of five or more voting members and implies that the Chairperson is not a voting member. Moreover, the SRB definition found in Appendix A indicates “no more than six members,” which could be interpreted as an SRB consisting of one or five members.

The description of the SRB composition in paragraph 1.14.4 and Appendix A are inconsistent.

The objective of this policy directive is to cover all potential aspects involved in an SRB investigation when negligence, misconduct or wrongdoing is suspected, and for the SRB to reach an unbiased finding(s) and recommendation(s). For that purpose, the Chairperson requires expert advice and support from a group of subject

matter experts; therefore, special consideration is necessary when appointing members of the SRB.

## **SRB Definition from Appendix A:**

*Survey Review Board (SRB). A standing or ad hoc committee designated by the Center Director and consisting of no more than six members who are responsible to conduct administrative hearings for impartially examining the facts and investigating the circumstances surrounding lost, missing, stolen, destroyed, damaged, or rendered unserviceable equipment.*

## Recommended SRB Membership

### Voting Members:

- An IT representative, who brings expertise on the proper handling and management of IT devices, including cannibalization requirements, equipment swaps and upgrades, the protocols for IT equipment in pool status in support of property passes and loans, proper safeguard of PII, identification of NASA-owned vs NASA-leased IT equipment, etc.
- A representative from the Office of Protective Services, who brings expertise on the identification of potential criminal activity and charges; reference and coordination with the Office of the Inspector General as necessary, etc.
- A representative from the Office of Security, who brings expertise on protocols for access to facilities, hours of operations, screening of personnel going in and out of facilities, etc.
- The Center Transportation Officer, who brings expertise regarding the proper management and proper operation of NASA-owned and NASA-leased transportations assets; office moves involving the

transportation of property, etc.

- A representative from Facilities and Real Property management, who brings expertise on proper identification of Related Personal Property, proper storage location and climate control environments, building access, etc.
- Associate Director for Management Operations, or equivalent NASA official, who brings senior leadership perspective and expertise regarding any potential assessment of financial liability, personnel action, or both, against an individual or individuals.

### Non-Voting Members:

- An attorney from the Office of General Counsel or the Office of Chief Counsel (OGC/OCC) as applicable, who brings expertise on the legal aspects surrounding the findings and recommendations. The attorney provides a legal opinion and suggestions regarding the feasibility to enforce and implement SO/SRB findings and recommendations.
- The Center Property Disposal Officer (PDO), who brings technical expertise on Agency

property disposal policies, procedures, and Center business practices for the timely and proper disposition of property.

- The Supply and Equipment Management Officer (SEMO), who brings technical expertise on governing policy documents and individual (stakeholder) responsibilities (at all levels) for the proper control, accountability and safeguard of NASA-held property. The SEMO provides any necessary reports, transaction history, and responds to other database-related queries from the Chairperson.

I have identified individuals who could be appointed as SRB members in different capacities. It is up to the Center Director to decide the appropriate composition of the Center's SRB. Some of the above may be included as alternate board members whom the Chairperson summons subject to the circumstances depicted on the property survey reports under review. In summary, the SRB composition depends on availability of Center resources; however, when resources are available, the SRB must convene with at least the Chairperson and three (additional)

voting members as prescribed in paragraph 1.14.5 of NPR 4200.1H.

### What is the Period of Appointment?

Paragraph 1.13.1.a.(2) states that SO appointments will not exceed 3 years. This policy statement is not completely accurate and causes misinterpretation to stakeholders. The purpose of this policy statement is to provide an opportunity to the Center Director to assess SO and SRB performance, and if necessary, reappoint the SO, including SRB Chairperson and members for an additional 3-year term. The paragraph above will be corrected to reflect the intention of the policy.

### Definition of Sensitive Items

The Sensitive Items definition in Appendix A, NPR 4200.1H, includes the language “Sensitive but Unclassified (SBU) and privacy protection,” e.g., Personal Identifiable Information (PII), as a qualifying element for equipment items to meet the sensitive items definition and inclusion in the sensitive equipment listing. As a result of a proposal presented during the annual Sensitive Items Review Board meeting, and the subsequent review of the NASA policies regarding SBU and PII, LMD has determined that the language included in the definition is unnecessary. The definition provided in Appendix D, The Sensitive Item Review Board, is the applicable definition: “Equipment

that is subject to exceptional physical security, protection, or control; requires accountability due to national security, export control regulations; is pilferable or potentially dangerous to the public.”

While I hope that the readers will find answers to their questions within these pages, please feel free to contact me for any additional information you might need.

### NPR 4200.1H IN NODIS

LMD noticed that there was an error in transcribing/uploading NPR 4200.1H to NODIS; figures were omitted and there are spacing and editorial errors. The errors have been brought to the attention of appropriate personnel for correction.

## DISPOSAL MANAGEMENT PROGRAM

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Sharrief Wilson, Program Manager

### Excess Personal Property

In the first quarter of FY18, NASA Centers have successfully completed the disposition process for 46,415 disposal cases, representing a total acquisition cost of \$423,651,164.

There are 38,263 disposal cases still pending disposition. This volume has remained relatively consistent over the past several years. Improvements in “thru-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. HQ LMD uses the aging cases report in BOBJ to compile data for input to the BPR. Below is a sample chart, Centers should disposition older cases first, and attempt to keep their disposal inventory less than one year old.

### Computers for Learning (CFL)

So far in FY18, NASA Centers have transferred 21 pieces of computer technology to eligible schools through the Computers for Learning (CFL) program, representing a total acquisition cost of \$32,832.

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 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.

**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.

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 (GSA) Online Auction Sales**

So far this FY, NASA Centers have netted a total of \$1,735,254.30 sales proceeds from GSA online auctions of personal property: (a) \$1,089,794.63 net sales proceeds under the exchange/sale authority; and (b) \$645,490.87 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)**

NASA Centers provided to UNICOR a total of 259,534 pounds of nonfunctional Federal Electronics Assets (FEA) as a form of disposition. As a result, NASA

has received \$15,710 proceeds from the recycling of e-waste in the first two quarters of FY18.

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.

FY18 is the last year of the current MOA, as we have exercised all five annual renewal options; LMD is currently negotiating a new MOA with UNICOR. NASA is committed to the proper disposal of electronic waste and will stay compliant with GSA regulations.

### **Retention of Proceeds from Surplus Sales**

The below excerpt from the Federal Management Regulations answers the question of when can the Agency (NASA) retain proceeds from surplus sales. Per NPR 4300.1C, NASA Centers are

required to maintain cost-of-sales spreadsheets to document the amount of time that NASA FTEs, and WYEs spend on surplus sales. The Center can retain the amount the sale cost their operations. This is for surplus sales only; for exchange sale, all of the proceeds must be used for the replacement of like items. NASA does not have statutory authority to retain proceeds; any surplus proceeds remaining after the cost of sales shall be returned to the U.S. Treasury.

### **FMR Subchapter B Personal Property**

Section 102-38.295-May we retain sales proceeds?

- a.** You may retain that portion of the sales proceeds, in accordance with your agreement with the holding agency, equal to your direct costs and reasonably related indirect costs (including your share of the Government-wide costs to support the eFAS Internet portal and Government-wide reporting requirements) incurred in selling personal property.
- b.** A holding agency may retain that portion of the sales proceeds equal to its costs of care and handling directly related to the sale of personal property by the SC (e.g., shipment to the SC, storage pending sale, and inspection by prospective buyers).
- c.** After accounting for amounts retained under paragraphs (a) and (b) of this section, as applicable, a holding agency may retain the balance of proceeds from the sale of its agency's personal property when-
  - 1.** It has the statutory authority to retain all proceeds from sales of personal property;
  - 2.** The property sold was acquired with non-appropriated funds as defined in section 102-36.40 of this subchapter B;
  - 3.** The property sold was surplus Government property that was in the custody of a contractor or subcontractor, and the contract or subcontract provisions authorize the proceeds of sale to be credited to the price or cost of the contract or subcontract;
  - 4.** The property was sold to obtain replacement property under the exchange/sale authority pursuant to Part 102-39 of this subchapter B; or
  - 5.** The property sold was related to waste prevention and recycling programs, under the authority of Section 607 of Public Law 107-67 (Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999, Public Law 107-67, 115 Stat. 514). Consult your General Counsel or Chief Financial Officer for guidance on use of this authority.



## NASA LMD WELCOMES ADDITIONS TO THE LOGISTICS COMMUNITY



**Alaura Keaton,  
Logistics  
Management  
Division (LMD) Intern  
at NASA  
Headquarters**

The Logistics Management Division is pleased to welcome Alaura Keaton to NASA Headquarters. Keaton was selected as a summer intern to support the daily functional activities of program managers within LMD.

She is excited to learn about the different functional areas and programs comprising NASA logistics, and to provide support to the program managers involved in projects and collaborative efforts with the 14 NASA Centers.

Keaton is in her senior year at the University of Alabama pursuing a bachelor's degree in business administration and a minor in computing technology and applications. Her interest in logistics began after taking a logistics course at the University and discovery of logistics practices and concepts. Her interest drove her to search for internship opportunities where she could experience logistic

work and the activities involved in the development of policies. Her eagerness and commitment in her research ended in an internship opportunity at NASA Headquarters. Her background in business application and processes along with her expertise in computer applications quickly made her an invaluable member of LMD and NASA's logistics management community. Alaura — Welcome to the Team!



**Janette Martin, New  
Spaceport  
Integration Logistics  
Branch, Equipment  
Manager at Kennedy  
Space Center**

Janette Martin began her career as an intern at the Kennedy Space Center (KSC) in January 2002, while completing her associate's degree in office systems technology. She was assigned to the Space Shuttle Program (SSP) Fluid Systems Division as an administrative assistant serving the SSP management team. Upon graduation, Janette worked as the divisional secretary for 4 years before her promotion to executive secretary to the

SSP Director. Later in her career, she transitioned into the role of program specialist in the SSP Business Office, and supported the Shuttle Transition & Retirement Directorate where she played an integral role in the close-out of the program, including transition of facilities, equipment, and the orbiters to their new locations.

Once Shuttle Transition and Retirement activities concluded, Martin became the Engineering Directorate Facility Utilization Manager, providing facility and space management for over 2,100 employees across 14 facilities. Recently, she accepted the position as the KSC Equipment Manager in the Logistics Branch of the Spaceport Integration and Services Directorate. In this position, she will oversee the equipment management program at KSC by directing annual inventory activities, overseeing all equipment transactions, and providing training and guidance to property custodians and end users. Martin's previous experience and comprehensive background has proven to be very beneficial in

her equipment management role. Welcome to the team, Janette. We are excited to have you!

## LMD WELCOMES 2018 SUMMER VOLUNTEERS

**Olivette Hooks, Director, LMD**

NASA extends opportunities for volunteers to fill service support positions who are willing to take on challenges and gain perspective of their strengths and weaknesses to make the working experience mutually beneficial to both NASA and the volunteer.

LMD's two summer volunteers are Siri Dubois and Adina Robinson. They are juniors at Chesapeake Math & IT High School in Laurel, Maryland. Siri and Adina will assist OSI personnel on administrative support and office projects from June 25 through August 15, 2018.



Siri Dubois plans to become an elementary teacher and photographer. She stated, "I would like to share my passion for both

interests with younger children, showing them that they can do more than one thing. I want them to know their imagination can take them to so many places anywhere."

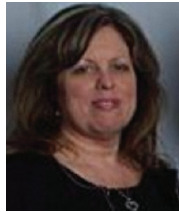


Adina Robinson is interested in Forensic Investigation and/or Forensic Psychology. She wants to solve crimes and do what it takes to get to the bottom of a crime. She stated, "I want to also help families to have sense of closure."

## Kudos

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It is NASA LMD's great pleasure to announce to the Logistics Management Community that Tracy Helmick and Sam Ingram of Marshall Space Flight Center (MSFC) were selected to receive the 2018 Outstanding Member Award from the National Property Management Association (NPMA). NPMA is a professional association dedicated to advancing the profession of asset management through leadership in education, standards, compliance, and certification. NPMA serves property and asset managers throughout the world and is the only association exclusively serving professionals who manage physical assets.



**Tracy Helmick,**  
**MSFC Industrial Property Officer**



**Sam Ingram,**  
**MSFC Industrial Property Officer**

Both team members provide excellent customer service and meet timeliness standards and efficiency in performance oversight of MSFC property administration and industrial property. Additionally, both have held on-site and off-site after-hour training sessions for property professionals within

the Government and contracting arenas. They both are recognized for their professional excellence and superior individual achievement in support of the property/asset management profession.

The Outstanding Member Award is given to designated members for exceptional service, a high level of commitment, and dedication to the property/asset management profession and NPMA. Congratulations!

## 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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