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 INVENTORY MANAGEMENT PROGRAM

Miguel A. Rodriguez, Program Manager

The American Security Drone Act (ASDA) is a legislation that regulates the federal procurement, operation, and use of federal funds for drones. The core provision of the American Security Drone Act of 2023 is the ban on the procurement or use of drones by federal agencies if these drones are manufactured or assembled by certain foreign entities identified as national security risks, chiefly targeted at drones made in countries like China. The act was signed into law on December 22, 2023, as part of the 2024 National Defense Authorization Act (NDAA) and will cease to have effect in 5 years.

The following ASDA extract summarizes Subtitle B (Drone Security) of the NDAA for Fiscal Year 2024, which highlights the sections NASA needs to comply with concerning the procurement, accountability, and operation of drones made in China.

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SEC. 1823. PROHIBITION ON PROCUREMENT OF COVERED UNMANNED AIRCRAFT SYSTEMS FROM COVERED FOREIGN ENTITIES.

In general, “the head of an executive agency may not procure any covered unmanned aircraft system that is manufactured or assembled by a covered foreign entity, which includes associated elements related to the collection and transmission of sensitive information (consisting of communication links and the components that control the unmanned aircraft) that enable the operator to operate the aircraft in the National Airspace System.”

Note. A covered foreign entity is any entity (including its subsidiaries or affiliates) the Secretary of Homeland Security, in coordination with the Attorney General, Director of National Intelligence, and the Secretary of Defense, determines poses a national security risk.

Any entity (including its subsidiaries or affiliates) domiciled in the People’s Republic of China or subject to influence or control by the Government of the People’s Republic of China or the Communist Party of the People’s Republic of China, as determined by the Secretary of Homeland Security.

SEC. 1824. PROHIBITION ON OPERATION OF COVERED UNMANNED AIRCRAFT SYSTEMS FROM COVERED FOREIGN ENTITIES.

In general, “beginning on the date that is two years after the date of the enactment of this Act, no Federal department or agency may operate a covered unmanned aircraft system manufactured or assembled by a covered foreign entity.”

Applicability to Contracted Services. “The prohibition applies to any covered unmanned aircraft systems that are being used by any executive agency through the method of contracting for the services of covered unmanned aircraft systems.

Note: A covered unmanned aircraft system is an ACTIVELY TETHERED UNMANNED AIRCRAFT SYSTEM. The term “actively tethered unmanned aircraft system” means an unmanned aircraft system in which the unmanned aircraft component:

- Weighs 4.4 pounds or less, including payload but not including the tether.
- Is physically attached to a ground station with a taut, appropriately load-rated tether that provides continuous power to the unmanned aircraft and is unlikely to be separated from the unmanned aircraft; and
- Is controlled and retrieved by such ground station through physical manipulation of the tether.
SEC. 1825. PROHIBITION ON USE OF FEDERAL FUNDS FOR PROCUREMENT AND OPERATION OF COVERED UNMANNED AIRCRAFT SYSTEMS FROM COVERED FOREIGN ENTITIES.

Beginning on the date that is two years after the date of the enactment of this Act, no Federal funds awarded through a contract, grant, or cooperative agreement, or otherwise made available may be used—

(1) to procure a covered unmanned aircraft system that is manufactured or assembled by a covered foreign entity; or

(2) in connection with the operation of such a drone or unmanned aircraft system.

SEC. 1826. PROHIBITION ON USE OF GOVERNMENT-ISSUED PURCHASE CARDS TO PURCHASE COVERED UNMANNED AIRCRAFT SYSTEMS FROM COVERED FOREIGN ENTITIES.

Government-issued Purchase Cards may not be used to procure any covered unmanned aircraft system from a covered foreign entity.

SEC. 1827. MANAGEMENT OF EXISTING INVENTORIES OF COVERED UNMANNED AIRCRAFT SYSTEMS FROM COVERED FOREIGN ENTITIES.

All executive agencies must account for existing inventories of covered unmanned aircraft systems manufactured or assembled by a covered foreign entity in their personal property accounting systems, within one year of the date of enactment of this Act, regardless of the original procurement cost, or the purpose of procurement due to the special monitoring and accounting measures necessary to track the items’ capabilities.

Classified Tracking. Due to the sensitive nature of missions and operations conducted by the United States Government, inventory data related to covered unmanned aircraft systems manufactured or assembled by a covered foreign entity may be tracked at a classified level, as determined by the Secretary of Homeland Security or the Secretary’s designee.

Note. The NASA Property, Plant and Equipment System (PP&E) is the Agency’s system of record utilized for record creation, identification as sensitive items, and inventory validation of not only covered unmanned aircraft systems but all unmanned aircraft systems in custody of NASA organizations each fiscal year.

Group Mailboxes Facilitate and Expedite the Processing of NASA Forms

Wayne Cragwell, LMI LMD Program Support

In the contemporary landscape where digital communication dominates, email stands as a pivotal tool for business operations within NASA. However, the conventional method of individual email accounts may not consistently yield the most efficient or collaborative outcomes, particularly in environments prioritizing teamwork and shared responsibilities. Herein lies the significance of group mailboxes—a solution brimming with benefits for

Continued on next page
businesses and organizations of all scales. Group mailboxes offer a versatile solution that not only streamlines communication but also enhances collaboration, accountability, and workflow management. By centralizing communication channels and fostering a culture of teamwork, Centers can unlock new levels of efficiency and productivity.

Numerous NASA Centers have embraced group mailboxes to bolster efficiency, diminish customer response times, and fortify communication among team members. For instance, the Kennedy Space Center’s logistics branch has implemented a centralized inbox system for each discipline within the branch, including Transportation, Supply & Material, Equipment Management, and Industrial Property Office (IPO), among others. Each of these specialized branches is associated with a dedicated email address, facilitating streamlined communication with customers and internal coordination. Every employee within these groups is bestowed with access to their respective mailbox, ensuring seamless collaboration and task management.

To optimize workflow within these group mailboxes, each employee is assigned a specific color or category, aiding in the organization and assignment of incoming tasks. An important practice followed is the avoidance of conducting work through personal inboxes, with customers redirected to the designated office inbox. This approach guarantees task coverage even in instances of employee absence, as other team members can readily access and address pending work.

While the above exemplifies a tailored implementation at Kennedy Space Center, it’s essential to recognize that creating group mailboxes can be adapted to suit individual organizational needs. Here’s a general outline on how to create a group mailbox:

- **Identify Requirements:** Determine the specific needs and objectives for implementing group mailboxes within your organization.
- **Define Group Structures:** Establish distinct groups or categories within your organization that warrant centralized communication channels.
- **Assign Access Permissions:** Grant appropriate access permissions to team members based on their roles and responsibilities within each group.
- **Configure Email Addresses:** Create unique email addresses for each group mailbox, ensuring clarity and accessibility for both internal and external communication.
- **Implement Organization Practices:** Develop standardized practices for categorizing and managing incoming emails to optimize workflow efficiency.
- **Train Team Members:** Provide training and guidance to team members on utilizing group mailboxes effectively and adhering to established protocols.

By adhering to these steps and customizing them to align with your organization’s unique dynamics, you can create and leverage group mailboxes to streamline communication, enhance collaboration, and drive productivity within your team or department.

**Continued on next page**
How to Create a Group Mailbox

1. Log into NAMS
2. In NAMS click on ‘New Request’, type in your organization’s info (Example AGCY0032).

3. Scroll down and click on ‘New Generic Account’ and click on Create New account.

4. Type in the name (example) “LARC SEMO”

5. Add the names of the individuals that need access to the mailbox.
6. Submit the request.
7. Once the mailbox is created, send a note to LMD and they’ll add the mailbox to the SEMO table.
Professional Certification – Asset Management

Extracted from the General Services Administration, November 2021.

The following paragraphs address professional certification related to personal property management and the reason NASA logisticians may want to pursue professional certification. The General Services Administration (GSA), nor the NASA Logistics Management Division endorse any professional certification program.

Note. Let’s keep in mind that there is no federal mandate for professional certification related to overall personal property management.

NASA Centers seek ways to advance the professionalism of their personal property management personnel. Although GSA provides some training focused on specific topics, GSA does not provide an overall certification program addressing all areas of personal property management. There are several professional certification programs available; some of which may be of use to federal personal property personnel. NASA Centers may decide to provide funds and time for personnel to pursue this certification training, or personal property personnel may decide to pursue it on their own for professional growth.

A professional certification is a designation earned by a person that verifies the person has met a predetermined set of standards. Certifications may be earned from a professional association, a university, or a private certifier. Certifications are typically valid for a specific period and require renewal periodically. Renewal of a certification usually involves proof of continued learning.

As previously indicated, there is no government-wide requirement for personal property certification. However, personal property personnel should consider earning certifications for several reasons: Earning a certification improves a person’s skills and knowledge; affords increased credibility in the person’s field of work; and reflects a person’s willingness to invest in professional development and a commitment to one’s profession.

Note. According to GSA, federal agencies may consider developing their own training program or may adapt one of the existing programs to their purposes.

The following information was developed as guidance by GSA’s Interagency Committee on Property Management (ICPM) to assist the federal community on topics not directly addressed by GSA policy. There are many certifications applicable to personal property management. Examples include, but are not limited to:

- Logistician certifications through the International Society of Logistics Engineers, http://www.sole.org, a nonprofit international professional society composed of individuals organized to enhance the art and science of logistics technology, education, and management.

- Property management certifications through the National Property Management Association, https://www.npma.org, a nonprofit membership association for professionals who are responsible for the effective and efficient management of equipment, materials, and other moveable and durable assets for their organization.

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In closing, personal property personnel interested in obtaining a certification should discuss it with their supervisor. Ideally, a certification program for personal property management should address these topics:

- Management throughout the personal property lifecycle: acquisition, use, and disposal
- Federal policy and guidance
- NASA specific requirements, including roles and responsibilities, Agency policies and procedures, accountability, and documentation and process requirements
- Roles other agencies can play in aiding and collaboration
- Asset-related voluntary consensus standards, federal best practices, and industry best practices

Is Inventory Validation the Same as Inventory Management?

Inventory validation and inventory management are related concepts, but they have distinct focuses within the realm of supply chain management. Let’s explore a few definitions that could help us establish the difference:

**Accountable Personal Property** includes nonexpendable personal property whose expected useful life is two years or longer and whose acquisition value, as determined by the Agency warrants tracking in the Agency’s property records, including capitalized and sensitive personal property, FMR §102-35.20. *NASA’s accountable personal property is defined as “controlled equipment” in NPD 4200.1, and NASA’s threshold for control is $5,000 or greater.*

**Accountability** means the ability to account for personal property by providing a complete audit trail for property transactions from receipt to final disposition, FMR §102-35.20. *NPD 4200.1 establishes individual responsibilities and NASA policy directive to create records for all equipment items meeting NASA’s definition for control in SAP/PP&E System. Since management decisions may result in property transactions such as equipment loans, lease/loan-ins, transfers, upgrades, cannibalizations, assemblies, etc. NPR 4200.1 establishes the procedural requirements to process and record property transactions affecting the property records in SAP/PP&E System.*
Inventory – Per FMR §102-35.20, inventory includes a formal listing of all accountable property items assigned to an agency along with a formal process to verify the condition, location, and quantity of such items. *This term may also be used as a verb* to indicate the actions leading to the development of a listing. In this sense, an inventory must be conducted using an actual physical count, electronic means, and/or statistical methods.

*NASA's equipment inventory is approximately 200,000 items with an estimated total acquisition cost of $9.7 billion. NASA's formal process to verify the condition, location, and quantity of its equipment inventory is governed by NPD and NPR 4200.1. The agency’s inventory validation is conducted by physical count of weapons, the scanning of items via RFID, and inventory by transaction methodologies.*

Physical Inventory – The verification of the existence, location and quantity of assets including the verifying of additional information, FMR §102-35.20. *NASA steered away from conducting physical inventories (except for small arms/weapons), developed system capabilities, and opted for cost effective inventory methodologies, such as barcode and RFID scanning along with inventory by transaction as part of NASA’s “perpetual inventory” approach.*

![Figure 1. Equipment Inventory Management](image-url)
Therefore, What Is Inventory Management?

Inventory management consists of the many processes for ordering, taking delivery, storing/warehousing, tracking (in inventory management systems), inventory validation, process evaluations, and disposing of assets. These processes may be triggered by managerial decisions (or operations decisions) which result in diverse activities affecting the management of equipment inventory (See Figure 1).

Note: The Agency’s inventory of personal property (or assets) consists of supply, materials, and equipment that NASA officials utilize in meeting NASA’s mission.

FREIGHT MANAGEMENT

Did you Know?

Information on Returned Shipments

In the new version of the Next Generation Delivery Service (NGDS) contract, there was a change to the performance work statement (PWS) regarding the billing for a returned shipment that was deemed undeliverable. Unless directed by the shipper, the contractor (carrier) must use a service equal to or lesser than the service level originally ordered by the shipper. In consequence, invoicing for the returned shipment will be done using the service used, and the actual lane of travel. This means the returned shipment might cost more than the original. For example, a shipment originates in the USA, destined for Germany, and is declared undeliverable, resulting in a return to the sender. The USA rate use to Germany is $50.00 (plus accessorials) and the Germany to USA rates is $75.00 (plus accessorials). The shipper will be invoiced both $50.00 (plus accessorials) for the outbound shipment and $75.00 (plus accessorials) for the return of the shipment. To avoid unnecessary charges, please ensure delivery addresses are complete, accurate, and include phone numbers in the local format. Do not include any acronyms or any other information that may confuse delivery drivers.

From FedEx

FedEx Advanced Tracking. Advanced tracking allows customers to customize their tracking dashboard, display all shipments: Ground, Express, and Freight shipments in one view for easy management.

With FedEx Advanced Tracking you can:

- Manage up to 20,000 shipments without entering specific reference numbers.
- Share shipment alerts/activities with others.
- Access documents, images, tracking status and estimated delivery times.
- Customize your view and run reports.
- Get proof of deliveries.
To access FedEx Advanced Tracking, log in to your fedex.com account, click on “tracking” then select “advanced tracking” from the tracking dropdown. You may also view a customer training video on how to set up FedEx Advanced Tracking.

*FedEx Electronic Trade Documents (ETD) and Electronic with Originals (EWO).* ETD is an international shipping solution that allows you to submit your signed customs documents electronically, so you no longer need to print multiple copies.

ETD is a single, efficient, and reliable solution that helps avoid customs delays and speeds delivery.

Features and benefits include:

- Upload and customize your own customs documents or use FedEx generated trade documents.
- Submit electronic documents to eliminate manual signing, folding, and attaching customs documents to each shipment saving on paper and printing cost.
- Get a head start on customs clearance by submitting trade documents in advance of your shipment, reducing the chance of customs delays by proactively problem solving.
- Save shipment details for use later.
- Access a 90-day shipping history and store names and addresses to create groups.
- Generate day-end reports.

Some countries require paper documentation for customs clearance. Another option (if paper documentation is required when you opt for ETD) is Electronic with Originals (EWO) to provide seamless upload of the required documents for customs clearance. Documents need to be printed and attached to the shipment. The number of copies required to be printed will be less than what you would need for a non-ETD or a non-EWO shipment.


**Opening a New Shipping Account**

FedEx New Account Process: To open a FedEx account, Government customers must call the FedEx Government Billing Hotline at 1-800-645-9424 or email a request to togovtsupport@fedex.com. FedEx is requesting that customers do not open an account via fedex.com.

Polar Air Cargo (Serviced by DHL) New Account Process: To open a DHL shipping account, customers are asked to contact the DHL Global Public Sector Support office at (888)345-9363, option 1, or by emailing [GlobalPublicSector@dhl.com](mailto:GlobalPublicSector@dhl.com).
UPS New Account Process: UPS prefers the Enterprise Accounts Managers enable new accounts that way they are aware of the accounts and ensure the right setup is accomplished by parent / subparent as many of the agencies have different requirements. If a new account is needed, customers should send an email of introduction including agency name, address and POC information to rwegner@ups.com. UPS will put you in contact with appropriate Enterprise Accounts Manager and initiate account setup.

KUDOS

Julie Hardcastle, Deputy Chief, JSC Logistics Division

Congratulations to Judy Elam for being awarded NASA’s Exceptional Service Medal, a prestigious award given to Government employees who demonstrate sustained performance that significantly enhances NASA deliverables, operations, or image. Elam’s record of achievements has set a benchmark for others to follow, including substantial improvements to NASA programs resulting in high-quality outcomes. Her services have been instrumental to NASA’s past and ongoing success, particularly in managing the NASA/JSC Export Control Program and leading transformative changes.

Elam was recognized for her exceptional management of the NASA/JSC Export Control Program, leading transformative change to support mission success as NASA enhances its relationships with international partners. Through her active participation and commitment, Elam spearheaded the implementation of key aspects of the compliance strategy, resulting in the development of a robust Export Control Management Program compliance strategy. Her recommendations led to the creation of essential components facilitating compliance with Export Administration Regulations and International Traffic in Arms Regulations, culminating in the establishment of operational programs and procedural documentation at the Center level. This has ensured consistency in export decisions, transactions, and compliance with NASA’s procedural requirements, significantly enhancing NASA and JSC’s ability to manage export control effectively and comply with relevant regulations and guidelines.

Judy Elam’s exceptional service and impact on NASA’s success are truly commendable. Well done, Ms. Elam!
NEWCOMERS

THE LOGISTICS MANAGEMENT DIVISION WELCOMES CRAIG MEHL AS THE NEW GLENN RESEARCH CENTER CHIEF OF LOGISTICS

Vince Cappello, Director, LMD

Prior to this assignment, Craig Mehl served as the Acting Chief of GRC’s Protective Services Office (PSO). In this role, his responsibilities included leadership, management, budget development and oversight, strategic planning, and the direction of all Protective Services disciplines related to the protection of personnel, information, and property. He provided local oversight for a regional contract, as well as leadership over Glenn’s security management, including physical and information security, national security systems, handling of sensitive and classified information, identity, credential, and systems access management, emergency management, and continuity of operations functions.

Mehl began his civil service career in 2001 as a PALACE Acquire intern with the Air Force Research Laboratory (AFRL) at Kirtland Air Force Base in Albuquerque, New Mexico. He remained with AFRL supporting numerous programs and projects until he was selected as the Information Systems Security Manager for a Special Access Program office in the laboratory’s Direct Energy Directorate, and later was appointed AFRL Phillips Research Site Program Security Officer. He joined NASA in 2009 when he was selected and appointed as GRC’s Assistant Program Security Officer. Craig was promoted to Lead Program and Special Security Officer in 2012. While in the PSO, he had the opportunity to serve in a variety of positions and support numerous special projects which enabled him to build experience as a leader, program manager, and supervisor and he was able to develop a diverse background in operations, safety, security, and support services coordination.

Mehl is a graduate of Ohio Northern University where he earned a Bachelor of Arts in Criminal Justice. He’s completed numerous leadership programs through NASA including Leading Through Influence, as well as GRC Center Operations’ Leadership, Exploration, and Development program, which included coursework at Case Western Reserve University’s Weatherhead School of Management and Kent State University. Mehl has been awarded the Agency’s Early Career Achievement, Exceptional Service, and Exceptional Achievement Medals in addition to numerous other group achievement awards.
THE LOGISTICS MANAGEMENT DIVISION WELCOMES KASSANDRA KERSTETTER AS GODDARD SPACE FLIGHT CENTER GOVERNMENT PROPERTY ADMINISTRATOR

Ann Cuyler, HQ-Contract Property Program Manager, LMD

Prior to beginning her journey at NASA, Kassandra Kerstetter served as a Government Property Administrator (GPA) with the Defense Contract Management Agency and played a key role in NASA’s Federal Industry Partners contract oversight as a GPA on NASA and Department of Defense awards for five years.

Please join me in welcoming Kassy to our ONE NASA Team!

“I have always thought how amazing it would be to one day join the contract government property team for NASA! I am excited for my new journey here as an Industrial Property Management Specialist at Goddard Space Flight Center.

“I moved to the east coast from Washington State. I am outdoorsy and love being a dog mom. Before beginning my new journey with NASA, I worked for the Defense Contract Management Agency as an Industrial Property Management Specialist for almost five years. I can’t wait to bring my prior experience and knowledge to support the team’s mission and grow as a subject matter expert within my career of property administration.”

Kassandra Kerstetter, New Government Property Administrator, GSFC.

Kerstetter served as a GPA with the Defense Contract Management Agency and played a key role in the NASA’s Federal Industry Partners contract oversight.
THE LOGISTICS MANAGEMENT DIVISION WELCOMES MATTHEW KESLER AS LANGLEY RESEARCH CENTER INDUSTRIAL PROPERTY OFFICER

Ann Cuyler, HQ-Contract Property Program Manager, LMD

LMD is pleased to announce the selection of Matthew Kesler as the Langley Research Center’s Industrial Property Officer (IPO). In this role, Matt is responsible for the contract property function, providing oversight for the Center’s contractor-held government property program worldwide and ensuring compliance and implementation of the Federal Acquisition Regulations, NASA policies, procedures, and contract provisions relating to all aspects of government property management. He will also work closely with the Office of Procurement to advise them on contractual language and clauses in relation to Government property.

Prior to NASA, Kesler served as a Government Property Administrator with the Defense Contract Management Agency located in Chantilly, Virginia from 2016 to 2022. In that capacity, he administered contract awards with NASA and Department of Defense.

Matt has been serving as a Property Administrator within NASA logistics since May 2022. In this role he performed Property Management System Audits on contracts with off-Center government property to ensure compliance. He looks forward to working with everyone in the Industrial Property community of practice and the larger logistics function. He mentors and guides Contracting Officer Representatives, Contracting Officers, contractor staff, and other contract property stakeholders as necessary. In addition to serving as LaRC’s Contract Property Administrator, he has also served as the backup Industrial Property Officer administering, managing, and ensuring a compliant program. Please join me in congratulating to Matt in his new position on our ONE NASA Team.

Kesler mentors and guides Contracting Officer Representatives, Contracting Officers, contractor staff, and other contract property stakeholders as necessary.
NEW INDUSTRIAL PROPERTY OFFICER AT KENNEDY SPACE CENTER

Ann Cuyler, HQ-Contract Property Program Manager, LMD

The logistics management community is pleased to announce Darrell Friddle as the newly appointed Industrial Property Officer at Kennedy Space Center (KSC).

Friddle was previously a Government Property administrator (GPA) at Johnson Space Center for four years. He brings a wealth of experience to KSC. Prior to his journey at NASA, Friddle served in the U.S. Army as a Material Supply Specialist for eight years. In addition, his prior experience includes serving as GPA for two major Government Contractors, Department of the Air Force as a Supply Clerk for two years, and as GPA for the Defense Contract Management Agency, administering NASA and Department of Defense awards.

Please join me to welcoming our new Industrial Property Officer at KSC to our ONE NASA Team.

UPCOMING EVENTS

Ann Cuyler, HQ-Contract Property Program Manager, LMD

National Education Seminar (NES) is the signature annual event bringing together property and asset management professionals from the federal, state, and local governments; colleges and universities; contractors; private sectors; hospitals; in addition to vendors showcasing products and services to the asset management profession.

The NES conducts a variety of educational offerings covering all the main areas of emphasis, general sessions, case studies, and breakout sessions led by renowned speakers and leaders in the profession. In addition, NES provides demonstrations, exhibits, and networking opportunities. It would a great opportunity for NASA subject matter experts (SMEs) to join other professionals on the same real-time educational programs as SMEs and active participants.

Join us at the National Property Management Association (NPMA) National Education Seminar (NES) 2024, in Reno, Nevada from July 31 to August 1, 2024. Visit https://npmaconferences.org,npma-conferences/nes/ for more information.
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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https://www.nasa.gov/LMD