



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 of 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

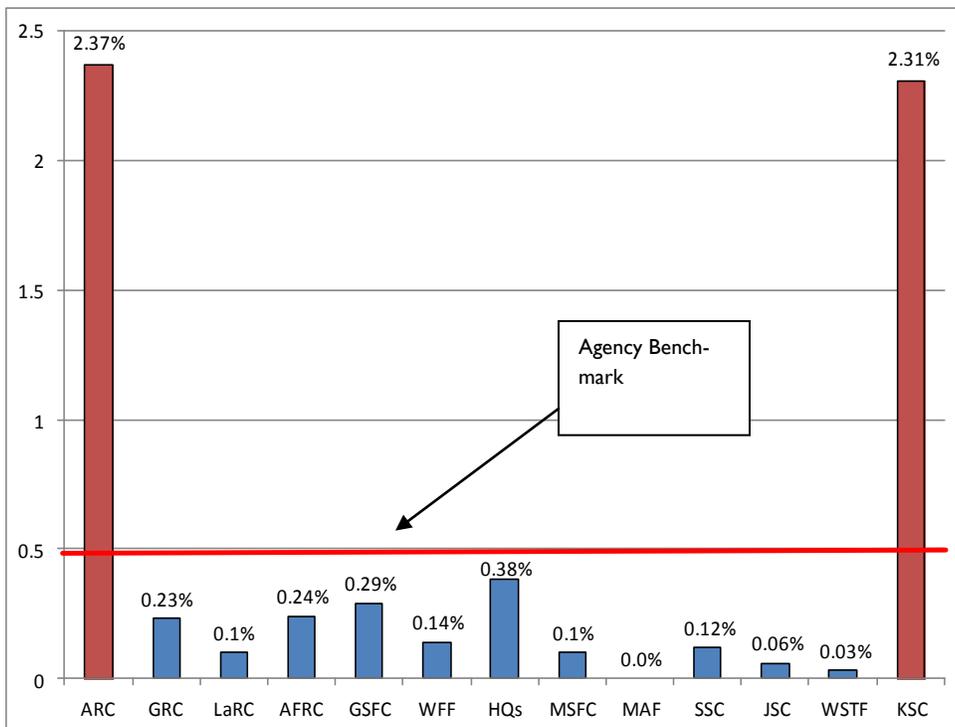
Agency Loss Rates – FY13

By Miguel A. Rodriguez, Manager, Equipment Management Program

The Agency Loss Rate is 0.42% in FY13. The Agency conducts wall-to-wall physical inventories each fiscal year. The wall-to-wall physical inventory campaign is a management tool for record validation, and the result of the physical inventory measures how well NASA organizations manage Government equipment. At the beginning of each fiscal year (October 1), the Center loss rate is calculated by dividing the number of net lost items during the fiscal year by the Center's equipment density at

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the end of the fiscal year after capturing equipment additions and deletions.

Although it is not a good indicator of proper equipment management control and performance, equipment recoveries are taken into consideration when calculating Center loss rates. Net loss is the number of equipment items initially reported as lost in a fiscal year minus the number of equipment items later recovered and accountability established within the same fiscal year. The Agency's benchmark is 0.5% (one half of one percent).

Property Disposal

by Michael Eaton, Manager, Property Disposal Program

Federal Electronic Assets

GSA is proposing to amend the Federal Management Regulation (FMR) 102-36 (Disposition of Excess Personal Property) by changing its personal property policy regarding the disposal and reporting of Federal Electronic Assets (FEA) (see Federal Register: Volume 79, Number 44). The proposed changes are to provide policy for the safe handling and disposal of FEA and to clarify existing policy. The proposed rule changes are significant and will change the way GSA and the Agency do business relating to the disposition of excess and/or exchange (replacement)/sale of FEA. The proposed rule change has been forwarded to NASA HQ's Environmental, Aircraft Division, OCIO, Procurement; and Center Property Disposal Officers for review and comments.

Excess Personal Property

As of April 15, 2014, the Agency had final disposition of 30,559 disposal cases with a total acquisition cost of \$375,572,095; there were 60,111 disposal cases pending disposition. A portion of the property still being dispositioned is left over from the turn-in of Shuttle excess property. Centers are encouraged to look at ways to disposition the excess property as quickly as possible in accordance with Federal and NASA property disposition regulations and policies. If assistance is needed, please contact Michael Eaton (NASA Disposal Program Manager) at michael.eaton-1@nasa.gov.

Computers For Learning

As of the end of March of FY 2014, the Agency has transferred 177 items with the Original Acquisition Cost (OAC) of \$369,572 through GSA Computers For Learning (CFL) Program (online).

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Contact Us

Your involvement, understanding, and feedback are essential to make the Logistics Management Program a success. Please send us your questions or stories to share by calling or e-mailing:

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Surplus Sales

The Agency Memorandum of Understanding (MOA) with GSA for Sales was signed in February 2014. The new MOA is basically the same as the previous MOA. However, it is more users friendly and clearer relating to NASA and GSA's responsibilities.

As of the end of March 2014, GSA had sold \$3,932,599 of NASA Center personal property with the potential net sales proceeds being returned to NASA. Within NASA, the expenses related to the sale of surplus property may be paid from the proceeds of sale. The following expenses related to the sales

function could be considered expenses that may be paid from the proceeds of sale: warehouse/storage; sales preparation; environmental services; demilitarization services; advertising; appraisals; security; transportation of the property; labor or contract costs related to the sale of the property; and Agency-established overhead rates for these functions. For Federal and NASA policy, refer to the Federal Management Regulation 102-38 (Sale of Personal Property), sections 295 through 300 (Disposition of Proceeds) and NPR 4300.1C (NASA Personal Property Disposal Procedural Requirements), section 5.5.2.

Mail Management

Processing Personal Mail In Federal Facilities

By Miguel A. Rodriguez, Manager, Mail Management Program

Signs of Dangerous Mail—Is Your Organization Prepared for a Mail-borne Threat?

Although white-powder incidents have dominated the mail security news, mail bombs continue to be a threat that can't be ignored. A mail bomb is designed to do harm to the recipient. Unlike bombs in general, mail devices are usually designed to withstand the jostling delivery process. They are usually detonated by the opening process.

Being familiar with the characteristics of possible mail bombs can help avert a tragedy.

Letter and Package Bomb Indicators:

- Mail bombs may have excessive postage. Normally a bomber does not want to mail a parcel over the counter and have to deal face-to-face with a window clerk.
- The return address may be fictitious or nonexistent.
- The postmark may show a different location than the return address.
- Mail bombs may bear restricted endorsements, such as "Personal" or "Private." This is particularly important when the addressee does not usually receive personal mail at the office.
- Mail bombs may display distorted handwriting, or the name and address may be prepared with

homemade labels or cut-and-paste lettering.

- Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package and may be endorsed "Fragile—Handle With Care" or "Rush—Do Not Delay."
- Letter bombs may feel rigid or appear uneven or lopsided.

- Package bombs may have an irregular shape, soft spots, or bulges.

Mail bombs may have protruding wires, aluminum foil, or oil stains and may emit a peculiar odor.

Keep alert to these clues to help protect NASA employees and assets. To make sure everyone knows the red flags of dangerous mail please keep this illustration as a reference:

MAKE SURE YOU ARE PREPARED FOR WHATEVER ARRIVES IN THE MAIL

SIGNS OF POTENTIALLY DANGEROUS MAIL

- Unusually heavy packages
- Restrictive markings, such as Personal, "Confidential," or Do Not X-ray"
- Lopsided or bulky shape of envelopes or boxes
- Excessive packaging material, such as tape or string
- Strange odors
- Ticking sounds
- Protruding wires, or exposed aluminum foil
- Powdery substances felt on or through the item
- No return address or strange return address
- Oily stains or discolorations
- Misspelled common words
- Badly typed or written
- Postmarks that do not match return addresses
- Excessive postage
- Unusual addressing, such as not being addressed to a specific person, incorrect title or title without name

MAIL BORNE THREATS CAN IMPACT AN ENTIRE ORGANIZATION.
If you don't know the indicators or how to respond you may be putting yourself and your organization at risk.

