



# Logistics Management Newsletter

From the Logistics Management Division

**FY-14, Issue 4**

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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

### NASA Artifacts Identification and Management

by Jerry Phillips, LMD Contract Support (Engility Corporation)

#### *What are NASA artifacts and what do we do with them?*

NASA artifacts are items of personal property that represent important aspects related to the history of aeronautics and astronautics. Artifact significance and interest stem mainly from an item's relationship with historic flights, programs, activities, incidents, achievements, technology, understanding of the universe, historic properties, and important or well-known personalities.

Aeronautical and astronautical artifacts may include items such as aircraft; space launch vehicles; spacecraft (both manned and unmanned); subsystems of the above, such as rocket engines, pressure suits, and personal equipment; instruments;



significant recorded data; operating handbooks; drawings; photographs; motion picture film and related documents; audio- and videotapes; training devices; simulators; constructed prototypes/models; and memorabilia.

NASA encourages the donation of appropriate artifacts to eligible museums, schools, universities, libraries, and planetariums. It is in NASA's best long-term interest to preserve evidence of its activities, successes, and discoveries and to use artifacts to advance

#### **In This Issue**

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- 4 Control and Accountability of Exhibit/Display Items
- 7 Disposal Management

**See "NASA Artifacts," p 2**



# 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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## NASA Artifacts, from p 2

- Orbiter parts,
- Hubble parts,
- Posters and signage removed from NASA buildings slated for demolition,
- Apollo/Gemini/Mercury memorabilia,
- Other parts and pieces from NASA space programs.

# Understanding NASA Control and Accountability of Exhibit/Display Items

*by Miguel A. Rodriguez, Manager, Equipment Management Program*

Exhibit and Display Items are NASA artifacts that have been selected and allocated to remain in NASA custodial responsibility for rotational exhibits or for stationary display inside or outside NASA facilities. Exhibit and Display items must

Artifacts identified as heritage assets by Property Accountants must be controlled and recorded in NASA's PP&E System.

An Exhibit/Display item (e.g., model, prototype) is also an item that is fabricated, constructed, or

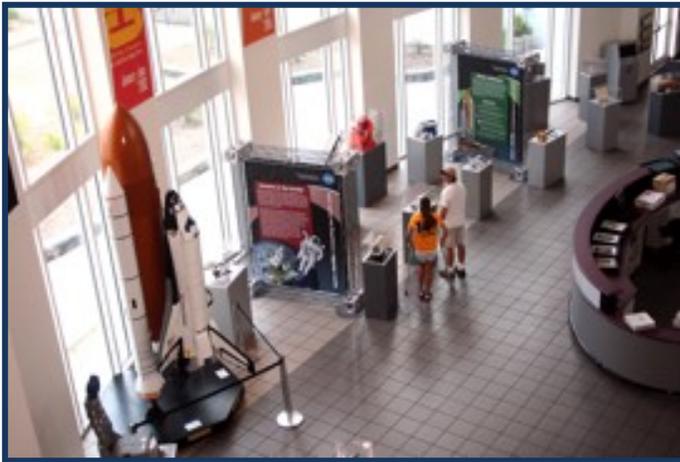


*Illustration of a Space Shuttle tire flown on the Orbiter Endeavor (STS-77). The Shuttle tire was retired from the Shuttle program and it is now on display at Armstrong Flight Research Center.*

be controlled and recorded in the NASA PP&E system, wherein their inventory, custodial accountability, and responsibility are managed in accordance with NPR 4200.1 (NASA Equipment Management Procedural Requirements).

manufactured for use as stationary or rotational display, and when complete, meets the controlled criteria for accountability in the NASA PP&E System (i.e., acquisition cost equal to or greater than \$5,000, or sensitive, with a useful life of 2 years or more).

Lastly, formal accountability and control should be established for items identified for exhibit or display that do not meet the control criteria but are determined to be controlled by the Center Supply and Equipment Management Officer (SEMO) in accordance with NPD 4200.1 (Equipment Management).



*This illustration depicts a model of the Space Shuttle that probably meets the control criteria and should be recorded in the PP&E System. The thematic display includes cabinets, desks, banners, literature, room dividers, etc., that do not meet the definition of controlled item.*

***Is it necessary to tag an item that is constructed knowing that upon conclusion of the loan period, or exhibit, the item will be disassembled to reutilize the material, or destroyed?***

No. The duration of the loan or exhibit is not a deciding factor whether an exhibit item is controlled or administratively-controlled. A deciding factor for control is the acquisition cost (labor and materials to construct an item), and the expected useful life of the item for the assignment of an ECN tag and recording of the exhibit item in the NASA/PP&E System. An ECN tag should not be affixed to the item and the item should not be recorded in NASA/PP&E system when the item is constructed knowing that upon conclusion of the loan the item will not remain in NASA’s inventory for its intended purpose but disassembled to reutilize the material, or destroyed. In this instance, the Center’s administratively control process applies for accountability throughout the loan process until the item reaches end of useful life.

The display of NASA items are normally supported by constructed items such as cabinets, stands, wall units, room dividers, desks, banners, etc. These items (regardless of acquisition cost) should be managed in accordance with the Center’s administratively-control process and should not be recorded in the PP&E System. For instance, I was asked: “What happens when an Astronaut glove accompanies a themed display?” The glove is the display item of interest; therefore it shall be tagged and recorded in the PP&E system. Other items such as boards, cabinets, etc., supporting the theme are administratively controlled items.

The loan of exhibit/display items shall be documented by recording/listing the controlled items on NASA Form (NF) 893 (Loan of NASA Equipment), and when applicable, attaching to the NF893 loan form a listing of administratively controlled

**Controlled Items** – All equipment which has been identified by the Agency and/or Center as sensitive (flagged high risk in the NASA PP&E System), and all non-sensitive equipment with an acquisition cost of \$5,000 or more with an estimated service life of 2 years or more and is not consumed or expended in an experiment.

**See “Accountability,” p 6**

## Accountability, from p 5

items accompanying the controlled items.

The Equipment Master Record (EMR) for the

**Administratively Controlled Items** – NASA equipment having an acquisition cost of less than \$5,000 that is managed using local procedures established by the Center SEMO to ensure property accountability and prevent fraud, waste, and misuse. This category excludes sensitive items, and items identified for display in the NASA Exhibits Loan Program, which are required to be tracked in the PP&E system.

items on loan shall be updated in SAP with the corresponding out status and loan expiration date.

### ***Tagging of Exhibits/Display Items by Supporting (Builders) Contractors***

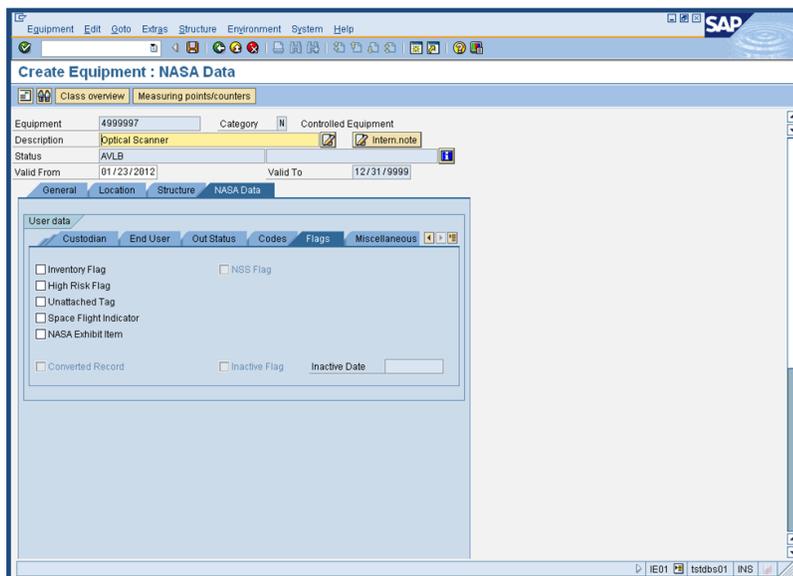
The key issue here is when and by whom the constructed model is tagged. This is not a simple answer because it depends on contract provisions and the direct or the indirect support provided by the contractor.

If the contractor is established to provide support only to a Center, then the contractor will follow

the direction from the SEMO for tagging and accountability of the constructed items. However, if the mission of the contractor is also to provide support to other Centers across the Agency, then tagging and formal accountability is the responsibility of the SEMO of the gaining Center upon receipt. The contractor should be responsible to properly document the shipment on DD-1149 (Requisition and Invoice/Shipping Document), or equivalent NASA Form, to facilitate identifying and recording the item in the NASA PP&E System by the gaining Center.

### ***Recording Exhibit Items in SAP***

The Agency continues to make enhancements to the SAP/PP&E System. One of the system enhancements is the addition of a field within the Equipment Master Record (EMR) to enable equipment managers to distinguish (flag) and record items that are categorized as “NASA Exhibit Item” (see Illustration below). Equipment Managers are required to use this flag when creating an EMR to correctly identify exhibit items in the equipment database. This business practice enables accurate identification of equipment for the generating reports in support of the Agency’s Equipment and Exhibit Management Programs.



*This is a screenshot of SAP that lists “NASA Exhibit Item” as an available option for the creation of an Equipment Master Record.*

# **DISPOSAL MANAGEMENT**

*by Michael Eaton, Manager, Property Disposal Program,  
and Jerry Phillips*

## **Repurposing of Excess Personal Property**

Marshall Space Flight Center (MSFC) Property Disposal Officer (PDO), Philisha Stephens, offered 14 Fastrac Nozzles that no one wanted as excess for reutilization donation to universities, museums, or Federal or State agencies. Because of export control requirements, the nozzles were not eligible to be sold. To further complicate the disposal, the nozzles are heat resistant to very high temperatures; therefore, they would be in landfills for a considerable length of time. Concurrently, the MSFC Facilities Office was designing an area to inspire creative thinking and asked Philisha if there were interesting property to repurpose for this endeavor. The Fastrac Nozzles were offered and MSFC Facilities Office transformed the virtually indestructible property into something useful.



## **Reutilization of Furniture From Building Scheduled For Demolition**

MSFC's disposal operations reutilized office furniture from a seven-story NASA building slated for demolition by donating it to schools in need of furniture to replace tornado damaged property. This effort represented considerable coordination and labor by MSFC Logistics Federal and contract employees, GSA, the Department of Labor, Alabama and Kentucky State Agencies for Surplus Property (SASP), and Alabama and Tennessee county schools (whose teachers and parents removed and transported the property). MSFC's disposal efforts saved the expense to taxpayers of removing the excess property and purchasing furniture for schools and maximized the taxpayers' investment in the property by reutilizing the furniture. For the full story, please go to the below link.

[http://www.al.com/news/huntsville/index.ssf/2014/08/what\\_happens\\_to\\_nasas\\_used\\_fur.html#incart\\_river](http://www.al.com/news/huntsville/index.ssf/2014/08/what_happens_to_nasas_used_fur.html#incart_river)

## **Excess Personal Property**

As of September 1, 2014, NASA disposed of 56,088 individual cases representing a total acquisition cost of \$803,377,205. A portion of the property pending disposition 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 pos-

**See "Disposal," p 8**

## **Disposal, from p 7**

sible 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](mailto:michael.eaton-1@nasa.gov).

## **Computers for Learning (CFL)**

NASA transferred 532 items to eligible schools for this Fiscal Year (End of August 2014), representing an original acquisition cost (OAC) of \$1,506,532 through GSA Computers for Learning (CFL) Program (online).

## **GSA On-line Auction Sales**

As of the end of July 2014, GSA collected more than \$5 million through online sales of NASA

Center personal property; the net sales proceeds to NASA (\$4.7 million) are used to defray NASA expenses related to the sale of surplus property. Related sales expenses include: warehouse/storage; sales preparation; environmental services; demilitarization services; advertising; appraisals; security; transportation of property; labor or contract costs related to the sale of 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 4300.1 (NASA Personal Property Disposal Procedural Requirements), section 5.5.2.