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200 **DIRECTOR OF MANAGEMENT OPERATIONS**

Serves as the management operations center of the GSFC, providing business and institutional services necessary for the successful accomplishment of the Center's scientific and technical missions. Represents the Center within NASA and other organizations in efforts to define and refine program policies and requirements. Plans, directs, and controls the development and management of the procurement; logistics; security, environment and safety; facilities design, construction and maintenance; information technology planning integration, and services; telecommunications, both institutional and mission; scientific and technical information (STI) services; and other general administrative support and management services. Provides related reporting functions mandated by Center, Agency, legal, and congressional requirements.

ASSOCIATE DIRECTOR FOR ACQUISITION

Plans, organizes, directs, and controls the Center's procurement program activities; has line management responsibility over these functions; and represents the Directorate and the Center as senior procurement official to Headquarters, contractors, industrial organizations, universities, and state and local governments. Provides direction regarding the selection, debriefing, negotiation, and administration of diversified and extremely complex multi-million dollar contracts. Engages in long-range, programmatic planning and establishment of procurement policy for both contracts and grants. Provides guidance and advisory service to top echelons of Center management regarding procurement matters. Negotiates and otherwise resolves sensitive issues concerning procurement matters with GSFC contractors. Provides senior functional expertise in the organization and staffing for the Center's procurement program, as well as assuring its effective execution.

Promulgates procurement policy and procedures necessary to comply with statutes, Executive Orders, and NASA and GSFC management directives, issues and promulgates policies in the areas of regulations, competition, pricing, quality, and contract administration and monitors compliance. Provides expert guidance to Source Evaluation Board (SEB) members regarding Agency and Center policy relative to the SEB process and expert guidance on all competitive procurements.

201 INSTITUTIONAL SUPPORT OFFICE

Provides the Directorate a program planning/analysis and resource management function that emphasizes the improvement and effectiveness of Directorate performance. Further provides full range of business management expertise to the establishment of Directorate objectives and applies business and financial management techniques to the accomplishment of those objectives. Administers

the Center's Industrial Relations Program and Audit Liaison Program, and serves as manager of the Centerwide Locator and Information Services Tracking System (LISTS).

In the planning function, participates in the development of Directorate long-range strategic plans and provides staff support to the Directorate in the Centerwide planning activities. Serves as the Center focal point for A-76 analyses, A-123 activities and the functional review program. Develops and coordinates the Directorate's Mission Enhancement Team-Building Seminar (METS) and Resources Skills Management Program. Provides Centerwide audit liaison, coordination, and support services for non-GSFC groups, such as the General Accounting Office (GAO), the Defense Contract Audit Agency (DCAA) and the Inspector General (IG), conducting inquiries or audit of Center activities or responsibilities.

In the analysis function, performs management studies as directed by the Director of in response to issues or proposed changes in Directorate policies, processes, organizations, programs, systems, manpower, and resources management.

In the resources management function, emphasis is placed on allocation of resources within the operating plan. Reviews Directorate budget and manpower requirements, develops justification and supporting documentation, and provides recommendations for allocations to Directorate management. Executes and monitors budget and manpower plans as approved, ensuring that objectives are met within the resources made available. Establishes systems and analyzes techniques for the monitoring of contractor cost and schedule performance. Serves as consultant and on Directorate Center management and technical working groups and special ad hoc advisory panels.

In the Industrial Relations function, establishes and maintains effective relationships with on-site contractors, and their respective unions to ensure harmonious working relationships and to minimize labor problems which might result in interruptions to Center services.
In the LISTS function, responsible for system maintenance, controls, enhancements, and user support.

210 PROCUREMENT OPERATIONS DIVISION

Plans, organizes, and directs a comprehensive procurement program within the parameters of federal statutes, the Federal Acquisition Regulations (FAR), the NASA FAR Supplement, and GSFC policies and procedures.

Provides all operational procurement support to NASA Headquarters and the Center from planning requirements through closeout of contractual instruments. Procurement support includes small purchases; formal advertising; ADP equipment; real property leases; construction of facilities; standard commercial equipment; grants; and various types of contracts for basic research, materials, equipment, and services for spacecraft and payload design, development, launching, tracking, in-orbit operations, data acquisition and processing, validation and delivery of data to users, and data application required to support the NASA Headquarters and GSFC missions. These contracts require development of acquisition strategy, conduct of negotiations, award, and administration. Also provide cost-plus-award-fee performance evaluation board coordination activities and procurement pricing support.

Organizes, plans, directs, and controls the procurement support functions of NASA Headquarters and the Center, such as oversight of the procurement management information system, Freedom of Information Act (FOIA), counseling and assistance to small business and industry at-large, and procurement process automation and electronic commerce.

The Procurement Operations Division staff is organized into procurement offices, some of which are collocated with the technical directorates they support to facilitate planning, coordinating and implementing procurement activities. Organizationally, the procurement personnel report administratively and functionally through procurement managers to the Division Chief.

220 FACILITIES MANAGEMENT DIVISION

Plans and directs the Center's overall facilities and maintenance program to provide a physical plant congruent with the needs of its research, development, and operational programs. Administers the Construction of Facilities (CoF), Research and Development (R&D), Research Operations Support (ROS) and Multi Program Support (MPS) facility and maintenance budgets. Coordinates the facility engineering and administrative support required by the GSFC Facilities Coordinating Committee (FCC), Health and Safety Committee. Acts as the Center's facility liaison with federal, state, and local government agencies and foreign governmental representatives. Manages the Center's facilities utilization program. Conducts studies and reviews of housing requirements and utilization against approved programs. Provides professional engineering expertise in support of the Center's facility systems, reliability, maintainability, energy management and environmental program.

Directs the overall operation and maintenance of facilities; utility systems; grounds, roads, and authorized remote and leased facilities. Manage and direct operations and maintenance of physical plant at Wallops Flight Facility (WFF). Plants include water treatment, sewage treatment, Central Power Plant and airfield. Performs alterations to plant facilities and utility systems to provide special services adequate for the needs of the Center. Operates and maintains a central plant for generation of steam, chilled water, and emergency electrical power. Directs the Logistics Management Division snow and ice removal tasks. Also, provides support services to tenant organizations at Wallops Flight Facility.

221 PLANNING OFFICE

Develops the Center Global planning. Prepares the master plan and non-project specific studies or assessments. Manages the facilities matrix program. Assists customers in project requirements definition and preliminary budget development. Develops and advocates Center-wide standards, long term planning and policies regarding space allotments, zoning standards, and broad architectural standards such as building heights and setbacks. Assists the Center in the management of building space allocation and utilization. Acts as the Center's single point of contact with outside planning agencies such as local utility companies, state and local governments, and other government installations. Develops facilities projects in the CoF program through headquarters approval. Directs the Center-wide CoF facilities budget call. Develops and coordinates the Center's 5-year CoF plan. Presents and advocates programs to headquarters. Serves as the single point of contact with headquarters on program issues. Develops projects in the Center-funded program. Directs the Centerwide budget call and FCC presentations. Develops requirements documents for critical projects and

coordinates overlaps and interfaces with other projects. Coordinates and reviews CoF projects throughout the design process.

Provides environmental assessments and develops environmental impact statements for projects as required. Develops energy management policies and serves as the Center's single point of contact for the Energy Management Program. Advocates and analyzes energy related projects. Responsible for Headquarters Energy Management Program reporting requirements.

222.0 CUSTOMER SERVICE OFFICE

Provides initial point of contact for all customers within and outside the division requiring facilities related work. Assists customers in the development of work requests. Receives and analyzes individual customer generated work requests. Analyzes work request processes and trends. Acts as a central resource for customer queries, work status, work completion, and customer quality control analyses of completed work.

Provides building manager support to Center customers. Performs and provides facility assessments to other organizational units. Assists in the support of critical facilities and utilities mission requirements. Operates and maintains building maintenance help desk and emergency console 24 hours a day. Coordinates power outages. Administers and maintains all facilities-related warranties.

224.0 ENGINEERING BRANCH

Establishes and implements design standards and policies for the Center. Provides a professional architectural and engineering staff including outside Architect and Engineering (A&E) support and consultation services. Reviews construction drawings for all facilities related work done at the Center. Coordinates designs with the Health and Safety Office. Provides technical engineering support during critical mission periods as related to major systems reliability. Develops facilities projects in the CoF program involving the design and construction of new facilities, alterations, modifications, and rehabilitation of existing facilities and the Center's physical plant. Provides engineering expertise during the initial project definition and requirements phase. Manages and directs overall projects through to activation. Responsible for in-house design of projects and the initiation and monitoring of architectural and engineering tasks for design services. Responsible for all aspects of the design process including the development of Preliminary Engineering Reports, construction plans, specifications and cost estimates.

Implements facilities projects in the Center-funded program. Provides plant engineering services to maintain the integrity and reliability to the Center's physical plant. Performs interior design functions (systems furniture design),

assisting the Logistics Management Division, for the Center. Performs engineering studies and evaluations.

224.1/224.2 Design Sections A & B

Provides architectural and professional engineering services for the design and construction of new facilities; the alteration, modification and rehabilitation of existing facilities; and the operation and maintenance of the Center's physical plant. Responsible for in-house design of projects and the initiation and monitoring of architectural and engineering tasks for design services. Prepares conceptual designs, studies, project descriptions, justifications and cost estimates. Provides overall project management from Headquarters approval through the completion of project activation.

224.3 Technical Policy Section

Develops design standards, specifications, and provides, plant engineering services to maintain the integrity and reliability of the Center's physical plant. Provides technical review of all in house design and oversight of technical review processes on contracted design to maintain quality control. Provides environmental support including storm water management, liaison with regulatory agencies, permit processing, and maintenance of environmental records. Provides architectural and professional engineering services and project management on selected facility projects.

227.0 CONSTRUCTION, OPERATIONS, AND MAINTENANCE BRANCH

Plans and directs Greenbelt’s overall facilities construction, operations, and maintenance programs to provide a physical plant congruent with the needs of its research, development, and operational programs. Develops and establishes operational procedures and maintenance standards and plans. Performs design reviews for construction projects affecting the physical plant, utility distribution systems, and interior building systems. Provides reviews for R&D community projects connecting to building systems. Develops and administers the Facilities Operations and Maintenance budget. Interfaces with the Engineering Branch to resolve building plant and utility systems-related problems. Assists the Planning Branch in the development and scope of repair and restoration projects and provides input to the Facilities Matrix. Responsible for implementing the energy management policies regarding the power plants and utility distribution systems. Directs and is responsible for the overall operation, maintenance, and repair of all buildings, building systems, ventilation and air conditioning (HVAC) systems, refrigeration systems, low and high voltage distribution systems, plumbing and pipefitting, fire protection and detection systems, central fire alarm and Direct Digital Control (DCC) HVAC control operations, carpentry and masonry systems,

architecture finishes, pumps, motors, fans and compressors, site painting, signage, trailer maintenance, boiler plants, chiller plants, diesel electric power generation plants, and the Center's primary distribution network consisting of: chilled water supply/return, domestic water, sanitary sewer, storm water, steam/condensate, natural gas, and compressed air. Locates and identifies underground utilities. Provides Centerwide grounds maintenance. Responsible for snow and ice removal. Performs inspection tours of high voltage distribution network and building mechanical equipment and building systems. Performs preventive maintenance, predictive testing, and adjustment to equipment.

Responsible for the implementation of CoF and Center-funded construction projects from contract award through project activation. Assists the facilities project management design effort by reviewing design packages for constructability and method of procurement. Provides construction management services during the construction phase. Reviews and approves all construction submittals.

Monitors and manages the Center's fuel farm and selected remote fuel tanks. Provides mission support for critical facilities and supports critical facilities and utility systems for mission requirements. Responds to customer trouble calls and manages the Emergency Console and the Center's two-way radio communication system.

227.1 Electrical Distribution Section

Operates and maintains the two main 35KV substations (56MVA and 45MVA capacity), high voltage power systems consisting of 4.16KV, 13.8KV, and 35KV underground feeders throughout the Center and secondary substations in various buildings. Operates and maintains the street light system at Goddard Space Flight Center and the overhead power distribution system in the eastern part of the Center. Manages preventive maintenance of equipment through contracts.

227.3 Central Power Plant Section

Operates and maintains two Power Plants consisting of the boiler plant, chiller and diesel generator plants to furnish steam, chilled water, and backup electric power to the buildings at the Center on an uninterrupted basis. The power plant personnel provide operation, maintenance, and preventive maintenance of the plant equipment and systems.

227.4 Climatic Control Section

Provides the operational personnel necessary to control the interior environmental conditions throughout GSFC facilities. Provides personnel to perform the maintenance and repair required on the air conditioning, direct digital, and pneumatic controls used in maintaining these conditions.

227.6 Construction Management Group

Responsible for the implementation of CoF and Center-funded construction projects form contract award through project activation. Assists the facilities project management design effort by reviewing design packages for constructability and method of procurement. Provides construction management services during the construction phase. Reviews and approves all construction submittals.

Ensures that all facilities are built in strict conformance with architectural and engineering designs.

Initiates outages and monitors Occupational Safety and Health Administration (OSHA) compliance. Provides first level field engineering, interfacing, with the project engineer and project manager. Provides inspection and quality assurance of construction activities for facilities projects through contract closeout.

228 FACILITIES MANAGEMENT BRANCH

Plans and directs the Wallop's overall facilities and maintenance programs to provide a physical plant congruent with the needs of its research, development, and operational programs. Develops and administers the Construction of Facilities (CoF), Research and Development (R&D), Research Operations Support (ROS), and Multi Program Support (MPS) facility and maintenance budgets. Acts as the Center's facility liaison with federal, state, and space utilization and real property programs. Conducts studies and reviews of housing requirements and utilization against approved programs. Maintain the facilities data base for buildings and the infrastructure at Wallops Flight Facility.

Prepares the conceptual design, studies, project scope, basis of need and cost estimates, and provides architectural/engineering service for the design of new facilities and for the alteration, modification, and rehabilitation of existing facilities. Provides constructing field engineering, surveillance, and inspection service. Provide professional engineering expertise in support of the Wallop's facility systems, reliability, maintainability, energy management, and environmental programs.

Directs the overall operations and maintenance of facilities; utility systems; water and sewage treatment plants; airfield pavements and lights; snow removal;

grounds; roads; and authorized remote and leased facilities. Performs alterations to plant facilities and utility systems to provide special services adequate for the needs of the Center. Operates and maintains a Center plant for generation of steam, chilled water, and emergency electrical power. Also, provides support services to tenant organizations at Wallops Flight Facility.

240 SECURITY DIVISION

Plans, organizes, and directs resource protection programs for the Center and its worldwide tracking facilities supporting these programs. Serves as technical advisor to the Directorates and Center management on programmatic issues. Conducts Goddard's implementation of the NASA Drug Free Workplace Program. Provides necessary interface and coordination with NASA Headquarters and other Federal agencies, as well as state and local governments and organizations relative to safety, environmental, and security issues.

Plans, organizes, and manages the security program for the Center, including WFF, and its worldwide tracking facilities. Develops and effects policies and procedures to assure proper safeguarding and handling of classified materials, the investigation and clearance of personnel, and the establishment of physical security controls and incident response. Provides program security implementing policy and guidance to GSFC organizations, projects, and programs in the areas of Communications, Operations, Program, Technical Surveillance and Countermeasures, Information Security, and Information Technology Security. Provides technical direction to the management of the GSFC Security Force and Systems Security Engineering contract. Certifies security systems and facilities to the Center Director and implements the Industrial Security Program. Coordinates and controls visits to the Center, particularly those involving foreign nationals.

250 SAFETY AND ENVIRONMENTAL DIVISION

Plans, organizes, organizes and directs resource protection programs (e.g. Occupational Safety and Health, Environmental Protection) for the Center and its worldwide tracking facilities supporting these program. Serves as technical advisor to the Directorates and Center management on programmatic issues. Provides necessary interface and coordination with NASA Headquarters and other Federal agencies, as well as state and local governments and organizations relative to safety, health, and environmental issues and regulations.

Plans, organizes and manages the safety environmental protection, and health activities for Greenbelt and the Center's worldwide tracking facilities. Plans, organizes and manages the environmental program for WFF and ti worldwide remote sites. Exercises staff responsibility for compliance with appropriate public laws and oversight of deviations, waivers, and abatement plans. Manages assigned programs in an effort to minimize factors known to lead to personal illness/injury, environmental or property damage, or adverse mission impact.

At the Greenbelt site: Provides Occupational Medicine and Environmental Health services. Environmental Health includes Industrial Hygiene services and assessment of monitoring of workplace hazards. Provides radiological safety services for the utilization of ionizing and non-ionizing radiation sources. Manages the Nuclear Regulatory Commission (NRC) Licenses for all Center Radioactive sources.

At the Greenbelt and WFF sites: Provides regulatory and programmatic environmental management services, Conducts hazardous waste disposal service and provides expert counsel and guidance regarding safety, environmental, and health issue. Interfaces with appropriate regulatory agencies and local communities, in support of environmental management issues. Conducts investigations, sampling, and analysis of suspected safety, environmental, and health issues/problems/concerns; provides technical direction and maintains documented evidence for proper resolution of such issues. Provides Occupational health and Employee Assistance Program services. Also provides Radiation Protection and Industrial Hygiene support to the Range Safety Branch (WFF) on an as-requested basis.

270 INFORMATION & LOGISTICS MANAGEMENT DIVISION

In partnership with many GSFC organizations and other NASA Centers, the Information and Logistics Management Division (Code 270) develops, implements, and directs comprehensive project and institutional logistics, information management, and administrative services programs to support the management and operations of the Goddard Space Flight Center (Greenbelt and Wallops), NASA Headquarters, and some Agency wide functions. Code 270 provides long-range operational planning, systems analysis, and internal controls to insure the efficiency and integrity of logistics, information management services, and administrative support programs.

Provides logistics support for Center and NASA Headquarters organizations. Provides agency wide support for select logistics functions. Develops and implements logistics and administrative support policies for GSFC and NASA Headquarters. Serves as the Center's focal point and functional manager for logistics policy and programs, and coordination with NASA Headquarters. Provides functional assistance and regulatory oversight for logistics operations within other Center directorates.

Provides comprehensive information services to GSFC and the Agency by providing technical information services to scientists, engineers, and project scientists. These services are the Center's primary resource for transforming scientific research and technical data into effective information products designed to educated, persuade, and inform a worldwide audience.

Plans, manages and evaluates administrative support functions: mail services, interior designing, furniture and carpet services, NASA Headquarters publications and distribution program, and forms, records, and directives programs.

Plans, manages and evaluates supply and materials management functions: purchasing, inventory management, warehousing, research and cataloging, and receiving and inspection. Provides technical parts management to flight projects managed by GSFC and other NASA Centers, and provides consolidated logistics management support to NASA's space and ground networks.

Plans, manages and evaluates transportation and flight mission support functions: traffic management, vehicle management, package engineering, travel services, import-export control, and storage. Administers agency-wide Lead Center functions: travel services, DOD airlift coordination, and DOT hazardous materials shipment exemptions. Provides integrated logistics support and supportability engineering planning services to Center flight project offices.

Plans, manages and evaluates property management functions: property disposal and utilization, property accountability, CASU program, and oversight of contractor-held government property activities. Provides assistance and evaluates proposed GSFC contracts for logistics work aspects, including applicable contract clauses for property, vehicles, transportation, and supply.

The Division's commitment to customer service is exemplified through its efforts to team with customers to effectively support GSFC and Agency wide programs. This is demonstrated by working closely with customers to analyze requirements and develop an effective implementation approach for all services provided. The Division coordinates technical information services and Logistics support for the Agency as well as other federal agencies. The Division provides Agency level services and program direction for Forms, Mail, and, Printing Management, as well as Travel Services and copier services. Additionally, the Division is the primary Agency contact for conference support to other federal agencies through the National Capital Area Cooperative Administrative Support Unit (CASU) program. This is a multi-agency program developed by the President's Council on Management Improvement. The Division provides and manages high-value, lost-cost conference, graphics, publications, printing, and photographic services; and supports the GSFC scientific and engineering research work through relevant, quality-driven library information services. The Division also keeps abreast of the latest developments in the scientific, engineering, and information/knowledge management disciplines relative to NASA and Center roles and missions.

Responsible for planning organization, execution and administration of a comprehensive range of logistics functions and information management services, including transportation, vehicle management, supply, storage, excess/disposal, equipment management, records management, library services, and technical information services in support of the Wallops Flight Facility (WFF). Evaluates contractor performance for the logistics, travel services, library and technical information services contracts; develops contract requirements and evaluates contract documents for transportation, equipment, supply, disposal requirements, library and technical information services; prepares budget s for WFF functional areas; determines cost controls, and develops WFF policies. Manages transportation of outbound and inbound freight, and provides project offices with transportability studies to determine the most efficient and effective mode of transportation. Manages dispatch services and repair/maintenance of the WFF vehicle fleet. Manages the WFF stores and program stock functions, and establishes warehouse methods and procedures. Establishes standards and policies for the excess/disposal and equipment management operations, and manages the WFF records storage facility.

Provides a broad range of programs and services for NASA Centers, Goddard employees, Goddard contractors, and the general public. Develops and implements plans and strategies to promote efficiency and cost-effective methods, and provides a framework for outstanding customer service. Actively collaborates with colleagues across government, private industry, and academic institutions to develop and implement policy and promote best practices.

Through a service agreement between GSFC and NASA CIO maintains the positions of Agency Forms Officer, Agency Mail Manager, and Agency Printing Manager responsible for developing policy and procedures for agency-wide management of their respective programs. Serves as the designated Agency official to the Joint Committee on Printing (JCP). Develops policy and procedures and provides technical leadership, guidance, and training for all Center Forms Managers, Mail Managers, and Printing Managers. Resolves complex problems and provides direction to all Installations to ensure compliance with Federal law and policies and regulations promulgated by Federal regulatory agencies, such as OMB, GPO, GSA, and the USPS. Establishes and maintains a system of postal and printing accountability for the Agency. Reports program initiatives and status to the Agency CIO. Through a service agreement between Goddard and the NASA Headquarters Institutions and Management Office, manages the NASA Headquarters forms program and the records program, and coordinates the review of records eligible for declassification.

Manages the Center's graphics program, which includes designing and preparing art and other graphic services, assuring compliance with the NASA Visual Standards. Manages the Center's publications program, and provides services to include technical writing, editing, graphics, and production services. Provides a wide range of photography services from passport photos to technical, scientific, and engineering photography. Operates an on site duplicating facility and procures printing from the Government Printing Office.

Manages, schedules and operates Goddard's meeting facilities and video teleconference rooms. Provides one-stop conference planning support to include venue selection, meeting space cost negotiation, participant registration, and general conference logistics.

Develops, implements, and maintains an effective directives program which serves as a tool to ensure employees know and follow Goddard rules. Manages the Center's records management program and designated vital record holdings. Designs Goddard forms and maintains all approved forms on the Goddard Directives Management System forms repository. Represents Goddard as a member of the NASA Electronic Forms Team. Provides furniture services for

GSFC office space (Greenbelt and WFF) to include interior design, carpet repair and installation services, and furniture repair and assembly.

Provides efficient and cost effective incoming and outgoing mail services at GSFC (Greenbelt, WFF, and GISS). Establishes clear procedures to assess and manage security and biological threats in the Goddard Mail Services Center.

Manages and implements Goddard participation in the NASA Scientific and Technical Information (STI) Program, and the NASA formal reports series and provides a wide range of services to include photographic support, editing, writing and graphics services. Makes recommendations regarding STI policies at the Center and Agency level. Represents the Center on the policy board for the NASA STI Program.

272 KNOWLEDGE RESOURCES AND LIBRARY SERVICES BRANCH

The Knowledge Resources and Library Services Branch facilitates and promotes research in Earth and Space sciences, and enables technologies by stimulating discovery, creativity, and communication of knowledge. It works closely with the Knowledge Architect for the Center, developing and implementing programs to ensure preservation and access to the Center's documented knowledge assets. It delivers efficient and effective access to information essential to scientific research, while simultaneously promoting science literacy in support of the Center's outreach goals. It presents papers at conferences, seminars, or meetings in library and information science and other relevant fields. Prepares articles for publication, and serves as a principal liaison for the organization at professional conferences, seminars, and exhibits. Through application of library and information science expertise, the Branch provides the Center with innovative cost-saving information resources and technology.

Services include: a basic resource collection of science, technology, and management literature; expedited access to information resources within the library and elsewhere; project collaboration through customized information retrieval methodologies; remote electronic access to library resources from the user's desktop; instruction in the use of information resources in various formats including print, microfilm/fiche, CD-ROM, Internet, and other electronic formats; and expert assistance in developing and accessing in-house information collections. With members of the Library Council, the Branch determines how to maximize resources, services, collections, and facilities. It serves as focal point with NASA Headquarters and other Federal and academic programs dealing with issues related to library and information service programs. The Branch also works cooperatively with other organizations to enhance access to scientific and technical information resources, and mobilizes the entire library program to assist the research and development programs of the Center.

273 SUPPLY AND EQUIPMENT MANAGEMENT BRANCH

Responsible for development and implementation of programs to provide supply and materials support to GSFC and NASA Headquarters. Manages supply operations performing replenishment and stock control functions for GSFC and NASA Headquarters. Supply functions include purchasing, inventory management, warehousing, research and cataloging, and receiving and inspection. Material procured for stock replenishment or direct turnover includes: office supplies, electrical components, common hardware, compressed and bulk gases, computer supplies, and janitorial supplies. Special logistics services are provided to space/flight projects for engineering and flight grade parts and components. Electrical, electronic, and electro-mechanical (EEE) parts, flight fasteners, and other technical parts are procured for Goddard and other NASA centers. Manages the NASA Headquarters Publications and Distribution Program, including institutional storage requirements. Responsible for the development and administration of automated systems to support materials management functions.

Provides physical accountability, recording, and reporting of all installation controlled property. Oversees property accountability within all Center directorates. Plans and monitors scheduled and special inventories for nonexpendable property at GSFC, NASA Headquarters, and the worldwide Spaceflight Tracking and Data Network. Reviews, processes, and approves equipment loans, internal and external agency transfers, and cannibalization requests. Processes equipment loss surveys and serves as coordinator for Survey Boards. Administers Center’s training program for property custodians and equipment users.

Responsible for planning and execution of policies and services for property disposal, equipment accountability, and industrial property for GSFC and NASA Headquarters. Manages the program and operates a disposal facility for all excess property. Provides property administration for industrial property held by on-site and off-site commercial contractors. Provides accountability control for all installation held controlled property. Serves as system administrator for equipment management, property disposal, and industrial property information systems. Through the federal Cooperative Administrative Support Unit (CASU) concept, provides reimbursable logistics services to other government agencies.

Operates disposal programs which include: equipment reutilizations, physical distribution, donations, government sales, abandonment, recycling, warehousing, and retail sales. This applies to the inactive equipment and material held accountable to Greenbelt and NASA Headquarters, foreign tracking stations, and government property held by NASA contractors. Responsible for disposal of excess NASA property located in foreign countries.

Performs property administration on all applicable GSFC and NASA Headquarters contracts including onsite reviews. Performs coordination and review of all delegated contracts with the Department of Defense and Office of Naval Research. Prepares and administers facilities contracts determined to be necessary in support of assigned NASA programs. Reviews solicitations, contracts, and grants for compliance with NASA procurement regulations on the acquisition of government-provided items by contractors. Maintains an industrial property database containing performance data for contractor held property. Evaluates and validates contractor 1018 reporting, and reconciles accounts with appropriate finance and procurement organizations

274 LOGISTICS AND TRANSPORTATION MANAGEMENT BRANCH

Provides integrated and comprehensive project logistics support (logistics planning and coordination, storage, package engineering, export control, and traffic management) and transportation services (pickup/delivery services, vehicle management, and travel services) to Goddard Space Flight Center (Greenbelt and Wallops). Develops and implements policies and procedures to ensure that all Center logistics and transportation activities are conducted efficiently and comply with applicable laws and regulations. Manages the transportation functions for NASA Headquarters and, under a Lead Center assignment, manages NASA's Agencywide Travel Services Contract.

Manages logistics planning, operational support and coordination for GSFC flight project offices and assists in defining support objectives and goals during all phases of program development. Develops transportation and logistics plans for the movement, handling and support of critical spacecraft, instruments and other space flight hardware/equipment. Provides support to project offices for the storage of flight hardware and ground support equipment and assists in formalizing warehouse lease arrangements for off-site storage of program hardware.

Designs and develops specialized packaging, shipping containers and transporter systems incorporating environmental control and isolation systems, and monitors their fabrication processes. Develops test requirements and performs hardware instrumentation to monitor shipping containers and their sensitive contents to verify that adverse shock/vibration or temperature environments were not experienced during transport. Manages the GSFC Export Control Office and is responsible for ensuring that all Center activities comply with applicable export control laws and regulations.

Plans, executes and administers traffic management services for the Center and NASA Headquarters. Manages transportation of outbound and inbound freight shipments, and their packing, crating and storage requirements, and develops policy and guidelines for regulatory compliance in the shipping/handling of hazardous materials. Provides project offices with transportability engineering and studies to

determine the most efficient and effective mode of transportation. Develops contract requirements and evaluates contract proposals for appropriate shipping, packaging and marking requirements.

Performs vehicle dispatch services supporting the local pickup and delivery of equipment and material/supplies, and provides shuttle bus and commercial bus services. Manages a vehicle motor pool to support local travel requirements and operates garage facilities to provide maintenance, repair, and fuel to the vehicle fleet and for specialized vehicles and equipment located at Greenbelt, Wallops and NASA Headquarters. Oversees travel services for the Center and NASA Headquarters, including travel reservations and charter air/bus services, and processes GSFC passport and visa applications.