

GODDARD SPACE FLIGHT CENTER

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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, 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.

200.2**CUSTOMER SERVICE OFFICE**

Partnering with Goddard Space Flight Center (GSFC) organizations, the Customer Service Office (Code 200.2) is the gateway for Management Operations Directorate (MOD) services. The Customer Service Office provides front-line consultative service on a broad range of business and institutional services in the

GODDARD SPACE FLIGHT CENTER

areas of facilities design, construction and maintenance, security, environmental and safety, and logistics. The Office works in concert with the Divisions of the MOD to provide mission and administrative customers with quality products and services. The Office is guided by customer satisfaction as the impetus in accomplishing goals and fulfilling requirements.

The Customer Service Office provides the Center a centralized location to access MOD services and products. This Office provides end-to-end work order resolution and tracking; provides metrics and performance reporting; develops and implements process controls; and provides customer outreach to the Center.

The commitment to customer service is exemplified through efforts to team with customers to effectively support GSFC programs. The Office works closely with customers to analyze requirements and to develop an effective implementation approach for all services provided.

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, workforce, and resources management.

GODDARD SPACE FLIGHT CENTER

In the resources management function, emphasis is placed on allocation of resources within the operating plan. Reviews Directorate budget and workforce requirements, develops justification and supporting documentation, and provides recommendations for allocations to Directorate management. Executes and monitors budget and workforce 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, competition or justification to sole source, evaluation, discussion or conduct of negotiations, award, and administration.

Organizes, plans, directs, and controls the procurement support functions of NASA Headquarters and the Center, such as oversight of the procurement management information systems, counseling and assistance to small business and industry at-large, and procurement processes that are integrated into other related systems such as Core Finance.

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.

GODDARD SPACE FLIGHT CENTER

Organizationally, the procurement personnel report administratively and functionally through procurement division managers to the Procurement Officer.

220**FACILITIES MANAGEMENT DIVISION**

Provides leadership, stewardship, consulting, configuration management, and insight for GSFC's real property to ensure that GSFC's facility assets are available to meet the mission requirements.

Creates opportunities to enable mission success in all aspects of GSFC's real property (land, buildings, structures, utilities systems, and modifications). Ensures integration, best practices, and fiduciary responsibility for the Center's real property management and construction programs, and insures implementation. Provides Center functional leadership for facilities operations and maintenance, real estate management, sustainability, and master planning efforts and also serves as steward for the facility assets.

Plans, directs, and operates the Center's facilities construction, operations, and maintenance programs to provide a physical plant congruent with the needs of GSFC's research, development, and operational programs at Greenbelt, the Wallops Flight Facility (WFF), and GSFC's remote sites around the world. Manages the Center's Master Planning, Real Property, and Facilities Utilization Programs to monitor housing requirements and space utilization against approved programs and budget constraints. Provides professional architectural and engineering expertise in support of GSFC facility systems reliability and maintainability, energy management, and environmental programs. Acts as the Center's facility liaison with federal, state, and local government agencies, and foreign governmental representatives.

Directs the operation and maintenance of the infrastructure, central power plants, utility systems, grounds, and roads for the Greenbelt and Wallops facilities, and their remote and leased facilities. Performs alterations to facilities and utility systems to provide services adequate for the needs of the Center. Additionally, at WFF, operations include water treatment, wastewater treatment, launch facilities, airfield and shoreline maintenance, and support services to tenant organizations.

Facilities Management Division focuses on a variety of management programs to accomplish our mission.

GODDARD SPACE FLIGHT CENTER

221

PLANNING BRANCH

Provides a wide-ranging perspective of current and planned physical resources and leads planning efforts to support both the Mission and Institutional requirements. Leads configuration management initiatives to ensure consistency within assets for increased maintainability. Fosters alliances with other programs/mission organizations to increase infrastructure reliability. Explores new opportunities such as enhanced-use leasing and expanding on other current infrastructure authorities. Maintains GSFC's real property inventory. Develops strategies and policies to meet current and future demands on facility assets and management programs.

Develops Center-wide facility design standards and specifications, and provides facility engineering services to maintain the integrity and reliability of the Center's infrastructure. Responsible for in-house design of projects and for the monitoring of architectural and engineering tasks of design services contracts, which includes the development of conceptual designs, studies, project descriptions, justifications, preliminary engineering reports, construction plans, specifications, and cost estimates.

Responsible for the economical and effective planning and use of GSFC real property assets; development of Master Planning and institutional advocacy programs and space utilization. Provides expertise and resources to fulfill Program, Center, and Agency mission objectives. Responsible to the Center's Facilities Utilization Review Board (FURB), whose oversight is designed to ensure management of real property in an efficient and economical manner to meet the requirements of ongoing and future missions.

Responsible for Configuration Management, including Information Resources Management (IRM) requirements for FMD. Develops and implements systems supporting various FMD operations, such as preventive maintenance, identification of underground site utilities, and the Geographical Information System (GIS). Represents the Division with Center groups which oversee policy and plans for IRM and computer security.

Develops and advocates zoning standards and broad architectural standards. Implements archeological, historical, and cultural resource protection policies. Acts as the Center's contact with outside planning entities such as local utility companies, state and local governments, and other government agencies.

Develops, analyzes and advocates for the Center's energy management policies. Serves as the Center's point of contact for the Energy and Water Conservation Management Programs and the Agency's Energy Management Program.

GODDARD SPACE FLIGHT CENTER

224 ENGINEERING BRANCH

Fosters, evaluates, and facilitates opportunities to improve facility use, safety health, security, maintainability, reliability, and sustainability. Leads the design, construction, and commissioning of facility projects. Maximizes the buying power and assesses the efficient and effective application of resources. Develops and applies best practices for maximum return on investments at lower life-cycle costs.

Provides architectural and professional engineering services and management expertise for the construction of new facilities; the alteration, modification, and rehabilitation of existing facilities; and the operation and maintenance of the Center's infrastructure. Implements CoF, Center-funded, and customer-funded construction projects from contract award through project activation. Reviews design packages for constructability and method of procurement. Provides construction management services from beginning of the construction phase through its completion. Reviews and approves all construction submittals. Performs facilities engineering studies and evaluations. Ensures that the Center's facilities are built in strict conformance with architectural and engineering designs. Performs interior design functions for the Center.

Monitors Occupational Safety and Health Administration (OSHA) compliance for construction projects. Provides first level field engineering communications with the construction contractor, project engineer, and project manager. Provides inspection, construction coordination, and quality assurance of construction activities for facilities projects through contract closeout. Provides technical review of all in-house design and oversees technical 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.

227 OPERATIONS AND MAINTENANCE BRANCH

Leads the Center in ensuring required facilities reliability and availability with minimal impact to the Mission. Develops standardized tools and improvement practices that incorporate advanced maintenance methods and technologies. Monitors the condition and performance of the Facility plants and utilities. Advocates for appropriate operations and maintenance funding.

Plans and directs Greenbelt's overall facilities operations and maintenance programs to maintain a physical plant congruent with the needs of its research, development, and operational programs. Provides technical engineering support

GODDARD SPACE FLIGHT CENTER

during critical mission periods as related to major systems reliability. Develops and establishes operational procedures and maintenance standards and plans. Provides reviews for Mission Directorate projects connecting to building systems. Assists the Engineering 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. Responsible for the operations and maintenance for the building maintenance help desk and 24/7 emergency console. Responds to customer *trouble calls*, and manages the Center's two-way radio communication system.

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, elevator, uninterruptible power supply systems, plumbing and pipe fitting, chemical hoods, fire protection and detection systems, central fire alarm and Direct Digital Control (DDC) HVAC control operations, carpentry and masonry systems, architecture finishes, pumps, motors, fans and compressors, maintenance painting, signage, maintenance of government-owned trailers, 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. Provides Center-wide custodial, refuse, recycling, and grounds maintenance, roofing maintenance, and is responsible for snow and ice removal. Monitors and manages selected fuel farms and remote fuel tanks.

Provides mission support for critical facilities and utility systems for mission requirements. Operates and maintains two Central Plants consisting of a boiler plant, chillers, and diesel generators to furnish steam, chilled water, and backup electric power to the Center on an uninterruptible basis. The power plant personnel provide operation, maintenance, and preventive maintenance of the plant equipment and systems.

FACILITIES MANAGEMENT BRANCH

Establishes and implements design standards and policies for WFF. Provides professional architectural and engineering support and consultation services. Ensures that all facilities are built in strict conformance with architectural and engineering designs. Responsible for all aspects of the design process including the development of preliminary engineering reports, construction plans, specifications, and cost estimates. Provides engineering and program management expertise during the initial project definition and requirements phase

GODDARD SPACE FLIGHT CENTER

through construction. Reviews construction drawings for WFF facilities-related projects. Monitors architectural and engineering tasks for design services.

Responsible for the economical and effective use and planning of WFF real property assets; development of Master Planning and institutional advocacy programs; space utilization; and a variety of other facility functions which enable mission objectives. Provides expertise and resources to fulfill Program, Center, and Agency mission objectives. Responsible to the WFF Facilities Utilization Review Board (FURB), which is designed to ensure the management of real property in an efficient and economical manner to meet the requirements of ongoing and future missions.

Responsible for Configuration Management, including Information Resources Management (IRM) requirements for the Facilities Management Branch. Develops and implements systems supporting various Facilities Management Branch operations, such as preventive maintenance, identification of underground site utilities, and Geographical Information System. Division representative to WFF and Center groups which oversee policy and plans for IRM and computer security.

Develops and advocates zoning standards, and broad architectural standards. Implements archeological, historical, and cultural resource protection policies. Acts as the WFF contact with outside planning agencies such as local utility companies, state and local governments, and other government installations.

Develops energy management policies and serves as the WFF point of contact for the Energy and Water Conservation Management Programs. Advocates and analyzes energy-and water-related projects.

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 plant engineering, construction management, field engineering, surveillance, and inspection services. Provides professional engineering expertise in support of Wallops facility systems, reliability, maintainability, energy management, and environmental programs.

Directs the overall operations and maintenance of facilities; utility systems; water and wastewater treatment plans; airfield pavements and lights; shoreline protection; 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

GODDARD SPACE FLIGHT CENTER

power. Also provides support services to tenant organizations at Wallops Flight Facility.

240 **PROTECTIVE SERVICES 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. Provides necessary interface and coordination with NASA Headquarters and other Federal agencies, as well as state and local governments and organizations relative to law enforcement, security and emergency management operations.

Plans, organizes, and manages all protective services programs for the Center, including Wallops Flight Facility, and its worldwide tracking facilities. Develops and effects policies and procedures to assure proper safeguarding and handling of National Security Information, 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; Physical, Personnel, Industrial, Information, Operations, Communications, and Program Security, Technology Protection, Continuity of Operations (COOP) and Emergency Management. Provides contract oversight, direction and technical guidance to the management of the GSFC Uniform Security Force and Systems Security Engineering contract. Certifies security systems and facilities to the Center Director. Coordinates and controls visits to the Center, particularly those involving foreign nationals.

250 **MEDICAL AND ENVIRONMENTAL MANAGEMENT DIVISION**

Plans, organizes, and directs resource protection programs (e.g. Medical and Environmental Protection) for the Center and its worldwide tracking facilities supporting these programs. 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 environmental and medical health issues and regulations.

Plans, organizes and manages medical health activities to include Health Unit Services, Fitness Facility, and Employee Assistance Program. Performs medical health related analyses, keeps employees informed of health related matters, and ensures Goddard adheres to all medical health laws, regulations, and policies.

Plans, organizes and manages the environmental protection activities for Greenbelt and its worldwide tracking facilities along with WFF and its worldwide

GODDARD SPACE FLIGHT CENTER

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 and WFF sites: Provides regulatory and programmatic environmental management services, conducts hazardous waste disposal service, and provides expert counsel and guidance regarding environmental issues. Interfaces with appropriate regulatory agencies and local communities, in support of environmental management issues. Conducts investigations, sampling, and analysis of suspected environmental issues/problems/concerns; provides technical direction and maintains documented evidence for proper resolution of such issues.

At the Greenbelt and Wallops sites: Provides expert guidance and support to program and project managers in defining environmental responsibilities to minimize impact on mission costs and schedule. Works with managers to minimize impact of projects on the environment and to ensure compliance with the Center's Environmental Management System's goals and objectives. Helps managers find creative solutions to environmental issues and problems to help ensure mission success.

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

GODDARD SPACE FLIGHT CENTER

scientists. These services are the Center's primary resource for transforming scientific research and technical data into effective information products designed to educate, 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, low-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

GODDARD SPACE FLIGHT CENTER

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 budgets 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.

271

**TECHNICAL INFORMATION AND MANAGEMENT SERVICES
BRANCH**

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 SPACE FLIGHT CENTER

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.

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

GODDARD SPACE FLIGHT CENTER

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

GODDARD SPACE FLIGHT CENTER

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

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

GODDARD SPACE FLIGHT CENTER

Headquarters and, under a Lead Center assignment, manages NASA's Agency-wide 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.