James Black/
Bruce Troutman

Jet Propulsion Laboratory

Logistics & Materiel Services Section

Transportation Officer's Meeting @

FedFleet 2002, Kansas City, Mo.

July 22, 2002

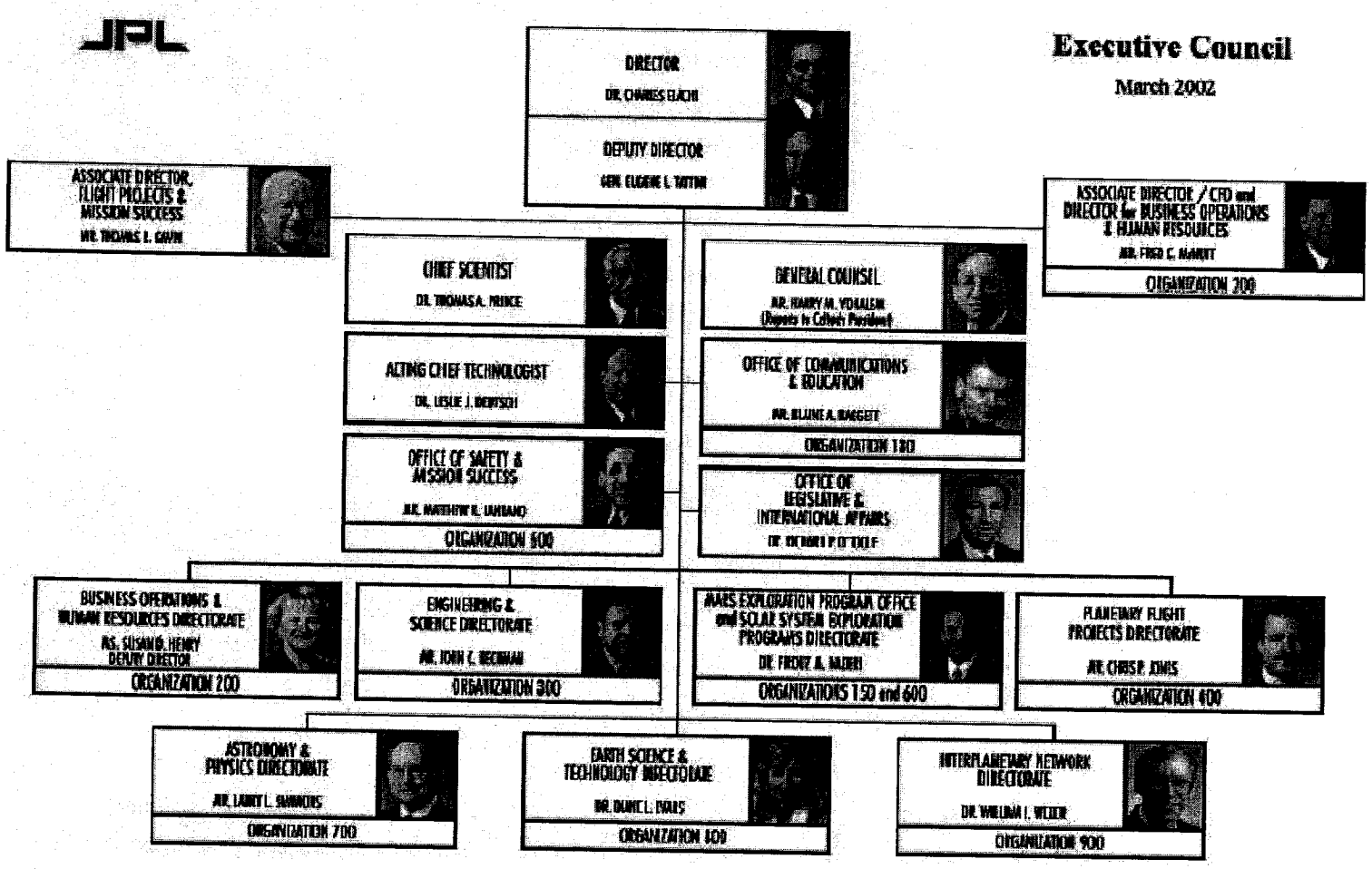
Bruce W. Troutman, Manager
(818) 354-6452
(818) 393-3519 fax

About JPL

JPL is a federally funded research and development facility managed by the California Institute of Technology for the National Aeronautics and Space Administration (NASA).

The Jet Propulsion Laboratory is NASA's lead center for robotic exploration of the solar system.

JPL Executive Council



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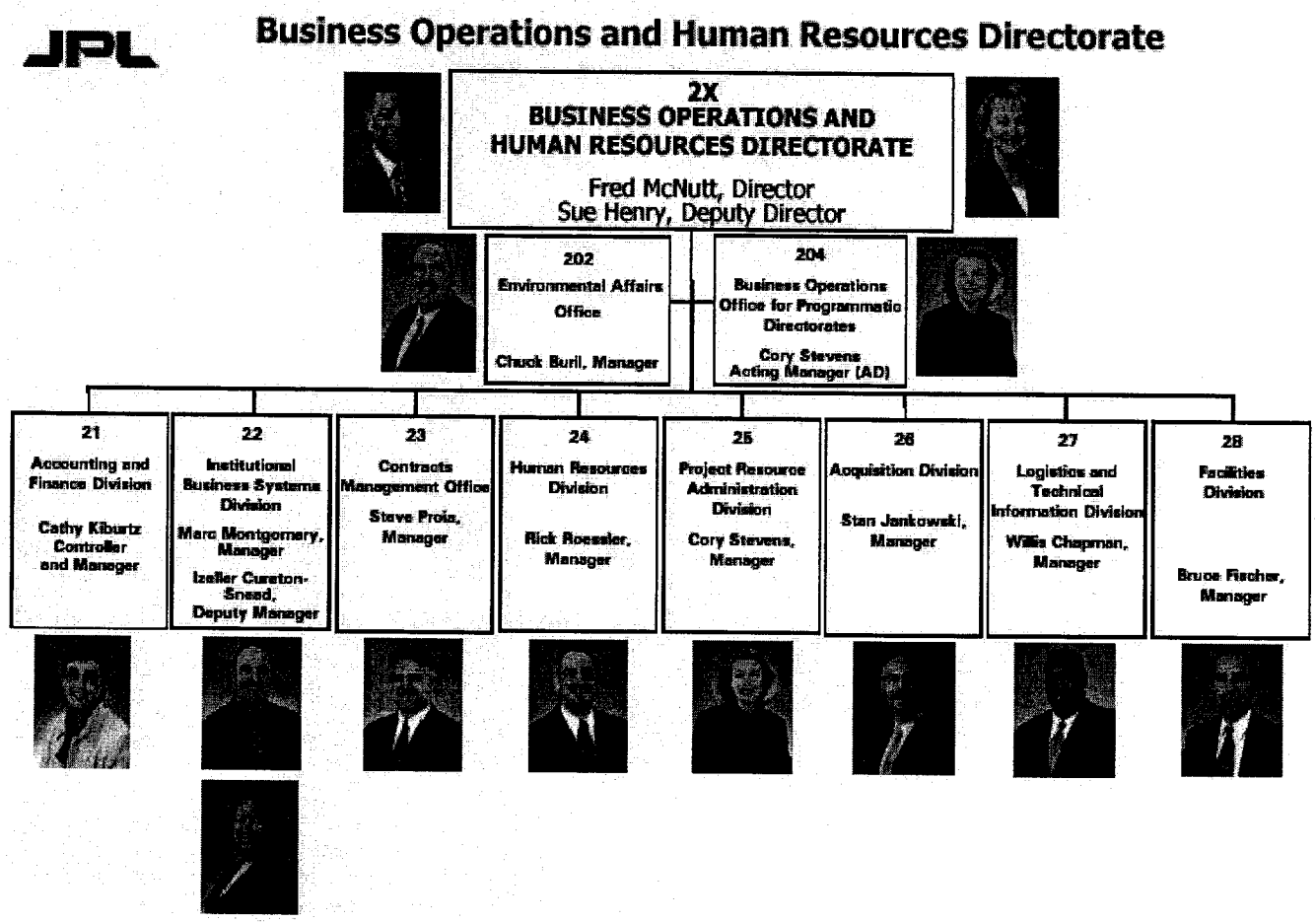
Business Operations & Human Resources Directorate



7/16/2002 2:10 PM

Logistics & Information Technology Division

Logistics and Technical Information Division

Division 27
Logistics and Technical Information
Willis Chapman, Manager

271
Logistics Information Technology Services Office
Cary Fox, Manager

272
Logistics and Materiel Services Section
Bruce Troutman, Manager

- Operations Group 2722
  J.E. Black, Supervisor
- Property Utilization Group 2723
  C.F. McCaig, Acting Supervisor
- Property Accountability Group 2724
  J.L. Heedy, Supervisor
- Distribution/Mail Services Group 2725
  M.A. Nieto, Supervisor
- Shipping/Receiving Group 2726
  S.M. Baugh, Supervisor

273
Library, Archives, and Records Section
Margo Young, Manager

- Library Group 2731
  B.J. Amago, Supervisor
- Archives and Records Group 2732
  M.Q. Hooks, Supervisor

274
Technical Information Section
Andrea Stein, Manager

- Graphics Services Group 2744
  R.T. Chandler, Supervisor
- Documentation Services Group 2745
  S.E. Howdan, Supervisor
- Duplicating and Distribution Services Group 2746
  S.K.Pateracki, Supervisor
- Photo/Imaging Services Group 2747
  D.Z. Deats, Supervisor

April 2002

Logistics & Materiel Services
Scope of the Organization

The Logistics and Materiel Services Section provides products and services related to:

Property
- Accountability
- Utilization
- Disposal

Transportation/Distribution
- Material Movement
- Office Relocations
- Mail Services
- Flight Hardware Movement

Administrative Operations
- Fleet Management
- Freight Audit
- Real Property
- Air Operations
- Report Submittal

Shipping & Receiving
- Domestic & International
- Small Package Shipping
- Hazardous Materials
- Import/Export

Logistics & Materiel Services

Budgets / UCS / Invoice Payments
Lefler, Robyn 3-7817 Fax 3-5186

Audit Coordination
Montoya, David 4-2695 Fax 3-0595
Roehner, Henry 4-7387 Fax 3-0595

Bruce Troutman
Manager
Ext. 4-6452 Fax 3-3519

Sunny Schofield 4-8520
Spann, LaTanya 4-0365

Logistics Administrator
Elias, Bill 4-8090 Fax 3-3519

NBS/Liasion
Curtright, Ross 4-8684 Fax 4-3448
Figueroa, Brian 3-4850 Fax 4-3448
Watson, Mark 3-6445 Fax 4-3448

2722
James Black, Supervisor
Administrative Operations
Ext. 4-1961, Fax 3-0595

Group Secretary fax 3-0595
Kunkle, Bonnie 4-1800

Bus. Process Analyst fax 3-0595
Bantug, Theresa 4-4829

Fleet Management fax 3-5186
Falcon, Marcos 4-4140
Martinez, Dominick 4-3172
Parrish, Jim 4-3633

Empl. Relocations fax 3-1975
McCaig, Connie 3-2615

Air Charters fax 3-5186
Falcon , Marcos 4-3870

Safety / ISO / Environ. fax 3-5186
Kalish, Jerry 4-8733

Real Property fax 3-0595
Dean, Larry 4-6818

2723
Connie McCaig, Acting Supervisor
Subcontract Property
Ext. 3-2615, Fax 3-1975

Property Admin. fax 3-1975
Baxter, Vickie 4-8065
Bigelow, Julie 4-8076
Causey, Darilyn 4-4736
Chang, Alexander 4-8087
Dean, Denise 4-8054
Houlemard, Pat 4-4745
Jaccard, Kay 4-8084
Romain, Claudia 4-8068
Watkins, James (Andy) 4-8113

2724
John Beedy, Supervisor
Asset Management
Ext. 4-3518, Fax 3-5337

Group Secretary fax 3-5337
DeJong, Mary 4-3357

Property Admin. fax 3-5337
Barraza, Yvonne 4-9334
Carey, Rory 4-0792
Conklin, Travis 3-7080
Corrales, Paty 3-3685
Davis, David 4-4646
Ferren, Dennis 4-4647
Gallegos, Marta 4-7164
Harter, Jerry 4-0377
Jenkins, Antoine 3-0259
Klein, David 4-0789
Reichert, Tony 4-0321
Worrel, Tommy 4-3356

Goldstone fax 760 255-8043
Abeyta, LeeRoy 760 255-8052
Argenio, Susan 760 255-8278

Cheli fax 323 266-2152
Dongon, Domingo 4-4275
Durham, Terry 4-4275
Hill, Lavant 4-4275
Lungberg, Jeffrey 4-4275
Simmons, Devin 4-4275
Tett, Joseph 4-4927

2725
Michael Nieto, Supervisor
Transportation / Distribution
Ext. 4-8513, Fax 3-5186

Material Movement fax 4-3316
Wright, Michael 4-7779

Mail Services fax 3-4746
Contreras, Ed 4-2381

Transportation fax 4-3316
Arevalo, Richard 4-2381
Avina, Enrique 4-7779
Brockman, Dan 4-7779
Davis, Mark 4-7779
Falcon, Rigo 4-7779
Figueroa, Brad 4-2381
Fowler, Kirk 4-2381
Gallego, Robert 4-7779
Goforth, David 4-7779
Hernandez, Rene 4-2381
Hines, Michael 4-7779
Jiminez, Cindy 4-2381
Lynch, Bill 4-2381
Mardis, Kent 4-7779
Martin, Donald 4-2381
McCaig, Michael 4-2381
McGarity, Erik 4-7779
Means, Dick 4-7779
Mercado, Alberto 4-7779
Molina, David 4-7779
Moreno, Gilbert 4-7779
Nemore, Reginald 4-7779
Nichols, Thomas 4-2381
Pena, Jorge 4-7779
Richardson, Bob 4-7779
Rios, Andrew 4-7779
Stephens, Arthur 4-2381
Storms, Jim 4-7779

2726
Suzette Baugh, Supervisor
Shipping / Receiving
Ext. 4-2710, Fax 3-5029

Shipping fax 3-5029
Caire, Rosa 4-2713
Camero, Rhonda 4-2368
Guptill, Susan 4-9003
Hartford, Krystal 3-2919
Johnson, DJ 4-5375
Myers, Kathy 4-8511
Thibodeaux, Fred 4-5375

Receiving fax 3-5029
Arnold, Albert 4-2375
Gordon, Sid 3-3076
Hernandez, Jesse 3-3526
Pateracki, Bill 3-3076
Poirier, Bill 3-3526
Smith, Frank 3-3076
Straley, Gary 3-2990
Van Scoy, Marty 3-3076

7/16/2002 2:10 PM

Logistics & Materiel Services Contact List

Logistics & Materiel Services	Bruce W. Troutman, Manager (818) 354-6452 FAX: (818) 393-3519 Bruce.W.Troutman@jpl.nasa.gov John W. Elias (Bill), Logistics Administrator (818) 354-8090 FAX: (818) 393-3519 John.W.Elias@jpl.nasa.gov	**Shipping/Receiving**	Suzette M. Baugh, Supervisor (818) 354-2710 FAX: (818) 393-5029 Suzette.M.Baugh@jpl.nasa.gov
On-Site Property & Warehouse Operations	John L. Beedy, Supervisor (818) 354-3518 FAX: (818) 393-5337 John.L.Beedy@jpl.nasa.gov	**Industrial Property**	Connie McCaig, Acting Supervisor (818) 393-2615 FAX: (818) 393-1975 Constance.F.Mccaig@jpl.nasa.gov
Administrative Operations Fleet Management	James E. Black, Supervisor (818) 354-1961 FAX: (818) 393-0595 James.E.Black@jpl.nasa.gov	**Transportation/ Distribution**	Michael A. Nieto, Supervisor (818) 354-8513 FAX: (818) 393-5186 Michael.A.Nieto@jpl.nasa.gov

Other Contacts

NASA Mgmt. Office	Francis W. Malinowski, Property Officer (818) 354-4970 FAX: (818) 354-6051 malinowski@nmo.jpl.nasa.gov Eric C. Lau, Property Officer (818) 354-8300 FAX: (818) 393-3160 ericlau@mail2.jpl.nasa.gov	**IT & Related Services**	Cary A. Fox, Manager (818) 393-4833 FAX: (818) 354-2842 cfox@mail2.jpl.nasa.gov
Travel Services *	Robert D. Emmons, Manager (818) 354-9733 FAX: (818) 393-0018 Robert.D.Emmons@pop.jpl.nasa.gov *** = functionally reports to Finance**	**Safety**	Gerald C. Kalish, Division Coordinator (818) 354-8733 FAX: (818) 393-5186 Gerald.C.Kalish@jpl.nasa.gov

7/16/2002 2:10 PM

Administrative Operations

Fleet Management

- Acquisition of Vehicles
- Emergency Generators
- Maintenance & Repair
- Utility Carts

Real Property

- Records
- Database Maintenance

Operations

- Household Relocations
- Freight Audits
- Safety

JPL Air Operations

- Charter Flights
  (R&D testing/experiments)
- Includes Utilization of NASA-7 Aircraft

Transportation / Distribution

Material Movement

- Freight Transportation
- Flight Hardware
- Office Relocations
- Equipment

Bus & Shuttle Service

- Tours
- Driver Services
- Intra Lab Bus, Passenger Service

Mail Services

- Just-in-Time (JIT) Package Delivery
- Internal mail delivery

Shipping & Receiving

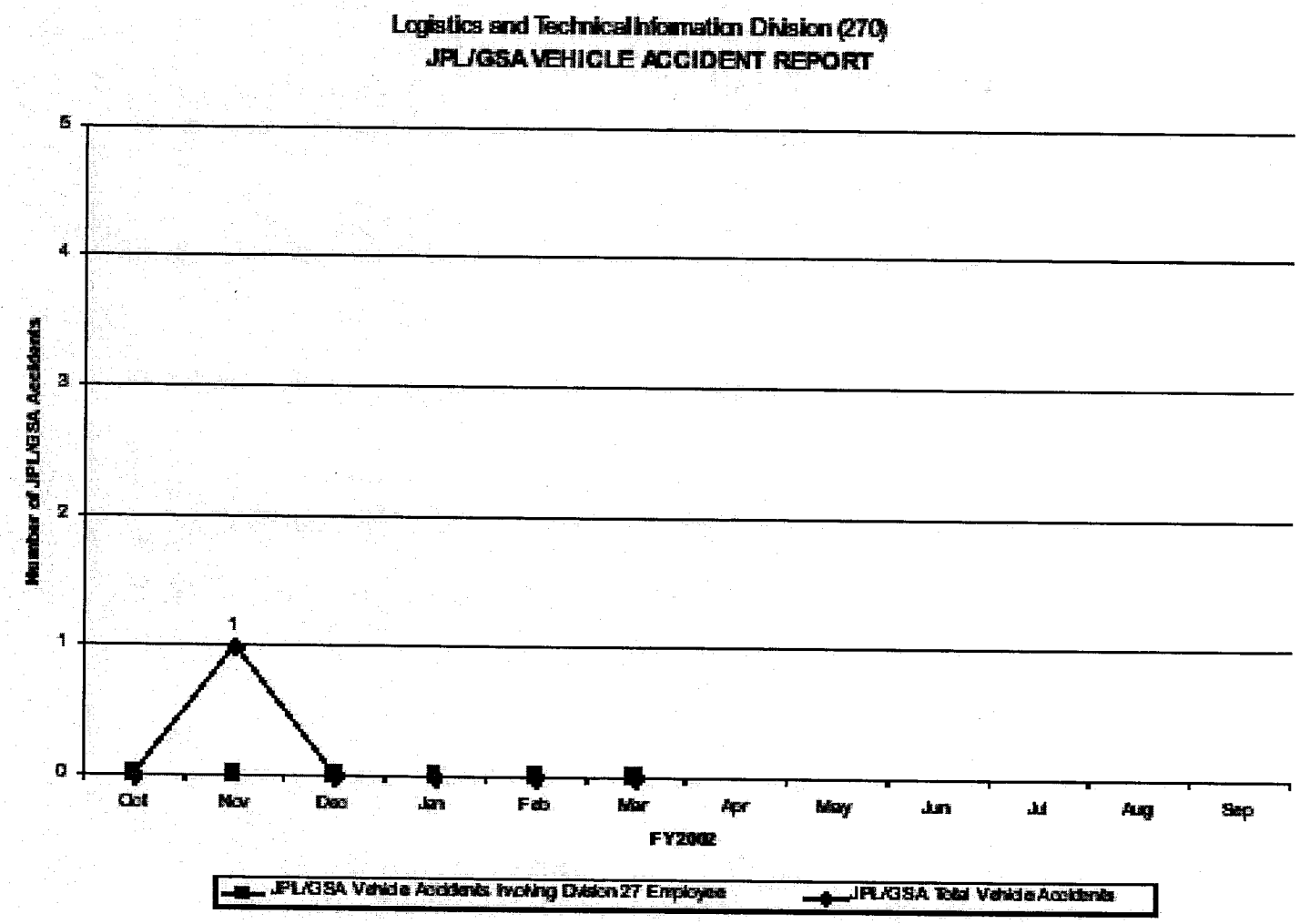
Shipping

- Small Package Shipping
- Domestic & International Shipments
- Hazardous Materials Shipping
- Import /Export controls

Receiving

- JIT, non-JIT and P-card Procurements

JPL/GSA Vehicle Accident Report



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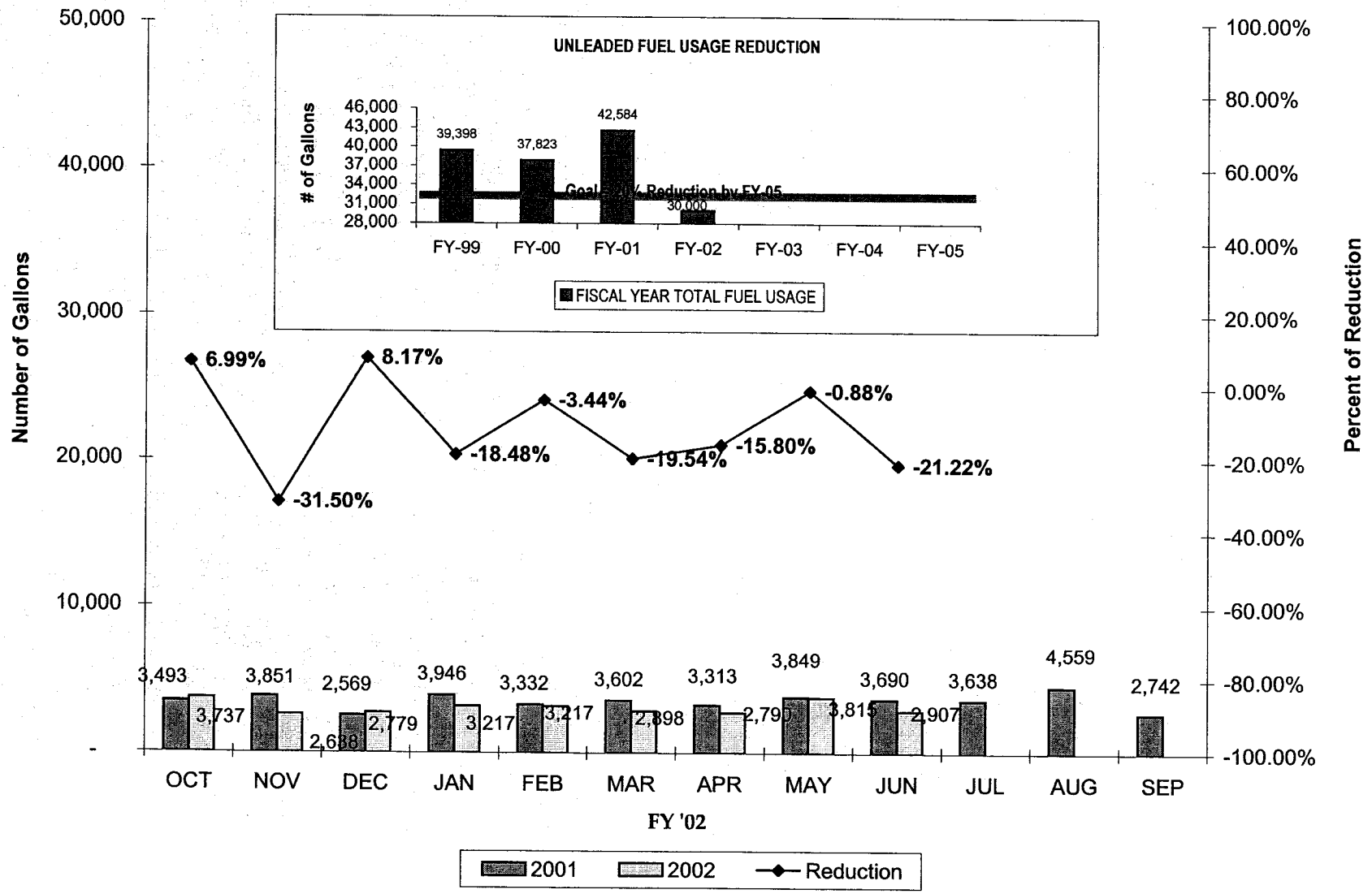
Upcoming Challenges in Transportation

- Continue to reduce annual petroleum consumption through the use of AFV's and alternate fuels.

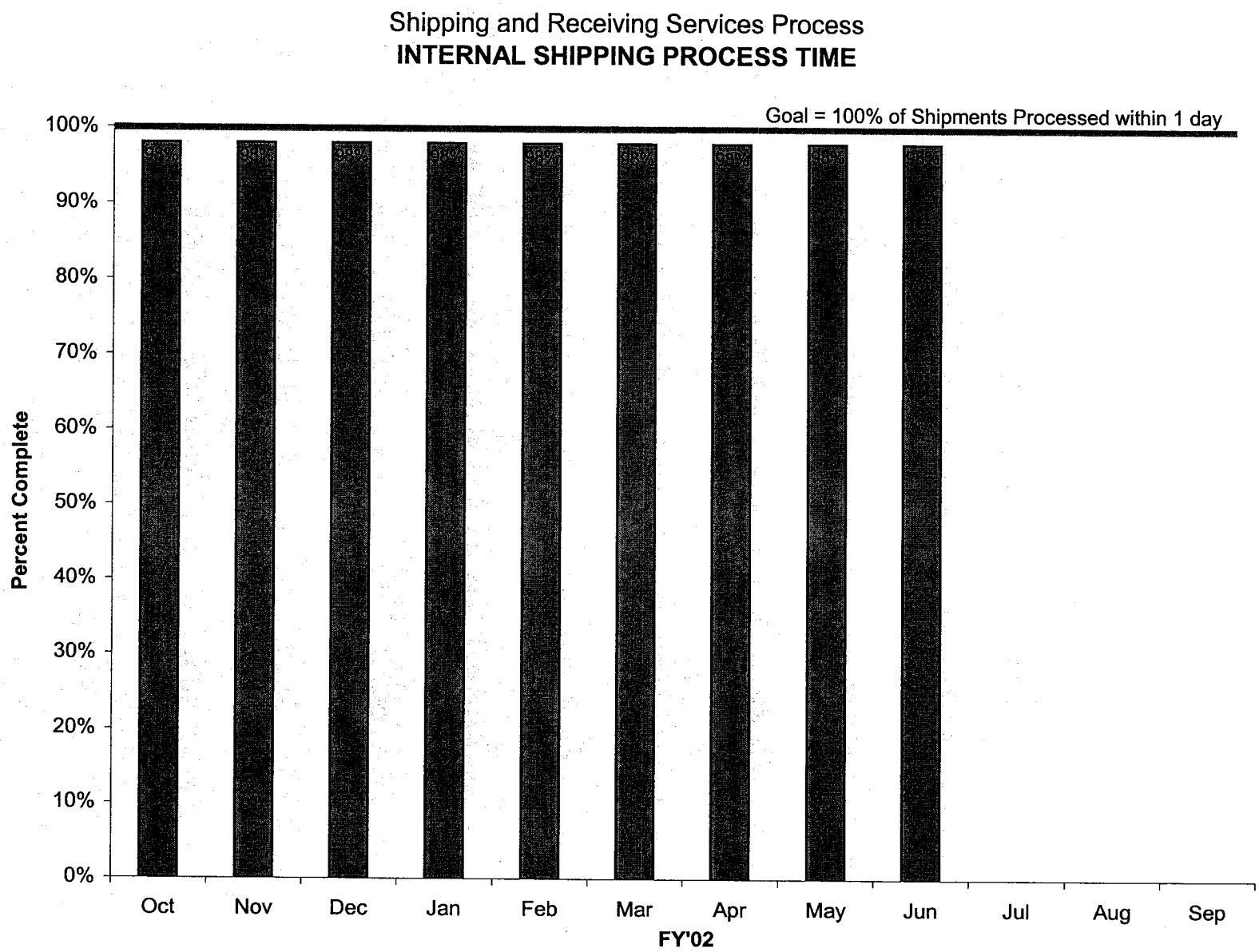
- Acquire additional utility vehicles for Laboratory use.

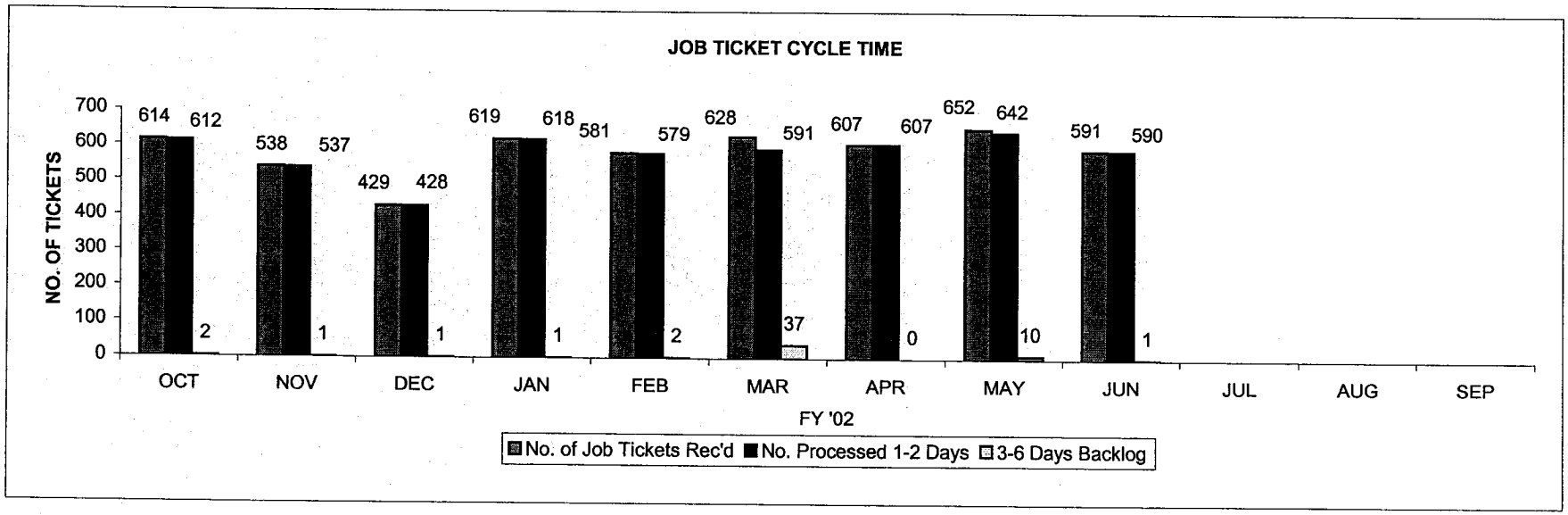
UNLEADED FUEL USAGE REDUCTION

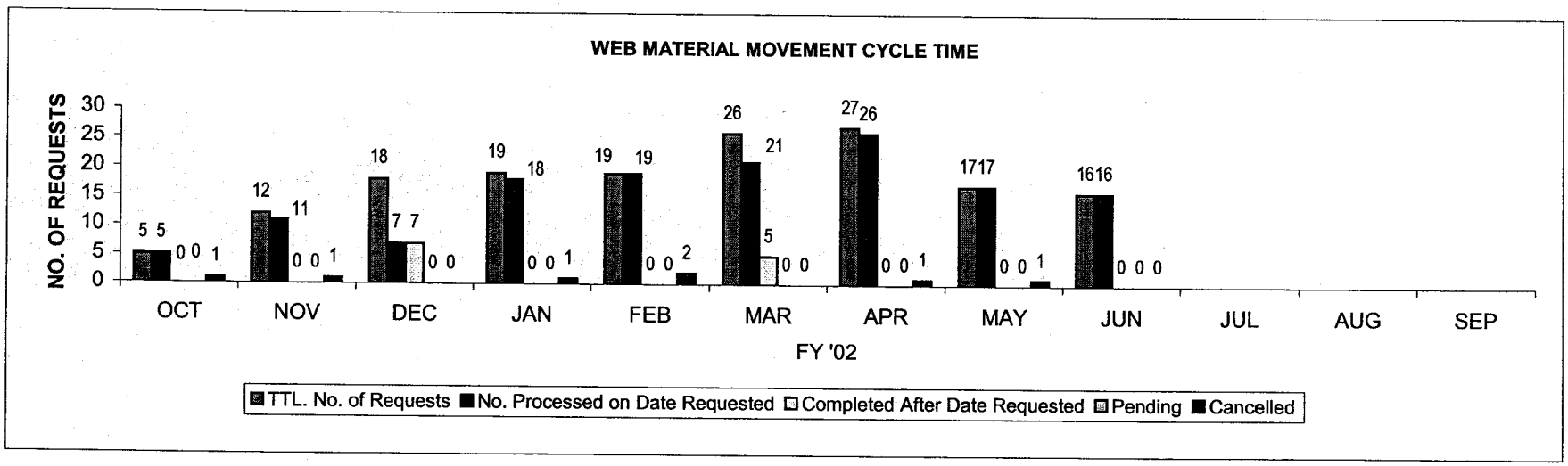


Prepared and Edited by Theresa Bantug

Data as of 7/16/2002


Shipping and Receiving Services Process
INTERNAL SHIPPING PROCESS TIME
Goal = 100% of Shipments Processed within 1 day
Percent Complete
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
FY'02





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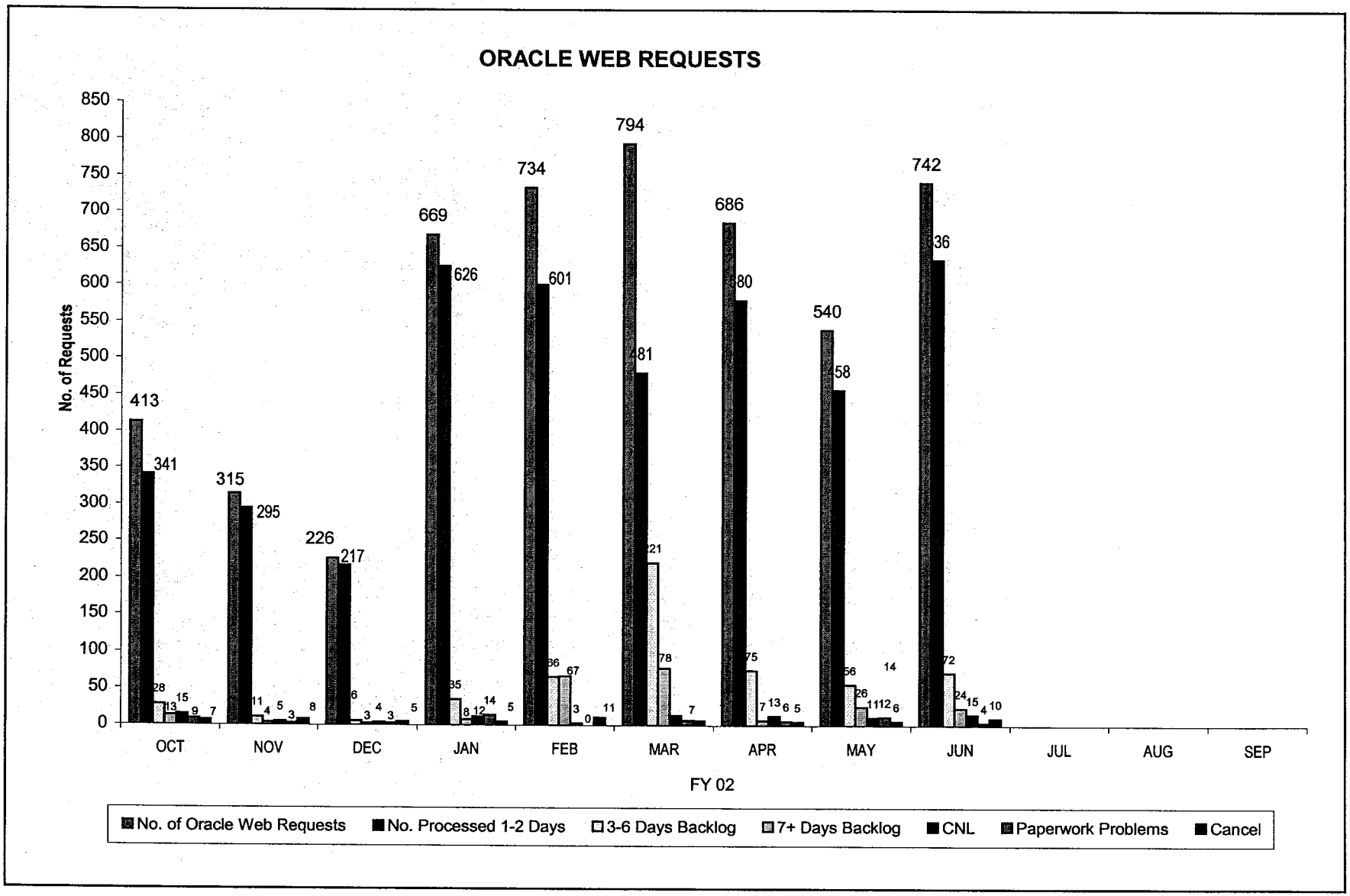
7/16/2002



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7/16/2002