



DIVISION OF LOGISTICS SERVICES (DLS)

NEWSLETTER

April/May 2022

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On behalf of the Division of Logistics Services, I'd like to wish everyone a happy and healthy Spring start! As the weather begins to get warmer, and the days get longer, it's a wonderful time to celebrate Mother Earth. While April 22, 2022, marked the 52nd anniversary of the first Earth Day, every day is a day to celebrate life on planet Earth and take action to impact local and global policy changes to help our beautiful planet.

If you missed last week's Earth Day celebrations taking place in 190 countries around the world, you still have an opportunity to take part in Earth Day activities and celebrations through the NIH! Today, April 28th, the NIH has many incredible and fun virtual Earth Day activities for staff and children, hosted by NIH Environmental Management System (NEMS). Check out what's planned:

<https://nems.nih.gov/pages/earthday.aspx> - we hope you join us!

In the spirit of doing good for the planet, the DLS is proud to spotlight the NIH Transportation Management Branch (TMB), which has been a multi-year HHS Green Champion Award Winner. TMB is dedicated to increasing efficiency and improving environmental performance to protect the planet and save taxpayer dollars. TMB regularly exceeds legislative requirements to reduce petroleum gas usage and increasing alternative fuel usage, leading the HHS on all metrics in accordance with Executive Order 13693, Planning for Federal Sustainability in the Next Decade.

Thank You, NIH, for inspiring us through your dedication to a greener planet! Whether it's purchasing more green office and lab supplies, reutilizing excess property, building on our fleet of low to zero emission vehicles, or recycling across campus, we appreciate all you do!

UPCOMING EVENTS

If you are interested in attending any of these events, please reach out to DLSPMO@OD.NIH.GOV!

- April 27, 2022 – IC Lab Health and Safety Committee Presentation @2 PM
- April 27, 2022 – Green Supplies at the NIH Supply Center @9:30 AM
- May 3, 2022 – OneNIH @ 1 PM; [Click Here to Register](#)
 - Quarterly OneNIH Program Meeting to deliver updates from the team
- May 4, 2022 – CY 2022 Inventory Update Monthly Meeting @ 1 PM
- May 25, 2022 – Personal Property Office Hours @ 1 PM

HOT TOPICS



Please join us on **May 3rd**, 2022 for our next OneNIH Program Series meeting. OneNIH has a goal to achieve 100% compliance towards priority sourcing and will be discussing this topic during the meeting. Please reach out to DLS PMO at DLSPMO@OD.NIH.GOV if you have any questions.

Join the OneNIH MS Teams Site to stay up to date on important information, events, and resources!

We are excited to announce the new OneNIH Hub on the MS Teams site which is full of helpful documents, links, and communications to stay informed!

To join, simply click the link below or type "OneNIH" in the "Join or Create a Team" button on MS Teams

[Click Here to Join the OneNIH Teams Site!](#)



WELCOME BACK! As we head back into the office, order your supplies from the NIH Supply Center (NIHSC). The NIHSC has you covered! Review the products at the NIHSC at on the: [NIHSC Product Catalog](#)

NIH SUPPLY CENTER (NIHSC)

NIHSC NEWSLETTER:



NIH Supply Center
Division of Logistics Services

DLS APRIL NEWSLETTER

We are Committed to Serving YOU



Three C's of Customer Service

1. **COMMUNICATION**- effective communication is key to ensuring orders are delivered properly! Please update our Customer Service Team with the most up-to-date POC and building information.
2. **CLARITY**- we understand that sometimes things get lost in translation- and we can help! Per contract, some buildings have delivery drop off at the loading dock. They will sign for everything and then coordinate delivery.
3. **COMMITMENT**- deliveries are always made daily, between 9am and 3pm. Unless we are informed that your office or lab is not onsite, deliveries will continue to be made to ensure you are receiving your items in a timely manner! We are committed to serving you and committed to the NIH MISSION!

[CONTINUE READING MONTHLY NEWSLETTER](#)



CHECK OUT THE NIHSC:

- [PRODUCT PROMOTIONS](#)
- [PPE STOCK UPDATES](#)

SHOP THE [PRODUCT CATALOG](#) AND PLACE YOUR ORDERS IN NBS OR POTS!



**We're Your Priority Source, YOU Are Our #1 Priority! Have a Question?
Please let us know how we can help!**

 **1-833-3 ONE NIH** 
(1-833-3 663 644)

Call or email: NIHSC-customerservice@od.nih.gov

Subscribe to our Listserv

Go to list.nih.gov and subscribe to the NIHSC-Outreach@list.nih.gov to receive all the latest updates! If you would like us to add you, please contact Customer Service at NIHSC-CustomerService@od.nih.gov.

HELPFUL SUPPLY RESOURCE LINKS:

- [Announcements from NIHSC](#)
- [NIH FreeStuff](#)
- [IC PPE Coordinators List](#)

PROPERTY MANAGEMENT BRANCH (PMB)

PMB MONTHLY HIGHLIGHTS:

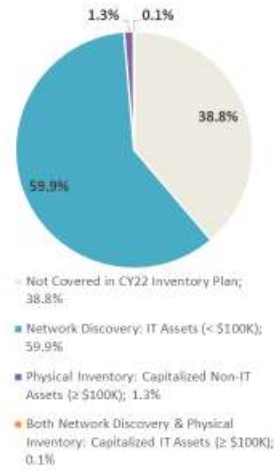
- *Inventory 2022 Targets and Methodology – A blended approach of Network Discovery and Physical Inventory of Capital Assets (Asset Acquisition Costs = or > \$100,000)*

Proposed Targets and Methodology: 2022 Property Inventory

Property Type	Quantity	Acquisition Value
Network Discovery: IT Assets (< \$100K)	113,302	\$292,410,601
Physical Inventory: Total	2,536	\$811,239,659
Physical Inventory Only: Capitalized Non-IT Assets (≥ \$100K)	2,426	\$772,305,610
Both Network Discovery & Physical Inventory: Capitalized IT Assets (≥ \$100K)	110	\$38,934,049
All Assets in CY22 Plan*	115,838	\$1,103,650,260

Note: This plan does not rely on access to physical spaces or DLS management of Inventory Contractor. Data reflected above is from an nVision PROP-02 Report pulled on February 17, 2022.

* To accomplish this goal, reconciliation of discrepancies is required



6

- Report of Survey Tracking System rollout is complete!

ROS Automation:
Rollout Updates

ROSTS Rollout Completion

- As of February 2022, the Report of Survey Tracking System (ROSTS) is rolled out NIH-wide, providing all 30 IC property teams with an automated way to submit the HHS 342 Form

The Pre-Automation Process

- Extensive manual entry and susceptible to human error
- No centralized tracking system or transparency
- Lack of process standards leading to rework

Benefits of Automation

- Reduce burden of manual data entry on property staff, shorten processing time, and centralize ROS processing
- Align to Optimize NIH Property vision of NIH Future of Work
- Increase asset accountability per OIG Audit Report

ROSTS Highlights as of February 23, 2022

68
ROS's Completed

90
ROS's Active

574
User Accounts

51%
Faster ROS Processing Time*

*Compared to pre-system PAO survey estimates from September 2020

- Coming Soon! PMB is developing an MS Teams Channel dedicated to NIH Personal Property.



- *Conserve resources and lessen our impact to the environment!*



The Property Management Branch (PMB) is leading the way at NIH to help the Community improve the use of its resources. We would like to place emphasis on extending the useful life of assets to support NIH's overall mission.

PMB is in the initial stages of an important effort to promote HHS and NIH policies, goals, and objectives. We strive to further educate and remind the Community of our duty to use the resources entrusted to us wisely, effectively, and efficiently.

REUTILIZATION of personal property helps NIH save dollars for research and lessens our impact on the environment. Per NIH acquisition policy, it is mandatory to check NIH sources for excess property before initiating a new procurement. The NIH Property Management Branch often has Laboratory Equipment, Computers, Peripherals and Furniture readily available for reutilization at no cost to the NIH Community. For more information visit NIH Excess Product Catalog at:

<https://excessproductcatalog.od.nih.gov/ec/dashboard#!/home>

Watch for more information coming soon to the Community via NIH events, promotional devices, and electronic communications.

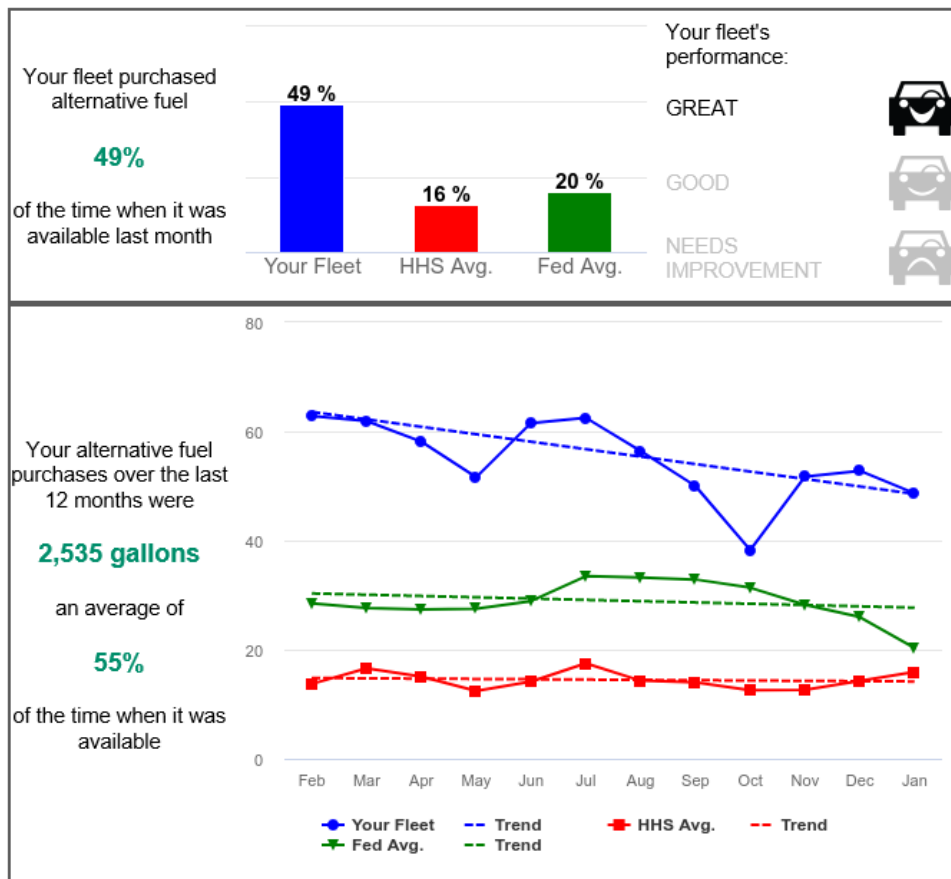
HELPFUL PROPERTY RESOURCE LINKS:

- [Personal Property Section \(PPS\)](#)
- [Contract Property Section \(CPS\)](#)
- [Property Reutilization and Disposal Section \(PRDS\)](#)
- [Excess Product Catalog](#)
- [Determining Requirements](#)
- [Determining Sources](#)
- [General Property Information](#)
- [Personal Property Management Guide \(PPMG\)](#)

TRANSPORTATION MANAGEMENT BRANCH (TMB)

TMB MONTHLY HIGHLIGHTS:

- TMB is on track to achieve its sustainability plan for electric vehicle acquisition replacements (20% for FY 2022)
- The graphic below is a depiction of the HHS and Federal average in monthly alternative fuel usage.



HELPFUL TRANSPORTATION RESOURCE LINKS:

Shipping and Relocation Services

- Household Goods
- Other Than Household Goods
- Packaging Instructions

Government Vehicles

- Agency Assigned Vehicles
- Fleet Management at NIH
- Short Term Vehicle Rental
- Maintenance and Repair Services

SPOTLIGHT

We have come so far together.....a global health epidemic and the NIH community response have shown us that we can do more **TOGETHER** in support of the NIH mission. Part of DLS's NIH Community response in support of our researchers and administrative customers, is to strengthen partnerships with our suppliers for the health of the NIH Supply Chain. On April 5th, 2022 the NIH Supply Center hosted an onsite Vendor Event at its Building 10 Store with Westnet. The event was a great success! There were demonstrations of available products at the Self-Service Store and on demand through NIHSC Internal Requisition or POTS!



NIH Supply Center
Division of Logistics Services



ONSITE VENDOR VISIT 4.5.22:



DATE	SALE COUNT Store 10	TOTAL SALES	SALE WSC 20%	NO. OF CUSTOMERS
April 5 th 2022	218	\$11,163.95	\$13,396.75	52

Westnet's Praise: It was a success considering where we have come since the pandemic!



QUESTIONS OR COMMENTS?

CONTACT US ANYTIME AT DLSPMO@OD.NIH.GOV



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