



National Institutes of Health
Turning Discovery Into Health

DIVISION OF LOGISTICS SERVICES (DLS)

NEWSLETTER

November 2022

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MESSAGE FROM THE DLS DIRECTOR

Elizabeth "Beth" Van Absher

**"You make a living by what you get, but you make a life by what you give."
(Anonymous, 1940s)**



During this season of giving Thanks, we would like to share our gratitude with all of you in our NIH Community who give of yourselves daily, freely, and selflessly, for the betterment of all our lives.

To our first responders, medical care, medical logistics and safety teams, Thank You! "Courage doesn't see around corners, but it goes around them anyway." (Mignon McLaughlin). Thank you for your tireless courage and long hours, keeping us safe and operational.

To the NIH scientific community pioneering groundbreaking research that extends and saves human lives: Thank you for your tireless commitment. Your hard work, innovation, and dedication to the greatest mission on Earth, makes NIH the best place to work and learn and grow.

To our colleagues in the administrative community, including facilities, acquisitions, policy, buyers, finance, and technical teams: Thank you for your dedication in supporting mission critical research every step of the way through your expertise, hard work, and strong communication. Thank You also for your patience and flexibility as we adjust together to our post-pandemic "normal" in support of NIH.

On behalf of DLS we wish you a wonderful Thanksgiving season full of joy, gratitude, and celebration with family and friends. We are grateful and inspired by the strength, resilience, and compassion of the NIH community. Thank you for trusting us as a valued partner for all of your logistics needs. We appreciate you and look forward to serving you this FY23 and beyond!

The Division of Logistics Services is the agency's mandated and priority source for transportation, property, and **supply chain management**, serving the NIH Scientific Community. **Sourcing together**, the **NIH Supply Center (NIHSC)**, **OLAO's Office of Acquisitions and YOU**, prioritize our agency through enterprise buys and volume savings and put **NIH FIRST**.

Our 2023 Goals include:

- **100% customer satisfaction** – providing the NIH community with the products and services you need to meet the mission, including adding new items and expanding PPE
- Making doing business with us **Quicker, Easier, and Data Driven**
- Proactive Supply Chain Management through **transparent, data-driven decision making**
- **Modernizing** the way we do business: strong infrastructure, 21st century technology, and a culture of continuous improvement
- Communicating logistics, regulatory, and policy changes and impacts in **plain language**
- Continuing to **Green our Fleet** through additional electric vehicles
- Identifying and implementing **cutting edge technical solutions** to streamline the property inventory and accountability process

Yes We CAN-Card!

*** Attention P-Card Holders!! ***



Get your hands on a CAN card! You can use the CAN card at the Self-Service Store in Bldg. 31, and...

We are excited to announce that the NIHSC is working on developing a “**virtual shopping experience**” – we aim to have it live by June 2023! With the virtual shopping experience, you can:

- ✓ Browse the NIHSC product catalog
- ✓ Select your products and place into a “Shopping Cart”
- ✓ Use your CAN card to check-out your cart online (no additional paperwork or monthly reconciliation)
- ✓ Get free delivery of your products to your lab or office building!

UPCOMING EVENTS

If you are interested in attending any of these events, please reach out to DLSPMO@od.nih.gov!

- NIH Personal Property Community Office Hours: **November 30, 2022 @1:00pm**
 - Property Loans System Demo
- Calendar Year 2022 Inventory: **December 14, 2022 @1:00pm**
- Vendor Events at the NIHSC! Check out the latest offerings in recyclable pipette tips and tubes, petri dishes and other plastics from:
 - Polycarbon: **December 6, 2022 @11:00am-2:00pm**
 - MarathonLS: **December 15, 2022 @10:00am-1:00pm**
- Fireside Coffee Chat with Beth Van Absher: **January 25, 2022 @2:00pm**
- Lean Six Sigma (LSS) Training:

Lean Six Sigma Training	Offering Date
NIH-OLAO Jump Start Training	12/7/2022
NIH - Lean Six Sigma Introduction - Brown Bag Lunch & Learn	12/15/2022

NIH-OLAO Executive Awareness Training	1/27/2023
NIH-OLAO Green Belt Training	2/6/2023
NIH-OLAO Jump Start Training	2/24/2023

NIH SUPPLY CENTER (NIHSC)

Shopping with the NIH Supply Center Just Got Faster!

The Supply Management Branch within the Division of Logistics Services is excited to announce our newest modernization: **express checkout** at the Self-Service Store! Our new express checkout will allow customers who are purchasing five items or less to check out in a separate aisle - reducing wait times and increasing productivity in supporting the NIH mission.

To minimize delays, especially during busy shopping hours, our team is equipped with wireless tablets that make checking out fast and easy for customers with 5 or less items. This will reduce the time spent in line for all customers and offer the same exemplary service you are used to.

This is just one of the many modernizations we are working on to improve your shopping experience. We cannot wait to share the exciting initiatives in store for FY23! Thank you for your continuous support! If you would like to receive more information or have any questions, contact our Customer Service Team at NIHSC-CustomerService@od.nih.gov. Thank you and remember- we are in this together! ONE NIH!

Our business is to keep you in business! Continuity of Operations to support mission critical research is our mission – DLS will find solutions sets to meet your needs. The NIH Supply Center has a large supply of PPE and lab supplies in stock, on hand, and ready to use.

Drawing down on existing stock is the required/preferred method for purchasing PPE and is not a violation of the Make PPE In America Guidance.

The NIH Supply Center has American-made PPE on catalog, and is looking to expand those offerings, with the partnership of the Office of Acquisition in OLAO/OALM. We know there are a vast array of PPE needs across ICs and requirements. We want to hear from you!

What PPE do you need that you don't see on our Catalog? **Tell Us!**

- You can add it to the NIH Supply Center for delivery: Complete this [form](#) with your order and email it to NIHSC-customerservice@od.nih.gov subject: **NEW ITEM REQUEST**
- Have PPE that is so unique it cannot be sourced in America?
 - Provide us the list of all PPE that is “unique”
 - Tell Us the specifications and we'll see if we can source it domestically for you.

Working together to keep the NIH mission strong is the key to our shared success! We are here to help you find solutions and keep you moving.

If we can't source it domestically, we will work with OLAO OA to review if the item may be stocked utilizing an exception. After sharing your PPE requirements with us, if there are unique items that we cannot stock, you may wish to seek policy guidance and technical assistance from the Division of Acquisition Policy and Evaluation (DAPE) dape@od.nih.gov



OFFICE OF
ACQUISITION
MANAGEMENT AND
POLICY (OAMP)
IIJA Compliance Policy



DIVISION OF LOGISTICS SERVICES (DLS)
Mission Ready Supply Chain

OFFICE OF
ACQUISITIONS (OA)
Innovative
Acquisition Solutions



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-customer-service@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.



Don't see a product you need? Tell Us!

Add it to our Catalog by sending this [form](#) with your order to NIHSC-customer-service@od.nih.gov subject: **NEW ITEM REQUEST**



Check Out the NIHSC

- [Product Promotions](#)

Shop The [Product Catalog](#) And Place Your Orders in NBS Or POTS!

Helpful Supply Resource Links:

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



NIH SUPPLY CENTER

PROPERTY MANAGEMENT BRANCH (PMB)

Domestic/Foreign Loan and Foreign Donation Automation is here!

Two weeks of user acceptance testing (UAT) were completed on November 9, 2022. A phased rollout to the ICs is planned began on November 14, 2022. By early 2023, all ICs will be on board using this exciting new tool!



Join us in our upcoming meetings to learn more!

- **Wednesday, November 16 @ 1 PM – Calendar Year 2022 Inventory**
 - Process improvements and tool features will be discussed
- **Wednesday, November 30 @ 1 PM – NIH Personal Property Community Office Hours**
 - Complete Application Demo
- **Wednesday, December 14 @ 1 PM - Calendar Year 2022 Inventory**
 - Content TBD

If you would like to attend any of these meetings but do not have the meeting invite, contact your IMS or PMB (PMBCustomerIn-Box@od.nih.gov).

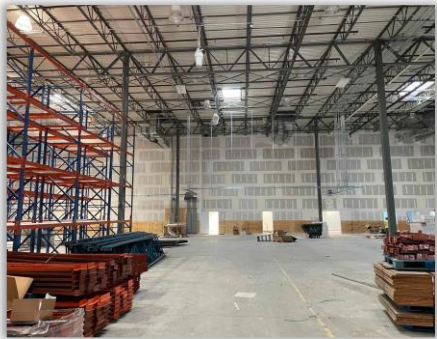


Image of the Property Warehouse

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)

The NIH's most recent fuel usage statistics, as reported in the Department of Energy's Fleet Sustainability Dashboard, are shown below. If you are interested in viewing additional NIH fleet analytics, please contact the Transportation Management Branch.

Fuel Used by Type (FY 2022 to Date)

The Fuel Used by Type pie chart displays the portions of total fuel use that are petroleum or alternative fuels. The Comparison to Prior Fiscal Year chart shows total fuel use this fiscal year compared to the same time last fiscal year. Missed opportunities display the quantities of petroleum that could have been displaced by using alternative fuel.

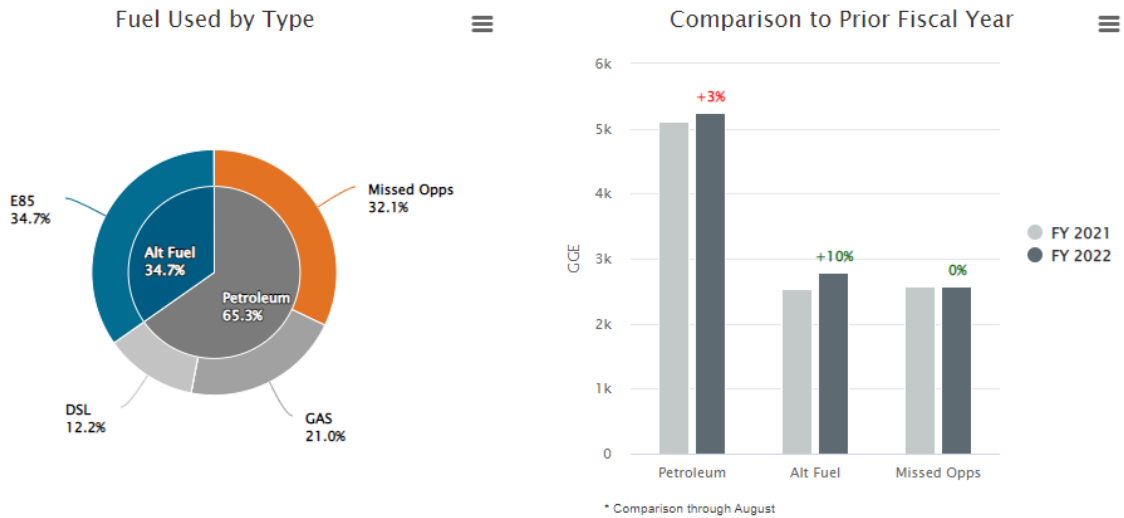


Image of TMB Fueling Stations

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](#)

EMPLOYEE SPOTLIGHT: Karen Williams-Kinney



Karen is a leader on the Freight Forwarding team, having led a special project resolving unauthorized procurements and outstanding invoices for domestic & international shipments. She demonstrated effective and thorough communication while liaising with different departments to resolve payment issues with OFM. Her dedication and commitment ensured the completion of all invoices processed.

Thank you, Karen, for all you do in support of TMB and the NIH mission!!

EMPLOYEE SPOTLIGHT: Byung Oh (OBJ)

WELCOME TO THE TEAM!!

DLS is excited to welcome Mr. Byung Oh (OBJ) to the DLS Program Management Office (PMO) on a special assignment for the next few months! OBJ has been serving as an Inventory Management Specialist in the NIH Supply Center (NIHSC) for almost 6 years. OBJ provides ongoing data reporting and analysis, which helps SMB and the NIHSC make critical decisions on a daily basis on inventory levels, customer orders, and much more. As part of the DLS PMO, OBJ will take the lead on exciting SMB initiatives. OBJ is a US Army Veteran with vast logistics

experience, serving as a COR, inventory manager, supply specialist, and accountability officer in the DoD. Welcome OBJ!

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For additional information about the Division Logistics Services, please email the team at dlspmo@od.nih.gov

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