



DIVISION OF LOGISTICS SERVICES (DLS)
MONTHLY NEWSLETTER

Edition 4 | June 2021

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WELCOME TO OUR JUNE 2021 EDITION!

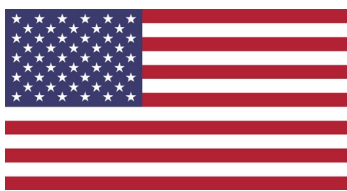
This weekend, we will celebrate America’s Independence from Great Britain and the right to self-govern: the right of individuals to flourish through the freedom to direct their own lives.

At the heart of this celebration is something unique in our shared culture – that We are a People founded on ideals and principles, that our nation’s birthday was a beginning...not a consummation... of freedom, equality, liberty, opportunity, individuality, and the pursuit of happiness. The power of good government comes from the people.

This year saw landmark advances, in both scientific research and medical application, and also in the advancement and recognition of our shared principles of freedom and equality. On June 17th, Juneteenth National Independence Day became the 12th holiday recognized by the Federal Government, first celebrated by church communities since 1866, this day pays tribute to the moment on June 19, 1865, when enslaved people in Texas first learned of their freedom (over two years after the Emancipation Proclamation was declared by President Abraham Lincoln on January 1, 1863).



Elizabeth (“Beth”) S. Van Absher
Director, Division of Logistics
Services



Like our nation, NIH is an agency built on the foundation of principles, ideals, and aspirations. We are a community of hardworking idealists, fueled by intellectual curiosity, diverse thought, hard work and a passion to make the quality of our lives and our community’s ever better through scientific research and public service.

At DLS and NIH, we continue to recognize the far-reaching contributions of federal employees and those we remember and honor in military service who served our nation bravely to preserve our freedom. When crisis comes, we do not falter, but serve one another by bringing our best efforts and contributing to our shared mission to perform great deeds when the outlook is stark...**[CONTINUE TO DIRECTOR’S MESSAGE](#)**

HOT TOPICS

OPTIMIZE NIH PROPERTY

The Optimize NIH Property workgroup continues to modernize NIH property management in Calendar Year 2021 by focusing on the following initiatives:

Inventory Modernization: Improving NIH property accountability by exploring technology and methods that meet the needs of the NIH COVID-19 operations and NIH Future Work.



Network Discovery, NIH Property Management Portal (NPMP) Self-Inventory, Sunflower Mobile Trak, Radio-frequency identification (RFID)

Record of Loan/Donation of Personal Property to Foreign Countries (under P.L. 90-262)									
INSTRUCTIONS: Follow instructions on reverse. Complete this form along with Form 1084 (Required by 501(c)(3) and Private 501(c)(6) Charitable Entities) for your Property Representative. Other forms may be required.									
1. Custodian's name:									
2. Recipient's name and address:									
3. Recipient's individual or organization (name, address, and phone no.):									
4. Project no.:									
5. FAX no.:									
6. Items to be Loan/Donated									
No.	DECAL NO.	No.	DESCRIPTION (include serial number, model, and year no.)	No.	QUANTITY	No.	EST. ACQ. COST	No.	REMARKS/CONDITION
7. JUSTIFICATION: Explain the benefit of proposed transaction to the NIH mission.									
8. FOR LOANS ONLY: This property will be used solely for a specific purpose and will be returned upon project completion.									
9. Borrowing Official (signature and date):									
10. Type of Name and Title:									

Process Automation: An effort to standardize, automate, and incorporate business process improvements into the Report of Survey (ROS) and NIH Loans workflows. Once these workflows are fully automated, the new processes will eliminate physical signatures, save time through automated routing, and reduce duplicative rework efforts by fully standardizing the processes across NIH.

Domestic and Foreign Loan Resources, Process Automation, ROS & Loans Process Mapping, Qlik Sense Property Dashboard

[CONTINUE READING ABOUT OPTIMIZE NIH PROPERTY INITIATIVES](#)

PURCHASE REQUEST ENHANCEMENT

NBS, POTS and the NIH Division of Logistics Services (DLS) Supply Center are pleased to share with you an enhancement for NIH Supply Center Customers and quality assurance.

POTS Purchase Requests will no longer require multiple emails for manual processing by the NIH Supply Center Team to create Internal Requisition in NBS. This burdensome process introduced errors and caused delays to order processing.

To enhance customer experience, a streamlined solution was implemented this month to send the Purchase Request information to NBS and reduces manual intervention workload by 12 hours. This enhancement does not change your ordering process but creates a connection between POTS and NBS for Internal Requisitions to ensure complete and accurate ordering. Additional enhancements are being sought to fully automate this process in the coming Fiscal Year. We are grateful to NBS and POTS teams for their shared partnership in this continued process improvement.

Our teams are dedicated to providing you with outstanding customer support and meaningful outcomes. Please let us know if you have any questions or feedback at DLSPMO@od.nih.gov.

Did you know?

Logistics is a broad landscape. DLS provides support for equipment repair, international freight and sample culture chain of custody. The Division of Logistics Services (DLS) provides valuable services to the National Institutes of Health (NIH) and its 27 Institutes and Centers as the central liaison for logistic functions. DLS manages all aspects of supply chain management, property administration, and transportation management programs for NIH. Our Vision is to provide responsive and superior logistics to the NIH community in a customer-focused approach. That's why we value your feedback, and we are continually working to enhance our service through meaningful changes thanks to customers like you!

SUPPLY MANAGEMENT BRANCH (SMB)

MEET THE SUPPLY MANAGEMENT BRANCH TEAM

The National Institutes of Health Supply Center (NIHSC) is a good for government, fee for service (cost recovery) organization that supports NIH by providing valuable PPE, lab and medical supplies, dry ice, chemicals and reagents, as well as office supplies to the 27 ICs through its warehouse out of Gaithersburg, MD and two on campus self-service stores.



NIH SUPPLY CENTER

Online orders can be placed through NBS, POTS and the [Online Product Catalog](#) or by visiting our two stores located in Buildings 10 and 31.



The NIHSC strives to provide innovative, cost effective, end-to-end solutions, which facilitate improved cycle times for the just-in-time delivery of quality goods and services necessary to deliver outstanding logistical support to the NIH community. NIH Supply Center is committed to the highest standards of professionalism, servitude, and continuous improvement that are essential to meeting and/or exceeding customers' expectations.

Pictured to the left: SMB Team

The NIHSC secures the best value for the NIH Community on the supplies it uses to lead the way toward important medical discoveries that improve people's health and save lives. Unlike other sources, the NIHSC is a not-for-profit organization, so your dollars stay put within the NIH agency. The NIHSC saves NIH money by reducing P-card transaction time and expenses, shipping costs and other costs of external ordering.

NIH SUPPLY CENTER MONTHLY NEWSLETTER:

- Bulk Hold Program
- Store Spotlight: Alcohol & Enzymes
- Intern Supply Kit

[CONTINUE READING MONTHLY NEWSLETTER](#)

Alcohol and Enzymes

The NIH Supply Center is the NIH licensed purchaser and provider of ethanol alcohol to the NIH Community in support of our great mission. Please let us know your lab needs regarding alcohol (be it disinfection or precipitating nucleic acids) - not all grades are made the same! Let us know your needs and we will be happy to work with you to secure these. Enzymes can also be purchased at our Building 10 Store. We have temperature-controlled refrigerators stocked and ready!



Intern Season - Protect Your Proteges!

Welcome your interns with some great new office supplies and protective PPE! We recommend backpacks, a mouse, notebooks, and more! Stop by our Store in Building 10, or order through NBS or POTS. For our full inventory, visit our [Product Catalog](#).

NIH Supply Center Bulk Hold Program

Order your items now for the rest of Fiscal Year 2021 and take advantage of our Bulk Hold Program! The Clinical Center has found this especially helpful, as they were able to purchase highly demanded items ahead of schedule, store them at our facilities, and ensured they would have access to the supplies as needed. The Bulk Hold Program provides numerous benefits to the community including: no extra cost, items are located on NIH Property, competitively priced items when purchased, and swift delivery (with no shipment fee) when items are needed.

Please note other vendors may state their bulk hold program is "free" when they are anything but. They require minimums and charge shipment fees, while at the NIH Supply Center there is no minimum and no shipment fees!

NIH Supply Center New Item Request Form

If you don't see what you're looking for, we can order for you! If there is an item you would like to request that we do not carry, fill out the **NIH Supply Center New Item Request Form**, and our team will request this item as a non-stock item. Non-stock items mean they are not usually a part of our inventory, but if you request the products, we will put in a custom order for you!

A screenshot of a web form titled "CUSTOMER NEW ITEM REQUEST FORM". Below the title is a small instruction: "Please use this form to submit new item requests to the NIH Supply Center. All fields are required. Thank you for your submission!". The form has two main sections: "1. Manufacturer/Brand" and "2. Product Name", each with a text input field and a "Enter your answer" label.

[All Supply Chain roads lead to NIH-SC. You can now reach us at the Blanket Purchase Order Website!](#)

ONE NIH isn't just an important NIH Initiative, it's the priority pathway to success! Thanks to our Acquisition Management and Policy partners in OM, ONE NIH and the NIH Supply Center have increased visibility on the NIH-enterprise BPA website as the first source to meet your needs.

oamp.od.nih.gov/division-of-simplified-acquisition-policy-and-services/bpa-program

NIH Office of Management
Office of Acquisition Management and Policy



Search...

Acquisition Career Management Program
ASRB
CSR Peer Review Program
DAPE
Document Generation System (DGS)
DSAPS
FAQs
Federal Acquisition Regulations
NAICS
NBS
NIH Object Class Codes

NIH SUPPLY CENTER
ONE NIH: Mission Strong. Before placing a BPA Call, please call 1-833-3 ONE NIH (1-833-366-3644). By utilizing NIH inventory levels, we are using priority sourcing and leveraging our buying power.
Learn more →

NITAAC
REIMAGINING ACQUISITIONS
NITAAC is the designated federal Executive Agent authorized by the Office of Management and Budget (OMB) to administer three Government-Wide Acquisition Contracts (GWACs) for information technology (IT). All NITAAC GWACs are designed Best in Class (BIC).

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

HELPFUL SUPPLY RESOURCE LINKS:

- [NIH Supply Center New Item Request Form](#)
- [Welcome to the NIH Supply Center](#)
- [NIH FreeStuff](#)
- [IC PPE Coordinators List](#)

PROPERTY MANAGEMENT BRANCH (PMB)



Meet Sonia Cross, Property Systems Specialist

What do you love about working at NIH DLS?

The camaraderie and the awesome senior leadership.

In a post covid world, where will you travel first? I would travel to Europe first!

What is your favorite food? My favorite food is Asian food.

PMB MONTHLY HIGHLIGHTS:

- Enhancements are coming to the NIH Property Management Portal (NPMP) with version 4.19, planned to be released in late-July. The property community has

spoken, and we have listened. Supervisors now can see the accountable assets assigned to their employees. The Chain of Custody report will be longer than just 30 days, and you will be able to select a timeframe to view. Below are all of the anticipated enhancements, for further information or questions please email Property Management Portal Questions.

CONTINUE READING MONTHLY HIGHLIGHTS

HELPFUL PROPERTY RESOURCE LINKS:

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

TRANSPORTATION MANAGEMENT BRANCH (TMB)



Meet James Lewis, Traffic Management Specialist

What do you love about working at NIH DLS?

I like the teamwork efforts, the diversity, the polite mannered and courteous people on the team.

In a post covid world, where will you travel first? I will travel to California, next Florida beaches, and then to Las Vegas.

What is your favorite food? I enjoy Italian and Mexican food.

Did you know? TMB brings culture(s) to you!

Micropropagation. Micro-tissue is sometimes our macro issue! Tissue and other lab cultures as well as lab equipment that you outsource for repair, are brought back to your lab by our freight forwarding team. That's right, it's not just our Property and Supply Teams that have moves! We also support new NIH scientists and personnel new to the government through household goods move support and guidance.

The Freight Forwarding Section is a federally mandated mandatory source for the NIH's international and hazardous shipments.

The Fleet Management Section is a federally mandated mandatory source for all of the NIH's vehicle needs, including vehicle acquisition, vehicle management, vehicle rentals, and fuel management services.

TMB has consistently been recognized as a leader in the federal transportation industry. We have exceeded all federal averages in alternative fuel usage on a monthly and annual basis and have been awarded the 2009 National Award-Winning Small Fleet of the Year, the 2015 Presidential Award, and multiple HHS Green Champion Awards.

TMB MONTHLY HIGHLIGHTS:

- All access entrances to Building 13 are locked. To access the Shipping department at Loading Dock E, walk-in customers must call prior to drop-off to schedule a time or knock upon arrival. Upon arrival, customers must sign in and show their NIH badge to TMB staff.

CONTINUE READING MONTHLY HIGHLIGHTS

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](#)

CUSTOMER SPOTLIGHT

National Cancer Institute

NCI requested BD FACSTFlow Sheath Fluid (NSN 664000N213420), as they were having difficulty purchasing from a previous vendor. The NIH Supply Center was able to secure this item and since then the item has been flying off the shelves! Not only is NCI benefitting from this, but other ICs have found the product to be very helpful. We are glad to be able to support the community in such a way and will continue to listen to the needs and wants from NIH!



DLS IS ON THE MOVE!



Pictured Above: New NIH Supply Center Warehouse

The NIH Supply Center will move to 16071 Industrial Blvd, Rockville, MD in October 2021. This new warehouse complex contains state-of-the-art technology and 83,536 Usable

Square Footage (USF) of inventory and storage space for NIH customers and the Supply Center as well as our co-tenants, ORF, NIH History, and NIH Mail Services. Please note that you can expect the same great (uninterrupted) level of customer service during and after the upcoming move!

DLS UPCOMING EVENTS

July 13th, 2021: OneNIH Initiative Meeting at 1:15 – 2:00 PM EST

August 2021: Upcoming Virtual Coffee Chat with Elizabeth (“Beth”) S. Van Absher Director of DLS. Stay tuned for the date and time!

September 7th, 2021: NIH Personal Property Management Council (PPMC); 1:00 – 2:30 PM EST (NIH Property Professionals). The purpose of this meeting is to allow the NIH Property Management Community to discuss the current inventory year as well as application of policy and the administration of NIH’s \$1.8B in accountable property. The primary stakeholder group is IC Property Accountability Officers (PAOs) and senior administrative staff. *NOTE: NIH Property Office also holds regularly scheduled Property Community Office Hours to serve the broader Property community.

YOUR COMMENTS, SUGGESTIONS, AND FEEDBACK ARE ALWAYS WELCOME

[CLICK HERE FOR SURVEY](#)

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