

Procurement Countdown

Summer 1999, No. 116

It's **OFFICIAL**: Tom Luedtke Named Associate Administrator

By Susie Marucci, Procurement Countdown Editor

Don't call him Thomas. After months of waiting, NASA's procurement organization has a permanent leader. But our new leader prefers Tom, not Thomas, Luedtke. As the Deputy Associate Administrator for the last 6 years, and the Acting Associate Administrator for most of the last year, Tom has the background and the vision to take NASA procurement into the next millennium. Tom is now the permanent Associate Administrator for Procurement. NASA Administrator, Daniel S. Goldin, announced his decision to make Tom the AA for Procurement on June 14. "Tom Luedtke brings vast expertise, considerable skills and boundless creativity to this position at a time when NASA procurement activities continue to undergo dynamic reform," Goldin said in the press release announcing Tom's ascension to the Associate Administrator position.

While he may only have been the Associate Administrator officially for two months, Tom has been running NASA procurement for over a year. Even before that, with his finger on the pulse of NASA's Procurement organization, Tom has played a vital role in many of the initiatives that have changed NASA procurement. Award Fee, electronic commerce, cost control and Performance Based Contracting are a few of the major initiatives Tom has cre-



ated, developed or led. His direction and guidance have seen NASA and government-wide procurement through major changes.

Tom came to NASA as the director of the Pricing Division in 1989. Four years later, he became the Deputy Associate

Administrator for Procurement, working directly for Deidre A. Lee, the then Associate Administrator for Procurement. When she left in August 1998 to head the Office of Federal Procurement Policy, Tom became Acting Associate Administrator.

He began his career as a contract specialist with the Naval Air Systems Command (NAVAIR), procuring avionics, research and development, and services. He was the procuring contracting officer for the Industrial Modernization Incentives Program at NAVAIR, as well as for the Penguin, Harpoon, and SLAM missiles.

Tom received a B.S. degree in Political Science and History from the University of Wisconsin - Parkside. He received his Master's in Business and his J.D. from the University of Wisconsin - Madison.

And remember: if you need to write to him or for him, it's "Tom" not "Thomas."

Highlights...

A personal look at how the late Daniel Cathcart affected the life of one person, on page 2.

Traveling for procurement training can be a challenge. Learn what HQ is doing to make it easier on you on page 4.

A fond farewell from Stennis for Kim Stone who is now the PO at Langley, on page 6.

What's happening to those yearly Contractor Open Forums? The answer is on page 7.

Get a new perspective on NASA Procurement from one of the Contracting Interns on page 8.

Learn about GSFC's Industry Assistance Office on page 10.

Daniel H. Cathcart — A Personal View

By Michelé Hull, Ames Research Center, (temporarily with NASA Headquarters)

While sitting in a contracting training course in Hagerstown, Maryland several weeks ago, I received the news that my former Contracting Officer at Ames had died. I thought back to early 1993, my second day as a NASA co-op student at Ames Research Center. Dan Cathcart came into my office and introduced himself. He talked for quite a while, immediately making me feel welcome and comfortable as he reminisced about the time when he first came on board. Dan had a unique way of reminiscing about the past while always coming up with a moral to the story. I especially enjoyed hearing about his interesting experiences when he and his family lived on Guam.

Dan was the type who always had time for me or anyone else who needed mentoring. I think he especially enjoyed helping and advising the more junior contract specialists, and the role of advisor seemed to come naturally to him. He had a non-threatening way of sharing his knowledge. Dan did a lot to support procurement at Ames and also for the Agency. I can remember thinking on numerous occasions that I wanted to nominate him for a peer award. I even mentioned it to a colleague who also worked closely with Dan. She whole-heartedly agreed that he definitely deserved one. But we never got around to it. It's so easy to get caught up in getting out the latest RFP or modification, or putting out the latest fire, that you fail to do something much more meaningful and lasting...showing our appreciation to those who go out of their way to do nice things for

us. I do recall Dan receiving numerous other awards from the technical teams he supported and also from procurement. I think it would have been nice if he had received recognition from his peers or "underlings" as well. He served on the IFMP team for awhile at the same time he was juggling SEBs and approving and signing all of my work — along with that of several other team members.

I remember getting uptight about a certain negotiation if it wasn't going the way I thought it should. Dan would always remain calm and cool. He had such a knack for dealing with even the most difficult negotiators. He taught me a lot, not only about procurement, but also about people and what's truly important in life. Dan was married and had three children and three grandchildren, whom

he greatly adored. He'd often tell amusing stories about the latest thing his grandchildren did or said. I know he received a tremendous amount of satisfaction from spending time with his family. I think family was the most important thing in his life.

In a way, I think it's ideal that he was able to spend his final two weeks on vacation with all of this family. Though I don't think any of them, including Dan, realized that those would be his final two weeks. I'll miss his stories, his jokes, his guidance, and most of all his kind and gentle reassurance that everything is going to be okay. I learned a lot from him and feel very honored to have been able to work with him over the past six years. Dan, you will be greatly missed.

In Memoriam

Daniel H. Cathcart, a senior Contracting Officer at Ames Research Center, passed away suddenly on July 17, 1999, at his home in San Jose, CA. He had a total of 27 years federal service, with the last 20 years at Ames. A native Californian, he attended Stanford and graduated from San Jose State University with an accounting degree. He also served in the 82nd Airborne Division as a paratrooper. He was known for his procurement expertise and shared his knowledge by mentoring several less experienced contract specialists during his long career at the Center. He had been involved in IFMP at Ames. Most recently he had been the Contracting Officer on the Lunar Prospector as well as other large incentive contracts supporting Ames' Space Directorate. He had been Ames' nominee for the Agencywide Contract Specialist of the Year in 1998 for his excellent effort on these and other programs. In recognition of his fine support over the years, the Center presented his widow and family with U.S. and NASA flags that had been flown at the Center in his memory. On August 16, he was awarded posthumously the Lunar Prospector plaque in recognition of his contributions to the project and the Discovery program.



People on the Move

Headquarters: Ken Stepka, a procurement analyst in the Analysis Division, is off to college – DoD’s Information Resources Management College, that is. Ken is attending the Advanced Management Program. It is a 14-week graduate-level program designed to provide an in-depth understanding of the broad range of Information Technology policies affecting procurement and information resource management.

Langley Research Center: The following people completed Level II Training in 1999: Darlene Baxter; Mary Corbitt; Jane Druen; Nancy Hornung; Lynn Jenkins; Roberta Knight; Todd Lacks; Nancy Sessoms; and Tom Weih.

The following People completed Level III Training in 1999: Nancy Sessoms; Tom Weih.

The following people received awards in 1999: Cynthia Cowan, Turning Goals into Reality, award March 12, 1999; Nancy Sessoms, Dean’s Award for Outstanding Academic Achievement, School of Business 1999 Christopher Newport University.

Marshall Space Flight Center: Congratulations to the four people chosen recently to be the Team Leads in the MSFC Procurement Office: George Harvey, Shuttle Projects Team; Valerie Holmes, Microgravity Team;

Walt Melton, Technology Development Projects Team; and Bryan Williford, Science Team.

NASA Management Office: Congratulations to the NASA Negotiating Team for the Caltech/JPL Contract, which received a Group Achievement Award at the Agency Awards ceremony on June 30th. Procurement members of that team were: Katherine Wolf, Robert Democh, and Rita Svarcas from the NASA Management Office at JPL; and Michael La Beau from Headquarters Code H.

Kennedy Space Center: All Aboard! New hires at KSC. Eight new hires joined KSC this summer. All are prior civil service and one came directly from an aerospace contractor. Most have substantial prior contracting experience with the U. S. Air Force. A husband and wife team is included in the group, and two came from KSC’s neighbor and launch site partner Patrick Air Force Base. In fact, about the only change one person made was to get a new badge. They join the group of six hired from JSC, GRC, and GSFC/Wallops last year. KSC is pleased to introduce to you the new contracting professionals, their assigned offices, and prior station: Tammy Sue Burlein, Engineering Support Office, Patrick AFB; Timothy Pugh (prior NASA), Operations Support Office, Northrop Grumman; Roger A. MacLeod, Operations Support Office, Patrick AFB; Henry Molnar, Acquisition Management Office,

Scott AFB; Laura C. Molnar, Management Support Office, Scott AFB; Lisa Morales, Management Support Office, McChord AFB; Ida M. Ramirez, Management Support Office, Robins AFB; and Leslie M. Solum, Operations Support Office, Grissom AFB.

In January, KSC was fortunate to get Laura Blevins from the Space Station Directorate on a detail assignment to help stand in the gap while KSC sought permission to hire those who just joined the Procurement Office. Laura’s undergraduate degree is in Organizational Management and her graduate degree is in Business Administration. She works in the Management Support Office and supports both the Checkout & Launch Control Systems Office and the Shuttle Processing Office.

KSC is also currently participating in several collegiate level programs. Amber Butler and Shabaka Hughley come to KSC from Florida A & M University and work in the Engineering Support Office as does David Wood, one of NASA’s new interns. David attends Michigan State University.

The list of **People on the Move** only includes those names that were submitted to the *Procurement Countdown*. If you know people who should be listed in this column, contact your Center *Procurement Countdown* point of contact, or send the names to the editor, Susie Marucci, on (202) 358-1896, or e-mail at susie.marucci@hq.nasa.gov.

Training Travel: A Difficult Issue

By Anne Guenther, Director, HQ Analysis Division

When OMB created a new qualification standard for 1102s that defined specific education, training, and experience requirements, it changed the civilian agencies', including NASA's, approach to procurement training. NASA's procurement training is now built around standardized courses taught by DoD-certified instructors. As everyone is only too aware, with few exceptions, those core courses have primarily been offered in the Washington, DC, area. Unfortunately, this requires students to spend one- to four-weeks away from home for each class.



As a starting point for understanding our current training program, please keep the following in mind: First and foremost, Code H's primary concern is that every NASA 1102 be able to participate in our procurement courses and be certified at his or her level by January 1, 2000. This is an OFPP deadline, not a NASA one. Second, the current education, training, and experience requirements are being mandated by Congress – not by Code H. (By the way, using DoD's courses not only helps to standardize procurement training within the Agency, but it can help to make you a more marketable procurement professional government-wide.) Third, our tight budget restraints have also required that we train our 1102s as cost effectively as possible

and ensure that we have the maximum number of NASA 1102s at each session. Fourth, we authorize rental cars from the airport to the Ramada Inn at Hagerstown, MD, but they must be turned in when participants get to the hotel. We know this is a big issue with the participants, but we cannot change our policy regarding rental cars. It would be a violation of government travel regulations for us to authorize rental cars for personal use. Headquarters will not allow its government vehicles to be kept at Hagerstown for the duration of a course. We know it would be easier on you to have a rental car when you are in Hagerstown for weeks, but NASA simply cannot provide one for you. Local Hagerstown car rental companies will rent cars to participants for \$15/day with unlimited mileage.

A Challenge

Because of the January 1 OFPP deadline, Code H has a very challenging goal – to get as many 1102s certified as possible before the deadline while staying within our limited training budget. As a result, we are always trying to find the right balance between accommodating students' needs and conserving money so we can provide training opportunities to the greatest number of people. That is why we hold most of our classes at the Ramada Inn in Hagerstown, MD. Headquarters Code F has a contract with that hotel and picks up the cost of the participants' rooms and meals

(as a package), which helps us stretch our travel dollars further. (It will be good news to all of you that the Ramada Inn is doing extensive remodeling and will be putting refrigerators in every room.)

There are some other options that unfortunately we cannot use at this time because of our limited travel budget. Code H was forced to stop the participation of Center people in courses taught on-site at other centers. DoD is willing to split its four-week courses into two two-week sessions each for NASA. But we have thus far opted not to do that; it would double the airfare costs for participants in those classes.

Advanced Placement

Few people look forward to spending three or four weeks in a class, let alone three or four weeks away from home. Code H is aware of the hardship these longer classes pose (to individuals as well as their organizations) and offers the following suggestions. As a first step in assessing your own training needs, you should confirm what courses you actually need. While most people will have to attend NASA contracting courses, it is possible to apply to Code HC for fulfillment for one or more of the "CON" classes. It is like advanced placement in college. You can apply if you are an 1102 with several years of procurement experience,

Some Possible Solutions

and have taken contracting courses (either in college or government-sponsored courses) or feel (and can demonstrate) that as a result of your day-to-day work experiences you have already acquired the skills that you would obtain from a specific training class. Talk to your training focal point, who can help you prepare the submittal to Code H. Your immediate supervisor should concur with the request, and you will need the approval of the Center Procurement Officer.

When you determine that you will be required to take one of the mandatory procurement courses, be aware that there are alternatives to taking the course at Hagerstown. As one alternative, we have worked to periodically schedule some classes on-site or near the centers. For example, a recent Fundamentals of contracting class was taught on-site at Goddard Space Flight Center.

Code H will continue to work with individual centers to find opportunities to conduct on-site training when we anticipate that enough Center personnel will attend to make the course cost effective. The problem that we have encountered, however, is that while most procurement offices support the concept of on-site classes, they aren't able to release enough of their people to fill them. As another option, DoD offers its courses at different sites around the country, but most of those sites involve travel – and seats

rarely open up for NASA students. To expand our ability to send folks to DoD courses other than those specifically taught for us, GSA is creating a web-based schedule of all procurement courses being taught for the civilian agencies (including the core “CON” classes). We will be able to use this database to identify “CON” classes that better fit 1102s restricted schedules or personal needs.

For some people, traveling away from home for three or four weeks – or even at all – is more than inconvenient; it's impossible. If this is your situation, please talk to your supervisor and/or your Center training focal point. They will talk to Code HC about what other options, if any, are available to you. Obviously, the more flexible you are, the more likely we are to come up with a solution. You may also be able to take core courses locally from a university certified by the Defense Acquisition University (DAU). (A list of college programs offering courses equivalent to the core courses appears in Appendix G to the DAU catalog found on the Procurement Library Page.)

Good News

There is some good news to report. The DAU is going to offer its Level I and II acquisition courses over the Internet. NASA employees will be able to take the core courses electronically along with DoD employees. The longer courses will probably

include a classroom module – two weeks or less. The first “CON” class offered on-line will be CON-101, Fundamentals of Contracting, a four-week course. The bad news is that it will take DAU years to get all the “CON” classes on-line. DAU's on-line courses will help people down the road, but they won't do much for those of you reading this article today.

There is more good news. The Headquarters contract with the Ramada Inn at Hagerstown is being recompeted. We expect



not one, but several contracts to be awarded off this solicitation to hotels within a 150 mile radius of Washington, DC. This new contract won't eliminate the requirement for travel (except possibly for Langley participants as several offerors are in the Hampton area), but it will give us more flexibility in class locations and provide participants with a change of scenery.

The requirements, and as a result some of the travel complications, won't go away. But we're willing to work with you, as much as we can, to make your continuing procurement education a good experience for you.

If you have any questions about any of the issues discussed in this article, contact your training focal point or call Barbara Cephas on (202) 358-0465.

Stone Makes a Boulder-Sized Impact at Stennis

By Rebecca S. Dubuison, Stennis Space Center

During early 1995, I was the Acting Procurement Officer at the Stennis Space Center and expected to be named the SSC Procurement Officer. Surprise!! Life doesn't always go as expected, and instead, Kimberly Stone was named the SSC Procurement Officer. While I was disappointed in that decision, I swallowed my pride and worked to ensure a smooth transition for Kim. In my mind, I was not sure that Kim had that much to teach me.

As is often the case, a person can learn something from disappointing events and this was no exception. Kim was the SSC Procurement Officer for four years. After she arrived, Kim established an even stronger procurement organization composed of customer-focused team

members. Kim took a somewhat fractured organization and re-focused the office, with a particular emphasis on providing outstanding customer support.

While at SSC, Kim made special efforts to identify and support the strengths of each individual employee. As a leader, her example to others was unparalleled. She persisted when others would quit.

Kim was a mentor and a friend. Kim recently departed Stennis to take over the job of Procurement Officer at the Langley Research Center. Now, I find myself reflecting on the past few years particularly with regard to how much I have learned from Kim about dealing with people. At the Procurement Officer's Conference last year,

Tom Luedtke referred to us as the "Stennis Sisters" – and, in many ways that is how I feel about Kim.

I already miss my "Stennis Sister" terribly but I know that she will be an outstanding Procurement Officer and an overall major asset to the entire Langley Research Center organization.

KSC Center Director Hands Out Gold

Recently, Kennedy Space Center's Director Roy Bridges Jr. awarded "Quality Dollar Awards" to members of the KSC Procurement Directorate (OP) for "Model Behavior in support of the KSC Checkout and Launch Control System Project Procurements." The gold Dollar is awarded to individuals or teams in recognition of their significant contributions to continual process improvement, demonstrated model behavior, or innovative approaches to ensuring customer satisfaction. While the gold Quality Dollar has no monetary value, it is very prestigious.

Receiving recognition were Susan Wall, Jackie Norman, and Dave Reeves. According to KSC Center Director Bridges, silver Dollars will be made available for directors to award.

Personnel in OP that have



been previously honored with the gold Dollar include: Boyd Christopher for his support of the Performance Based Contracting Team, Ann Nelson for her

support of the Spaceport Florida Authority and NASA Partnership for Reusable Launch Vehicles at KSC, Dan Lewis for his support of the ISO 9001 Implementation Team, Sharon White for her support of the Emergency Power Plant Upgrade, and Marlo Krisberg for his support of the Cryogenics Testbed Funding Team Proposal.

Congratulations to these OP personnel and to those whose future efforts will warrant this prestigious award.

New and Improved Contractor Open Forums

Over the past few years, the Contractor Open Forums have had great success. Once a year, the AA would travel to a Center and brief anyone in attendance about NASA's current Procurement Initiatives and view of the future. After the briefing the AA would answer any questions from the audience.

Questionnaires provided at the Open Forums overwhelmingly praised NASA for the Open Forums and the communication outreach. However, many respondents requested that the Forums be held more often. Because a number of those in attendance come from other parts of the country, Tom Luedtke decided to hold more frequent Open Forums at different centers.

Unlike previous years, instead of holding one Open Forum, NASA will now hold several every year. Most of these, although not necessarily all, will be tied into the Procurement Surveys. This will cut down on travel costs, because the AA has to be at that Center anyway. It will also ensure that Open Forums are spread to most of the centers on a regular basis.

Since June, two Open Forums have been held. The first at KSC, was tied, not to the survey (which took place several weeks prior) but instead occurred when the AA was there for the Contracting Intern Program orientation. The second Open Forum was held at Ames Research Center in August. This one was held during the time Tom Luedtke

was there for the Survey Exit Conference.

Future Forums

An Open Forum will be held at Johnson Space Center in connection with the survey, which runs from February 28, 2000 to March 10, 2000. Dryden Research Center and Langley Research Center will also have Open Forums in 2000.



Another change is taking place as a result of the customer responses to the questionnaires. Code H is revising the Federal Register Open Forum notice. A number of the people who came to the Florida meeting, wanted information about how to do business with NASA, or a meeting specifically on small business – despite the fact that this forum was not advertised as discussing these topics. Since this Forum is specifically designed to exchange information about NASA's procurement policies, practices, and initiatives, those people hoping for other information were somewhat disappointed. To make sure no one is in doubt about the type of

meeting, the standard Federal Register notice has been revised to be more specific.

One of the highlights of the Open Forums is the chance for contractors (or anyone, since they are "open") to ask questions. Many of the questions from the most recent Open Forum at Ames, we related directly to the initiatives. PBC was the favorite topic of attendees. However, Tom Luedtke got questions on everything from the Consolidated Contracting Initiative to milestone payments to pulling work in-house to information on the Crew Recovery Vehicle. None of the questions were received in advance, so Tom got a chance to think on his feet.

These Open Forums are just one way that the Office of Procurement is working to keep communication lines open with contractors. Tom also has an external e-mail address (procurement@hq.nasa.gov) where contractors and others can contact him about issues. Through these and other ways, like the NASA Ombudsmen, NASA's Procurement organization is in the forefront of open communication.

Feet on the Ground, Head in the Stars:

By Julie Davis, NASA Contracting Intern, Ames Research Center

As a little girl, I dreamed of flying in space and going to Mars.

In kindergarten, when we drew pictures of what we wanted to be when we grew up, my pictures included stars, the moon, and a space suit. I memorized the compositions of each planet and the major moons. I knew the entire life cycle of a star – in short, I was obsessed with space. As I got older, reality tempered my dreams – so many potential astronauts with a maximum of eight on each mission. I have always been a person who thrives on concrete ideas and realities and being unsure of whether or not I could ever achieve my career goals was too much of an uncertainty. So, I looked elsewhere to satisfy my inner cravings for edge-of-the-seat excitement. Business was the arena in which I excelled, but I couldn't decide just which type of business I wanted to do – it had to be exciting because, theoretically, I would be doing it for the rest of my professional life.

Four months ago, I had never heard the word “procurement.” I know, one might question the integrity of my business education, but as a sophomore marketing major at Arizona State University, I probably had not gotten far enough in my education – after all, I was just beginning my business courses. Looking for marketing internships at a job fair, I happened upon a NASA booth. I stopped to look at the pictures and thought again of being the first woman to walk on Mars. After a NASA representative explained to me what procurement was, I eagerly

signed up for an interview. It was almost too good to be true – as a NASA Contracting Intern, I could work in an area of business that would be rewarding and challenging while at the same time contributing to the space program. You can probably imagine my excitement when I got a call from Headquarters one month later asking me to join the NASA team.

Apples and Broccoli

When I reported to work at Ames Research Center, I was not prepared for what lay ahead. Having held multiple jobs in the private sector, I figured working for the government would be pretty much the same. It is not. One cannot accurately compare the private sector and government because it is like comparing apples and broccoli. As with any situation in life, I have found that it comes down to attitude and perspective.

Yes, procurement is challenging, but it is equally rewarding.

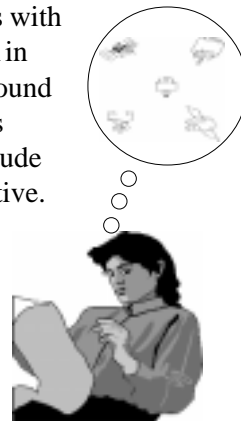
While some people in procurement may feel that all they do is buy things, this is not the whole picture. As a NASA co-op, I not only assist in buying things, I am contributing to the future of the nation through my efforts in procurement. This is because procurement is necessary to the functioning of every division within NASA, from the

space shuttle program to the research and development programs.

While it is fun to focus on the unique aspects of my work, I cannot overlook some of the differences I have experienced between the private and public sectors. Perhaps the greatest difference I have noticed is that there are rules for everything when you work for the government. This statement should be taught in schools along with the other numerous laws of physics. There are rules to explain the rules and amendments to these rules that explain the rules, and modifications to the amendments. To the unsuspecting eyes of an ignorant new co-op, this cycle can make you feel like you are a cow chewing its cud – you may finally feel you mastered it and got it down, but it will have to be done over and over again. While the cow may get frustrated, chewing one's cud is not a negative thing in and of itself since the final product is always better than each previous try. A cow will never give up cud chewing, just as there will not be an end to revisions of regulations. I have yet to find anyone who has mastered the cycle of rules (if you know of anyone, please let me know!), but I am confident that time and experience will enhance my ability to understand and apply the regulations.

A People Person

Just as I was unprepared for what working for a government agency was really like, I was also unaware of exactly



One Intern's Experience at NASA

what it was that I was going to be doing each day of each summer until I graduate. To be perfectly honest, I was afraid that my job would be mostly paper-pushing. I am what you might call a "people person," so the thought of working behind a desk all day was certainly scary. Fortunately, my job revolves around interactions with people – from meetings to phone calls to floor checks, the tasks I perform are both varied and exciting.

Among the plethora of activities I have been a part of this summer, I have posted to the web for the first time in my

life, written a synopsis, updated status sheets, and I am currently writing my first RFP. The first time I saw the value of the contract I am working on will forever be engraved on my mind. While I have never actually seen any large sums of money, it is thrilling to be working with multi-million dollar contracts and to write down all of those zeroes after a number. If I am not mistaken, the last time that I have ever worked with millions of dollars was when I played "store" in kindergarten! From posting things to the web to meeting with contractors, each day presents new challenges and opportunities,

making it easy for me to look forward to getting up and going to work.

It is exciting to be able to say that I have found the job that utilizes my capabilities and talents while providing me with the edge-of-the-seat excitement I have been looking for – the job that I eagerly look forward to calling my career. The opportunity to serve my country with the distinguished NASA procurement team is one for which I am grateful. I look forward to learning from my team members and contributing more to the organization with each of my summer internships.

Contracting Interns Travel to KSC

By Valerie Stucky, Contracting Intern Program Manager, Headquarters Analysis Division

The first class of contracting co-op/interns gathered at the Apollo/Saturn V Center at Kennedy Space Center (KSC) for orientation during the week of June 14, 1999. Although most of them had not met before, they quickly became a team. After a cookout at the KSC Beach House (definitely a highlight!), the agenda included a rousing kickoff by Alan Ladwig, then Senior Advisor to the Administrator, who described NASA's history. Speakers from each of NASA's Enterprises explained how the procurement function is vital to their missions. The newly minted Associate Administrator for Procurement, Tom Luedtke, was joined by a panel composed of Kim Stone, Randy Gish, and David Wansley who spoke of the role

of procurement at NASA and how their own careers began.

For a change of pace, Ms. Robin Lusardi, a KSC training specialist, administered the Myers/Briggs Type Indicator test. She discussed how the various personality types tend to function at work and what approach may be useful between co-workers of different types. Later, I discussed with the students how the Contracting Intern Program came to exist and what the students could expect during their training program. Bill Ingerski, NASA HQ, and Jim Quinn, KSC, personnel experts for the Intern Program discussed employee benefits and personnel issues. The agenda included time for the class to tour the KSC Visitors' Complex.

As a special treat, the KSC Procurement Office had arranged the Gold Badge Tour for the class. They were allowed to go up onto the Launchpad. Later, they walked underneath a shuttle while the tour guide explained how the tiles change color during flight. It was hard to tell who was more thrilled, the co-ops or the NASA old-timers!

Student evaluations of the orientation were very enthusiastic. Several suggested that they be brought back next year to speak to the new class. We want to thank all those who contributed to the success of this first venture, especially Maria Wilson and Gladys Escobar of KSC.

Close-Up: Industry Assistance Office at Goddard Space Flight Center

The Industry Assistance Office, Procurement Support Branch (Code 213.2), at Goddard Space Flight Center, operates with a staff of four procurement analysts: Crystal Davis (previously from Code 219), Gilberto Del Valle, Olivia Gunter, and Vernell Jackson. Among some of the functions of the office are: reviewing procurement requests, analyzing subcontract plans, establishing Small Business Administration subcontracting goals, coordinating the Acquisition Forecast Report small and minority business activity, and counseling small businesses on how best to market for government contracts. Additionally, the office liaisons with the Small Business Administration's Procurement Center Representative, Mike Kilyk, located at GSFC.

In compliance with Public Law 101-144, NASA was federally mandated to direct 8 percent of the total value of its prime and subcontract awards to small disadvantaged (including women-owned) businesses, Historically Black Colleges and Universities, and minority educational institutions. Goddard Space Flight Center supports the Agency in meeting and surpassing this 8 percent annual goal by

ensuring that small disadvantaged businesses are awarded the maximum opportunity to compete for contracting opportunities.



The submission of subcontract plans and SF294s is especially vital in helping us achieve this goal. These documents allow us to monitor and track prime contractors' performance in achieving their subcontracting goals. Each time a contract is increased or decreased by \$500,000, prime contractors should submit revised subcontract plans. Of the 237 contracts at GSFC currently requiring SF294 submission, we have received less than 35 percent for the first quarter of 1999. WE CAN DO BETTER!!!

We thought it was necessary to remind the procurement team of our existence, our purpose, and our goals. We are committed to serving our division, GSFC, and the entire Agency as we strive to improve the quality of our service and our level of performance. Please call us at

(301) 286-6574 if you have any questions or comments on ways that we can better serve you.

Special Awards And Accomplishments:

Code 213.2 would like to recognize the following members of the team for their good work and special awards:

Olivia Gunter received the 213 Peer Award in April 1999 for her hard work and accomplishments.

Vernell Jackson received an award in May 1999 for her assessment of the Mentor-Protégé Pilot Program. The program was made permanent in March 1999 based in part on her review.

Vernell also received an award for an 8(a) study she conducted for NASA Administrator Daniel S. Goldin. The study examined how viable and competitive 8(a) companies were after graduating from the program. The results showed that well over 60 percent of the companies sustained themselves after graduation and attributed their success to the NASA experience.

Procurement Countdown

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