



Office of Logistics and Acquisition Operations
NIH PROPERTY NEWS
 Division of Logistics Services



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¹NEWSLETTER STAFF

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¹ PMB encourages IC's to submit property related articles. PMB will do their best to include submitted articles in future newsletters. Please submit articles to James Keisler.

From the Chief

Greetings Property Professionals, I hope everyone had a happy holiday season & wishing you a happy & healthy 2018! The 2018 physical inventory at the National Institutes of Health (NIH) began on January 9th and will continue through September 30th.



The goal is to conduct a successful annual inventory in a professional manner with minimal disruption to the significant ongoing work at the NIH. As of December 31, 2017, all remaining unresolved overages and shortages from the 2017 NIH annual inventory have transferred from "current status" to "prior inventory long term tracking", e.g. - overages and shortages (U09). This information will be updated weekly as overages and shortages are reconciled.



The NIH has made great strides in the accountability of our property assets and I thank you for your efforts!

For the CY 2017 annual inventory, 99.21 percent of accountable property assets were reconciled (assets located during inventory + assets reported as lost, damaged or destroyed on a ROS)/total number

(Continued on page 2)

From the Chief (Continued)

of assets in accountable record) and 98.98 percent of assets were reconciled based on acquisition value (Value of assets located during inventory + value of assets reported on a Report of Survey (ROS) as lost, damaged or destroyed)/total value of assets in accountable record). Since the property transformation in 2010, we've seen a significant decrease in the annual inventory discrepancy rate from 5.36% in FY 2010 to 2.12% in FY 2017.

This is a direct reflection of the hard work from the Institute and Center (IC) Property Accountability Offices (PAO), IC Property Custodial Officers (PCO), sharing best business practices and collaboration among the property community. Although tremendous strides have been achieved, there is always



room for improvement and I would encourage ICs to continue reconciling shortages and overages identified from annual inventories (E.G. – there are numerous ICs that need to reconcile shortages identified from previous inventories. There are still 4,469 shortages from 2010 to 2016 that require reconciliation. This information is available via the nVision Inventory Dashboard/U09). ICs are also encouraged to work the PROP-01 Report (Undeclared Property by Custodial Code) via nVision to ensure those accountable property items received are decaled and placed into service. If you have questions regarding reconciling your shortages and overages, please contact your assigned Inventory Management Specialist (IMS) in PMB for resolution.

PMB Updates

Personal Property Management Guide (PPMG)

The review of the PPMG has made it through the Office of Management Assessment (OMA) and is currently being staffed for final stages of approval (final review and ending with approval and signature by the NIH Deputy Director for Management). As soon as the guide is approved, PMB will notify all IC PAOs.

Acquisition Policy (To Mitigate Buyers Changing Purchase Orders from Quantity-Base to Dollar-Base)



PMB submitted draft policy reference procedures to the Office of Acquisition Management and Policy (OAMP) on purchasing property by quantity vs. dollar cost. PMB understands this has been a long-standing problem for the property community and it also impacts de-obligations. The draft policy is in the pipeline and once approved and published by OAMP, should offer some relief. As PMB is updated with status of this policy, we will inform the property community.

(Continued on page 3)

From the Chief (Continued)

Property Management Portal Project

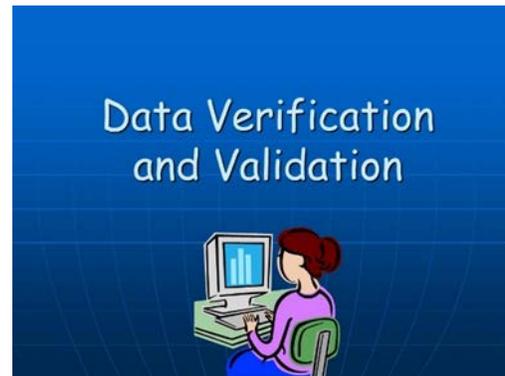
On September 19, 2017, the NIH Personal Property Management Portal Project was approved for implementation across all ICs at NIH. PMB just completed a series of Property Management Portal information sessions, via WebEx where Property professionals, IC leadership, and accountable users across NIH



were able to join one of the virtual meetings to learn about this unique initiative. We're excited to launch this new application and look forward to working with you to assist with your IC's implementation of this tool. Your continued support is appreciated.

Reminders

Please ensure acquisition costs are verified on the property record within Sunflower, to reflect the property item's actual acquisition cost. If there are differences, PMB recommends IC PAOs, IC PCOs partner with respective IC procurement specialists, buyers, etc. to ensure the correct cost of the asset(s) is identified and entered correctly at the front end of the purchase (with the correct Object Class Code, 31), or ensure the asset's value is corrected at the receiving point when the item is received. These actions will mitigate cost variances which have been identified by the NIH Internal Audit Team.



NIH Annual Inventory

In an effort to ensure effective communications and the best possible coordination of property matters, PMB will visit each IC building during the annual physical inventory of NIH accountable personal property. Inventory Management Specialists (IMS) from PMB will accompany the inventory team to each building with the intent of answering any property management policy question(s) and serve as a liaison between the inventory team and IC. The IMS will attend the entrance briefing which is conducted at the start of inventory operations in each new building and then accompany the inventory team during inventory operations that follow. IC PAOs and IC PCOs are encouraged to meet with the IMS and inventory team at the entrance briefing for each building and during the physical inventory of their assigned area(s). Per the December 2016 Personal Property Management Council (PPMC) meeting, IC PAOs expressed an interest in knowing if they didn't have representatives present during building openings. PMB will notify IC PAOs if IC representatives do not show up for the pre-briefing prior to the inventory commencing.



(Continued on page 4)

From the Chief (Continued)

Capital Property Documentation Requirements in Sunflower

As a reminder, ICs are required to upload purchase order documents within the property system of record (Sunflower) for capital property assets (assets with an acquisition value of \$25,000 and greater). Documents are also required (uploaded in Sunflower) for all cost adjustments for capital property assets prior to PMB approval. This practice will mitigate the NIH A123 Audit Deficiency finding: "Lack of review over fixed asset entries into Sunflower causing variances between the invoice and the asset value documented; acquisition and related supporting documentation for fixed assets are not adequately maintained". This will also assist the Office of Financial Management (OFM) prior to approving actions affecting the general ledger.



In closing, I want to pass along my sincere appreciation for your notable efforts in the managing of over 259,000 accountable property assets valued over \$1.7 billion dollars during the CY 2017 inventory and the professionalism you demonstrate daily. I strongly believe success is a result of communication and responsiveness; please do not hesitate to reach out to PMB for any questions or concerns. I wish you all a wonderful year and look forward to working with you in 2018!

Michael B. Fratina

Chief, Property Management Branch



Notice of Property Management Branch Personnel Change

This update is to inform you that there will be Supervisory personnel changes within the Personal Property/Contract Property Sections, Property Management Branch (PMB).



Christopher Batzel Sr.

After providing over six years of remarkable support as Supervisor, Personal Property Section, Christopher Batzel Sr. will assume the position of Supervisor, Contract Property Section effective February 4, 2018. This change will allow Chris to broaden his horizons and pave the way for future successes. Please join me in thanking Chris for his significant contributions to our personal property management community and welcome him to his new position.

Chris will continue his duties as COR for the NIH Inventory Services contract for the time being and I will serve as the acting Supervisor, Personal Property Section until that position can be filled.

As of February 4, 2018, please route all questions/documentation pertaining to asset management requirements to your designated PMB Inventory Management Specialist (IMS).

Thank you for your patience during this transition process.

Michael B. Fratina

Chief, Property Management Branch

Catalog Tidbits



Sonia E. Cross
(301) 435-3946
sonia.cross@nih.gov

“Happy New Year” Property Professionals. I’m looking forward to working with everyone and will continue in my efforts to provide excellent customer support during 2018. Here is some helpful information on cataloging assets. Please feel free to contact me if there are any questions.

Cataloging an Asset

Did you know as items new to the market are purchased, those new assets must be integrated into the NBS Sunflower property database. This critical process is called Cataloging. The process facilitates certain classes of assets to be configured in the data system by mapping asset elements to one or more files targeted for query, accountability and life-cycle management. Key mapping elements include device characteristics, on-demand resources or asset admin specifics.



For example, PMB requires the property community to submit a Personal Property Catalog Add Request Form for each new asset to be added to the Official Catalog List of Values. It is very important to fill out the form with the correct information to avoid errors and/or delays. There are three mandatory elements and one optional element required to catalog an asset. The mandatory elements are manufacturer, official name and model number. The optional elements are the model name and weblink.

In this article, I’m including some familiar HHS definitions to assist you in identifying the required criteria for completing Catalog Add/Change requests.

Manufacturer: An entity that creates goods through a process involving raw materials, components, or assemblies, usually on a large scale with different operations divided among different workers.
 EXAMPLE: DELL

NBS Personal Property
 NBS Personal Property Catalog Add/Change Request Form
 To complete this form electronically, first save the file to your computer. Then complete the form by clicking your cursor on each gray text area and entering the requested information.
 AUTHORIZED ACQUISITION CERTIFICATION
 By submitting this request form, I warrant that:
 I am an NBS Property Cataloging Officer (PCO) or PCO in Charge (PCOIC) authorized to request the addition or modification to the NBS Property Catalog List; and
 REQUESTOR'S INFORMATION:
 Name: [Redacted]
 Title: [Redacted]
 Email Address: [Redacted]
 Date Submitted: 1/15/2018
 ACTION REQUESTED (Enter an "X" for the appropriate choice):
 Catalog Entry:
 Add / Modify / Delete / Purge (Identify) / Purge (for Modification Only)
 MANUFACTURER NAME: [Redacted]
 MODEL NUMBER: [Redacted]
 OFFICIAL NAME: [Redacted]
 MODEL NAME: [Redacted]
 WEBLINK: [Redacted]
 OFFICIAL NAME: [Redacted]
 MODEL NUMBER: [Redacted]
 MODEL NAME: [Redacted]
 WEBLINK: [Redacted]
 CONTACT CATEGORY BY YEAR: [Redacted]
 *If the manufacturer or the lack of plates in the form please provide Manufacturer Weblink or Part Number for identification purposes only. It is to be done with the entry if it is the model number for the equipment's replacement plate located on the back of the equipment, contact for your add in the asset table.
 RETURN THE COMPLETED FORM TO: sonia.cross@nih.gov and contact email your Property Division. Contact your NBS Personal Property Liaison with any questions. Updated: 08/2015

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Catalog Tidbits (Continued)

Official Name: A name that identifies an asset for legal, administrative and other official purposes. An official name is generally the name that identifies an asset for the purpose of categorizing an asset.

EXAMPLE: COMPUTER PORTABLE

Model Number: A unique number given to each product made by manufacturers. Model numbers allow manufacturers to keep track of each hardware device and identify or replace the proper part.

EXAMPLE: E6530

Model Name: A particular brand sold under a marque by a manufacturer, usually within a range of models, usually of different sizes or capabilities. EXAMPLE: LATITUDE

Please feel free to contact me if you have any questions at sonia.cross@nih.gov, or by phone at 301-435-3946.

Sonia E. Cross
Property Systems Specialist



Personal Property Corner

**Supervisor, Personal Property Section:**

Christopher J. Batzel Sr.

(301) 594-2078

christopher.batzel@nih.gov**Inventory Management Specialists:**

Amanda Canada



Shane Ferns



Andy Holmes



James Keisler



Margaret Straubinger

Cannibalization

Over the last few months there have been an increase of cannibalization (NIH Form 2741) requests coming to the Property Management Branch (PMB) after the fact of the action. This process is unacceptable and will result in a disapproval from PMB and a request for a Report of Survey to be completed for the Destruction of the Government Owned equipment. Please see below for additional requirement for a cannibalization action on Government Owned equipment.

Appropriate cannibalization of property can be advantageous to the Government by reducing the need for new procurement, maximizing the use of property by using components and parts of items that are unserviceable, and extending the use of items that would otherwise be unserviceable. However, decisions to cannibalize Government personal property influence the accuracy of property records and inappropriate cannibalization can negatively affect the availability of excess property for reuse.

NIH property may be cannibalized when:

- a) Cannibalization requests are approved in writing by the PRDS before the cannibalization takes place.
- b) The property from which the components or parts are to be removed has been determined to be unserviceable.



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Personal Property Corner (Continued)

Removal of hard disks in support of the data and software sanitization policy is not considered cannibalization if the disk is reinstalled in the same computer or is affixed to the computer and reported for disposition with the computer.



ICs who wish to remove components from NIH property for use on other property must:

- a) Initiate NIH Form 2741, Request to Cannibalize Personal Property.
- b) The justification must clearly state that the cannibalization is in the best interest of the Government, the intended use of the requested parts, and the decal number of the property that will be upgraded with cannibalized parts.
- c) Forward NIH Form 2741 to the ICPAOO/ICPCO for routing to PMB for approval.

ICs must not undertake a cannibalization until the request has been approved.

PCOs will add related data to the request from the official property record in NBS, and update changes to the property record as appropriate:

- a) Record the value changes in the property system and the documentation must reflect the values recorded in the system. Most often, changes will affect the value of the item being cannibalized.
- b) Note the parts removed from an asset in the comments field in the NBS Property system along with their values or estimated values.
- c) Report residual property to the PRDS for disposal using normal disposal reporting procedures.

IC PAOs will perform the following:

- a) Review all documentation to assure it is complete and accurate.
- b) Copies of approved requests must accompany remaining parts when the remaining property is disposed.
- c) Forward requests for cannibalization of any capital property to PMB for approval.
- d) Advise the requestor of the approval.
- e) Maintain a file of all approved cannibalization requests for audit purposes.

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Personal Property Corner (Continued)

There has also been a lot of questions and some confusion with regards to the Delegation of Authority (DOA) Letters number 2 and 3. DOA 2 & 3 were revised on January 2017. Please see the links below for a more in depth look at the delegations; NIH login and credentials are required to view the delegations via the provided links.

1) Property: Personal, No. 02, Board of Survey Determination

Revised to increase the aggregate dollar value threshold for non-capital property from \$100,000 to \$500,000 for the Report of Survey investigations reviewed by the Board of Survey. <https://www.delegations.nih.gov/DOADetails.aspx?id=2175>

2) Property: Personal, No. 03, Property Management Officer

Revised to establish delegation and re-delegation of Property Management Officer authority at the NIH, Office of the Director (OD), and Institutes/Centers (IC) levels. The OD and IC Executive Officers have re-delegation authority of property management for their respective area of authority. <https://www.delegations.nih.gov/DOADetails.aspx?id=1561>

In closing, I greatly appreciate all the hard work that has been performed from the property community here at the NIH for the 2017 annual inventory and by helping to push property accountability to the forefront of all property users here at the NIH.

If you have questions pertaining to asset management requirements and/or inventory related concerns, please contact your designated PMB Inventory Management Specialist (IMS).

Christopher J. Batzel Sr.

Supervisor, Personal Property Section



Property Reutilization and Disposal Section (PRDS) Highlights



PRDS Staff



Greetings,

Request to Cannibalize Personal Property

IC PAOs/IC PCOs must complete an NIH form 2741 (Request to Cannibalize Personal Property) prior to any cannibalization occurring. This form is routed through PMB via your IMS liaison. Any piece of property received at the GDC that has been cannibalized without the proper form attached, will be sent back to the Institute and Center and a Board of Survey will need to be completed on that piece of property.

Personal Electronics Recycling Program

The NIH Recycling of Employee’s Personal Electronic Items started October 1, 2015 and is progressing well. Please note, there are two locations which NIH employees can drop off their personal electronics for recycling:

1. Surplus Yard on Main Campus
2. PRDS located at the Gaithersburg Distribution Center



Please help pass the word about this program within your Institute and Center.

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PRDS Highlights (Continued)

Green Initiatives

PRDS will be actively engaged in all NIH Green events such as America Recycles Day, Earth Day, and Green Labs Fair. Please prepare accordingly for these events as non-accountable recycle boxes and bins are usually staged at strategic points both on and off campus. Pick-up of the boxes/bins will occur after the event and items collected will be recycled through a GSA certified R2 Recycler.

The GDC Offers Free Property

All serviceable surplus property items at the GDC are free to NIH personnel and only require minimal paperwork. Please feel free to visit the PRDS and view our surplus property items which you might be able to utilize within your Institute or Center in lieu of procuring new assets. We can increase the amount of property items reutilized within the NIH with very little effort.

Foreign Loans and Donations

Foreign Loans/Donations need to be legible in order for me to forward through NIH for approval. Many are coming to me that you can barely read. Please check your loan/donation before you send it to make sure it is legible.

FY18 Excess Property Items Redeployed Back to the NIH

| Month | Items Processed | Acquisition Value |
|--------------------------------|-----------------|-----------------------|
| October | 125 | \$159,260.48 |
| November | 111 | \$362,745.46 |
| December | 84 | \$1,383,926.53 |
| Total since Oct 1, 2017 | 320 | \$1,905,932.47 |

If you have any questions, please contact Mike Kessler by phone at (301) 594-9915 or via email at kesslerm@mail.nih.gov.

Michael J. Kessler Sr.

Supervisor, Property Reutilization and Disposal Section



PPMC Meeting Schedule

Mark your calendar for the next Personal Property Management Council (PPMC) meeting...

When/where:

Wednesday, March 7, 2018

Time: 10:00 AM to 11:30 AM

**Location: Bldg. 45 Natcher Building,
Room F1/F2**



2018 PPMC Meeting Schedule

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;">March 2018</p> <p>Wednesday March 7, 2018 Time: 10:00 AM to 11:30 AM Location: Bldg. 45, Natcher Bldg. Room F1/F2</p> | <p style="text-align: center;">June 2018</p> <p>Tuesday June 5, 2018 Time: 10:00 AM to 11:30 AM Location: Bldg. 45, Natcher Bldg. Room G1/G2</p> |
| <p style="text-align: center;">September 2018</p> <p>Wednesday September 5, 2018 Time: 10:00 AM to 11:30 AM Location: Bldg. 45, Natcher Bldg. Room F1/F2</p> | <p style="text-align: center;">December 2018</p> <p>Thursday December 6, 2018 Time: 10:00 AM to 11:30 AM Location: Bldg. 45 Natcher Bldg. Room F1/F2</p> |

The Property Management Branch values the insight of the NIH Property Community and encourages active participation during PPMC meetings. If there are any topics of interest that you would like to discuss at the PPMC meetings, please forward your suggestions to Michael Fratina at michael.fratina@nih.gov.

NIH Annual Property Inventory Progress for 2018

The annual property inventory commenced January 9, 2018. The scheduled inventory is provided for your information and planning purposes; the building sequence may be subject to change as the inventory progresses. Should changes become necessary, PMB will coordinate directly with the appropriate ICPAO. As the inventory progresses weekly emails will be sent, as in prior years, providing inventory progress and schedule updates.

Please refer to the following link for more information regarding the 2018 inventory schedule:

<http://www.nyt1.net/nih/ProgressUpdate/Info.asp>.



NIH Property Management Training Schedule

| ID | Title | Dates* | Location | Cancellation Deadline | Class Times | Tuition |
|---------------|-----------------------------------------------|-------------|--------------------------------------------------------|-----------------------|--------------------------|---------|
| NIHTC 9517 | Introduction to NIH Property Management | Mar 20 - 22 | Rockledge I 6705 Rockledge Drive Room 4024 (RC1) | Mar 6 | 9:00 AM to 4:00 PM | \$576 |
| NIHTC 9517 | Introduction to NIH Property Management | May 1 - 3 | Rockledge I 6705 Rockledge Drive Room 4024 (RC1) | Apr 17 | 9:00 AM to 4:00 PM | \$576 |
| NIHTC 9517 | Introduction to NIH Property Management | Aug 7 - 9 | Rockledge I 6705 Rockledge Drive Room 4024 (RC1) | Jul 24 | 9:00 AM to 4:00 PM | \$576 |

| ID | Title | Dates* | Location | Cancellation Deadline | Class Times | Tuition |
|---------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|-------------|---------|
| NIHTC 9520 | Property Management Refresher | There are no further scheduled offerings for this fiscal year. This course, however, can be provided as a closed enrollment class for groups. If you would like to request a closed enrollment class, please contact NIHTrainingCenter@nih.gov . | | | | \$485 |

Training Website References

| Training | Links |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| NIH Training Center | http://trainingcenter.nih.gov/list.aspx?catId=8 |
| NIH-Intro to Property Management | http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC9517 |
| Property Management Refresher | http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC9520 |
| National Property Management Association | http://www.npma.org/ |
| Graduate School Personal Property Management | http://graduateschool.edu/ |

Property Website References

| Websites ² | Links |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NBS Portal (Regulations, Forms) | https://mynbs.nih.gov/SitePages/NBS%20Home.aspx |
| NIH Manual Chapters | https://oma.od.nih.gov/DMS/Pages/Manual-Chapters.aspx |
| Help Desk Ticket; for computer support | http://ITServiceDesk.nih.gov |
| HHS Administrative Manuals | https://web.archive.org/web/20111015044731/http://www.hhs.gov/hhsmanuals/ |
| NIH Office of Logistics and Acquisition Operations | http://olao.od.nih.gov |
| Government Accountability Office | http://www.gao.gov/ |
| GSA Personal Property policies | http://www.gsa.gov/portal/content/104604 |

² Accessibility

The Office of Logistics and Acquisition Operations, OLAO, is making every effort to ensure the information available on our website is accessible to all. OLAO is not responsible for the accessibility of the websites listed within this newsletter. To learn more about the regulations governing the accessibility of Federal electronic information products, visit the [Section 508 page](#).

Points of Contact

Intramural Points of Contact

| Intramural Liaison | Phone Number | Institutes and Centers |
|----------------------|--------------|----------------------------------------|
| Amanda Canada | 301.496.3898 | NCATS, NCI, NHGRI, NIGMS, NINDS, NLM |
| Shane Ferns | 301.496.6606 | NHLBI, NIA, NIAAA, NIBIB, NIEHS, NIMHD |
| Andy Holmes | 301.435.3012 | NCCIH, NEI, NIAID, NIAMS, NIDDK, ORS |
| James Keisler | 301.435.3945 | FIC, NICHD, NIDA, NIDCD, NIDCR, OD |
| Margaret Straubinger | 301.496.3292 | CC, CIT, CSR, NIMH, NINR, ODORFD |

Extramural Points of Contact

| Extramural Liaison | Phone Number | COAC | Institutes and Centers |
|--------------------|--------------|--------|----------------------------------------|
| Allan Henderson | 301.496.4689 | CC | CC |
| Jerry Haley | 301.496.5609 | NCI | NCI, NCCIH |
| Marea Petrelles | 301.496.4485 | NHLBI | NHLBI, CSR, NIAMS, NIDCR, NIBIB, NHGRI |
| Hannah Stachmus | 301.496.4180 | NIAID | NIAID, HHS Biodefense |
| David Hubbard | 301.496.4366 | NICHD | NICHD, NIAAA, FIC, NIMHD, NIDDK |
| Jerry Haley | 301.496.5609 | NIDA | NIDA, NINDS, NIMH, NIA, NCATS |
| Allan Henderson | 301.496.4689 | NIEHS | NIEHS |
| David Hubbard | 301.496.4366 | NITAAC | NITAAC |
| Allan Henderson | 301.496.4689 | NLM | NLM, CIT, OD |
| David Hubbard | 301.496.4366 | OLAO | OLAO, NEI, NIDCD, NIGMS, ORS, OD, NINR |
| Allan Henderson | 301.496.4689 | ORF | ORF |