

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,



Michael B. Fratina
 Chief, Property Management Branch

The Property Reutilization and Disposal Section (PRDS) located at the Gaithersburg Distribution Center (GDC) offers third party storage space for IC usage. PMB is aware that storage space is limited throughout the NIH; which is a contributing factor for this service along with mitigating the risk of fire and/or safety hazards. The Third Party Storage Program provides a short-term storage area for IC’s to store official government property during office or lab reconfiguration, renovation, relocation or other various reasons. The program also relieves ICs from having to pay expensive storage space outside of the NIH. PRDS offers third party storage space at a much cheaper rate (on average, a \$20 dollar monthly savings between storing assets in Montgomery County opposed to storing at the GDC).

Limitations for storage periods have been established to ensure life cycle usage of stored assets, prevent property abandonment, and to maximize the use of limited storage space. The owning IC is responsible for the delivery and return of all property assets to and from the GDC while stored under the Third Party Storage Program.

(Continued on Page 2)

From the Chief (Continued)

ICs choosing to store property items at the GDC (temporary storage) are required to have their assets inventoried annually. The GDC normally conducts the Annual IC Storage Audit in October (after the annual inventory of accountable/sensitive property assets is complete). As a result from the past annual audit, PMB has learned there were over 1,600 pieces of equipment stored in GDC for a very long time (as long as 16 years) with an average of over 9 years.

Storage Assessment Process: Effective June 1, 2014 a storage fee will be associated with the utilization of this program. The IC will be charged an annual fee of \$1.24 per square foot or \$14.88 a square foot per year. The Property Reutilization and Disposal Section (PRDS) will determine the actual square footage required for storage at the time of delivery. The PRDS will notify the ICPAO, ICPCO, and Property User of the results and monthly fees incurred by the IC under this agreement.



The average cost per standard pallet (4 ft. x 4 ft.) will be assessed as follows:
 $\$1.24 \times 16 \text{ sq. ft.} = \$19.84 \text{ per month and}$
 $\$19.84 \times 12 = \238.08 per year

ICs will be assessed annually for assets stored at the GDC, based upon the amount of months assets were stored at the GDC. All bulk items will be assessed by the PRDS based on actual dimensions. In the event an IC removes property prior to the end of the year, a prorated amount (based on total monthly cost divided by number of days within given month) will be assessed and charged to the appropriate IC's CAN.

Transfer of Funds: ICs will be charged once a year, in the fourth quarter of the fiscal year, based upon monthly usage. Charges will be based upon storage time at the GDC, along with asset/pallet dimensions. Costs under this MOU are based on \$1.24 per square foot on a monthly basis, multiplied by the total square footage of all property stored under the GDC Third Party Storage Program. This remains valid until either party terminates services.



Note: Upon renewal of new storage agreement after one year and extension, is subject to change in fees based upon annual increase/decrease of the GDC lease agreement, utility costs, security costs, maintenance costs, or cost of storage materials.

In accordance with the new draft Personal Property Management Guide (PPMG), an IC may have a short-term need to temporarily store property due to facility renovations or repairs, relocation of office and/or laboratory spaces, etc. and the GDC has designated space to meet their needs. Temporary storage services for IC owned property is provided through PRDS at the GDC warehouse for a variety of items.



(Continued on Page 3)

From the Chief (Continued)

The GDC has limited space reserved for this use and to ensure maximum lifecycle usage of all assets, PMB has implemented the following Storage Duration Limits:

Storage Duration Periods

Up to 1 year

6 Month Extension (After 1st Year)

19 Months or Above

Approval AuthorityGDC Personnel (*with internal ICPAO signature*)GDC Personnel (*with internal ICPAO signature*)PMB Chief (*with internal IC EO signature*)

*All property exceeding the initial storage duration period without an approved extension in accordance with the above guidance, may be considered abandoned and processed as excess property in accordance with PPMG guidelines. If extenuating circumstances arise within an IC, a six month extension may be approved by PRDS personnel (with internal ICPAO signature). At the end of the 18 month of short-term storage, the PMB Chief may approve extended short-term storage on a case by case basis in extreme circumstances. Any 19 month or above extension request should be forwarded in letter format and signed by the IC Executive Officer and sent to PRDS to be forwarded to the PMB Chief. The request should include a thorough explanation of the surrounding circumstances and an estimated return date. If the short-term storage extension is disapproved, the IC will have to make immediate arrangements to relocate property from the GDC or PRDS personnel may consider all assets as excess and proceed with reutilization procedures.



Property Delivery Process: The IC is responsible for arranging and providing transportation for the delivery of items to be stored. The Accountable User should initiate contact with PRDS personnel via email or by phone to schedule an appointment time 10 calendar days prior to the expected delivery date. At the time of initial contact, the Accountable User should provide a verbal description of the size and amount of property to be stored to ensure ample space is available. The Accountable User is responsible for fully completing the IC Inventory Storage Sheet (provided by PRDS personnel) and submitting the completed document via email to PRDS staff personnel no later than 5 working days prior to their scheduled appointment. Failure to provide a completed IC Inventory Storage Sheet, to include ICPAO and ICPCO signatures, are grounds for cancellation of the scheduled appointment.



The Accountable Users must also ensure hazardous materials are excluded from property being temporarily stored. Prior to the movement of contaminated property from a lab into storage, all items must meet the decontamination certification requirements and tagged with a completed NIH Form 2683, Certification that Property is Free from Hazards. The certification tag must be displayed prominently on the item to be accepted for storage. If the item is inside of a box or container, place a copy of the certification tag on the exterior of the box or container and keep the original certification tag attached to the item in the box or container.

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All assets that have been captured or meet the requirements of accountable property (in accordance with PPMG guidelines) should be decaled, entered into NBS and listed by decal and serial number on the IC Inventory Storage Sheet. Once a completed copy of the IC Inventory Storage Sheet has been accomplished, the Accountable User must place one copy each on adjacent sides of each pallet, box or piece of bulk equipment for identification purposes. The Accountable User must accompany the delivery of all items to be temporarily stored at the GDC to conduct a joint physical inspection of all assets. All sealed containers must be physically opened during the physical inspection process.

Annual Audit and Inventory: Prior to the Annual Inventory, all assets stored within the IC Third Party Storage Program have an Annual Audit requirement to be conducted with the Accountable User, ICPCO or ICPAO, and GDC personnel. The GDC personnel will develop an Annual Audit schedule and forward to all Accountable Users, ICPCO and ICPAO once the NIH Annual Inventory schedule has been published. All Annual Audits should be completed NLT 2 weeks prior to the start of the GDC Annual Inventory to allow for the reconciliation of any accountability discrepancies.

All NIH accountable assets are required to be inventoried on an annual basis in accordance with NIH Personal Property Management Guide (PPMG), Health and Human Services (HHS) policy and General Services Administration (GSA) guidance. Assets within the IC Third Party Storage Program are not exempt from this requirement and require a joint effort on behalf of the inventory contractor, GDC and IC personnel to ensure standards are maintained.



If the Accountable User, ICPCO or ICPAO do not complete the Annual Audit or Annual Inventory, the GDC personnel may elect to consider the property as abandoned and begin excess procedures in accordance with the NIH PPMG.

Property Return Process: The owning IC is responsible for contacting GDC personnel to schedule an appointment at least 5 working days prior to the requested pick-up date for partial or full returns of property. Partial property returns are when IC personnel only want some of the assets returned for utilization within their areas. GDC and IC personnel should conduct a joint inspection and ensure the assets that are removed are documented on the IC Partial Property Return Request form. In addition, the ICPAO or ICPCO will update the storage location within the NBS property system. A signature and a photo copy of the receiver's NIH badge should also be attached to the above form. The IC Partial Property Return Request (provided by GDC personnel) form should be maintained until all assets on the original IC Inventory Storage Sheet have been returned and then maintained with the final copy for a period of one year.



(Continued on Page 5)

From the Chief (Continued)

At the time of full property return, a joint inspection will be conducted to ensure 100% of assets on the inventory sheet are returned. A returner's signature and date should be captured on the final copy of the IC Inventory Storage Sheet to certify the return of all assets. In addition, the Master Inventory Listing should be annotated to reflect the return and deletion of the assets from the listing. A photo copy of the receiver's NIH badge should also be attached to the above form. In addition, the ICPAO or ICPCO will update the storage location within the NBS property system. The final copy of the IC Inventory Storage Sheet should be maintained in an IC file for at least one year.

Responsibility: If the Accountable User, ICPCO or ICPAO does not complete the Annual Audit, Annual Inventory, exceeds storage limits, or fails to obtain the proper extension approval, the GDC personnel may elect to consider the property as abandoned and begin excess procedures in accordance with the NIH PPMG at the defect responsibility of the owning IC.

In the event storage services are discontinued by PRDS at the GDC due to changing conditions or needs of the NIH, ICs will be notified at least four weeks (or in the most advance time possible) prior to the service being discontinued to allow sufficient time to make other storage arrangements.

GDC personnel will take all required actions to ensure the security and protection from damage of all equipment and materials stored at the within the IC Third Party Storage Program. The GDC is a facility of the U.S. Government and all IC items/assets stored at the GDC are self-insured by the IC; therefore, the liability for any loss or damage to these items remains with the owning IC.



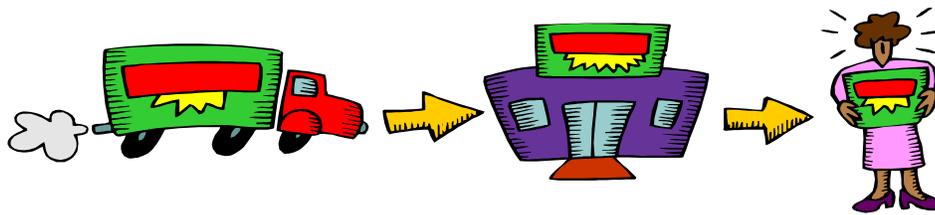
Please feel free to contact Michael Kessler or myself regarding questions pertaining to Third Party Storage.

Michael B. Fratina



The “Other Side of Property” NIH Supply Center

We want to provide the property community with information about our sister branch, The NIH Supply Center (NIH-SC) which is located in Gaithersburg, Maryland with a mission to provide medical, laboratory, and general supplies that add value to the NIH community through consolidated, stream lined acquisition vehicles. The NIHSC also controls the two Self Service Supply stores (SSS) on the main NIH campus located in building 10 and 31 and directly distributes supplies from the Gaithersburg



Distribution Complex (GDC) to the SSS’s and to off campus customers (at no cost). The SSS’s also accept orders from on campus customers and deliver door to door (at no cost).

The NIH-SC is a fee for service activity, which many activities within NIH are, therefore in order to operate, the NIH-SC adds a sliding scale surcharge to the costs of goods purchased, any revenues above the operating expenses are returned to either the Office of Acquisition and Logistics Management (OALM) or to the large entity, the Office of the Director – NIH. All acquisition’s made by the NIH-SC are always screened for best priced, best quality and best delivery and in many cases the leveraged bulk purchase prices which the NIH-SC negotiates with the supply chain partners meet or beat the prices obtained by direct purchases by Purchase Card holders.

The NIH Supply Center follows the FAR to procure materiel – There were recent changes to the FAR Part 8.002 effective January 30, 2014 which updated the priorities of mandatory sources:

- Inventories of the requiring agency (which the NIH-SC is)
- Excess from other agencies (FAR 8.1)
- Federal Prison Industries, Inc. (FAR 8.6 and a source of some products acquire by the NIH-SC and made available to NIH customers)
- Supplies on the Procurement List (FAR 8.7, such as AbilityOne contract, another source of products offered by the NIH-SC)
- Wholesale supply sources (GSA Global Supply, DLA, VA, and military activities, another source of some products offered by the NIH-SC)
- Use of Other Sources that are not listed as mandatory (8.004) such as:
 - Federal Supply Schedules, Government wide acquisition contracts, multi-agency contracts, Federal Strategic Sourcing Initiative (FSSI) agreements, or any other procurement instruments intended for use by multiple agencies (also see FAR 7.102 (a) (4))
 - Open Market: Commercial Sources (including educational and non-profit institutions)

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"The Other Side of Property" (Continued)

The NIH –SC seeks the best price when acquiring supplies and hundreds of the products that we offer to the NIH community come from the sources mentioned above as well as small businesses, Veteran owned small businesses, service –disabled Veteran owned small business and women-owned small businesses. In many cases the NIH-SC offers a better price than what can be obtained by going directly to a vendor.

So why should the NIH community order supplies through the NIH-SC?

- No state taxes that are added to your GPC card purchases
- No delivery charges
- No minimum order quantity (GSA normally requires purchasing dozens, packages, or boxes when you only need 1 each)
- No minimum dollar limit per order (GSA normally requires purchases of \$100 or more)
- Significantly less time ordering supplies through NBS than with a GPC card (GPC card purchases averages 5 signatures vs NBS 1 signature)
- Minimal administrative time spent on reconciliation and record keeping (average admin time spent on P card purchases = 5 hours versus 1 hour for purchases made through the SSS stores or through the NBS IProcurement system)
- Contracts are established with support from GS 1102 (job series) professionals, ensuring FAR compliance



Supply Chain Advisory Council (SCAC) - The Supply Chain Advisory Council (SCAC) charter has been approved by the Director of Office of Logistics and Acquisition Management Ms. Diane Frasier and is viewable on the NIH-SC web site - <http://nihsc.od.nih.gov/>. The first meeting will be held on 10 April 2014 at 1:00 PM in the South Hall auditorium and will be open to anyone involved in the NIH Supply Chain.

Business Operations - The NIH-SC will host a Vendor Town hall and NIH-SC Product Showcase. There will be over 25 vendors who will participate in this event to promote the products sold in the stores and to solicit customer interest for new products to be introduced to the research community within the NIH. The showcase provides invaluable insight from our customers on what services they would like to see from the Supply Center and Self Service Stores. Our next showcase is scheduled for 13 March 2014 from 10:00 AM to 1:00 PM and will be held in the South Lobby of the Magnuson Clinical Center. Stop by and talk with the NIH-SC staff and our supply chain partners about our products and services; let us know how we're doing and what you'd like to see in our stores.



The NIH- SC recently held a Table Top event in February 2014 promoting tubes and storage products specials in the Self Service Store in building 10. We and our Supply Chain partners hold these Table Top displays and promotions to advertise the products being sold in the store and offer discounts to our research community through promotions. These Table Top events are scheduled by the Business

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“The Other Side of Property” (Continued)

Operations and Marketing team for vendors offering our community promotions on products sold in the store by contacting our Marketing Team NIH-SC Marketing Team nihsmarketingteam@nih.gov. The events are regularly scheduled and posted to the NIH-SC web page, so take a look at the promotions we have going on now <http://nihsc.od.nih.gov/Promotions.aspx>.

Inventory Management - As one of our forthcoming incentives to increase visits to (and visibility of) the NIH-SC and increasing traffic at our self-service stores (SSS), we've applied a significant price discount (30%) on five of our more popular inventory items for a short time. Those items are as follows:



- Defender F100 flash drive – 7045-01-L05-1046
- Tissue culture flask – 6640-00-L01-2351
- 12 CC plastic syringe - 6515-01-069-4404
- 96 Well Fast Semi-skirted – 6640-00-L01-6193
- Falcon 5ml pipet - 6640-00-119-9363

If there is (or will be) a requirement for any or all of these items in your respective ICs, we invite your buyers to take advantage of these deep discounts; as they'll only apply for a limited time! Even if the referenced items are of little interest to you, please stop by our SSS locations to see about other ways the SC can support you. In an effort to consistently provide better value to the NIH community (than potential alternatives), there will certainly be more NIH-SC promotions, programs, and events to come. Let's keep it in house!!

Self Service Store – We have made some changes to the products and services we offer through the two SSS stores on Main Campus recently. Effective March 18, 2014 store hours in Buildings 10 and 31 will be 9 AM to 4 PM and remain open through lunch. This will allow our personnel to get started on restocking the shelves and basic clean up from the previous day and be prepared to support the day's customers. The preferred method for the off campus customers to obtain supplies through the NIH-SC is to place the request on line through NBS IProcurement, the request will be received at the Gaithersburg Distribution Center for shipment to the designated location.

Email nihsupplycenter@od.nih.gov or call the Customer Service Representative at (301) 496-3517.



Make the NIH Supply Center your first choice for supplies.

Transportation Branch

When Operating a Government Vehicle, THINK Safety

Have you ever seen a government vehicle illegally parked in a fire lane or a handicap space? Have you ever seen someone driving a government vehicle recklessly or over the posted speed limit? Chances are, the answer to these questions is yes – and that’s why the Transportation Management Branch has decided to deliver this very important THINK safety message.

Everyone knows that parking in a fire lane is illegal. Yet, many drivers of NIH government vehicles are spotted each day doing just that. Did you ever stop to THINK what would happen if an ambulance or a fire truck could not quickly access an area? Would you want to be responsible for delaying a response to an emergency? The fire lane is an area reserved for firefighters responding to an emergency to stage, or park, at a useful distance from a structure. Simply put, the fire lane is the launch pad for firefighting or other emergency response. You would not want to park on the launch pad of a Navy aircraft carrier. The same idea applies to the fire lane. When parking a government vehicle, THINK safety.

Parking spaces for disabled persons are established not only for convenience, but most importantly for their safety. Did you ever stop to THINK you could be endangering the life of a disabled person by forcing them to park in a standard parking spot? People in wheelchairs risk being hit by drivers who cannot see them, a risk that rises the farther they must travel to enter a building. As a conscientious operator of a government vehicle, take a moment to THINK about ensuring the safety of everyone. The next time you consider parking a government vehicle in a spot reserved for the handicap, THINK about how you can significantly improve safety on the NIH campus, while dramatically reducing risk.

Taking a risk and gambling are synonymous with unsafe driving. Countless people gamble in casinos and others play the Powerball lottery for fun. Unfortunately, some NIH employees play the Safety Gamble each time they drive a government vehicle. THINK about the odds. Driving over the posted speed limit is a losing bet and driving recklessly can make your luck run out very quickly. The fact is unsafe driving behaviors increase the odds of being in a motor vehicle accident. THINK Safety, it’s always a winning bet.

Finally, let’s talk about the cost to the driver. Did you know that the driver of a government vehicle is responsible for all fines associated with traffic and parking violations? The next time you are tempted to operate a government vehicle in an unsafe manner, THINK about this Safety article and your wallet.

For more information about the use of government vehicles, please contact the Division of Logistic Services, Transportation Management Branch at 301-496-4511.

Rental Property at NIH



Article Written by:
Tom Bailey
PAO ORS & ORFD

DSEIS Delivers: *We FIX ♦ MAKE ♦ RENT/SELL*



Institutes with research laboratories use rental property. For the past 30 years, the ORS Scientific Equipment and Instrumentation Branch have been providing lab equipment rentals as a service to NIH. Lab equipment rentals include accountable and non-accountable property. These items may be identified by a large yellow ORS DSEIS sticker attached to the equipment.

Every PAO or PCO needs to know the following about rental property:

- When the lab is ready to dispose of the property, it must be returned to the rental branch located in Bldg. 13. **Do not attempt to surplus this property directly.** The IC continues to pay rental fees until the property is physically returned. The IC will be charged replacement cost for any lost property. *For arrangements to have the property returned to the rental branch, contact Annalie Burke at 301-496-9748.*
- Often times, the Institute renting the property will eventually purchase the property. When this happens, ORS transfers the property to the appropriate IC's custodial code. The IC must verify and accept the transfer. It is likely that pending transfers originating from ORS are rental property purchased by the IC.
- Rental property must be inventoried along with other accountable NIH property. **Do not instruct the inventory team to skip property that is not owned by the IC.**
- Rental property that is not in the database but is assigned to the IC is considered an overage during inventory. **Do not add the property into the property system** but send the overage data to ORS PAO, Tom Bailey for investigation.

Your continued cooperation in managing rental property at NIH is greatly appreciated.



Catalog Tidbits



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Not All Computers Are Created Equal

We depend on technology in our personal and professional lives. When it comes to computers, there are many manufacturers out there that offer very good products. The laptop technology everyone is familiar with involves a keyboard attached to a flip-out screen, typically measuring 17 inches or less diagonally. While the integrated keyboard retains the classic feel of a desktop or even a typewriter, keyboards add some weight and cause the laptop to take up more space. Physical keyboards are superior for extensive writing tasks, design, accounting and engineering programs that customarily use F-key support for macro functionality.



Tablets, on the other hand, usually use a touchscreen interface, although some models include a thin deploying keyboard, which adds thickness to the unit. Touchscreen keyboards lack the tactile response of a physical keyboard, but the absence of a physical keyboard goes a long way to keeping a tablet sleek and compact. Tablets do not have internal optical DVD or CD drives, which use plenty of battery life, but on the other hand, they rely heavily on battery-sapping Bluetooth and Wi-Fi. Laptops have larger batteries, but big batteries are bulky and heavy. Occasionally the manufacturers name their products a little different than the others. However, these days we all want to stay current with new technology products that we use daily and we also like to learn about new ones.



The purpose of this article is to share with the Property Community the new official name **“Computer Convertible (Laptop/Tablet)”** established in Sunflower. PMB decided to establish this official name because of the importance of cataloging the asset correctly from the beginning. I’m including some hyperlinks from different manufacturers so you can review them at your leisure.

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Catalog Tidbits Not All Computers... (Continued)



https://www.google.com/search?q=lenovo+yoga&oq=lenovo+&aqs=chrome..69i57j0l2j69i60l2j0.4518j0j7&sourceid=chrome&espv=210&es_sm=93&ie=UTF-8#q=lenovo+yoga.com

Not all Computers... (Continued)



www.google.com/search?q=asus+taichi&oq=asus+taichi&aqs=chrome..69i57j0l5.6879j0j8&sourceid=chrome&espv=210&es_sm=93&ie=UTF-8#q=asus+taichi&tbm=shop&spd=274504931903696727



http://www.intel.com/content/www/us/en/2-in-1/laptop-tablet.html?cid=sem117p237618g-c&gclid=CPH3_sTky70CFewDOgodfgMA0g

If you have any questions regarding the above mentioned request forms, please contact me at 301-435-3946, or via email sonia.cross@nih.gov.

Sonia E. Cross



Personal Property Corner

**Supervisor, Personal Property Section:**

Christopher J. Batzel Sr.

(301) 594-2078

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Pat Coogan



Shane Ferns



James Keisler



Gale Stevens



Corey Thomas

Inventory Reconciliation Requirements

The month of April signifies the beginning of the second trimester for scanning efforts during the National Institutes of Health 2014 annual property inventory. With the closing of each building, Institutes and Centers (ICs) are moving one-step closer to completing their property inventories. One must remember however, that inventory requirements are not complete upon the conclusion of scheduled scanning efforts; ICs must also reconcile all identified inventory discrepancies prior to closing out annual inventory responsibilities.



The NIH contracts inventory services to facilitate annual inventory requirements for property. New Year Technologies (NYT) currently provides inventory services for the NIH. As NYT completes scanning efforts in scheduled buildings, the inventory data is uploaded, analyzed and validated against baseline inventory data. After validating the scanned inventory data, NYT updates property records and reports inventory discrepancies to the property community. Inventory discrepancies result when collected (scanned) inventory data conflicts with baseline data pulled from NBS Sunflower. The NYT IC Reporting Tool provides IC Property Accountability Officers (ICPAOs) and IC Property Custodial Officers (ICPCOs) with access to their respective inventory discrepancy reports. Inventory reports are updated and posted weekly within the Inventory Tool. The information provided in these reports will identify required reconciliation actions respective to each IC. Each IC should take prompt actions to reconcile inventory discrepancies as NYT provides updates to inventory reports. Overages and shortages are of particular

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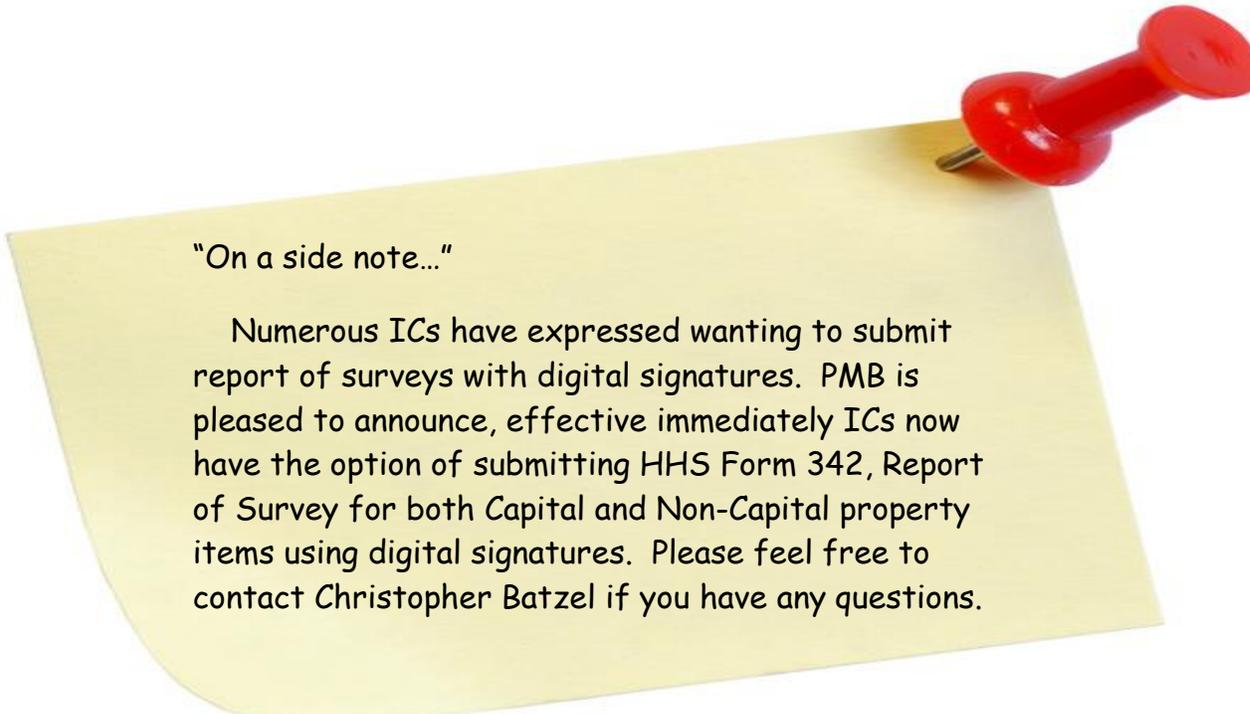
Inventory Reconciliation Requirements (Continued)

concern for timely reconciliation action. Overages are easier to reconcile when addressed immediately since the identification and location of the overage is known, and it is more likely that the purchase information is fresh. In respect to shortages, the timely reconciliation of shortages will improve inventory accountability, and mitigate Report of Survey (ROS) actions for inventory losses. NYT will continue the distribution of weekly inventory reports until mid-September when scheduled scanning efforts are complete. From that point until early December, reports will provide updates of reconciliation actions until NYT posts the final inventory summary report in mid-December at the conclusion of the inventory year.



If you have questions pertaining to asset management requirements and/or inventory related concerns, please contact your designated Property Management Branch Inventory Management Specialist (IMS). The contact information for each IC's respective IMS liaison can be found in the Point of Contact section of this Newsletter under the heading Intramural Points of Contact.

Christopher J. Batzel Sr.



"On a side note..."

Numerous ICs have expressed wanting to submit report of surveys with digital signatures. PMB is pleased to announce, effective immediately ICs now have the option of submitting HHS Form 342, Report of Survey for both Capital and Non-Capital property items using digital signatures. Please feel free to contact Christopher Batzel if you have any questions.

Focus on... Contract Property



Supervisor, Contract Property Section:
Vacant
Michael Fratina
Acting Supervisor



Contract Property Administrators:



Maryann Cruz



Gerald Haley



David Hubbard



Marea Petrelles



Hannah Stachmus

Contract Property Update



Dr. Marjorie Jackson, Supervisor, Contract Property Section, has departed the NIH. Marjorie has accepted a position with NASA and we wish her all the best in her future endeavors. Michael Fratina, Chief, Property Management Branch is Acting Supervisor until the position is filled.



The Contract Property Section is currently gathering information on Indefinite Delivery Indefinite Quantity (IDIQ) contract property matters. We anticipate having some clear guidance for the contracting community in the near future. We are also working on the Phase III SharePoint update and moving forward with desk audits and site visits.



Acting Section Supervisor



Michael J. Kessler Sr.
 (301) 496-4247
Michael.Kessler@nih.gov



Property Reutilization and Disposal Section (PRDS) Highlights

Good Day to All! I appreciate your support with the 2013 annual audit inventory for your IC’s assets in third party storage. Per information disseminated at the December 4 PPMC, and numerous follow up emails, the Property Reutilization and Disposal Section asked ICs still needing to submit proper forms/required information (Storage Label Forms or Excess Reveal Forms) to me to please do so. Required information was whether your IC wanted to keep items in storage or have them surplus (or a combination thereof).

I understand some ICPAOs have to get in touch with personnel within your particular IC to obtain this information however, it’s crucial the proper forms/required information is relayed to me as soon as possible. As previously mentioned, GDC’s lease expires February 2014. If we are to relocate it can be costly to relocate assets that are no longer required to keep on hand.

Also, once your IC Audit is complete, the GDC will notify the ICPAO of any new items coming into the GDC for Storage. This will be similar to what we do in the case of Excess Re-Deploys. It should be stressed at the Institute level that PCO/personnel should make the ICPAO aware of any plans to use 3rd Party Storage capabilities at the GDC prior to executing those plans. After all the ICPAO is responsible for all property associated with his/her Institute, even if it is being stored at the GDC.

With the shrinking budgets that everyone is experiencing these days, please pass the word to have your Institute personnel come to the GDC to look for useable property. We can raise these numbers considerably with very little effort.

Excess Redeploy

Month	Items Processed	Acquisition Value
December	163	\$240,602.61
January	71	\$1,849,634.46
February	98	\$137,396.19

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

Michael J. Kessler Sr.

PPMC Meeting Schedule

Mark your calendar for the next PPMC meeting...

When/where:



Wednesday

June 11, 2014

Time: 10:00 am to 11:30 am

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

2014 PPMC Meeting Schedule

<p style="text-align: center;">March 2014</p> <p>Wednesday March 5, 2014 Time: 10:00 am to 11:30 am Location: Bldg. 45 Natcher Building, Room E1/E2</p>	<p style="text-align: center;">June 2014</p> <p>Wednesday June 11, 2014 Time: 10:00 am to 11:30 am Location: Bldg. 45 Natcher Building, Room F1/F2</p>
<p style="text-align: center;">September 2014</p> <p>Wednesday September 17, 2014 Time: 10:00 am to 11:30 am Location: Bldg. 45 Natcher Building, Room F1/F2</p>	<p style="text-align: center;">December 2014</p> <p>Wednesday December 3, 2014 Time: 10:00 am to 11:30 am Location: Bldg. 45 Natcher Building, 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 2014

The annual property inventory commenced January 9, 2014. 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 appropriate IC PAO. 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 2014 inventory schedule:
<http://www.nyt1.net/nih/ProgressUpdate/Info.asp>



NIH Property Management Training Schedule

ID	Title	Dates	Location	Cancellation Deadline	Class Times	Tuition
9517	Introduction to NIH Property Management	Sep 3 – 5, 2014	6705 Rockledge Drive	Jun 9	9:00 AM - 4:00 PM	\$745
9667	NIH Property Management Refresher	July 14-15, 2014	6705 Rockledge Drive, Classroom 422	Jun 30, 2014	9:00 AM – 4:00 PM	\$550

Training Website References

Training	Links
NIH nVision Property (Reports)	http://training.cit.nih.gov/courselisting.aspx?Sort=Category
NIH-Intro to Property Management	http://trainingcenter.nih.gov/show_details.aspx?cid=NIHTC9517
Property Management Refresher	http://trainingcenter.nih.gov/show_details.aspx?cid=NIHTC9520
National Property Management Association	http://www.npma.org/
Graduate School Personal Property Management	http://graduateschool.edu/



Professional Training Opportunities

National Property Management Association (NPMA)

NPMA Federal Center Chapter Certification Review Courses

Certified Personal Property Specialist (CPPS)

Certified Personal Property Administrator (CPPA)

Certified Personal Property Manager (CPPM)

Contact below for course dates:

POC: Marla Williams, Exec. Vice President Federal Center Chapter

800-731-9569, marla@weinventoryassets.com

The National Property Management Association (NPMA) Certification Program is designed to elevate professional standards and enhance individual performance for those who demonstrate a high level of competence that is essential to the practice of property management. If you have made a commitment to a career in property management, you should consider obtaining your NPMA certification. Join a distinguished group of peers worldwide who have chosen to attain this high level of excellence. Through dynamic instruction, vigorous study, and the NPMA Testing Program, you will earn the recognition you deserve as a qualified property professional. The NPMA Testing Program is an essential component of the certification courses and consists of four-modules, multiple-choice tests and an essay examination for the level of Certified Professional Property Manager (CPPM). The certification courses cover all property management categories from pre-acquisition to disposition.



Professional Awards and Recognition

Special recognition goes out to Michael J. Kessler Sr. for achieving Certified Professional Property Associate (CPPA) status through the National Property Manager Association (NPMA) certification program. The CPPA is the second of three professional property management certifications attainable through the NPMA. Michael's initiative and recent achievement in this regard are indicative of his professionalism and desire to stay abreast of industry standards. Michael's dedication and knowledge continue to enhance NIH's Property program.



Congratulations!

Points of Contact

Intramural Points of Contact

Intramural Liaison	Phone Number	Institutes and Centers
Pat Coogan	301.435.3012	CIT, NEI, NIDA, NIMH, NIMHD, NLM
Shane Ferns	301.496.6606	NCATS, NCI, NIAMS, NIDCD, NIDDK, NINR
James Keisler	301.435.3945	CSR, NCCAM, NIAAA, NIAID, NIDCR, NINDS
Gale Stevens	301.496.4772	CC, FIC, NHLBI, NIA, NIBIB, NIGMS, ORS
Corey Thomas	301.496.3898	NHGRI, NICHD, NIEHS, OD, ODORFD, GDC

Extramural Points of Contact

Extramural Liaison	Phone Number	COAC	Institutes and Centers
Maryann Cruz	301.496.4689	NLM	NLM, CIT, NIDDK
Jerry Haley	301.496.5609	NCI	NCI, NCCAM
David Hubbard	301.496.4366	NICHD	NICHD, NIAAA, FIC
Marea Petrelles	301.496.4485	NHLBI	NHLBI, CSR, NIAMS, NIDCR, NIBIB, NCRR, NHGRI, NCATS

Neuroscience Liaison	Phone Number	COAC	Institutes and Centers
Jerry Haley	301.435.3945	NIDA	NIDA, NINDS, NIMH, NIA
David Hubbard	301.496.4366	OLAO	NINR, NCMHD, NEI, NIDCD, NIGMS, OD, ORS, NITAAC, OLAO
Hannah Stachmus	301.496.4180	NIAID	NIAID, HHS Bio-defense

Specialty Liaison	Phone Number	COAC	Institutes and Centers
Maryann Cruz	301.496.4689	CC, ORF, NIEHS	CC, ORF, NIEHS

Property Website References

Websites ²	Links
NBS Portal (Regulations, Forms)	http://My.nih.gov/
NIH Manual Chapters	http://www1.od.nih.gov/oma/manualchapters/
Help Desk Ticket; for computer support	http://support.cit.nih.gov/
DHHS Policies	http://www.hhs.gov/oamp/policies/
DHHS/Logistics Management Manual	http://www.hhs.gov/hhsmanuals/logisticsmanual/LMM.pdf
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
Property Customer Service Survey	http://olao.od.nih.gov/olao.od.nih.gov/Templates/PMBSurvey/PMBSurveyForm.aspx

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](#).