

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



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¹NEWSLETTER STAFF



Editor: James Keisler
Phone: 301.435.3945
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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 would like to begin by thanking you for your support during the structural closure of building 6100 Executive Boulevard. Your

response in providing surplus serviceable property helped furnish proper office equipment to more than 400 displaced NIH employees who were housed in temporary locations until building 6100 was repaired.



Your assistance is greatly appreciated and directly contributed to the operational capability of the displaced NIH employees.



(Continued on Page 2)

From the Chief (Continued)

As addressed during our last quarterly Personal Property Management Committee (PPMC) meeting, unserviceable furniture has been observed outside the self-service supply store alongside the dumpster (Building 10). I would ask for your assistance in spreading the word throughout your IC on the proper disposal procedure for unserviceable furniture items.

Proper procedures for turning in excess furniture items:

- Fill out non-accountable excess receipt form
- Property Reutilization and Disposal Section (PRDS) personnel will pick up excess furniture items from your location
- Serviceable furniture items transported to the Gaithersburg Distribution Center
- Unserviceable furniture items transported to the Surplus Yard on main campus



Operation Clean Sweep

Some public areas in and around NIH buildings have become cluttered with unsightly and unsafe materials, trash, surplus furniture and equipment. Employees leave items behind in atriums. Loading docks become storage areas or dumping grounds. Hallways become extensions of offices and laboratories, at the expense of safety and egress.



During the months of June, July and August, on Tuesdays and Thursdays, the NIH Bethesda Campus will undergo a "Clean Sweep" of common spaces in many buildings. Led by the Office of Research Facilities (ORF) and the Office of Research Services (ORS), the team will focus on recycling, removing debris, moving unwanted items to surplus, and clearing common areas, leaving behind a safe and 'clutter free' building. Personnel will include representatives from facility management, waste and recycling disposal, occupational safety, the fire marshal's office, and other support personnel and volunteers.

The clean sweep will include only the common, public spaces in buildings such as atriums, hallways/corridors, and loading docks. This activity will not include bathrooms, private hallways, offices or laboratories. Leased facilities and child care centers are not involved. Buildings that are scheduled for major renovation or decommissioning, temporary structures (such as a trailer), or those facilities considered sensitive or high containment will not be part of this exercise. This activity only pertains to the NIH Bethesda campus.

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From the Chief (Continued)

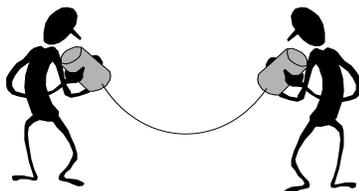
Tentatively, the Operation Clean Sweep schedule for buildings is as follows:

July – Buildings: 15K, 30, 31 A/B/C, 38, 38A, 41, 45, 49, 50, 60.

August – Buildings: 10, 12, 14, 28 A/B, 35, 37.

Facility managers will communicate with building occupants at least a week in advance to let them know before the 'sweep' will be coming to their building. A safety and facility 'advance' team will arrive the week before to identify problem areas and items will be tagged prior to removal and every attempt will be made to notify staff before items are removed. This should give employees ample opportunity to move items out of common areas. If you knowingly have an item in a common space that should not be there but is too large to move or you need additional assistance, please put a message on the sign alerting staff who to contact.

Again, I'd like to ask for your assistance regarding this initiative, please pass the word throughout your IC that this is not an opportunity for employees to move their office equipment into the hallways for pick-up, with the concern that this could potentially lead to an influx of missing accountable property items.



Activity Address Codes (AAC)

Thank you for your support during the recent NIH annual AAC review. HHS at one point was managing all AACs but is now having the OP/STAFFDIVs manage their own. As the NIH AAC point of contact, please reach out to me regarding all requests for activity address codes, deletions or address changes. A little background regarding AACs:

Code of Federal Regulations



Title 41 - Public Contracts and Property Management

Volume: 2 Date: 2004-07-01 Original Date: 2004-07-01 Title: Section 101-26.203 - Activity address codes. Context: Title 41 - Public Contracts and Property Management. Subtitle C - Federal Property Management Regulations System. CHAPTER 101 - FEDERAL PROPERTY MANAGEMENT REGULATIONS. SUBCHAPTER E - SUPPLY AND PROCUREMENT. PART 101-26 - PROCUREMENT SOURCES AND PROGRAM. Subpart 101 - 26.2-Federal Requisitioning System.

(Continued on Page 4)

From the Chief (Continued)

§ 101-26.203 Activity address codes.

To obtain items through the FEDSTRIP system, each ordering activity is required to have an activity address code. The FEDSTRIP Operating Guide (FPMR 101-26.2) contains instructions to civilian agencies on requesting activity address codes. Once assigned, an activity address code allows an activity to order supplies under the FEDSTRIP system. Because there is a potential for abuse in the use of these codes, agencies shall establish stringent internal controls to ensure that the codes are used only by authorized personnel. It is imperative that all requests for activity address codes or deletions or address changes flow through a central contact point in the agency headquarters or regions where the need, purpose, and validity of the request can be verified. Agencies should send GSA the addresses of the contact points (mailing address: General Services Administration (FSR), Washington, DC 20406). GSA will only honor requests from the established points within the agency. GSA will periodically send a listing of current activity address codes and addresses to contact points for review.

**Personal Property Management Guide**

The draft PPMG is still currently being staffed in the Office of Management Assessment (OMA). Just as soon as it is approved, we will inform the property community.

PMB Staff Update

Corey Thomas was selected as Supervisory Property Manager, Contract Property section. The ICs that Corey had provided inventory management support to have been temporarily reassigned to other Inventory Management Specialists (IMS) pending backfill of the vacant IMS position.

Lastly, I would like to thank you all for the outstanding things you do for NIH in safeguarding the American Taxpayers' investment in our property. I hope you all have a delightful summer as we close on yet another inventory cycle.

Michael B. Fratina



Article from the Director, Division of Logistics Services

Greetings professional Property Officers, it has been a while since I've had the pleasure of sharing some thoughts with the Property Community since turning the reins over to Mike Fratina as the Chief, Property Management Branch. I attend many meetings representing NIH Property Management and through discussions/meetings, I realize how much NIH Property Management continues to set trends and standards by which many other HHS OPDIVS/STAFFDIVS look to us for advice and guidance.



I recently attended the National Property Management Association (NPMA) annual National Education Seminar (NES), June 23-27 at Anaheim. Professional seminars such as this provide a great opportunity to learn best business practices in asset management and provide the property community with an annual review of Federal property policies with a special emphasis on recent policy changes and what's on the horizon. I am not marketing this particular forum or any association; however, I do believe that it's important for property professionals to stay abreast of business practices that are successful. The NES allowed many of us to share innovative techniques and discuss mutual solutions to the problems facing us Asset Managers today. Venues of this type provide a great opportunity to discuss regulatory requirements (e.g. CFR, FPMR, FAR, etc.) and the opportunity to measure compliance. Compliance, according to Merriam Webster, means "to conform to official requirement; satisfy requirements of a regulation; and follow organizational policies, procedures, and guidelines." Here are some interesting legal and statutory facts that were presented at the NES, which serve as guiding standards and set the foundation of Property Management compliance within our business.

- ✚ Article IV of the Constitution, Section 3, paragraph 2 - Empowered Congress to dispose of property and to make needed rules and regulations regarding property belonging to the United States
- ✚ In 1815 Congress enacted the first legislation for the disposal of surplus naval stores remaining from the War of 1812
- ✚ Title 48 - Federal Acquisition Regulations (FAR)
- ✚ Code of Federal Regulations (CFR) - Title 41, Chapter 101, Federal Property Management Regulations (FPMR); created by Federal Property and Administrative Services Act of 1949, aka "The Act," started today's world of accountability

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From the Director, DLS (Continued)

Budget and Accounting Act of 1921

There are two major key points of this Act that must be understood by members of the federal property management profession: (1) This Act requires the President to submit a budget to Congress annually, and (2) It created the General Accounting Office (now the General Accountability Office (GAO)). GAO conducts audits of all federal agency financial accounts, including Property, Plant, and Equipment (PP&E), amongst many other business operations.

Economy Act of 1932

The Economy Act of 1932 allows agencies to purchase federally owned property or services from another federal agency under certain circumstances and at no profit for the selling organization, when such acquisition is in the best interest of the government. Another interesting point is that the item cannot be provided by contract from a commercial enterprise (i.e., the private sector). Those types of transactions are treated as contract acquisitions with the proper gains and losses applied to the appropriate accounting records, if applicable, and the property records adjusted accordingly.

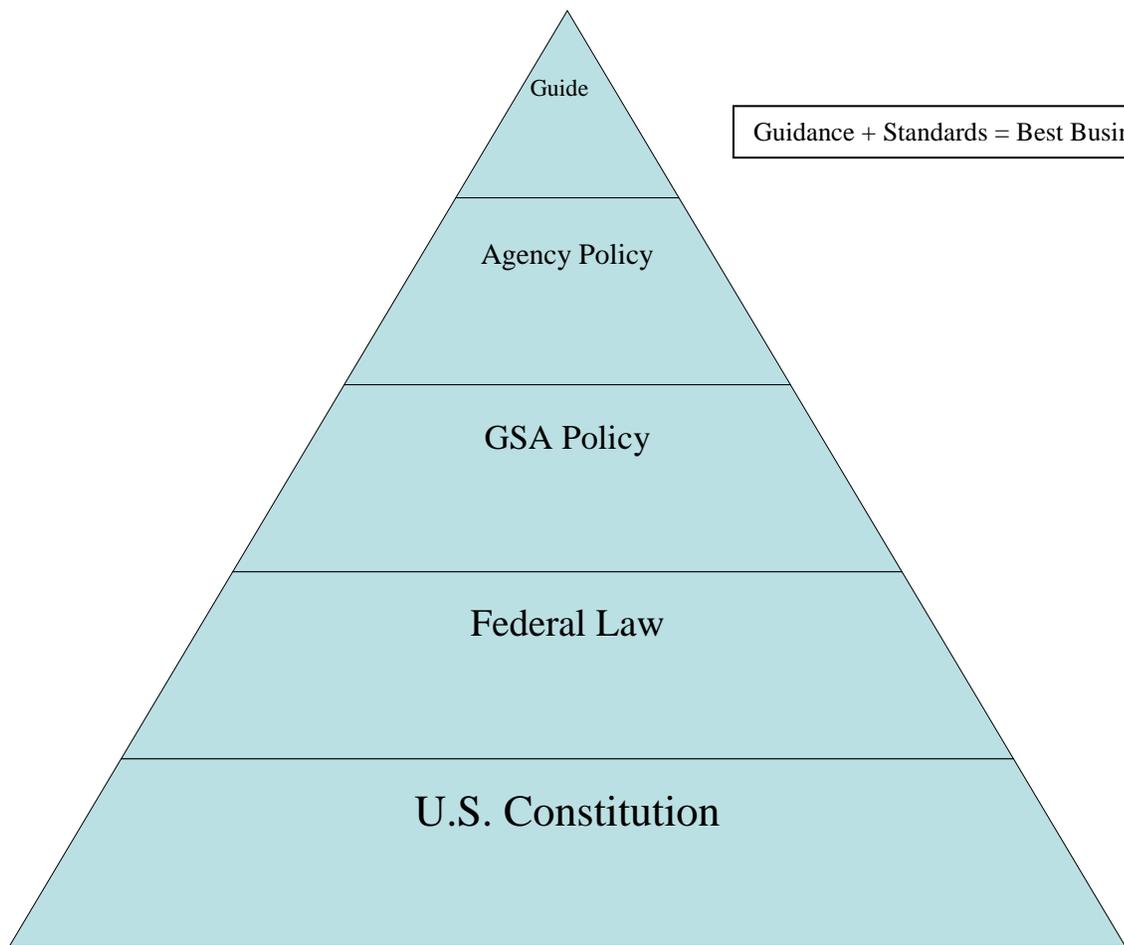
Government Performance Results Act of 1993

The Government Performance Results Act (GPRA) of 1993 was designed to improve federal government project management. It requires executive agencies to engage in project management tasks such as setting goals, measuring results, and reporting on their progress. Each executive agency must: (1) develop a five-year strategic plan, (2) develop an annual performance plan for the applicable fiscal year, and (3) prepare and submit an annual performance report that review's the executive agency's success or failure in meeting its targeted performance goals. A component of the performance review report is the financial well-being of each executive agency, and property management has a direct bearing on the impact of such data submitted.

The Federal Government currently owns over \$1.5 Trillion in property; NIH has 257,309 assets on record with an acquisition value of over \$1.5 Billion and has over 26,000 assets titled to the government that is managed by contractors with an acquisition value of over \$57.5 million. As professional property managers, we owe it to our organization and the American tax payers to effectively and efficiently manage property under our care and control. I believe the use of audits could help agencies strengthen accountability; better monitor assets and liabilities, enhance cost controls and identify inefficiencies. Improved financial information also could reduce waste and fraud. The property management policies and the system of record employed by NIH are used to support this effort.

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From the Director, DLS (Continued)



Guidance + Standards = Best Business Practices

So what’s next for Property? We are looking to pursue certification in ISO 55000 Standards for Asset Management. Here is some information about the ISO 55000 certification.

Background¹

In 2002-2004 the Institute of Asset Management, in conjunction with British Standards Institution (BSI) developed PAS 55, the first publicly available specification for optimized management of physical assets. The International Standards Organization (ISO) then accepted PAS 55 as the basis for development of the new ISO 55000 series of international standards. The development of these standards was achieved by ISO Committee PC251, with 31 countries participating.

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From the Director, DLS (Continued)

The ISO 55000 series comprises of three standards:

- **ISO 55000** provides an overview of the subject of asset management and the standard terms and definitions to be used.
- **ISO 55001** is the requirements specification for an integrated, effective management system for asset management.

Note: ISO 55001 defines requirements for a management system, in the same way as ISO 9001 specifies a quality management system. ISO 55001 is not, therefore, a specification for an asset information management system (sometimes called "enterprise asset management" system). Such software systems are, however, recognized to be useful aids ('enablers') for good asset management.

- **ISO 55002** provides guidance for the implementation of such a system.



What is Asset Management?¹

Assets, and value realized from them, are the basis for any organization delivering what it aims to do. Whether public or private sector, and whether the assets are physical, financial, human or 'intangible'; it is good asset management that maximizes value-for-money and satisfaction of stakeholders expectations. It involves the coordinated and optimized planning, asset selection, acquisition/development, utilization, care (maintenance) and ultimate disposal or renewal of the appropriate assets and asset systems. Insights into the integration and optimization of asset management have developed since the 1990s (from the North Sea oil & gas industry and the Australian public sector), to identify a range of essential business processes, alignment activities and system integration features that yield very significant performance benefits.



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From the Director, DLS (Continued)

Benefits of optimized asset management¹

The tangible results of joined-up, risk-based, whole life cycle asset management are increasingly proven around the world. They include:

- ✚ Alignment of processes, resources and functional contributions (instead of departmental silos and competing, short-term priorities)
- ✚ Creating a transparent audit trail for what is done, when and why.
- ✚ Better understanding and usage of data and information to provide informed and consistent decisions.
- ✚ Improved planning (especially capital expenditure)
- ✚ Consistent, prioritized and auditable risk management.
- ✚ Alignment and coordination of existing initiatives, including competency development.
- ✚ Greater engagement of the workforce, including leadership, communications and cross-disciplinary teamwork

Note: ¹ www.assetmanagementstandards.com

I look forward to working with the Property Community in “raising the bar,” I strongly believe NIH is the model in property accountability within HHS. Have a wonderful summer and please do not hesitate to email me if you wish to discuss our vision and goals.

George L. Martínez
Director, Division of Logistics Services
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Catalog Tidbits



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

During the last PPMC meeting I had an opportunity to discuss several important property management topics. I believe these discussion points are extremely valuable to the Property Community and therefore I have decided to publish the information so it may be shared among the ICPAOs and ICPCOs.

- **Cataloging Actions:**

Using the latest catalog request form and providing accurate information is very important. For instance, when receiving a request that is missing information, the request will be sent back to the requestor for correction. This causes the cataloging process to be delayed until the individual corrects and re-submits the form. This process (returning the form for correction and resubmitting) affects the required five days allocated to decal the property item.

- **NBS Actions (Access/Removing/Reactivation/Locations):**

When considering NBS actions, the last thing we want is to have individuals unable to gain access to the system. The form used to request access, modification, or removal from the system is relatively easy to fill out. Most importantly, when filling out the form, it must contain all required information, without the required information, the form will be returned for correction. For cases which require more than one custodian code, please remember those custodial codes must be entered in chronological order. The reactivation form is used to reactivate individuals that have not logged into the system within 30 days. The reactivation form serves multiple purposes (Reactivation for systems within other NBS programs); however, PMB will only process the Sunflower portion of the request. The location form is required to establish new locations or when ICs move to new buildings.

- **Asset Value Adjustment Requests/Non Property Designation of Capital Value Decal Worksheet Record:**

Both requests are initiated in Sunflower by the ICPAO and/or the ICPCO. Please ensure that supporting documentation is maintained for auditing purposes. Once the request is initiated in Sunflower, the system generates an email notification. After notification is received, I will review the request, if the request is appropriate I will approve it and then the request is forward to the OFM Approving Official for final approval.

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Catalog Tidbits (Continued)

- **ICPAO Reception & Integration Program:**

This program was designed to introduce newly assigned ICPAOs to the PMB staff and to also provide the ICPAO with their ICs current metrics and other pertinent information regarding NIH property policies and policies. PMB believes this collaborative effort will benefit both parties in the successful management of NIH property.

- **Point of Contact:**

I am the point of contact for the following actions. If you require assistance, or have any questions regarding the below listed topics, please feel free to contact me at 301-435-3946, or via email at sonia.cross@nih.gov.

- Cataloging
- NBS Actions (Access/Removing/Reactivation/Locations)
- Asset Value Adjustment Requests/Non Property Designation of Capital Value Decal Worksheet Record)
- ICPAO Reception & Integration Program
- Business Enhancement Requests
- Sensitive Items List
- ICPAO and Catalog Distribution List



Sonia E. Cross



Personal Property Corner

**Supervisor, Personal Property Section:**

Christopher J. Batzel Sr.

(301) 594-2078

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

Pat Coogan



Shane Ferns



James Keisler



Gale Stevens

Annual Inventory Update

The 2014 NIH Annual Physical Inventory began on January 6, 2014 and is scheduled to be completed on September 19, 2014. As of the week of 30 June 2014, approximately 61% (over 153,000 assets) of NIH Accountable personal property, which is subject to inventory and reporting, has been accounted for by physical inventory. Included are over 9000 assets of capitalized accountable personal property. Over 2,500 current 2014 inventory overage have been identified this inventory period. Overages are items that meet the criteria to be considered accountable, however do not maintain an active decal identity within the NIH NBS property database. There are also over 8,000 shortage assets identified to date. Shortages are assets already on record within the NIH NBS property database that meet criteria to be considered accountable property, however have not been inventoried during scheduled inventory events respective to the property location on record. Most of these shortages can easily be resolved by updating expired property passes.

From a different perspective, scheduled inventory operations are completed in **134** of the **164** buildings in the local Washington D.C. metropolitan area. The remaining scheduled inventories are ongoing to include the physical inventory of five NIH remote sites this year. Information concerning the inventory schedule, including weekly progress updates, is available through the NIH Portal by following links to the Physical Inventory Update. Information about completed and planned inventory operations is also provided to NIH ICs through a series of daily and weekly emails sent by Mr. Ravi

(Continued on Page 13)

Vohra, the GDIT Team (NYT) Inventory Supervisor. Key are the continuous emails notifications designed to update the ICs regarding planned inventory operations. These schedule updates also provide information concerning link up meetings at new buildings to include meeting times and locations.



Reporting for the 2014 NIH inventory is also ongoing, with information provided during the physical inventory designed to assist the ICs begin their reconciliation efforts as soon as possible during the current annual inventory cycle. As a reminder, notice of the tentative completion of inventory for specific ICs is found on the first (menu) page of electronic reporting, which is distributed weekly to the ICs during the physical inventory. This is based on the completion of scheduled inventory operations in all buildings to which the IC has Accountable personal property assigned in the property database.

Current reporting provided to PMB and the ICs will be followed by summary reporting of the results of the physical inventory in early October 2014, and then weekly reporting, which is focused on reconciliation progress, during the period from October 2014 until the planned end of the current annual inventory cycle in December 2014. As was done last year, the reconciliation period will start 1 October 2014 and the Report of Survey period will begin 1 January 2015. This does not mean that your IC must wait to begin this process; your IC's Board of Survey process can take place at any time prior to 1 January 2015.

Our goal is to conduct a successful annual inventory in a professional manner with minimal disruptions to the important ongoing work at the ICs. Successful inventory operations are the result of a team effort with IC support and assistance to the process a key aspect. This includes preparatory actions prior to the arrival of the contractor inventory team as well coordination between IC personnel and the Inventory Team during inventory operations.

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



Christopher J. Batzel Sr.

Property Reutilization and Disposal Section (PRDS) Highlights



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



IC Storage Program

The IC 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 releases ICs from having to pay expensive storage space outside of the NIH. The Property Reutilization and Disposal Section located at the Gaithersburg Distribution Center (GDC) offers IC 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 IC Storage Program.

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)

Storage Assessment Process: Effective June 1, 2014, a storage fee is 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.



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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. 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 Memorandum of Understanding (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 IC 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.*

A MOU was sent earlier this month to ICPAOs along with a detailed spreadsheet of items being stored. Once you receive this information, please review the spreadsheet closely and if there are any areas of concerns please contact me so the matter can be discussed and resolved. I ask that you please have the MOU signed as quickly as possible and returned to me for further processing. Your assistance and cooperation in this matter is greatly appreciated.

Redeployed Property Items Back to the NIH

With shrinking budgets that everyone is experiencing, please pass the word to have your Institute's employees visit the GDC to look for serviceable surplus property items. We can raise these numbers considerably with very little effort.



Excess Redeploy

Month	Items Processed	Acquisition Value
March	61	\$550,308.05
April	234	\$352,022.15
May	121	\$184,868.39
Total	416	\$ 1,087,198.50

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



Michael J. Kessler Sr.

Sunflower Version 5.0 Upgrade Project Update

Thank you NBS (Paul Hammond) for addressing the property community during our last PPMC regarding the Sunflower 5.0 upgrade project. Below are a few highlights regarding the upgrade project:

- Conduct Unit Acceptance Testing (UAT) 3rd week of July (14-18 July 2014)
- Sunflower UAT volunteers from the property community was overwhelming (35 volunteers)
- Update Production Environment / Go Live - Planned 1st weekend in August (2-3 August 2014)
- Medium Impact:
 - Changed Functionality: List of Value – Enhanced “Lov-e” Report format (The look and feel as well as how reports are run will change)
- Low Impact:
 - Missing Report Menu: Admin Reports removed from user menu (Security Change by Sunflower. End user will be unable to run the organization or custodial code report in NBS Property System. nVision will need to be used).
 - Form Change: Asset Condition added to the “Mass Change” form (Location of Expected Return Date & Effective Date field on the form)
 - New Reports: New Agreement & Financial Reports
- No Impact (will not be turned on / setup):
 - New Functionality: User & Global Pages
 - New Form: Agreement Business Event
 - New Module: Configuration Module (Asset Configuration & Kit)
 - New Security Feature: Access Group Security

PPMC Meeting Schedule

Mark your calendar for the next PPMC meeting...

When/where:

Wednesday

September 17, 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

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 Manager (CPPM) status through the National Property Management Association (NPMA) certification program. The CPPM is the highest property management certification level obtainable through the NPMA. Michael's initiative and achievement in this regard are indicative of his professionalism, knowledge and his untiring desire to stay current with industry standards in the Property Management arena. Michael's dedication and knowledge continue to enhance NIH's Property program.



Congratulations are also in order for James Keisler, who has recently completed certification through the NPMA as a Certified Professional Property Specialist (CPPS). The CPPS is the first of three certifications available through the NPMA. James Keisler demonstrates his knowledge and dedication to enhancing the NIH Property program through his contributions while serving as an Inventory Management Specialist (IMS) within the NIH Property Management Branch.

Congratulations!

Points of Contact

Intramural Points of Contact

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

Extramural Points of Contact

Extramural Liaison	Phone Number	COAC	Institutes and Centers
Jerry Haley	301.496.5609	NCI	NCI, NCCAM
David Hubbard	301.496.4366	NICHD, NLM	NICHD, NIAAA, FIC, NLM, CIT, NIDDK
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
David Hubbard	301.496.4366	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](#).