

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



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From the Chief

Greetings Professional Property Managers, as we close on yet another inventory cycle, I'd like to take this opportunity to thank you for your valiant efforts in the effective management of over 260,000 accountable property assets valued at over \$1.6 billion dollars within the NIH. I truly appreciate your efforts to improve asset management and to raise the bar of excellence.



IC Storage Program

Several ICPAOs have reached out to PMB regarding clarification of the IC Storage Memorandum (MOU) which is currently in place (a specific timeframe/period of performance wasn't spelled out). Understanding this is a new initiative and learning process for all; I truly appreciate everyone's cooperation and feedback. Moving forward, PMB is working to have the MOU revised so that it is open-ended, meaning the MOU will be in effect until the property is no longer in IC storage at the GDC. Because common Accounting Numbers (CAN) have a

¹NEWSLETTER STAFF



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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.

(Continued on page 2)

From the Chief (Continued)

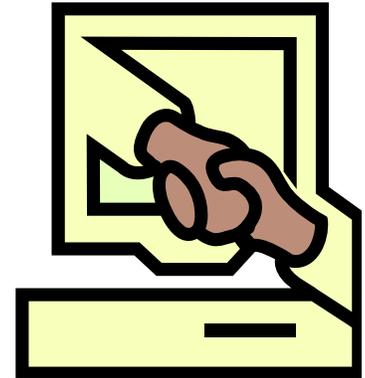
tendency to change annually, the Property Reutilization and Disposal Section will coordinate directly with ICPAOs who have items in storage to obtain their CAN number at the time of billing.



Off-Site Training - Introduction to Property Management (NBS Property System)

Understanding ICs experience budget constraints, etc., there is now a cost effective way to get your off-site PCOs trained on the Introduction to NIH Property Management (NBS) class. Based upon location, off-site ICs currently face spending anywhere between \$2,100 and \$2,800 per employee to attend this training in Rockville, MD (Airfare/Lodging/Meals/Mileage/Rental Vehicle/Training Fee).

Starting December 2014, the NIH Training Center will offer “Distant Learning” only to the following off-site locations: Phoenix Arizona, Hamilton Montana, Durham North Carolina, Framingham/Woods Hole Massachusetts, and Detroit Michigan. Training for these off-site locations will be conducted via Adobe Connect and will feed directly into the Introduction to NIH Property Management (NBS) Training conducted in the local area. Off-site location requirements: Location (e.g. - classroom) to conduct training, identify an Administrative Individual and Point of Contact (for communication purposes with the training center/IT set-up/etc.).



There is an \$800.00 “connection” fee (per off-site location) associated with adobe connect; however, an in-depth analysis revealed that off-site training is more cost effective (\$745.00 tuition + \$800 connection fee = \$1,545.00). Cost savings for employees receiving training off-site versus at Rockville is between \$555.00 and \$1,485.00 per employee. Additionally, off-site ICs can consolidate training locations and save additional monies by only having to pay one connection fee (E.G. - Framingham/Woods Hole Massachusetts bring employees to one training location and only pay \$800.00 for one connection opposed to an \$800.00 connection fee in Framingham and an \$800.00 connection fee in Woods Hole).

SAVE!!

If you are interested in this distant learning initiative please feel free to contact me directly for more information or you may contact Kim Doherty, NIH Training Center via email dohertyk2@od.nih.gov or telephone (301) 402-3090.

(Continued on page 3)

From the Chief (Continued)

Sharing Best Business Practices

PMB will start sending out requests for articles to all ICPAOs for publication in the PMB quarterly newsletter. The purpose of this initiative is to allow ICPAOs the opportunity to submit information for publication in the PMB newsletter to share knowledge, lessons learned, best practices, etc., with others throughout the property community in NIH.



In closing, as professional property managers, we owe it to our organization and the American taxpayers to effectively manage property under our care. My staff is always available to provide you with assistance and we strive to carry out quality, responsive support. I would like to thank you all for the outstanding things you do for the NIH in safeguarding the American taxpayers' investment in our property. I hope you all have a delightful upcoming holiday season as we close on yet another inventory cycle.

Michael B. Fratina



Hail and Farewell

The PMB takes pleasure in introducing new additions and sharing information regarding the changes to our team.

Recent additions within PMB's Personal Property Section

Joining the Personal Property Section's team of Inventory Management Specialists are Ms. Margaret Straubinger and Mr. Sean A. Brown. Both Margaret and Sean bring with them a wealth of knowledge and experience which will surely enhance the quality of support and service provided by the PMB Personal Property Section.

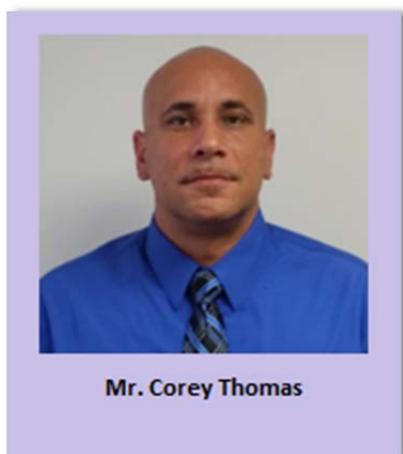


Margaret Straubinger

Sean A. Brown

Personnel changes within PMB's Contract Property Section

Welcome and congratulations to Mr. Corey Thomas



Mr. Corey Thomas

Mr. Corey Thomas has recently been assigned as Supervisor, Contract Property Section within the Property Management Branch and brings over 24 years of experience in acquisition and logistics management. Mr. Thomas has spent his last three years working at NIH as an Inventory Management Specialist supporting multiple ICs with their property management requirements. Mr. Thomas has held numerous positions in Logistics Management such as Chief of Supply, Project Manager for the development of the IT Logistics System for the U.S. Air Force, Quality Assurance Personnel (QAP) managing Government contract personnel, and many other challenging logistical positions. Since Corey has been at NIH, he has implemented a Property Management Staff Assistance Visit (SAV) program and improved the IC Storage program at the Gaithersburg Distribution

Center through Lean Six Sigma efforts. Mr. Thomas' dedication and teamwork has led him to earning three achievement awards since arriving at NIH and we look forward to his future contributions to the Contract Property Section.

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Farewell to Ms. Maryann Cruz



Ms. Maryann Cruz

Ms. Maryann Cruz has accepted a new position as a NESDIS Property Manager with the National Oceanic and Atmospheric Administration (NOAA) located in Silver Springs, MD. While working within the National Institutes of Health's contract property community as an Industrial Property Management Specialist, Mrs. Cruz was vital in the development and implementation of the Contract Property Administration Tool and provided outstanding customer service to NLM, CIT, OD, NIDDK and NIEHS with their Contract Property requirements. Mrs. Cruz will definitely be missed and we wish her all the best in her future endeavors. Thank you for all your hard work and dedication!

Personnel changes within PMB's Property Reutilization and Disposal Section

Welcome and congratulations to Mr. Michael J. Kessler Sr.



Mr. Michael J. Kessler Sr.

Mr. Michael (Mike) Kessler Sr. has recently been appointed as the new Supervisor, Property Disposal and Reutilization Section at the Gaithersburg Distribution Center (GDC) in Gaithersburg, MD. Mr. Kessler comes to this position with robust knowledge of Property Reutilization and Disposal. Throughout his career, Mike served in positions that required restructuring work processes, efficient use of resources, prioritizing workloads, and establishing policies/procedures. Since his assignment to NIH, he has met all challenges with outstanding results and was instrumental in creating an environment of change and improvement. Mike is a highly motivated leader whose obligation to job accomplishment consistently results in creative output of the highest quality. He consistently uses his knowledge and experience to quickly evaluate property operations and recommend techniques for improving

overall procedures; such as the establishment of the NIH IC Storage Program for the property community. This endeavor helped strengthen the relationship between the Property Community and PMB resulting in improved efficiencies of NIH property management.

Catalog Tidbits



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

It has been a busy 2014 cataloging and processing NBS transactions. I receive numerous catalog requests from the ICs and before opening the email I find myself wondering if the request contains accurate data so that I am able to swiftly establish the catalog record in Sunflower. On occasion, I'm unable to immediately catalog assets due to missing information (e.g. - model number; manufacturer, cost). I am completely committed to providing the best customer support to the property community therefore, if there is missing information I'll research the manufacturer's website and other related web links to validate required data. If I'm unable to locate certain information, I will contact the requester by phone or email to obtain the missing information.



To avoid delays in processing catalog requests I would like to provide a few tips to keep in mind prior to submitting to PMB:

1. Ensure the catalog request form is the latest version and is complete
2. Provide the manufacturer rather than the vendor
3. Provide the model number from the data plate. The data plate is normally located either on the back or on the bottom of the asset.
4. Include an official name
5. Listing the correct price is important; this information is used to determine if the asset is accountable or non-accountable.
6. There are several websites (besides the manufacturer's) that can offer additional information.
7. The model number is a mandatory requirement however; if the model name is available please also include this information on the request.

NBS User Account Requests Forms

On average, PMB processes between 10 to 15 NBS requests daily. The NBS team requires the forms to be filled out correctly; they are also subject to audit, which is why it's critical the form is filled out appropriately. User account request forms must have all the required information annotated,



(Continued on Page 7)

Catalog Tidbits (Continued)

otherwise NBS will not process the request. As soon as you discover that an employee (FTE or Contractor) departs NIH, please fill out the form and submit to PMB. If you wait too long to submit the form, it will be difficult to find the needed information such as NIH Employee ID and Login username. Additionally, when you list the custodian codes on the form ensure they are in chronological order, this is critical for the NBS team and will avoid delays. If you have any questions or require assistance filling out the NBS User Request form, please feel free to contact me prior to submitting to PMB.



Sonia E. Cross



Personal Property Corner



Supervisor, Personal Property Section:

Christopher J. Batzel Sr.

(301) 594-2078

christopher.batzel@nih.gov

Inventory Management Specialists:



Sean A. Brown



Pat Coogan



Shane Ferns



James Keisler



Gale Stevens



Margaret Straubinger

Annual Inventory Update

Now that the 2014 annual physical inventory process is nearing completion; NIH IC Property Accountable Officers (PAO) and IC Property Custodial Officers (PCO) are encouraged to begin reconciling their property books in effort to resolve any inventory discrepancies (shortages and overages). NIH currently has over 260,000 accountable personal property assets on the books valued over \$1.6 billion dollars. Interim shortages and overages have increased as a result of this year's inventory. The following are some general recommendations for resolving inventory shortages and overages.



Inventory Shortages

An inventory shortage occurs when an asset having an active property record in the NBS Sunflower property system is not accounted for by physical inventory, or by current property pass, in the NBS system.

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Reconciliation of Inventory Shortages

Below are recommended procedures for resolving inventory shortages:

- Retrieve the current NBS property record to obtain details regarding the asset identified as a shortage.
- Contact the Accountable User as defined by the property record to obtain information regarding the circumstances pertaining to the missing asset.
- Conduct a sweep of the area where the asset was last associated; then, follow any leads regarding the whereabouts of the asset.
- Review any administrative files for expired/incomplete property records such as loans, property passes, repair passes, trade-in or warranty exchange transactions, or excess documentation.
- If a shortage is physically located, the asset must be scanned and uploaded to NYT in order to update the NBS record. If a scanner is not available within your IC, contact Property Management Branch (PMB) via Outlook to request and schedule scanning assistance.
- Submit a memorandum of record to PMB stating asset is accounted for, location (building and room).
- If after exhausting all search efforts, an asset remains unaccounted for, declare the asset as lost and resolve the matter by process of a Board of Survey (BOS)/Report of Survey (ROS). A BOS/ROS is the official process used to investigate the circumstances of the loss. The ROS also determines any liability requirements for those responsible for the loss. Finally, the ROS serves as an adjustment voucher to document the loss, damage or destruction of government property. A BOS/ROS is required to be initiated within 5 days of an asset has been identified as lost.



Inventory Overages

An overage is any accountable asset located during a physical inventory that is not on record in the NBS Sunflower property system. When an overage is identified a decal label is affixed to the property asset and information is recorded (i.e., manufacturer, model, serial number and location). An inventory report is sent to each ICPAO weekly, which provides notification regarding overage discoveries.



(Continued on page 10)

Reconciliation of Inventory Overages

Below are recommended procedures for resolving inventory overages:

- When notified of an overage, make a visual inspection of the identified property to verify that it is your (NIH, IC) asset and not privately owned, contractor owned, or a leased item.
- If after reviewing the asset you find the property belongs to another IC, report the overage to the ICPAO for that IC and notify the Property Management Branch (PMB) via your designated Inventory Management Specialist (IMS) liaison.
- If after examining the reported overage the property is determined to be non-government property (e.g., contractor owned); or the property is government owned and is determined non-accountable based on value, report such findings to your PMB IMS liaison to have the item(s) removed from the overage list.
- If the property belongs to your IC, search your NBS Sunflower decal worksheets to see if a skeletal record exists. If a skeletal record exists, ensure receiving actions are completed (completing the decal worksheet).
- When a skeletal record (decal worksheet) does not exist, one should inquire with their purchasing agent(s) about the asset and investigate why receiving actions have not been completed.
- If all else fails, the overage must be corrected by processing a manual add through the Sunflower module, but remember, the manual add should only be made when ownership has been determined and no decal worksheet or other supporting documentation exists.



When addressing inventory discrepancies, it is important to act promptly. Prompt review of shortages and overages will promote successful reconciliation efforts, as knowledge and information concerning the identified asset is more likely available during the time of initial discovery. Ultimately, your assistance in resolving overages will yield improved accountability of assets and resources throughout the NIH.





I'm pleased to welcome Ms. Margaret Straubinger and Mr. Sean Brown to the PMB, Personal Property Section. Both Margaret and Sean come to NIH with a wide-range of experience in property management.

In closing, I would personally like to extend my gratitude for all of your hard work and dedication to property accountability that you have given to the NIH.

If you have questions pertaining to asset management requirements and/or inventory related concerns, please contact a Property Management Branch Inventory Management Specialist (IMS). Contact information is provided on page 25 under the Intramural Points of Contact heading.



Christopher J. Batzel Sr.





Feedback from the Introduction to NIH Property Management (NBS Property System) Classes



The Introduction to NIH Property Management (NBS Property System) class is offered periodically by the NIH Training Center. All users of the NIH Property Management System must attend this introductory class prior to requesting and gaining access to the NBS Sunflower Property System. This 3-day training program provides attending NIH employees with a working knowledge of NIH personal property management policies, procedures and automated record-keeping techniques. The hands-on workshop teaches attendees how to use the NIH Property Management System for day-to-day management of NIH personal property records. The NIH Property Management Branch (PMB) has an Inventory Management Specialist attend each class to provide guidance, feedback and answer any questions that may arise. Below is a list of questions and issues, which recent attendees have introduced, and the PMB response addressing each issue.

Issue 1: *A student asked a question regarding server racks and the various servers in each rack. “Should each server be entered as a decaled item in the NBS Property System? Some servers can be under the \$5k threshold, but I would think, due to the nature of the data stored on the servers, it would be considered sensitive.” Could PMB please provide insight?*



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Answer: There are two sets of criteria that establish if an item is accountable. The first criteria used to determine accountability is acquisition value; all personal property items having a value of \$5,000 or more are considered accountable and should be decaled in NBS Sunflower. The second criteria used to determine if a personal property item is accountable depends on whether a Sensitive determination has been established for the asset/type of property. Property items identified within the NIH Sensitive Items List are accountable as determined by the criteria established within the list. Servers are currently classified as Sensitive items on the NIH Sensitive items List, and therefore, servers should be decaled and accounted for accordingly.

Issue 2: A class attendee expressed a concern stating that there was inaccurate data in the Sunflower property system (e.g., incorrect Catalog information to include make, model and/or manufacturer; some records were noted as having bad locations, inaccurate custodial associations, etc.). The class attendee suggested that refinement is necessary and was wondering what data cleansing initiatives were being taken to correct bad data.

Answer: All users of the NBS Sunflower property system have shared responsibility for maintaining data accuracy. Accordingly, there are maintenance actions that are incumbent upon the ICPAO/ICPCOs, and then there are actions that must be elevated to the PMB Personal Property Section and Catalog official for correction. Catalog issues can be addressed directly to Ms. Sonia Cross who is responsible for maintaining the official Catalog Listing for all NIH accountable property. Regarding asset locations, Custodial Code (CC) and user associations, ICPAOs and ICPCOs have access which allows them to update this information in the system. If ICPCOs find that edit actions to data fields is restricted due to their access limitations, then the ICPCOs should elevate the issue to their ICPAO. If the ICPAO is not able to resolve the matter, the designated PMB Inventory Management Specialist (IMS) liaison should be contacted for further assistance. Our combined efforts will serve to correct any inaccuracies in the Sunflower database.



Issue 3: This question pertains to items that are assigned to the wrong Custodial Code (CC) from the beginning, which then carries over to the skeletal record of the decal worksheet (i.e. page 207 of Introduction to NIH Property Management NBS Property System, Participant Guide). “Is PMB able to correct this situation at the decal worksheet level, or is the PCO definitely required to create the asset record within his/her CC and then initiate a transfer request?”

Answer: If an accountable property item is assigned to a wrong custodial code during the acquisition process PMB cannot change the decal worksheet. Therefore, the ICPAO will have to create/initiate a transfer request.

Question 4: The student handbook states that the PCO manually enters warranty replacement assets. A student mentioned that in a practical scenario that doesn't always happen because they do not physically receive the replacement. Can PMB provide more insight?

Answer: It's recommended that the ICs (ICPAO) develop internal property management controls to facilitate procedures for receiving property items, communications between receiving party and ICPCO/ICPAO, etc. Since warranty exchanges may not involve acquisition actions, decal worksheets will not be available and property must be manually added to the record. The NIH Property Management Class User's Guide provides instructions on how to add replacement assets when warranty transactions occur. ICPCOs are encouraged to refer to this resource when questions arise.



Question 5: One of the student's responsibilities is to manage assets residing in labs that have closed. He is not part of GDC, but wasn't sure where his role comes into play from the system's perspective since he has to manage the surplus and remove the assets from the labs. Can PMB provide insight?

Answer: Regarding surplus property items removed from labs for turn-in to the GDC:

- Coordination must be made to have lab equipment sanitized prior to scheduling surplus action
- NIH Form 2683 (Certification that Property is Free from Hazards) must be filled out and attached to item
- Excess Receival is submitted in Sunflower; attach a copy of the Excess Receival form to the item



As stated previously, PMB ensures that each scheduled Introduction to NIH Property Management class has an Inventory Management Specialist in attendance to provide guidance to attendees when procedure and policy questions arise. Future editions of the PMB Newsletter will include Q&A segments as questions arise and guidance and procedural instructions are likely to benefit the NIH property community.

Focus on... Contract Property

Supervisor, Contract Property Section:



Mr. Corey Thomas, MBA
(301) 435-3669
corey.thomas2@nih.gov



Contract Property Administrators:



Gerald Haley



David Hubbard



Marea Petrelles



Hannah Stachmus

Current State of Contract Property

I just wanted to take time to thank all the Industrial Property Management Specialist (IPMS), Contracting Officers and all property management professionals as you all have played a very important role in my transition into the Supervisor, Contract Property Section position. Since I've joined the Contract Property team, we have taken on some great challenges with the dedication and professionalism demanded to enhance our customer service efforts in managing 1,978 contracts which include 75,810 assets valued at over \$186 million. We have finalized the implementation of Phase III upgrades for our Contract Property Administration Tool (CPAT) which allows NIH to have a centralized electronic file storage system, provide instant customer service responses, provide electronic mail communication with contractors, and provide automated metric reporting. The implementation of the final phase of the CPAT system is just in time as we approach the new fiscal year and are required to initiate our annual Summary Report requirements.



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FY2015 Annual Summary Reports

We have reached the end of another successful fiscal year and as we proceed into the new fiscal year, it is time to focus on collecting critical data included within our annual Summary Reports. Annual Summary Reports are documentation that provides asset visibility, quantity, and dollar value of Government property associated with NIH contracts. NIH requires its contract partners to submit a "Report of Government Owned, Contractor Held Property" to the Contract Property Section annually in the form of Summary Reports. This requirement is in accordance with the Federal Acquisition Regulation (FAR) part 45, which stresses the importance of an institution to ensure contractors provide accountability, control, protection, preservation, and maintenance of all Government property and to ensure these institutions employ customary commercial practices, voluntary consensus standards or industry-leading practices and standards to manage Government property in their possession. As we enter this busy time of year conducting our annual Summary Report requirements, we will continue to provide outstanding customer service in terms of receiving and reviewing contracts, modifications, acquisitions, disposition requests, and conduct systems audits to ensure uninterrupted services to all of our customers.



Property and Acquisition Management Committee Meetings

In our efforts to continually enhance the effective communications between the Acquisition and Contract Property communities, the Contract Property Section is taking the necessary steps to move forward and implement the Property and Acquisition Management Committee (PAMC) meetings. The PAMC meetings will be held on a quarterly basis, with the first meeting expected to be held in the second quarter, fiscal year 2015. The PAMC meetings will serve in an advisory capacity to the Director, Office of Acquisition and Logistics Management (OALM) on all aspects of Contract Property management and offer assistance to staff members in the administration of government property furnished or acquired under NIH contracts. We are looking forward to hosting this event to further nourish our working relationship with all Acquisition, Property and Contract Property personnel.



Should you have questions regarding the PAMC feel free to contact Corey Thomas at corey.thomas2@nih.gov.

Corey Thomas

Property Reutilization and Disposal Section (PRDS) Highlights

Greetings, PRDS is working with the NIH Budget Office to revise the current IC Storage Memorandum



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



of Understanding (MOU). The purpose for this revision is to clarify the MOU's intent (MOU will be valid until all items are removed from IC Storage at the GDC). Once the MOU is updated, ICs that currently have property items stored at the GDC will be required to have the MOU signed by their Executive Officer. Prior to ICs storing items at the GDC, a signed MOU must be in place prior to the Property Reutilization and Disposal Section (PRDS) accepting property items from an IC. Please keep this in mind when conducting future planning, building renovations or large moves.



The Annual IC Storage Audit will be held from October 20, 2014 through October 31, 2014 for the FY15 fiscal year. All ICPAOs with property items in storage at the GDC should contact me to schedule an appointment as soon as possible. This is a mandatory annual requirement by the NIH PPMG.

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In the future, PRDS will be actively engaged in NIH Green events such as America Recycles Day, Earth Day, and Green Labs Fair. We are promoting our reutilization and recycle efforts. Please help us by spreading the word/information within your Institute and work areas. All 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 in lieu of procuring new assets. With your help we can increase the amount of property items reutilized within the NIH with very little effort.



Excess Property Items Redeployed Back to the NIH

Month	Items Processed for Reutilization	Acquisition Value
Jun	140	\$704,983.70
Jul	141	\$582,864.37
Aug	130	\$419,089.95
Total	411	\$1,706,937.90

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



Michael J. Kessler Sr.

PPMC Meeting Schedule

Mark your calendar for the next PPMC meeting...

When/where:



Wednesday

December 3, 2014

Time: 10:00 am to 11:30 am

Location: Bldg. 45 Natcher Building

Room F1/F2

2014 PPMC Meeting Schedule

<p>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>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>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>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 inventory progress is provided for your information and planning purposes. At this time, all scheduled physical inventories are complete and we are now in the reconciliation phase of the 2014 inventory cycle. ICPAOs and ICPCOs are advised to use this reconciliation period to resolve pending inventory issues prior to the close of the annual inventory in early December. The distribution of weekly updates will continue throughout the reconciliation period in order to provide ICPAOs with updated reports, which will identify any pending inventory outliers requiring reconciliation action.

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
NICHTC 9517	Introduction to NIH Property Management	Dec 15-17	6705 Rockledge Drive	Dec 1	9:00 AM - 4:00 PM	\$755
NICHTC 9517	Introduction to NIH Property Management	Mar 25-27	6705 Rockledge Drive	Mar 11	9:00 AM - 4:00 PM	\$755
NICHTC 9517	Introduction to NIH Property Management	Jun 24-26	6705 Rockledge Drive	Jun 10	9:00 AM - 4:00 PM	\$755
NICHTC 9517	Introduction to NIH Property Management	Sep 14-16	6705 Rockledge Drive	Aug 31	9:00 AM - 4:00 PM	\$755

Property Management Refresher Training

ID	Title	Dates	Location	Cancellation Deadline	Class Times	Tuition
NICHTC 9520	Property Management Refresher	Nov 17-18	6705 Rockledge Drive	Nov 3	9:00 AM - 4:00 PM	\$555
NICHTC 9520	Property Management Refresher	Feb 26-27	6705 Rockledge Drive	Feb 12	9:00 AM - 4:00 PM	\$555
NICHTC 9520	Property Management Refresher	May 27-28	6705 Rockledge Drive	May 13	9:00 AM - 4:00 PM	\$555
NICHTC 9520	Property Management Refresher	Aug 27-28	6705 Rockledge Drive	Aug 13	9:00 AM - 4:00 PM	\$555

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.



Points of Contact

Intramural Points of Contact

Intramural Liaison	Phone Numbers	Institutes and Centers
Christopher Batzel	301.594.2078	CSR, NCCAM , NIAAA, NIAID, NIEHS, NIDCR, NINDS, OD
Sean Brown	301.496.3898	TBD
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	- Temporarily assigned to special project-
Gale Stevens	301.496.4772	CC, FIC , NHLBI, NIA, NIBIB, NICHD, NIGMS, ORS
Margaret Straubinger	301.496.3292	TBD

Extramural Points of Contact

Extramural Liaison	Phone Numbers	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 Numbers	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 Numbers	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

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