

NPMA Call for Presentations

Information Required for Submission

The following information will be required for your submission. All submissions will be reviewed by the Conference & Seminar Planning Committee to determine inclusion in the final NES schedule.

1. Presentation Title

2. Choose the Educational Track:

- a. Contract/Government Property
- b. Colleges and Universities
- c. Federal Government
- d. Fleet
- e. Professional Development
- f. Standards/Best Practices
- g. State and Local

3. Target Audience(s):

- a. Contractors
- b. College, Universities and Non-Profit Organizations
- c. Federal Agencies
- d. Fleet Management Professionals
- e. Medical & Hospital Professionals
- f. State & Local Government
- g. General/Other

4. Choose the Area of Focus within Asset Management:

- a. Asset Management Systems & Technology
- b. Capital Assets at Contractors
- c. Contractor Government Property
- d. Federal Government Property
- e. Fleet Management
- f. Industry Leading/Best Practices
- g. IT Asset Management
- h. IUID
- i. Management Concepts
- j. Material Management & MMAS
- k. Professional Development
- l. Property 101
- m. Property Accounting
- n. Regulations and Compliance
- o. Standards/ASTM
- p. Standards/ISO 55000

5. Select Level/Audience: (Please pay careful attention to the level you designate so that it accurately reflects the level for our members. Also note, we would like to limit the amount of Fundamental sessions and raise the level of presentations to Intermediate or higher.)

- a. Fundamental: Basic level to include important information for newer property professionals or for exposure to an unfamiliar area.
- b. Intermediate: Medium level for those seeking to expand or hone their skills, or to obtain information on best or leading practices
- c. Advanced: Higher level or having broader scope for more advanced or highly experienced property professionals

6. Preferred Session Type

- a. Breakout Session conducted by speaker (60 minutes)
- b. Interactive Attendee Workshop, Theoretical with implementation or problem resolution (60 minutes)
- c. Panel Discussion (60 minutes)

7. Provide brief description/abstract of the content that will be covered during the session. Please ensure it accurately represents the session content.

8. List learning outcomes for the attendee. Include at least 2-3 learning outcomes that describe what knowledge the attendees will walk away with.

Information such as the presentation title, target audience and audience level, area of focus, narrative description and more will be required with your submission. Your presentation materials (i.e. PowerPoint and/or White Paper) are not due now; however, presentation topic and title are due by January 11, 2019. Please note if you are accepted as a presenter and your presentation materials are not received by that date, you are subject to being removed from the program.

2019 NES Potential Educational Tracks & Topics

The following ideas are provided in order to stimulate thought process on a potential topic you might consider presenting. However, you are not limited to these ideas. We encourage creative thinking. All topics will be considered for inclusion in the NES schedule.

Contractor Target Audience – suggested breakout topics:

Analyzing Risks Associated with Government Contracting
Asset Audits and Self Assessments
Capital Property Management
Contract Closeout Issues and Asset Abandonment
Disposition

- Donations
- Export Control
- PCARSS Updates or Tips
- Recycling Programs
- Reutilization Programs

FAR Policy Updates
How to Manage Contracts or CDRLs
Introduction to Contract Property Management
IUID
Inventory Management
Lost Reporting Process
Managing Subcontractors
NASA Property

- Issues with Preauthorization
- Peculiar reporting issues

Practical Applications

- How to perform any life cycle task (choose one)

Receiving Best Practices
Self-Assessments/Audits
Sustainability
Tracking Property Usage on Your Contract
What is the Role of the Property Manager in the Acquisition Process?
Corporate Acquisitions and Mergers
Other ideas?

University & College Asset Management Target Audience – suggested breakout topics:

Accounting for Sales Proceeds of Grant-funded Property
Acquisition Teams that Aim to Succeed
Acquisitions Using Multiple Funding Sources
Asset Accounting

Audits -- types, frequency, impact
 Awards Management
 Contracts
 Controlling Property Loss on Campuses
 Creating Liability and Indemnification Language
 Dealing with Prime Contractors
 Determining Equipment Title
 Donations
 Equipment Accountability, Custody, and Stewardship
 Equipment Disposition & Reutilization -- all facets
 Equipment Fabrications – Key Controls
 Equipment Used on Clinical Trials
 Equipment vs. Supplies – Categorizing and Proposing
 Faculty and Student Awareness of Property Management
 Fellowships – Equipment Title and Disposition
 GASB, OMB, FAR, ILPs, CCPs, GAP, FASB
 Grants
 Import/Export Processes and Requirements
 Increasing Personal Accountability – Strategies and Best Practices
 Indirect-cost Implications Associated with Equipment
 Insuring In-transit Property
 Inventory Management
 Inventory Strategies in a Research Environment
 Involvement in Enterprise Risk Management
 Loans of Equipment – Incoming and Outgoing
 Off Campus Equipment (whether domestic or overseas)
 Partnerships with Sponsored Projects Office
 Preparing Your Property Plan
 PI- Property Management - Research Administration - Compliance = Interactions
 Property Administration in Shared Space
 Property Sales
 Reporting Expenditures on Grants
 Self-assessments – Developing and Implementing Program; Assessing Results
 Service Center (Charge-out Center) Equipment Management
 Supporting Collaborative Research
 The "Ideal" Property Management Organization Structure
 Title and Taxability
 Title Transfers – When, How, Why
 Transfers of Equipment
 Other ideas?

Federal Agency Target Audience – suggested breakout topics:

Accountability
 Acquisition Planning
 Agency Personal Property Issues
 Agency Regulations
 Capital Planning and Investment Control - CPIC
 Compliance/Internal Controls (OMB A-123)
 Contracts/Grants/Inter-Agency Agreements
 Excess Property/Surplus Sales/Auctions/Disposal
 Executive Orders (EO 12999, 13423, 13513, 13514)
 Export Control
 Federal Property Accounting (FASAB, SFFAS, USSGL)
 Federal Property Reporting (GSA Personal Property Tool)
 Federal Regulations (FPMR, FMR, FAR)
 Government Property in the Possession of Contractors- Federal Perspective
 Greening the Federal Property Management Lifecycle
 How to Establish a Federal Consumption Program

How to Establish a Fleet Vehicle Allocation Methodology (VAM)
 How to Green a Federal Contract
 Infrastructure/Systems (Finance/Procurement/Contracts/Asset Management/Contracts/HR, etc.)
 Inventory Management
 IT Asset Management – Federal Property Perspective
 Managing Subcontractors
 OMB Circulars
 A-11, Preparation, Submission and Execution of the Budget & Exhibit 300
 A-87, Cost Principles for State, Local and Indian Tribal Governments
 A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
 A-123, Management’s Responsibility for Internal Controls
 A-127, Financial Management Systems
 A-133, Audits of States, Local Governments and Non-Profit Organizations
 Public Laws
 GPRA of 1993, Government Performance Results
 CFO Act of 1990, Chief Financial Officer’s Act
 Clinger-Cohen Act of 1996, Information Technology Management Reform
 EPA Act of 2005, Energy Efficiency
 Real Property
 Security/Protection of Federal Property
 Strategies on Working Towards an Unqualified Audit Opinion
 Understanding Government Contracts
 Other ideas?

Professional Development Track – suggested breakout topics:

Asset Management’s Role in Accomplishing the Goals of the Organization
 Best Practices in Creating Career Advancement Opportunities
 Collaborative Partnerships
 Corporate Property Councils, the objectives and benefits (possible panel discussion/tag team)
 Dealing with Organizational Politics
 Develop Your Professional Writing Skills
 Enterprise Risk Management
 How Mature is Your Process? (Techniques to determine this)
 How to Make Budget Decisions While Staying Compliant
 How to Use LEAN Events for Process Improvements
 Implementing Compliance Programs
 Leadership
 Managing a Property Management Organization
 Managing Employees Effectively
 Staff Development and training ideas
 Succession Planning
 Where is the New ISO Standard?
 Other ideas?

Property Early Lifecycle Track – suggested breakout topics:

A Cost Effective Application of RFID
 Acquisition Options and Processes
 Best Practices in Receiving and Controlling GFP
 Determining Equipment Title
 Determining What Should be Called Equipment vs. Special Tooling
 Do You Buy Property on Credit cards, and How to Effectively Bring Them into Control/ Property Records
 Fabricated Equipment – Accounting for Acquisition of Materials, Completion and Capitalizing, Monitoring Status and Disposition
 Identification Best Practices
 IT Acquisition Management

IT Asset Identification
IT Lease Management
IT Lease vs. Buy
Receipt and Issue Strategies and Applicability
Receiving Best Practices
Required FAR Flowdowns when Acquiring Property
RFID Implementation Strategies
What IT Equipment Should be Tracked and How
Other ideas?

Property Mid-Lifecycle Track – suggested breakout topics:

Best Practices in Physical Inventories
Effective Inventory/Cycle Counting of MMAS Materials
Effective Material Practices
Effective Methods to Control and Recall Excess WIP Material
Fleet Management
How to Manage Contracts or CDRLs
Inventory Management
IT Configuration Management
IT Document Management
IT Project Management
IT Software License Tracking
Low risk Property, Effective Industry Practices
LTDD Process
Managing Subcontractors
Risk Management
Self-Assessments/Audits
Sustainability
Tracking Property Usage on Your Contract
Warehouse Management
Other Ideas?

Property End of Lifecycle Track – suggested breakout topics:

Contract Closeout Best Practices
Contract Transfers Best Practices
Disposition
 Donations
 Export Control
 PCARSS Updates or Tips
 Recycling Programs
 Reutilization Programs
IT Disposal Considerations
IT Sanitization
IT Security
How to Deal with Excess Material Issued to the Floor and Return Policies
How to Effectively Screen to Program Personnel to Identify Surplus
Keys for a Successful IT Donation Program
Title Transfers
Other ideas?

Professional Development Track – suggested breakout topics:

Consensus Building
Creating Presentations for the Right Level of Audience
Developing a Career Path for Your Staff
Developing and Creating Process Flow Mapping
Executive Presentation Strategies
Federal Property Officer Training
How to Better Use Microsoft Excel to Make Your Job Easier (Intermediate/Advanced)
How to Deal with Difficult People
How to Jump Start My Career
Learning to Deal With Different Personalities
Microsoft Excel 101
Negotiation Strategies and Skills
Project Management
Six Sigma
Understanding Property Terminology
Other ideas?

Standards and Best Practices Track – suggested breakout topics:

Adding Value through Geospatially Enhanced Property Management
Aerospace Industries Association (AIA) panel
 How to Start Using Metrics from Scratch
Any new leading edge practices
ASTM and NPMA
ASTM E53
 Standards
How to write and implement a new standard
Being Green
Capital Property—Accounting and Property Management Overlap, Why it is Important
Compliance (SOX)
Depot Operations
Donations
Effective Material Practices
Effective Tracking of IT Assets
ERP Systems
Excess/Surplus Sales and Auctions
HazMat
How to Best Leverage the IT Organization
How to Create and Use Key Focal Points Around Your Company, and Their Potential
Roles Idle Assets and Redeployment
IT Asset Disposal
IT Asset Management
IT Best Practice Ideas
IT Best Practices in Tracking Mobile IT Assets (laptops, phones, thumb drives, etc.)
IT Best Return or Redeployment Policies
IT Compliance and Legislation
Leading Industry Practices using Electronic Inventories
Maximizing Utilization
Managing Warranties and Returns
MMAS 101
Motor Vehicle “Fleet” Management
New RFID Solutions

Physical Inventory Strategies/Best Practices and How to Set it Up
Procurement, Contracting and Leasing
Risk Management
Self-Assessments/Audits -AIA Available Metrics
Sensitive Property
 Weapons, IT Equipment, HazMat, Medical, Nuclear, Classified, COMSEC, etc.
Subcontract Control
Surplus Property
The Trick to Finding Under-Utilized Assets
Where is the New ISO Standard?
Other ideas?

State & Local Government Property Target Audience – suggested breakout topics:

Disposal Process for State & Local Governments
How Does the Type of Your Contract Affect Your Assets?
How Much Risk Can You Accept on Your Contracts
How to Reutilize Military Assets
Role of the PM in Disaster Preparedness
State Financial Regulations