AUTOMATING ELECTRONIC SUBMISSIONS TO

INVOICE, RECEIPT AND PROPERTY TRANSFER (iRAPT)

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U.S. Government Property North of the Border

A Historical and Conceptual Framework for Putting "Accountability" Back Into "Property"

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On July 31-August 3, 2017, NPMA will host its 47th Annual National Education Seminar (NES) at the beautiful JW Marriott Desert Ridge Resort and Spa in Phoenix, Arizona. As the premier leader in Asset Management, NPMA will deliver a comprehensive agenda created to provide Property Professionals with educational workshops, exceptional speakers (representing all facets of the industry), and discussion panels intended to educate conference attendees on various topics of professional development in property management. The agenda will benefit all whether they manage personal property and assets for federal, state or local governments; contractors; colleges and universities; or private industries. NES also plans to provide networking opportunities, classes for certification and meetings with vendors who are on hand to offer great products and services to assist you with your company’s property management needs.

The NPMA NES Planning Committee has assembled an agenda not-to-be-missed at the upcoming NES:

- There are nine (9) Educational Tracks with more than 100 workshops that will offer you the opportunity to learn, grow and further your career in Asset Management:
  - Best Practices
  - Fleet Management
  - Government /Federal Property Fundamentals and Intermediate/Advanced
  - Government Contract Property Fundamentals and Intermediate/Advanced
  - Medical/State & Local Government/Non-Profits
  - Professional Development
  - University
  - Special Interest Groups (SIG)
  - Standards and Regulations
- Other educational opportunities that are provided are pre-NES training classes and certification testing for Certified Professional Property Specialist (CPPS), Certified Professional Property Administrator (CPPA), Certified Professional Property Manager (CPPM)
- Pre-NES training classes and certification testing for Certified Federal Fleet Administrator (CFFA) and Certified Federal Fleet Manager (CFFM)
- The Master Mind Sessions have continued to be a success (and yes, they will be back this year!)
- Awards and recognition given for service to NPMA and the asset management profession

Over the years, NPMA has had the opportunity to bring outstanding keynote speakers to our seminars. This year, we are pleased and honored to have Dr. Nancy L. Zimpher, Chancellor of the State University of New York (SUNY) as our keynote speaker at the NPMA NES. She is among the most in-demand thought-leaders in higher education in the United States and around the world.

Finally, the NES’ Thursday night dinner will be held at a premier venue, the Musical Instrument Museum (MIM). The MIM is known to be one of the most extraordinary museums one will ever experience.

As I mentioned in my first letter as NPMA President, I will be using the “F” word in closing - NES 2017 will be about education, seeing old friends; making new friends, flavorful food and fun!

On behalf of NPMA's Executive Board and the NES Planning Committee, we hope to see you all in Phoenix!
WHAT'S YOUR STORY?

How did you get involved with property or asset management? Most of us did not pass “go,” collect $200, and go to work in property…The journey to managing assets is not often pre-planned. Many of us began in a job where we were responsible and accountable for some things—we were the ones “volunteered.” That’s what I did! It was then only a few steps to being in charge of managing assets and enforcing accountability.

Like many of you, I started in our “Property” field with the US military. I began in a Troop Issue Subsistence Activity (TISA) ordering foodstuffs for dining facilities. I moved to being a paid sports director for youth activities in Germany, managing uniforms and sports equipment, etc. I was promoted to facility director, accountable for all equipment, the building and related sports fields and facilities.

As a military family I moved CONUS (Continental US) and into the supply/logistics arena at the Facility Engineer division. At first ordering materials, I performed their first comprehensive inventory of supplies and found many redundancies. My reward was moving into the housing section managing furnishings and appliances. Property lists were kept in ten 3-1/2 inch binders! I was put on a team to automate/computerize the “property book.”

Moving OCONUS (outside the Continental US) I managed the Stuttgart Central Issue Facility (CIF) which provided individually issued clothing and equipment for the many units assigned that area (several military branches). The CIF was critical to equipping units deploying to the first Gulf War. I also automated the CIF property book. My last Army job was with a Signal Battalion providing local and strategic communications and IT support for a major command headquarters.

The accounting for all these assets and systems also needed to be automated. This furthered my growth with a wider range of asset complexities, including weapons and controlled cryptographic equipment in multiple countries, and performing compliance inspections and training support.

Returning CONUS I transferred to the US Geologic Survey (part of DOI) managing their supply, warehouse, and property disposal programs. I completed my US Government service with the US Forest Service as the National Asset Management Policy Analyst, evaluating and providing agency-wide guidance on personal and real assets. A long road from managing uniforms, balls and bats.

Throughout my journey—assisting higher level management to understand their responsibility and accountability for assets enabling their organization to perform its functions—is really what I have always done. So what is your story? Is this what happened for you? How did you come to understand the value of accountability and responsibility to any organization? Do you guide others on the importance of asset management? Would you share some of the things you have found on your path with others? It’s time to write an article for The Property Professional!

In this issue, our Cover Story is “Automating Electronic Submissions to Invoice, Receipt and Property Transfer (iRAPT)” by Pat Jacklets, CPPM CF and Peter Collins, followed by: “U.S. Government Property North of the Border” by John Demelo, CPPM; “A Historical and Conceptual Framework for Putting ‘Accountability’ Back Into ‘Property’” by David L. Ladouceur, CPPM; “Cross-Functional Teaming – Plant Clearance Touchpoints” by Ron Regalado, CPPM; “Tomorrow’s Future Is Here Today - The Influence Drones Have on Logistics and Asset Management” by Jonathan Kime, CPPS; and “Subcontractor Control-Breaking Down the Requirement” by Brandon Kriner, CPPM CF.

We present volume 29 issue 3 of The Property Professional.
According to an article written by Stu Magnuson contained in the March 2017 issue of the National Defense Magazine, after more than a decade of development the Army is poised to integrate autonomous and semi-autonomous tactical wheeled vehicles into its fleets. This is an important step in the Army’s vision to expand the use of autonomous vehicles on battlefields, which may one day include tanks and mobile artillery. Once fully approved, the Army plans to field two types of autonomous vehicle kits for all sizes of its non-combat vehicles. Each kit offers varying degrees of autonomy, and all technology that comprise the kits are derived from off-the-shelf components. The idea to convert Army trucks to self-driving systems emerged at the outset of the Iraq war when supply convoys were attacked with roadside bombs and small arms. As casualties mounted the Army began considering concepts that reduce the number of soldiers exposed to ambushes. The kits are also seen as “baby steps” for other technology concepts and set a foundation for future programs. The full article can be found at:

SPECIAL INTEREST GROUPS (SIGS)

SIG HIGHLIGHT -
2017 NES SIG MEETINGS

In my column in the April issue I laid out some of the perks of attending SIG sessions at the 2017 NES. I’d like to reiterate and expand on what a great benefit attending a SIG session at NES can be. Checking out the SIG sessions while you are there will not only give you a chance to learn about current developments in a particular discipline of Property Management, but it also is a great place to build your professional network. Don’t forget this is a SIG election year, so there is an opportunity for personal growth through joining the SIG leadership team. Five SIGs are scheduled to meet at NES. These include: Contract Property, UID, Health and Medical Facilities, State and Local Governments, and NASA. There will also be a session for the SIG Leaders on Thursday morning.

SIGs work best when you have an issue to bring to the SIG community. A challenge brought to the SIG forum provides an opportunity for the community to respond, and the resulting discussion broadens everyone’s scope of knowledge. SIG sessions at NES provide immediate feedback...get solutions to your challenges in-person and in real time. One bit of knowledge attained or connection made at NES can make all the difference!

Best regards, and hope to see you at NES,

Shawn Megaw, CPPS
National Director of SIGs
Shawn.megaw@ngc.com

SIGS AND THEIR CHAIRPERSONS

CONTRACT PROPERTY
Carolynn Bundy, CPPM, CF and Shawn Megaw, CPPS

DOE/NNSA & CONTRACTORS
Cheri Cross, CPPM, CF

EXCESS PROPERTY & DISPOSITION
David Robbins, CPPM

FEDERAL PROPERTY MANAGEMENT
Angela Cooper, CPPM

FLEET MANAGEMENT
Russ Johnson

HOSPITALS & MEDICAL FACILITIES
Kevin Bryant, CPPS, PMP

NASA & CONTRACTORS
Marjorie Jackson, CPPS

PROPERTY INVENTORY MANAGEMENT
Brian Ross, CPPS

STATE & LOCAL GOVERNMENT
Patti Eldred, CPPA

SUBCONTRACTOR-HELD PROPERTY
Niki Milsaps, CPPM, CF and Terri Snook, CPPM, CF

UID
Pat Jacklets, CPPM, CF and Dan Tully, CPPM

UNIVERSITY, COLLEGE & OTHER NON-PROFITS
Stan Dunn, CPPM

NDIA has recently revised their website and the links in the 2016 NES Industry presentation “Tools of our Trade” are no longer valid.

Below is the new link to the Government Property Systems Committee site and all of their tools and templates for your use. These include the Industry ILPs, Metrics, Property Plan Template, Subcontractor Surveys and Flowdown of T&Cs, Solicitation/Contract Review Checklist, Procedure Template and Guideline to Contractor Self-Assessment

Select “Government Property Tools” in the lower right hand corner for the full listing. You do not need to be a member for access. If you have any questions, please contact Kathy McFarland at kathy.mcfarland@honeywell.com.

http://www.ndia.org/divisions/procurement/government-property-management-systems-committee

NDIA
National Defense Industrial Association

Join NPMA SIGs to be part of a professional community that advances knowledge, as well as leadership, and provides the tools, resources, and opportunities to enhance and support your professional performance.
AUTOMATING ELECTRONIC SUBMISSIONS TO INVOICE, RECEIPT AND PROPERTY TRANSFER (iRAPT)

BY PAT JACKLETS, CPPM, CF, LONG ISLAND CHAPTER, AND PETER COLLINS, NORTH ATLANTIC CHAPTER
Government contractors within the Department of Defense (DoD) community are responsible for timely and accurate reporting of shipments, invoices, property and materiel. While contractors may follow the military standard for the identification and shipment of products and Government Furnished Property (GFP) in practice, if they are not reporting electronically to iRAPT and IUID (Item Unique Identification) Registry then they are not in compliance with the Defense Federal Acquisition Regulation Supplement (DFARS). By not managing this reporting requirement correctly, these contractors are at risk of payment or shipment rejections as well as jeopardizing their DoD contracts or property management system status.

THINK LIKE THE DOD
A contractor or supplier working with the DoD must understand the Government’s mission for paperless acquisition and property transfers in order to improve their own internal processes to meet them. It is important for contractors to understand their contract and the Scheduled Government property due in on the contract and whether or not the items are serially managed.

WHY PAPERLESS INVOICING?
The Government moved to a paperless acquisition system to streamline and modernize their invoice collection. Paperless acquisition of invoices improves accessibility, eliminates lost documents and greatly decreases the processing time. Gone are the days of triplicate paper invoices. Contractors that work with the DoD are required to use the secure web-based system iRAPT system, which is part of the e-Business Wide Area Workflow or WAWF suite (see figure 1) for all their Government invoices, shipments, and GFP receipts and transfers.

The WAWF e-Business Suite is a complex system. It requires a coordinated effort from the contractor’s organization, to manage and submit the appropriate data through the correct channels. A Government Contractor’s (vendor in figure 1) ability to navigate this ecosystem properly is essential to a program’s success. The DoD requires that a contractor submit their data accurately into the iRAPT application to record contracts, invoices and receiving reports to be paid. The Government must inspect, accept and approve all shipments of end items prior to sign off on final invoice payment. Likewise, the contractor is required to report on receipts of “ALL” GFP according to contractual requirements as to whether or not they are serially managed.

WHY PAPERLESS REGISTRATION OF PROPERTY SHIPMENTS AND RECEIPTS?
Now that the IUID Registry is the master data source for all GFP, the Government also uses and requires paperless property shipments and receipts. For this transfer of custody to meet DFARS contract requirements, contractors must have the correct IUID label that matches the custody transfer documents and data being submitted to iRAPT and the IUID Registry. Far too often, a contractor will have the IUID labels correct on the shipment but will have failed at registering that same data with the DoD. Understanding how to manage the data in the IUID and iRAPT registration process is critical to a contractor’s success.

Figure 1 - Illustrates the current iRAPT and WAWF e-Business Suite. Vendors interact with WAWF and iRAPT in many different ways: via FTP, web or EDI (All EDI transactions are done through the GEX System). In addition, a broad and diverse group of Government officials including: Inspector, Acceptor, Reviewer, Approver, LPO Reviewer, LPO and Pay official all interact with iRAPT and WAWF.

Figure 2 - Illustrates the current iRAPT Property functionality within WAWF. Property Shippers and Property Receivers interact with iRAPT in many different ways: via FTP, web or EDI (All EDI transactions are done through GEX - Global Exchange Services). Interactions between iRAPT and the IUID Registry and Property System are numerous and complex.
HOW THE DOD’S ELECTRONIC SUBMISSION REQUIREMENTS IMPACT YOUR BUSINESS

To consistently meet all of the DoD requirements for electronic reporting, contractors and suppliers must implement the proper processes that ensure the correct data comes from the correct departments. For instance:

- Contract data comes from the Program Management or Contracts office
- Invoice data comes from Finance
- Product data comes from Manufacturing
- Unique Item Identification (IUID) data comes from Quality Assurance for new products
- Shipment data (Military Shipping Labels, DD250s or Receiving Report and Advanced Ship Notifications) comes from Warehouse and Shipping
- Asset data (Loss reports, dispositions, Custody Transfers, DD1149s) comes from Property Management

Incorrect data collection from any of these departments can result in a great amount of wasted time to correct the data, while putting a significant strain on reporting. Eventually, this can lead to inaccurate property records and rejected DoD payments and/or shipments.

THE IMPORTANCE OF A COMPREHENSIVE ASSET DATA MANAGEMENT SYSTEM

Understanding the management of the data behind the IUID and iRAPT reporting process is critical to avoiding costly and time-consuming errors that lead to iRAPT and IUID Registry submission mistakes. Managing this process internally without using a comprehensive e-Business data management system is risky.

MANUAL KEY ENTRY: A LABOR INTENSIVE AND ERROR-PRONE APPROACH

Working with the iRAPT and the IUID registry websites is labor intensive because they require manual key entry. Even the best data entry specialist is bound to make errors. Transposing, or copying and pasting, errors where information is placed into the wrong field in an iRAPT form can quickly spell chaos. This challenge is made worse when hundreds or thousands of records need to be submitted with complete accuracy. We’ve learned this in the past with manual physical inventories!

SECURITY RESTRICTIONS ADD TIME AND MAY REDUCE ACCURACY

Another frustration for personnel using the iRAPT and IUID websites is that users are periodically logged-out of the interface for security reasons. This results in lost data, time, and increased labor hours. This challenge places a premium on processing the data submissions quickly, as well as accurately, making it even more difficult for the data entry specialist.

LEGACY SYSTEMS ARE NOT EASILY AUTOMATED

Many organizations believe that they can customize their existing ERP (Enterprise Resource Planning) System to allow them to integrate with iRAPT and the IUID Registry. Although this is certainly a possibility – customizing your ERP is probably not the most cost effective solution. It would require an intimate understanding of the Department’s e-Business requirements along with an ability to translate those requirements into custom software engineering and development of that legacy ERP system. Furthermore, staying abreast of changing data requirements from the DoD means ongoing updates to legacy databases and application software which requires endless funding of software changes, training, and personnel expertise.

Understanding the iRAPT and IUID Registry Reporting requirements is critical to the success of your DoD contract. Data collection, integration and transfer must be planned and executed to meet the DoD’s system reporting requirements. Failing to properly plan for, execute, and monitor these processes can lead to negative consequences for both the program and the contractor.

ABOUT THE AUTHORS:

Pat Jackets, CPPM, CF, is a recognized industry expert on Property Management with over thirty-five years of experience. Pat is the subject matter expert on Property Management for A2B Tracking Solutions focused on providing essential support for the Property Manager by providing a powerful cloud-based Property Management System called UC! Web™ that provides the ability to track and trace every asset seamlessly throughout its lifecycle. Pat has been a member of NPMA since 1980 and has held various positions at the chapter, region and national levels including Vice President of Professional Development. She was also a member of the NPMA Board of Advisors from 2009-2012. She received the prestigious Jack Griffins Property Person of the Year Award in 2006. Pat is currently the Administrator of the NPMA Foundation.

A2B Tracking President and CEO, Peter Collins, has worked with many industries, including the Department of Defense, on Auto ID policy development and implementation. He has played a key role as a consultant to the DoD in the department’s effort to adopt the use of IUID technology in 2004. He received the ID Global Leadership Award in 2009 for his role in worldwide adoption of IUID, and is an active participant in IUID industry trade associations.

*Pat Jackets and Peter Collins will both be presenting at the 2017 NES in Phoenix, AZ.
As Property professionals, we know the requirements for managing and tracking U.S. Government Property are mandated by FAR 52.245-1 and by other applicable regulations such as the Physical Security of Sensitive Conventional Arms, Ammunition and Explosives (AA&E). We also know that we must manage property from “cradle-to-grave” and be a diligent steward regarding its care and control. That’s a tough enough job as it is, but did you know that when U.S. Government Property is provided to a Contractor outside the U.S. (like Canada), additional requirements are imposed...the ITAR (International Traffic in Arms Regulations).

The ITAR rules are primarily intended to keep U.S. technology with military applications out of the hands of countries or individuals posing a threat to U.S. national security. The ITAR also precludes the Prime Contractor from manufacturing, exporting or brokering U.S technology or Technical Data (TD) with countries (or identified persons) that have been placed on a watch list or have been Statutorily Debarred.

The ITAR also contains the United States Munitions List (USML) which categorizes all Defense Articles (DA) by type and provides guidance regarding the articles performance specifications. The USML also identifies if the DA is considered “Significant Military Equipment” (SME).

U.S. Government Property, furnished to a non-U.S. Prime Contractor may be a DA, or a DA classified as SME. To receive such property, the non-U.S. Prime Contractors must ensure the appropriate licensing/agreements from the U.S. State Department have been applied for and authorized/executed. Generally, these applications are made soon after contract award and could take as long as 6 months to execute. The license must include and document all parties that will have access to the DA and/or its TD. This includes all applicable Subcontractors, Government Agencies and other entities that are responsible to or will act with the non-U.S. Prime Contractor. As the parties change, the non-U.S. Prime Contractor must apply for amendments and/or re-transfer authorizations to the U.S. State Department.

In addition to the licensing requirement, the non-U.S. Prime Contractor must also ensure that their employees who have access to the DAs meet the ITAR exemption that allows foreign entities (i.e. the non-U.S. Prime Contractor) to transfer DAs to dual/third country nationals. If the provisions of the exemption are not met, the foreign entity must prevent transfers or DA access to the foreign/third country nationals. As you can imagine this requirement has its own set of challenges.

Like the FAR, the non-U.S. Prime Contractors must also flow down the ITAR requirements to all non U.S. Subcontractors, by requesting that each complete and submit a Non-Disclosure Agreement (NDA) to the Prime Contractor. The NDA is essentially a legal document signed by the sub-licensee (aka non-U.S. Subcontractor) to ensure they are aware of their obligations under ITAR.

Breeches of the ITAR regulations by the non U.S. Prime Contractor or any of the non U.S. Subcontractors (sub-licensees) may be subject to heavy fines and/or imprisonment (yikes!!). This only scratches the surface of the ITAR regulations (as it relates to non U.S. Contractors), but there is a wealth of information available on the internet.

ABOUT THE AUTHOR:

John Demelo, CPPM has worked as a GP Compliance Officer at General Dynamics Land Systems – Canada (GDSL-C) since 2007. Previous to this he held the possessions of Government Property Administrator at GM Defense/GDLS-C from ’97-‘07 and Operations Analyst/Facilitator at Fisher Controls from ’86-‘97. John holds a diploma in Computer Programming from Fanshawe College, in London, Ontario (‘84-‘86) and a diploma in Data Management from Lambton College, in Sarnia Ontario (‘87-‘88).
This paper discusses property accountability and the importance of using the correct terminology to properly describe specific industries. It examines the utility of the terms “property management” and “asset management” and the specific professions with which they are more commonly associated. While property management is mostly associated with the management of rental properties, asset management is mostly associated with the management of cash, securities, and investments. In contrast, the words “property” and “accountability” have been tied together to mean the stewardship of public property since the birth of our nation. From the framework of “property accountability” other terms may be developed around it. The General Accounting Office realized the importance of using the correct terminology in the naming of its office as it modified its name to the Government Accountability Office to better reflect its actual responsibilities. The conceptual framework outlined in this discussion suggests replacing the word “management” with “accountability” when discussing the stewardship of personal property. The theoretical foundation for doing so is based on the unique historical background and appreciation for property accountability.

Keywords: Stewardship, Accountability, Property, Property Accountability,

INTRODUCTION
When discussing professional interest among family and friends, clear, definitional terms that describe your profession are important. The terms doctor, lawyer, butcher and plumber are clear. The activities performed by people in these professions are straightforward: a doctor treats patients, a lawyer advises clients, a butcher cuts meat, and a plumber fixes leaks. This isn’t the case for “property management” or “asset management” professionals. As stated above most people think that property management involves the management of rental properties and asset management involves the management of cash, securities, and investments. The definitions of the terms “property,” “asset,” and “management” are relatively straightforward when viewed separately, but when combined they take on an entirely new meaning. When that meaning refers to another profession and doesn’t accurately describe your line of work it makes sense to modify the words we use to describe our profession. As the literature may show, perhaps this is less about change and more about fixing what should have never been broken.

LITERATURE REVIEW
While the Federal Property and Administrative Act of 1949 adopted the term “property management” some could argue
that it was written in response to what hadn’t been written outside of Defense and therefore lacked some understanding or appreciation for property accountability. The many departments and agencies that sprang to life after Roosevelt’s New Deal were still very young compared to the Department of Defense (DoD) and didn’t have documented property guidance. After all, we are a nation born out of a need for a common defense. A brief review of the 2016 Financial Improvement and Audit Readiness (FIAR) Guidance executive summary allows us to see how far we have come in terms of personal property stewardship.

A simple Google search of the words “property management” and “property accountability” shows the difference between the two terms. While a Google search of “property management” provides everything from MyHomeSpot.com to ReMax, a search of “property accountability” reflects what matters the most—accountability. To achieve compliance, we need to focus less on management and more on accountability. The theoretical foundation for doing so is based on our unique historical background and appreciation for property accountability.

1784 – 1795.

1784, Quartermaster General Timothy Pickering sends a letter to his successor Samuel Hodgdon asking him to discharge public property as he sees best, Quartermaster General Hodgdon sends a letter to Alexander Hamilton recommending storage of public property in any place or under charge of any person not officially employed. His reasoning was to protect it from instances of embezzlement, fire, and loss. 1792, Deputy Quartermaster General James Wilkinson publishes “Regulations for Receiving, Distributing, and Accounting for Public Property” that includes regulations concerning the delivery of public stores to the U.S. Army on the Ohio, with instructions to each department (Ordnance, Quartermaster, Hospital, Clothing, and Indian). It also details duties of Quartermaster General, the Conductor of Military Stores at Headquarters, the Hospital Storekeepers, and their deputies, along with the surgeons and surgeons’ mates. He orders strict record-keeping.

As our government grows beyond defense, President George Washington advises Congress that it would be useful to have an officer charged with the duties of receiving, safe keeping, and distributing the public supplies. “Such an office would secure a regular and punctual accountability for the issues of public supplies.” The “Purveyor of Public Supplies Act of 1795,” was passed by Congress the following year.

1818 – 1885.

1818, Quartermaster General Thomas Gessup publishes the Quartermaster’s Report of Procedures for Fiscal and Property Accountability to the Secretary of War. It begins with “the principal objects of the Quartermaster’s Department are: To insure an ample and efficient system of supply. To give the utmost facility and effect to the movements and operations of the Army. And to enforce a strict accountability on the part of all officers and agents charged with monies or supplies.” 1885, Captain Henry Metcalf, Chief Ordnance Officer of the Springfield then Frankford Arsenal published The Cost of Manufactures and the Administration of Workshops, Public and Private. In it he cites “the Chief of Ordnance, under the Secretary of War, is, by law, charged with the examination and settlement of the property accountability of all officers or other persons in the military establishment, to whom ordnance and ordnance stores.” The other persons in the military establishment mentioned are the many defense contractors who work at the armories.

1918 – 1945.

1918, the Quartermaster General of the Marine Corps publishes Systems of Accountability and Regulations Pertaining to the Quartermaster’s Department which includes provisions for purchasing, contracting, inventories, and specifications. Under physical inventory, every officer accountable for public property will personally take an inventory at least once each quarter of all clothing, arms, and accouterments under his charge. Receipts for public property will be given in duplicate. 1945, the Quartermaster of the Army publishes the Quartermaster Corps Manual: Government Furnished Materials Manual, and states “the prime responsibility for the protection of the government’s interest with property furnished to contractor’s rests with the Contracting Officer administering the end item contract. The Accountable Property Officer will assist the Contracting Officer to properly discharge his responsibility through the maintenance of adequate records and controls. The Buying and Production Branch is responsible for determining the necessity of furnishing GFE to contractors, while the GFM Branch is responsible for maintaining adequate accountable records for each item of equipment at contractor’s plants on which the Government retains or is acquiring title.”

A review of the literature revealed several noteworthy items that relate to property over hundreds of years. On the one hand, there is little, if any, evidence that anyone outside of Congress or DoD (e.g. Continental Army, Navy, War Department, etc.), wrote anything substantive or remotely close to anything...
CONCLUSION

This paper discussed the importance of using the proper terminology to accurately describe specific industries. It examined the utility of the terms “property management” and “asset management,” their associations with other professions, and the confusion that arises when using these terms. The author suggests that the use of the term “property accountability” more accurately reflects the stewardship of physical property and the profession that encompasses these activities. Use of this term instead of the others eliminates confusion. The conceptual framework proposed is designed to replace the word “management” with “accountability” to more accurately reflect goals of the profession. The words “property” and “accountability” have been tied together since the birth of our nation. The conceptual framework is designed to replace the word “management” with “accountability.” The theoretical foundation for doing so is based on our unique historical background and appreciation for “accountability.” The paper proposed is designed to replace the word “management,” their associations with other professions, and the utility of the terms “property management” and “asset management,” with “accountability.” The proposed study will involve a qualitative research design encompassing all phases of government property accountability. The proposed study will involve a qualitative research design encompassing all phases of the equipment lifecycle. The significance of the study will help government and industry leaders understand the value that plant, property, and equipment (PP&E) brings to the organization.

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ABOUT THE AUTHOR:

David Ladouceur is a retired Marine Corps Supply and Fiscal Officer. After his career in the military, he served as a Government Property Analyst for CACI, Inc. and Lockheed Martin. David is a Certified Professional Property Manager (CPPM). He has a bachelor’s degree from U.C.L.A., a master’s degree from Troy University, and is pursuing his Doctorate in Business Administration at Colorado Technical University with an emphasis on government property accountability. His proposed study will involve a qualitative research design encompassing all phases of the equipment life cycle. The significance of the study will help government and industry leaders understand the value that plant, property, and equipment (PP&E) brings to the organization.

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Come join the author and bring his book for a personal signing to one of these locations: Orlando, FL, June 28 to 30, where he'll be instructing for the CPPS course and certification, and at the National Education Seminar (NES 2017) in Phoenix, AZ, on July 31 to August 3, where he'll be presenting a talk on how to manage corporate asset lifecycles.
A LOOK INSIDE THE DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)

Both contract management and plant clearance are team sports. DCMA is currently rolling out an Agency-wide initiative, the DCMA Capabilities Model, to promote integration and collaboration. Working groups were recently established to help streamline business processes under the Business Capabilities Framework Initiative led by Pam Sutton, director of the Strategic Analysis Division. Sutton indicated in an article published on the DCMA homepage, “By working in an integrated manner, this will help us to get to one team, one voice.” Refer to the attached link for the full article.


This article illustrates the multi-functional environment related to the plant clearance process. The primary direct capabilities related to plant clearance are:

• Contractor effectiveness,
• Product acceptance and proper payment, and
• Contract maintenance

The number one asset of any organization is its people. People are the single greatest source of any organization’s (e.g. DCMA) “know-how.” It has always been my hope that the papers I write will provide the reader with the key ingredients necessary for the transfer of information and knowledge. These written “nuggets” of information will help DCMA provide superior service delivery to both internal and external customers. It is important to keep in mind that people are the primary source of knowledge for DCMA and that people-to-people knowledge transfers are much more effective than transferring knowledge through SharePoint web sites. When it comes to sharing knowledge, often people do not ask enough questions, especially to those outside their comfort zones and personal networks. The challenge is to promote both tacit (in people's heads) and explicit (documented) knowledge transfers in order to accelerate learning. This promotes teamwork and continuous improvement and undoubtedly will result in happier internal and external customers.

According to Wikipedia, the definition of a touchpoint is: “...business jargon for any encounter where customers and business engage to exchange information, provide service, or handle transactions.” As plant clearance goes, the touchpoints, customers and transactions are many. These transactions can be broken down into three basic areas: contractor interface, owning agency, and screener interface, and DCMA function interface.

As a Plant Clearance Officer (PLCO) working for the DCMA, it occurred to me that an article addressing both internal and external touchpoints would add value. My intent is to provide clarity on the roles and responsibilities in the plant clearance process. This article will provide information on when and where and by whom the proverbial ‘baton’ is handed off. It is my hope that this article proves useful for skills development purposes.
PLANT CLEARANCE PROCESS

It is mandatory that all contractors doing business with the United States Government contain the Government Property Clause, FAR 52.245-1, in their contracts when Government-furnished property is provided or when property is acquired due to a cost-reimbursable contract. FAR 52.245-1(j)(3), Submission requirements, defines when property that is no longer required is to be reported to the PLCO.

In accordance with DCMA Instruction 111, Plant Clearance, the plant clearance screening process begins when a contractor submits an inventory schedule in the DCMA eTool, Plant Clearance Automated Reutilization Screening System (PCARSS) to the assigned DCMA PLCO. PCARSS is the system of record for all plant clearance transactions. Before creating an actual plant clearance case, the PLCO assigns a screener rule in PCARSS to each line item on the inventory schedule. The following DCMA business processes directly or indirectly provide input to the plant clearance process.

Product Acceptance and Proper Payment

PLCO touchpoints for this process are DCMA Quality Assurance and the DCMA Administrative Contracting Officers (ACOs).

Plant clearance is directly affected by Government-owned property processed in contractor Material Review Board (MRB) areas. These items typically are sent to the PLCO on inventory schedules for processing through plant clearance, as scrap, unless the contractor has a scrap procedure that is acceptable by both the DCMA Government Property Administrator (GPA) and the PLCO.

Plant clearance is indirectly affected when there are cancelling funds on a contract. The contractor will expedite plant clearance if they are aware of possible cancelling of funds. If the reporting of excess property is delayed, there is a risk of not getting final payment on the contract because Government property has not been dispositioned and records are not at a zero balance. The DCMA ACO determines if there are any cancelling funds issues on specific contracts. The ACO then communicates excess funds to the customer and notifies the PLCO to expedite plant clearance.

Contractor Effectiveness/Business Process Reviews

PLCO touchpoints for the following audits are DCMA GPAs.

Business process audited – Material Management and Accounting System (MMAS)

DCMA GPAs audit Government-owned contractor-acquired material in contractor MMAS systems. Part of this audit is to review the material for evidence of inactivity. This may be caused by obsolete requirements due to configuration changes or by manufacturing process changes. Items found to be excess are reported by contractors to the PLCO for processing.

Business process audited – Property Management System

During the audit of utilization, GPAs perform asset review and determination of excess. The GPA directs the contractor to report idle or excess items to plant clearance. If there is a known need or future known need for the item, the contractor must ensure contractual coverage. This coverage may be in existing contract modifications or in upcoming contract modifications to the gaining and losing contract. Sometimes during the audit, a GPA may find property on closed or contracts that are physically completed. Items accountable to these contracts should also be reviewed by the contractor for identification of excess and processing through plant clearance, or possible transfer to an active contract, via contract modifications.

CONTRACT MAINTENANCE/ACCOMPLISHING ADMINISTRATIVE CLOSEOUT

PLCO touchpoints for this process are DCMA GPA, ACO, Termination Contracting Officers (TCO) and Quality Assurance Representatives (QAR).

The ACO closes contract files within the FAR-mandated time standards in FAR 4.804-1, Closeout by the Office Administering the Contract. This action is taken after all supplies and services have been delivered on a particular contract. Using the DCMA Contract Closeout Checklist, the ACO ensures that functional specialists, such as the PLCO, take actions to dispose of all excess property on a given contract. The DCMA Contract Closeout Checklist is used as a guide to ensure all closeout actions have been completed. The PLCO ensures that all Government contract property is disposed of, so the contractor can issue a zero-balance certificate.

When a fixed price contract is terminated for the convenience of the Government, a TCO is assigned via a Termination Docket Number for a complete or partial termination. The TCO processes the contractor claim for reimbursement and the items put in plant clearance represent the direct material part of the contractor claim. As such, a QAR is frequently called upon to complete a Standard Form 1423, inventory verification survey and allocability review of the termination inventory. Once this is completed, the PLCO can request disposition release from the TCO. It should be noted that items cannot be disposed of by the PLCO until the TCO agrees the items are technically, physically and quantitatively allocable to the contract termination, so the contractor can be paid. On large contract terminations with thousands of line items to be reviewed, a sampling method is the best approach and since the GPAs audit of Consumption uses the same contractor system and documentation, the GPA may be the best person to conduct that allocability review.

ABOUT THE AUTHOR:

Ron Regalado is currently a Plant Clearance Officer with the Defense Contract Management Agency. Mr. Regalado has over thirteen years’ Federal service in the Department of Defense with the U.S. Navy, Defense Logistics Agency and the Defense Contract Management Agency. In addition to Ron’s Government service, he has over 25 years’ experience working in industry in virtually every aspect of Government and company asset management.
Welcome to The Property Professional “Puzzle Challenge.” The use of puzzles are great for challenging the working mind in a fun and stimulating way. In this edition, we have given you a crossword puzzle based on information taken from this issue. Take a look, consider the facts, rack your brain for some of those hidden answers, and good luck!

ACROSS
1. The term “property _______” reflects the stewardship of physical property.
4. The IUID Registry is the master data source for what? Abbrev.
5. Dun and Bradstreet’s currently has a contract for which contractor business identifiers?
8. CSA is an acronym for ______ Self Assessment.
10. The Contractor shall ensure appropriate flow down of contract terms and what?
12. The voluntary consensus standard, E3015, was created by the E53 committee from which organization? Abbrev.
14. DoD Contractors are required to use this system, which is part of WAWF for all their Government invoices, shipments, and GFP receipts and transfers.
15. The system of record for all plant clearance transactions. Abbrev.

DOWN
2. The plant clearance screening process begins when a contractor submits what type of schedule in the DCMA eTool?
3. ITAR stands for International Traffic in Arms ______.
6. A remote-controlled pilotless aircraft.
7. According To the FAR, who is responsible for property at their subcontractors? 2 Words
11. Where can the Government Property Clause, 52.245-1, be found? Abbrev.

ANSWERS PAGE 31
“Daddy, is it a bird, or a plane?” My five-year-old son asked as we quickly ducked and looked back up at the sky. “Actually, neither” I said, “It’s called a drone.” “What’s a drone?” he asked. “It’s kind of like an airplane that someone can fly, but it doesn’t have any people on board” I replied. “Oh, like a metal kite” he declared. “Exactly, son, exactly.”

Drones aren’t exactly “metal kites” like my son suggests, but they are becoming increasingly popular and can easily be purchased online or at local electronic stores. Given the strides that drone technology has made in the last several years it is inevitable that drones will make their way into the logistics world in the near future. It’s our job as asset management professionals to understand how this technology could potentially impact us and our customers. Most people consider drones, a remote-controlled pilotless aircraft, to be “modern technology” and a rather new invention, but the original drone concept dates back to over a century ago and has roots in American military history. The drone, also known as an unmanned aerial vehicle (UAV), was an idea first thought of by the United States Army toward the end of World War I. The Army developed a remotely controlled unmanned aircraft weapon they formally named the Kettering Bug but informally was known as the “aerial torpedo.” Although the aircraft wasn’t actually used as a military weapon at that time, it served as the original prototype for the modern drone. In fact, the droning sound of the weapon’s engines is where the aircraft actually got its popular nickname. From WW I through the Cold War, the U.S. military continued to research and advance the pilotless weapons. In the eighties, the military began using drones as aerial targets to train soldiers. The military also began using unarmed and armed drones positioned worldwide to assist with surveillance, reconnaissance.
and executing mission objectives. Drones became a more cost effective and safe option—in lieu of the piloted aircraft—because of the minimal materials required to produce and launch. Since drones are remotely controlled via software and hardware integration and don’t require a human to fly, they also put fewer troops in harm’s way.

While the primary role of drones in American history is firmly rooted in military operations, in the last decade drone technology has significantly evolved. Other industries are now looking closely at how drones could assist in streamlining their business operations and accentuate their service offerings. Drone technology, innovation and flexibility coupled with increased challenges in the growing logistics community have positioned drone usage as a key component of a more efficient future logistics operation.

Commercial companies have been working feverishly to incorporate drone technology into their logistics strategy, and online powerhouse retailer Amazon is leading the pack. In 2013 Amazon announced Prime Air—its new delivery system—based exclusively around drone usage. Deliveries were made from one storage warehouse to another, effectively shortening the overall transit time and delivering to the purchaser faster. In 2015 Amazon took it a step further and was awarded a FAA exemption that allowed their drones to fly over private property in an attempt to implement Prime Air’s 30-minute delivery service. These activities led to Amazon’s first successful public drone delivery in late March 2017. The self-governing Prime Air drone successfully delivered sunscreen to conference attendees. This public demonstration illustrates the reality of drone integration into our “everyday” lives. Amazon has also added a patent for a method to guide packages released from drones safely to the ground that would require less delivery time and decrease the probability of collisions.

Given these advancements in drone technology, the ease with which a drone can be purchased and the overall increased presence of drones in our everyday lives, what are the implications of drones in the logistics world?

- **Delivery and Receipt** - Drones could introduce a much more automated response to shipping, delivery and receiving, reducing the element of human error. Using a drone for “last mile delivery” to deliver a package to a home or a warehouse can significantly reduce the overall delivery time and cost required to transport an item from a stock warehouse to its final destination.

- **Inventory Management and Restock** - Drones armed with appropriate RFID equipment could allow them to search large storage warehouses for inventories or retrieval of specific items. They can reach the highest areas without assistance and can fly at speeds upwards of 50mph. Use of drone technology could save significant time when performing inventory management, inventory location or inventory re-stock tasks.

- **Cost Savings** - It is possible drones can cut costs as drone usage requires less humans to physically perform logistics tasks—most drone tasks are controlled remotely via software. Delivery costs could also be cut as multiple modes of transportation might not be required to transport an item from stock to its final delivery location. Material and maintenance costs associated to drones have the potential to be less than maintenance associated with traditional modes of transportation.

- **Environmental Considerations** - Compared to the traditional land, air and sea delivery methods drones are a more environmentally friendly option and have the ability to be emissions free.

As with any new technology, there are challenges with drone technology that must be addressed before drones can become a commonly accepted and approved form of transport. Federal aviation laws are still forming and must be vetted and approved. Laws to govern personal and public use of drones haven’t been needed until recently, as drones were mainly used only in the military. These laws are needed to govern drone activity and prevent collisions between drones and other air traffic like passenger jets and non-commercial airplanes. Another challenge is the limited amount of cargo drones can carry and safety of objects in transport. Drones have not yet been able to carry anything heavier than 10 pounds. The safety of an object while in transport and when delivered, even if as light as a pound, is also a concern. Even a light object, if accidentally dropped while carried hundreds of feet in the air, could cause significant damage. Privacy concerns also arise with drone usage. This has led to drone prevention areas that purposely cause interference with the drone and its originator. Finally, security is an ongoing concern. Since drones are controlled remotely there is always a possibility for drones to be taken over by an adversary.

As drones become more readily available various industries—from law enforcement to logistics to entertainment—will be thinking of creative ways of using drone technology to increase productivity, lower costs and improve operational efficiencies. Because, as for the use of drones, the sky’s the limit.

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**ABOUT THE AUTHOR:**

**Jonathan Kime, CPPS,** is a Business Analyst with Sunflower Systems. He has over 3 years of property and asset management experience primarily focusing on consultant, account management and implementation services. Jonathan resides in the Northern Virginia area and is a member of NOVA Chapter.
At only three sentences long, the Federal Acquisition Regulation (FAR) subcontractor control requirement appears to be relatively basic, especially when compared to some of the other requirements such as records or relief of stewardship. However, upon further examination, the subcontractor control requirement may be deconstructed into five distinct sub-requirements, each with its own challenges and complexities. This article will explore the topic of subcontractor control in detail, examining each of the five sub-requirements and providing guidance to contractors on how to successfully meet each one.

The FAR makes quite clear that prime contractors are responsible for property at their subcontractors:

The Contractor’s responsibility extends from the initial acquisition and receipt of property, through stewardship, custody, and use until formally relieved of responsibility by authorized means...

This requirement applies to all Government property under the Contractor’s accountability, stewardship, possession or control, including its vendors or subcontractors (see paragraph (f)(1)(v) of this clause).

This is a hefty requirement, particularly for large contractors with hundreds of suppliers. Property Managers sometimes make the mistake of overlooking property accountable to subcontractors, and they do so at great risk.

The clause goes on to require that the Government Property clause requirements be consistently flowed down to subcontractors:

The Contractor shall include the requirements of this clause in all subcontracts under which Government property is acquired or furnished for subcontract performance.

This requirement seems simple enough, but what do we (and more importantly, the Government) consider a “subcontract?” This term is not defined in FAR part 2. ASTM E3015 defines a subcontractor as “a contractor that has engaged in a contract to perform a whole or a part of another contractor’s original contract.” Does “all subcontracts” include those purchase orders to “repair-only” vendors to which property is furnished for a short period of time only to be repaired and returned to the contractor?

According to the ASTM E3015 definition and the Government Property clause, the answer is yes. The FAR states, “Government-furnished property includes, but is not limited to, spares and property furnished for repair, maintenance, overhaul and modification.” This makes quite clear that those “repair-only” purchase orders do in fact count as “subcontracts” and thus are subject to the same requirements as more full-scope development or production subcontractors. In fact, the number of subcontractors requiring property surveillance may soon increase significantly for Department of Defense contractors. The FAR currently exempts purchase orders for property repair from the Government Property clause when the unit acquisition cost of the property to be furnished does not exceed the simplified acquisition threshold of $150,000. However, a proposed rule by the Defense Acquisition Regulations System (DARS) would require contracting officers to insert FAR 52.245-1 in all purchase orders for repair, maintenance, overhaul or modification of Government property regardless of unit acquisition cost of the items to be repaired. Thus, it appears that there will be no escaping death, taxes, or subcontractor control.

Now that we understand the full scope of the definition of a subcontract, we can explore the FAR requirement in greater detail.

At first glance the requirement at FAR 52.245-1(f)(1)(v) appears like two requirements that are three sentences long in total. However, if we break down this section into its constituent parts we find that there are actually five embedded requirements:

1. The contractor shall award subcontracts that clearly identify items to be provided...
2. ...and the extent of any restrictions or limitations on their use.
3. The contractor shall ensure appropriate flow down of contract terms and conditions (e.g. extent of liability for loss of Government property).
4. The contractor shall assure its subcontracts are properly administered...
5. ...and reviews are periodically performed to determine the
adequacy of the subcontractor’s property management system.\textsuperscript{7}

Let’s examine each of these requirements in detail.

1. **The contractor shall award subcontracts that clearly identify items to be provided.** This means that your subcontracts/purchase orders must have a specific list of property to be furnished to the subcontractor. The list should include data elements that comply with FAR 52.245-1(f)(1)(iii) Records of Government property to enable the subcontractor to create adequate records in their property management system. You may need to work with your counterparts in your procurement and subcontracts organizations to review what, if any, record details your company is providing to suppliers in purchase orders. If you are only providing part numbers, descriptions and quantities, this data is not sufficient to meet the requirements of the clause.

2. **...and the extent of any restrictions or limitations on their use.** Subcontracts or purchase orders must clearly state the authorized use of the property, including the purchase orders in which the property may be used. Many purchase orders and subcontracts include the prime contract number to which the subcontract/purchase order number is accountable, but may not take into account other contracts where the contracting officer has authorized rent-free, non-interference use. It is important for suppliers to understand where they can and cannot use Government property furnished by the prime contractor.

3. **The Contractor shall ensure appropriate flow down of contract terms and conditions (e.g., extent of liability for loss of Government property).** FAR 52.245-1(b)(3) requires contractors to flow down the requirements of the Government Property clause in subcontracts, but this does not mean that the clause must be flowed down verbatim. Some contractors incorporate the entire clause by reference, while others have developed a unique purchase order term/condition that includes the Government requirements plus other contractor-specific requirements. The requirements flowed down to suppliers must include the provisions for liability for property loss...either full risk or limited risk of loss. Many contractors choose to flow the full risk of loss down to their suppliers, even if they have limited risk on the contract. As a property manager, it is important that you understand the terms and conditions that your company is flowing to subcontractors so that you are prepared when the inevitable loss situations present themselves.

4. **The Contractor shall assure its subcontracts are properly administered.** This is perhaps the most subjective of the five sub-requirements. What constitutes “proper” subcontract administration? For many contractors, this responsibility is shared among several organizations that may not have effective lines of communication. The Subcontracts organization, usually part of the supply chain, has the primary responsibility for awarding and administering subcontracts. The Supplier Quality organization is responsible for ensuring the quality of the products and services that the supplier provides. And of course, Property Management is responsible for managing the property at suppliers. The potential for lack of compliance is very high unless there is effective communication between these organizations. One of the most common scenarios occurs when Government property is furnished to existing suppliers without notifying Property Management. Even worse, purchase orders may be awarded to new suppliers that Property Management is not aware of, causing gaps in surveillance and oversight.

5. **...and reviews are periodically performed to determine the adequacy of the subcontractor’s property management system.** This final requirement is perhaps the most visible element of subcontract control. There is no way to effectively administer your subcontracts if you do not have an effective procedure for performing supplier surveillance. Your procedures must describe the frequency with which you perform subcontractor reviews and the methodology for performing the reviews. Some contractors choose to use limited surveillance techniques that typically involve sending the supplier a property compliance questionnaire and request that the supplier validate the contractor’s list of property furnished to the supplier. Other contractors rely on full surveillance, typically in the form of an on-site property management system analysis. Many contractors choose to employ both methods of surveillance based on a documented risk evaluation based on the amount of property the subcontractor has and other criteria. Your procedures also must describe the criteria for determining the adequacy of the subcontractor’s property management system based on the outcome of these reviews.

As we have seen, the topic of subcontractor control is rich and complex. It is imperative that contractors have a system to clearly identify property to be provided in purchase orders and make clear the authorized use of the property. We must understand the contractual requirements that our companies flow down to suppliers, including risk of loss. We must establish effective lines of communication with our colleagues in the Subcontracts and Quality organizations. Finally, we must have a full accounting of the number of subcontractors to which Government property has been furnished, and have a robust system for evaluating the adequacy of the suppliers’ property management systems. Successful compliance will remain forever elusive without careful attention to the details of subcontractor control.

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**ABOUT THE AUTHOR:**

Brandon Kriner is an Area Lead at Sunflower Systems where he works closely with clients to realize the greatest value from their assets. Previously he was the Director of Property Management for Northrop Grumman Aerospace Systems and the Senior Manager of Enterprise Asset Management at Harris Corporation’s Government Communications Systems Division. Brandon is the NPMA Executive Vice President, the chair of ASTM Subcommittee E53.20 on U.S. Government Property Management, and participates in the NDIA Government Property Systems Committee. Brandon lives in the Los Angeles area with his wife and children.
Oak Labs, a startup founded in 2015 by former eBay executives, is focused on fixing what’s broken with the “brick-and-mortar” shopping experience. The San Francisco-based company is focusing on dressing rooms as they believe that what happens inside those few square feet of real estate matters. According to research by Alert Tech, shoppers who use fitting rooms are almost seven times more likely to make a purchase than those who simply browse the sales floor.

Oak Labs’ first product is a dressing-room mirror that can offers personalized shopping experience. A customer enters a dressing room with clothing, sensors read the radio-frequency identification (RFID) tags on the clothes and display the items on a touchscreen embedded behind the glass. A recommendation engine suggests complementary pieces such as shoes and a belt. The customer can choose a language other than English and adjust the lighting via the interactive mirror. If an item doesn’t fit or the color isn’t right the customer taps the mirror to trigger a request on store clerks’ mobile devices. The mirrors are being tested by a handful of upscale retailers, including Ralph Lauren and Rebecca Minkoff. The company is rolling out a feature in coming weeks that allows shoppers to wave their phones in front of the mirror and make a purchase using Apple Pay or Android Pay. If an item isn’t available, a customer can access the retailer’s website with a few taps of the mirror, purchase it, and have it delivered. The full article can be found at:

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<th>Prerequisite Certification</th>
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*Statistics shared are based on a 2015 survey of NPMA members.
GSA MOVES ONE STEP CLOSER TO REPLACING DUNS

According to an article written by Mark Rockwell posted for Federal Computer Weekly on February 13, 2017, the General Services Administration took an important step toward reducing its reliance on a proprietary business entity identifier system used in government contracting. The agency released a request for information on February 13 in advance of the possible adoption of a new numbering system for “government-wide entity identification and validation services.” Currently the federal contracting system relies on the Data Universal Numbering System, or DUNS number, from Dun & Bradstreet. The pitfalls associated with using a proprietary reference system first came to public attention in 2014, when a key contract covering data use on the Recovery.gov website expired, and D&B pulled its data from the site. Recovery.gov was considered at the time the gold standard for spending transparency, and the loss of transactional data activated many in the open government community to advocate for an open standard as a replacement. Dun and Bradstreet’s contract for business identifiers expires in 2018. The full article can be found at: https://fcw.com/articles/2017/02/13/gsa-duns-rfi.aspx?s=fcwdaily_140217

WEARABLE TECHNOLOGY PROJECTS YOUR SMART PHONE DIRECTLY ONTO YOUR FOREARM

With a tag line of “Like a Tablet but on your Skin,” the Cicret Bracelet turns your skin into your new touchscreen. It allows you to interact the way you would with your mobile device - reading emails, updating social media, answering calls and searching for directions - via your forearm. The bracelet uses low energy Bluetooth to communicate with your mobile device, a pico projector and eight miniature proximity sensors to replicate an image of your device screen onto your arm. A WiFi component connects you to a network, and the bracelet also has a vibrate function and a micro USB charging port. Touching your arm with your finger interrupts one of the sensors and returns the instruction back to the processor - the Cicret bracelet. Yes, that’s right; you can now answer your phone by flicking your wrist or swiping your forearm! Flicking your wrist initiates the display of your mobile device screen onto your arm where you can interact with the device. Flick, swipe, pinch and zoom functionality will be supported along with tap to text. Currently still in prototype mode, the Cicret team has successfully raised 128% of its $500,000 crowd funding goal. Pre-orders for the Cicret are expected to open in the first half of 2017. Additional information and a technology demonstration can be found at www.cicret.com
Cyber-attacks have been a highly visible issue for many years. Organizations of all shapes and sizes have been burned by this hot button problem with consequences such as financial loss, identity theft, and exposure of confidential data.

We can now add fleet to the long list of potential cyber intrusion targets. With each fleet technology advancement such as onboard diagnostics, Wi-Fi access, and telematics systems, we are presented additional risks to manage. Cyber risks now include the potential for attacking vehicle systems both from physical and remote contact. This has spurred the development of threat assessment studies and new federal sponsored committees, in addition to new training and industry chatter. This is compounded by additional installed systems in vehicles that support law enforcement and emergency personnel that, for example, may link to larger IT and communication systems containing sensitive data.

Fleet managers can take a proactive approach to reduce the risk of their vehicles falling victim to an intrusion, specifically those resulting from physical access to the vehicle.

**INSPECTIONS FOLLOWING OFFSITE MAINTENANCE**

When vehicles require maintenance or repairs beyond what can be handled in house, offsite services may be required. Before sending the vehicle out it is important to consider the risk associated with the vehicle and ensure that the mechanic has been properly vetted and utilizes acceptable security controls. Take the time to get to know your fleet and document possible points of intrusion. As part of your return procedures, inspect possible points of intrusion before the vehicle is placed back in service.

Some of the more obvious signs of intrusion could be an inserted compact disk (CD) or a USB drive, both of which can be used to insert malware within the vehicle. The vehicle's onboard diagnostic port, as it is less obvious than other points of entry (typically underneath the steering wheel), also provides simple access to automotive systems.

**ACCESS CONTROLS**

Authorizations should already be in place to determine who can and cannot check in and out a vehicle. Regular quality reviews of authorized personnel and the processes for approving those personnel ensure the right people have access, particularly in a motor pool situation. Additionally, regular process reviews that assess recording precision of the check in and out transactions are beneficial. Are personnel logging this on a clip board based on an honor system or is an authentication procedure in place?

**IT MAINTENANCE**

Given that current vehicles are equipped with numerous software and IT systems, it is important to ensure that the IT team is involved and educated on the intrusion risks with fleet. Work with IT to establish maintenance schedules that ensure software is scanned for malware and that security updates are regularly applied.

**COMMUNICATION**

It is important to communicate with vehicle operators and other supporting personnel that have contact with your fleet on potential intrusion risks so they may take necessary precautions and ensure they are diligent in following usage policies. This policies can include prohibiting unauthorized use of the vehicle, keeping the vehicle locked at all times, and reporting suspicious activity immediately.

In addition to physical vulnerabilities, virtual threats are also possible. Virtual threats present many unknowns, as a vehicle is at risk for intrusion without ever being touched. This could have devastating consequences. The typical current vehicle has between 30 and 40 wireless entry points such as Bluetooth® and tire pressure monitoring systems. By capturing the right data on vehicle systems and other installed equipment, in the event that potential targets are identified, you will be able to more easily pinpoint other similar vehicles that are potential targets.

Fleet managers have much more than accountability, efficiency, and cost savings to control. It’s important that fleet professionals continue to stay abreast of the latest cyber information and pursue regular education. It is a field that is constantly changing and becoming more technologically advanced every day.

**SOURCES**

Exploring Cyber Risks to Police Fleets: The Police Chief magazine, February 2017
http://m.government-fleet.com/article/253421/should-fleets-worry-about-vehicle-hacking

**ABOUT THE AUTHOR:**

Jessica Dzara, CPPM, CF is the NPMA National Vice President of Communications and Marketing. Ms. Dzara is a Senior Manager at Sunflower Systems where she has ten years of asset management experience focusing primarily on Federal Agencies and specializing in software implementation and data analysis as well as the development of business processes, documentation and training programs. Ms. Dzara holds a BS in Graphic Communications from Clemson University and resides in Virginia.
According to an article written by Tracey Schelmetic that was posted at Design News on March 29, 2017, additive manufacturing (AM and often referred to as 3D printing) technology has taken steps to provide equipment and spare parts to supply perhaps the most remote location of all, the International Space Station.

While manufacturing companies and parts suppliers are embracing additive manufacturing (AM) for a variety of applications, the technology is particularly relevant in operations in remote locations that are difficult to supply such as oil platforms or remote mining operations. There is perhaps no location more remote and difficult to supply than space. In 2014, NASA launched the first 3D printer to the International Space Station (ISS). The hardware for the mission, a fused deposition modeling printer designed to manufacture parts made of ABS plastic, was built and operated by Mountain View, California-based Made in Space, Inc. The goal of the project was to demonstrate the feasibility of AM in the space environment.

With the first two phases of the project already successful, NASA is producing functional parts for use on the ISS and conducting additional material investigations, according to Dr. Tracie Prater, aerospace engineer at the Materials and Processes Laboratory of NASA’s Marshall Space Flight Center and Discipline Lead Engineer for Materials, In-Space Manufacturing Project. Within the next few months, NASA will issue a broad area announcement for a fabrication laboratory, or “FabLab,” which is an integrated system that can process multiple materials in multiple manufacturing processes within a 16-cubic-foot payload unit. This FabLab would be tested on the ISS and the results will inform technology development and requirements for future manufacturing capabilities on deep space habitats and future missions beyond low earth orbit.

Today’s research is expected to be the foundation of impressive space-based AM feats in the future. Another pilot project with Made in Space and Northrop Grumman and Oceaneering Space Systems will demonstrate the use of a 3D printer with a robotic arm (designed as a free-flying payload) that could assemble larger, more complex structures in space (imagine simply printing a satellite instead of launching one).

The full article can be found at: https://www.designnews.com/materials-assembly/nasa-projects-advance-technology-additive-manufacturing-space/111729844756546/page/0/1
DEAR EXPERT PANEL,
Can a CSA be done in-house? And, if so, what are the requirements for that?

FROM, CARRIE CONTRACTOR

DEAR CARRIE CONTRACTOR,
If by CSA you mean a “Contractor Self-Assessment” the simple answer is yes! And further, if you mean a contractor self-assessment in the context of the Federal Acquisition Regulations (FAR) applied by federal agencies in their contracting processes – The requirement is found in the Government property clause at FAR 52.245-1, paragraph (b)(4) (Current Edition).

FROM, YOUR EXPERT PANEL

DEAR EXPERT PANEL,
Do you have suggestions on where we can get guidance on how to design a self-assessment? I am concerned that by designing my own, it would be partial to my organization’s strengths without meaning to be.

FROM, SAM SELF

DEAR SAM SELF,
Well, first off you SHOULD be knowledgeable regarding your organization’s structure, policies and procedures. That is a good starting point. Self-assessment guidance can be found in a couple of areas:
• ASTM International has, under the auspices of the E-53 Committee, published a document entitled - Standard Guide for Contractor Self-Assessment for U.S. Government Property Management Systems. It is numbered E2936-13 and can found at the ASTM site, WWW.ASTM.ORG.
• NDIA has also published self-assessment metrics as well as self-assessment guidelines. These resources can be found at: http://www.ndia.org/divisions/procurement/government-property-management-systems-committee/government-property-tools

FROM, YOUR EXPERT PANEL

DEAR EXPERT PANEL,
What exactly is Wide Area Workflow (WAWF) and how do we report IUID data in it? How does iRAPT fit in? *

FROM, WALLY WORKFLOW

DEAR WALLY WORKFLOW
Wide Area Workflow (WAWF) is a single sign-on portal for a suite of e-Business applications, including the IUID Registry. What used to be known as the WAWF is now a different constituent application alongside the IUID Registry; it is now known as iRAPT (Invoice, Receipt, Acceptance and Property Transfer). Resources can be found on the web at https://wawftraining.eb.mil/ and https://wawf.eb.mil.
Please see the IUID Registry Data Submission Page for details on submitting IUID data in WAWF.

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When it comes to managing assets, understanding the complexities of government regulations is a vital first step. This five-day course presents a detailed analysis of life cycle asset management in government property systems. In addition to the fundamentals of property management and the regulatory requirements of property management, this course includes an overview of the Federal Acquisition Regulations (FAR) and other appropriate regulations used in federal government procurement of supplies and services. This course is essential if you work in property management, supply-chain, logistics, quality assurance, contract management, procurement, subcontract administration, program management or internal auditing.

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When it comes to managing assets, understanding the complexities of government regulations is a vital first step. This five-day course presents a detailed analysis of life cycle asset management in government property systems. In addition to the fundamentals of property management and the regulatory requirements of property management, this course includes an overview of the Federal Acquisition Regulations (FAR) and other appropriate regulations used in federal government procurement of supplies and services. This course is essential if you work in property management, supply-chain, logistics, quality assurance, contract management, procurement, subcontract administration, program management or internal auditing.

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The NPMA, in partnership with Mercury Associates, is proud to offer the first Certification for the Federal Fleet Manager. The Certified Federal Fleet Manager (CFFM) level training is designed for persons who have successfully completed the Certified Fleet Specialist and Certified Fleet Administrator training. Certification testing will be performed during the 3-day course.

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CPPM CERTIFICATION REVIEW & TESTING
JULY 30 // PHOENIX, AZ

ANSWERS FROM THE PUZZLE Challenge

ACROSS
1. ACCOUNTABILITY
4. GFP
5. DUNS
8. CONTRACTOR
9. MMAS
10. CONDITIONS
12. ASTM
13. WAWF
14. iRAPT
15. PCAISS

DOWN
2. INVENTORY
3. REGULATIONS
6. DRONE
7. PRIME CONTRACTORS
11. FAR

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