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FEDERAL FLEET VEHICLES

MANAGING AN OPTIMAL
FLEET PROFILE WHEN THEY'RE
ALWAYS ON THE MOVE!

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A Career in Property Disposal

I Have Seen a Sign

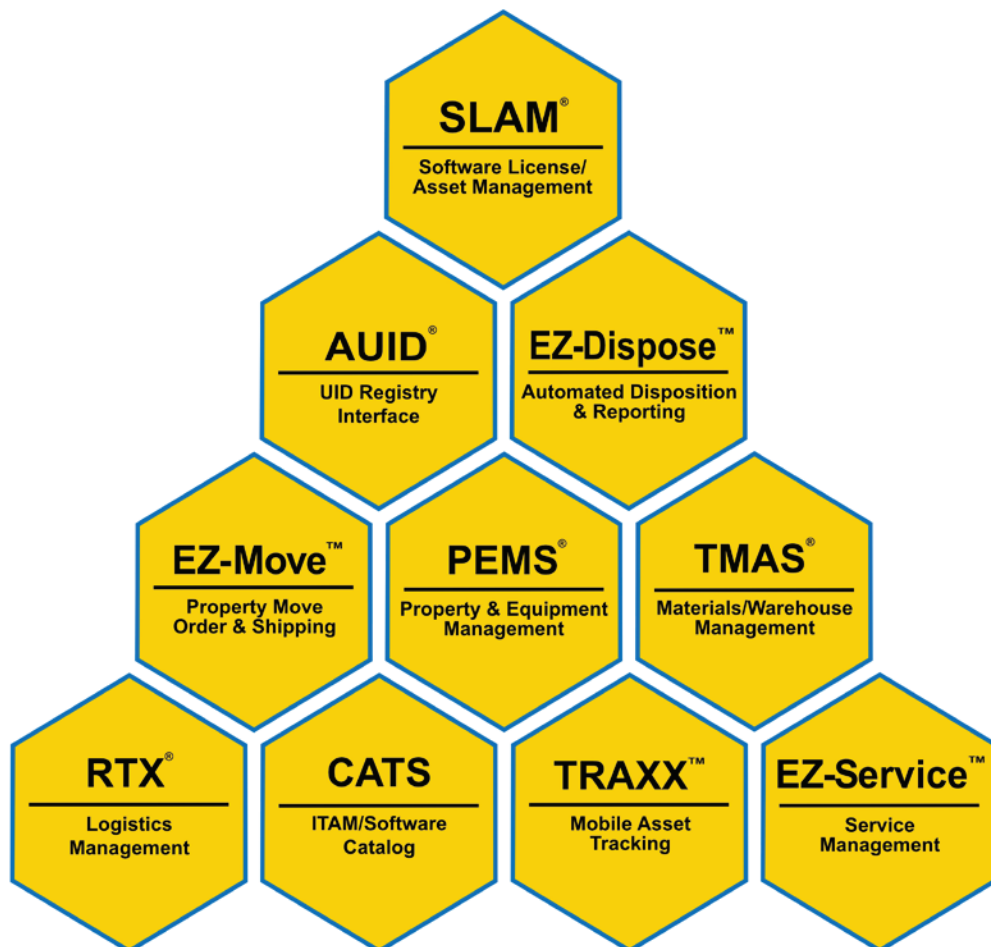
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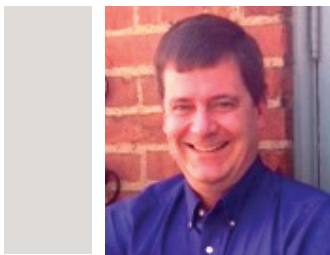
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BY STEVEN F. HOLLAND, CPPM, CF, A55K, NOVA CHAPTER

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NATIONAL PRESIDENT BILL FRANKLIN, CPPM

THE SHOW MUST GO ON



**The
experiences
this year
have better
prepared
us for
whatever
the future
will bring."**

To quote Robert Burns, "The best-laid plans of mice and men often go awry." I am not sure about the mice part of that quote, but I think we can all attest that 2020 has made our plans go awry. As we near the end of this year, there is certainly much that we wish would have happened because we had planned it a certain way; however, there are also many accomplishments that we at NPMA were able to achieve even though we did not plan for them.

We certainly missed holding our seminars. The Spring Education Seminar, the Fall Education Seminar, and our flagship National Education Seminar not only provide the professional development opportunities that are the core mission of NPMA but are the touchpoints that keep us connected as an organization. We have missed holding in person educational classroom instruction and I am sure local chapters have missed holding their meetings and events. We certainly did not expect this to happen.

Fortunately, NPMA and Meeting Expectations have very intelligent and clever people that started early in the year to find solutions. Plans were quickly adjusted to continue to meet the NPMA mission. Some of the adjustments made include:

1. New online learning platforms were put in place that allows the continued offering of certification reviews and courses. These online classes have been well received and we will continue to offer them as a new component of our professional development strategy.
2. We held our first ever virtual Regional and National Board Meetings with the Chapter delegates. This allowed us to meet the requirements of conducting the business of NPMA. Elections were held, changes to bylaws were discussed and approved, and important information was provided for the delegates to flow back to their chapters. The delegate participation this year was the highest seen in a very long time. The meetings were so well received that we are looking at having a virtual component for future Regional and National Board Meetings.
3. We are moving forward with a new Learning Management System (LMS). This will allow NPMA to strengthen its online virtual classroom experience and allow flexibility in what and how instructional education is offered. A product has been chosen and testing is taking place. We expect this to be in place in early 2021.

As we approach 2021, we are moving forward with the planning of our seminars, educational classes, and other opportunities for chapters and members. We as an organization and individuals are resilient. The experiences this year have better prepared us for whatever the future will bring. The year 2020 certainly made our plans go awry, but I have confidence in both the NPMA leadership and members to continue supporting our mission of advancing the profession of Asset Management through leadership in education, standards, compliance, and certifications. There is always a new year just around the corner.

CONTACT US

NPMA NATIONAL OFFICE

3525 Piedmont Rd, Building 5, Suite 300 Atlanta, GA 30305
Tel: 404-477-5811 Fax: 404-240-0998

NPMA NATIONAL OFFICE STAFF

ME! PROGRAM MANAGER: Jennifer (Jen) Sanford
jsanford@meetingexpectations.com
EDUCATION/MEMBERSHIP SENIOR COORDINATOR: Carly Loomis
memberships@npma.org
CERTIFICATION EDUCATION SPECIALIST: Heather Duff
education@npma.org
ASSOCIATION MANAGER: Lisa Williams
conferences@npma.org
CERTIFICATION MANAGER: Rebecca Clusserath
certification@npma.org
ART DIRECTOR: Dimitri Papadimitriou
dpapadimitriou@meetingexpectations.com

THE PROPERTY PROFESSIONAL EDITORIAL TEAM

NATIONAL EDITOR: Billie Jo Perchla, CPPM, CF
bjperchla@yahoo.com
MANAGING EDITOR: Keith Record, CPPM
keith.c.record@L3Harris.com
EDITOR EMERITUS: Dr. Douglas Goetz, CPPM, CF
dgoetz@att.net
CENTRAL REGION EDITOR: Scott Petersen, CPPM, CF
scott.w.petersen@raytheon.com
EASTERN REGION EDITOR: Toby V. Bell, CPPM
toby.bell@hotmail.com
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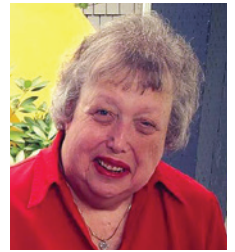
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BRIGHTER TIMES AHEAD



WOW! 50 years of guiding, instructing, rewarding, and certifying members in the art of personal property management. I believe our association sets the standard for training and mentoring personal property management - kudos to the National Property Management Association!

Hopefully, you all were able to read the last issue (32-5) of *The Property Professional*. The issue was jam packed so there was not room to put an answer key for the two questions we asked. On the top of page 25, the answer is *Pat Jacklets*. I wanted to identify all the people in the PPM 151 class on the bottom of page 28, but between Dr. Goetz, Tom Ruckdashel (#24, Hawkeye) and myself (#19, Bubbles), we could only identify 10 of the Goetz Busters. If any of you want to know what we came up with, or if you want to share what you know please email me...my address is in the contact list.

Most of our editorial columns in the last few months have dealt with the changes and challenges that the pandemic thrust upon us. I expect that we will stop belaboring the subject as it becomes more and more the new normal. There are some positives here. I don't have to wear as much makeup with half of my face covered. Many more people get to work from home which has an added bonus of less traffic on the road; and I'm saving money because so many of the shelves are empty that my frivolous spending has been curbed drastically.

I have trouble staying on task at this time of the year. I love the cold weather, as long as I have my favorite blanket close by. I love the bright colored lights and the music of the season. I love the wonderful comfort food, perhaps a little too much. And I especially love the hope and joy that fills the air at this time. So even though we wear masks and avoid close encounters with strangers, we find that all of what we love the most is still present. So whether you're celebrating Hanukkah, Christmas, or National Bacon Day (12/30), have a wonderful time because the New Year will bring new challenges and inevitable changes to cope with. I do hope writing an article for *The Property Professional* is one of the challenges that you accept.

As I've said before, one thing that hasn't changed is that the staff of *The Property Professional* hopes that you find yourselves healthy and happy throughout this holiday season. May you continue to develop in positive ways as asset managers and members of the NPMA family.

This issue leads off with an article by one of our veteran authors, Steve Holland, "Federal Fleet Vehicles: Managing an Optimal Fleet Profile When They're Always on the Move!" - followed by "A Career in Property Disposal..." by Dave Robbins; "Property Scrooged: An Excess Carol" by Dustin Hughes and Kimberly Saeger; and an article by a first-timer, "I Have Seen a Sign" by Blaine Hull.

Ladies and Gentlemen, we present issue 32-6 of *The Property Professional*.

SOLVING THE ARMY'S DATA TALENT PROBLEM

By Lauren C. Williams

The Army is in serious need of data talent, but boosting recruiting efforts can't be the only strategy.

Mark Gorak, the director of people analytics for the Assistant Secretary of the Army Manpower and Reserve Affairs, said the military service needs to develop specific skill sets and retool or retrain existing workforce, while also taking advantage of direct commission and rapid civilian hiring authorities.

"The senior leaders know we need more but they don't know what that means. So what does more of this skill set mean, that's what needs to be developed," Gorak said during a discussion on the Army's data workforce at the virtual AUSA conference Oct. 13.

The need was evident during the Army's six-week experiment testing out a portfolio of prototypes from its tactical network to launching small unmanned aerial vehicles. Having researchers and scientists alongside military operators during the large-scale experiment cemented a need to put coders and data-focused talent on the battlefield.

John Willison, the deputy to the commanding general for the Army's Combat Capabilities Development Command, said that in addition to tapping current workforce, there has to be a commitment to continuous education.

For the full article, go to: <https://fcw.com/articles/2020/10/15/army-data-talent-recruit-ausa.aspx>



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BREAKING: ESPER CALLS FOR 500-SHIP NAVY TO COUNTER CHINA

By Jon Harper



Ronald Reagan Carrier Strike Group

Navy photo by Mass Communication Specialist 3rd Class Codie L. Soule

The U.S. Navy will need more than 500 ships in its fleet to ensure maritime superiority over China in coming decades, Secretary of Defense Mark Esper said.

"The Chinese Communist Party ... intends to complete the modernization of its armed forces by 2035 and to field a world-class military by 2049," Esper said during remarks at the Center for Strategic and Budgetary Assessments in Washington, D.C. "At that time, Beijing wants to achieve parity with the United States Navy, if not exceed our capabilities in certain areas and to offset our overmatch in several others."

"The submarine fleet is the top priority," Esper said. That includes buying Columbia-class ballistic missile submarines to modernize the sea-based leg of the nation's nuclear deterrent, as well as more Virginia-class attack submarines. "The Navy needs 70 to 80 attack submarines," he added, calling them the most survivable strike platform in a future great power conflict.

"If we do nothing else, the Navy must begin building three Virginia-class submarines a year as soon as possible," he said.

"Nuclear-powered carriers will remain our most visible deterrent with the ability to project power and execute sea control missions across the globe," Esper said. "To continue enhancing their survivability and lethality, we're developing the air wing of the future capable of engaging at extended ranges." "Air wings should include a variety of unmanned platforms including fighters, tankers, early warning and electronic attack aircraft," he added.

For the full article, go to: <https://www.nationaldefensemagazine.org/articles/2020/10/6/esper-calls-for-500-ship-navy-to-counter-china>

FEDERAL FLEET VEHICLES

MANAGING AN OPTIMAL FLEET PROFILE WHEN
THEY'RE ALWAYS ON THE MOVE!

BY STEVEN F. HOLLAND, CPPM, CF, A55K, NOVA CHAPTER



This article in its entirety offers insight on the problem of managing an optimal fleet profile; conducting periodic vehicle allocation methodology studies and physical inventories; evaluating sizes and types of fleet vehicles to meet mission needs; provides thought leadership for fleet management professionals to support the Agency's enterprise strategy and strategic asset management plan; identifies drivers that require government action; explains the need for top management support, employee competencies, and details a path forward for agencies to achieve their optimal fleet profile. Due to the amount of data covered, this article is offered in two parts.

PART I

BACKGROUND

In April 1986, 40 U.S.C. 907, Federal Motor Vehicle Expenditure Control, was established requiring Federal agencies to reduce spending on the operation, maintenance, leasing, acquisition and disposal of motor vehicles of 150 million dollars less than the budget submitted in fiscal year 1986.ⁱ This statute covered everything from definitions to establishing a fleet monitoring system; data collection; motor vehicle usage; a presidential statement on the total motor vehicle acquisition, maintenance, leasing, operation, and disposal costs; reduction of storage and disposal costs; cost savings; compliance; agency priority and applicability; and cooperation on implementation of the chapter. This chapter was revised under 40 U.S.C. Chapter 175, Subchapters 17501 through 17510 with the same title.

In March 2015, Executive Order 13693, Planning for Federal Sustainability in the Next Decade was signed.ⁱⁱ This order addressed Federal leadership in energy, environmental water, fleet, buildings, and acquisition management to continue driving national greenhouse gas (GHG) reductions and other topics. The goal was to reduce GHG emissions by over 40 percent in the next decade. There were a number of initiatives focusing on sustainability with the key function of fleet management. Federal agencies were tasked to achieve GHG emissions per mile fleet-wide reductions of not less than 4 percent by the end of fiscal year (FY) 2017; 15 percent by the end of FY 2021; and 30 percent by the end of FY 2025. However, EO 13693 was revoked on 17 May 2018 when EO 13834, Efficient Federal Operations, was signed. EO 13834, states "It is the policy of the United States that agencies shall meet such statutory requirements in a manner that increases efficiency, optimizes performance, eliminates unnecessary use of resources, and protects the environment."ⁱⁱⁱ This order stipulates the Secretary of Energy along with the Secretary of Defense and Administrator of the General Services Administration and heads of other agencies shall review existing Federal vehicle fleet requirements and report to the Chairman of the Council on Environmental Quality (CEQ) and the Director of the Office of Management and Budget (OMB) with opportunities to optimize Federal fleet performance, reduce costs and streamline reporting and compliance requirements.

Fleet management is an important function within the Federal government. Agency Fleet Managers must maintain optimal fleet profile for non-tactical vehicles (NTVs) under their control. The fleet management function requires a collaborative agency effort amongst multiple functional organizations with top management support and financial backing. Agency-owned vehicles may serve their purpose, but the initial outlay of Federal funds using the "Pay-before-you-go" model can cause challenges in replacing vehicles before the end of their useful life. With end of year money available, Agencies may fear losing



their appropriated funds and therefore purchase agency-owned vehicles which causes a lumpy replacement plan and throws their vehicle allocation methodology (VAM) assessment out the window. However, through the use of fleet management best practices identified herein, fleet managers, administrators and specialists can overcome these obstacles. Here lies the problem!

THE PROBLEM

Fleet management manages all NTVs owned or leased by the agency and asset management manages all government personal property in support of agency requirements. To ensure the agency's fleet management program is operating in a most efficient and effective manner, a defined systematic process must exist for agencies to evaluate their portfolio of fleet vehicles against known requirements with an escalation process to justify retention on a periodic basis as well as identify and process excess vehicles for disposal is essential and it's the law!^{iv} Agencies must also formulate an enterprise strategy to address the asset and fleet management requirement!

ENTERPRISE STRATEGY

All Federal agencies need to establish and maintain an enterprise strategy that governs their organizational goals and objectives for the management of government property, including NTVs. Sound fleet management principles and practices are the key to financial sustainability of agency fleet assets. Agency fleet management personnel have an obligation to ensure that all assets are managed efficiently and effectively and that decisions regarding safety, procurement, utilization, maintenance and disposal of fleet assets are undertaken in an open and transparent way.

Per Executive Order (EO) 13834, Efficient Federal Operations, the White House Council on Environmental Quality (CEQ) issued their implementation instructions in April 2019 that addresses fleet management. In Section B of these instructions, agencies are required to meet existing requirements related to fleet management. This includes identifying and implementing priority strategies to right-size the fleet; reduce vehicle miles traveled; replace inefficient vehicles with more fuel efficient vehicles (that meet mission requirements); and align the deployment of alternative fuel vehicles (e.g., E-85 flex fuel, compressed natural gas, propane) with fueling infrastructure.^v

Agencies need internal organizations to establish strategic plans that cascade up, aligning to the agency's enterprise strategy. An excellent example of this is the Strategic Asset Management Plan (SAMP) and the Strategy Sustainability Performance Plan (SSPP). ISO 55000 series standards provide a very useful framework for developing a SAMP to establish an Agency's effective and efficient asset management system (AMS) for the management of government property.^{vi,vii,viii} The AMS encompasses all property management lifecycle functions from acquisition through disposal. Managing fleet vehicles includes using all NTVs in the agency portfolio effectively, efficiently, and in a sustainable manner by continually exploring opportunities for fleet optimization (e.g., right-

sizing, right-typing, and consolidation), and evaluating and justifying retention of vehicles and disposing of excess vehicles systematically. Fleet management is managing a NTV fleet portfolio.

Knowing what vehicle is on record, where it is located, how it is used, why it is the right vehicle for the right mission, when can it be replaced, and what agency requirement it supports are some of important aspects in managing a fleet. Ensuring availability of the right size and right type of vehicles to efficiently and effectively achieve agency requirements is half the battle. Managing a system of records (e.g., FMIS, or Accountable Property System of Record [APSR]), to account for and control all fleet vehicles within the Agency's portfolio is a critically important task. Fleet management personnel must pay close attention to the details. It really helps when both the FMIS and APSR have accurate data and can satisfy Federal mandates and also provide accurate information to inform top management in making executive and management-level business decisions.

TOP MANAGEMENT

Agency top management is responsible for demonstrating leadership and committing to support the fleet management and asset management program, since vehicles are key assets enabling agency personnel to carry out the Agency's organizational goals, objectives and overall mission. Top management's responsibilities are quite varied since they span the entire agency. However, fleet management responsibilities include: ensuring the fleet management policy aligns with the asset management policy, the SAMP and the Agency's enterprise strategy.

A critical top management responsibility is to ensure that resources, both competent personnel and ample funding, are available to sustain the fleet management program. Senior executives can really make a difference by communicating the importance of asset and fleet management to the workforce by setting the "Tone at the Top" for all to embrace. This includes keeping tabs on the fleet management program to ensure it achieves its intended program outcomes; sustainability plan; SAMP and strategic implementation plan(s) to carryout the Agency's organizational goals and objectives. Top management that requires other management roles to demonstrate leadership within the fleet management lifecycle, and ensuring that fleet management risk is aligned within the organization's risk management program can be a game changer.

Top management that is involved in supporting employees that manage fleet vehicles and assets in general contribute to the effectiveness and efficiency of the asset management system. Continual improvement is essential in sustaining an effective fleet management program. Overall, asset management is a team sport regardless of the asset category or asset class.

As top management endorses the development of the fleet management policy, it provides the framework for establishing fleet management objectives along with the commitment to meet legislative, statutory and regulatory mandates and aligns

with the Agency's SAMP. Top management sets the "Tone at the Top" when endorsing the Agency's SAMP and its issuance to the workforce. The Agency Fleet Manager develops the Fleet Management Plan to include fleet and asset management objectives to ensure the suitability, adequacy and effectiveness of the Agency's fleet management program and asset management system.

EMPLOYEE COMPETENCIES

Fleet managers are often looked at as the unsung heroes in the Logistics organization within an agency. Over the past several years, fleet management personnel professionalize themselves and their field by earning fleet management certifications. Since 2016, the National Property Management Association (NPMA) has offered three levels of certification supporting the Federal government: Certified Federal Fleet Specialist (CFFS), Certified Federal Fleet Administrator (CFFA) and Certified Federal Fleet Manager (CFFM).^{ix} These three certifications provide fleet management professionals with the necessary academic knowledge and rigor to demonstrate competencies within their agency. Other Federal agencies, such as GSA, also offer a fleet management certification program. Obtaining fleet management certifications can be a game-changer within an agency and can actually impact the agency's financial position and operational missions in a positive way, as well as keep the agency on the road to mission success.



STEWARDSHIP

Maintaining stewardship of government property is important to agency senior leadership and employees using property to perform their official duties. Property management can increase value to an organization if all personnel recognize the value or benefit the agency receives from its assets to fulfill its organizational goals and objectives. All Federal employees have the duty to maintain stewardship of taxpayer's dollars and Government fleet and property managers really focus on stewardship from an accountability and auditability perspective throughout the asset management lifecycle.

DRIVERS

There are multiple requirements from a fleet management and property management perspectives that drive the fleet management function in Federal agencies. A few of the fleet management mandates are described below:

- At least 75 percent of light-duty vehicle (LDV) acquisitions for covered Federal fleets must be alternative fuel vehicles (AFVs) per Federal statute, 42 U.S.C. § 13212.
- Agencies acquiring light-duty vehicles and medium-duty passenger vehicles must be low GHG-emitting vehicles, unless they qualify for a functional needs exemption per 42 U.S.C. § 13212(f).
- Petroleum fuel consumption must be reduced by 20 percent annually by 2015 and increase alternate fuel consumption by 10 percent annually based on their FY 2005 baseline per 42 U.S.C. § 6374e(a)(2).
- Agencies with dual-fueled AFVs must use alternative fuel only, unless they are granted a Section 701 Waiver (annually) by the Department of Energy, per EPCA 2005 (42 U.S.C. § 6374(a)(3)(E)).
- Federal fueling centers without renewable fuel must install a renewable fuel pump per 42 U.S.C. § 17053.
- Agencies shall conduct a study of their vehicle fleets using a Vehicle Allocation Methodology (VAM) at least once every five years, unless their mission or resource requirements change. This topic is covered in more detail in Fleet Management Best Practices.

Fleet Management Perspective

Fleet management is a critical function within any agency that utilizes NTVs to carry out their overall mission. Motor vehicles are one of the several asset classes within the Agency's asset management system. Agency employees in fleet management roles that possess fleet management competencies are in the best position to ensure the agency's fleet management program is carried out in the most efficient, cost effective and sustainable manner.

Federal NTVs need to be managed and used efficiently and cost-effectively throughout their lifecycle to support the agency's mission. Motor vehicles like all other personal property assets are part of the asset management lifecycle. However, from the fleet management perspective, the fleet management lifecycle includes acquisition, operation, maintenance and disposal is much more streamlined than the asset management lifecycle that includes several additional functional elements.

Managing Federal vehicles properly requires multiple activities throughout the lifecycle of an asset to be performed, starting with the identification of the need for assets, acquiring them, recording them and issuing to users or the motor pool for operations, providing personnel and maintenance to sustain them, ending with processing them for transfer or disposal (e.g., sale). The objective is to perform these activities as effectively and efficiently as possible. All this cannot be



COVER STORY

accomplished without funding or an organizational budget for fleet management. Funding the fleet management function is essential to sustain the viability of the fleet management program, obtaining the right-size and right-type of vehicles throughout the vehicle replacement planning process which is essential to support the organization's overall mission.

Regulatory guidance is in place to strengthen the fleet management perspective and guide Federal agencies in doing the right thing on behalf of the American taxpayers. The General Services Administration (GSA), Office of Governmentwide Policy (OGP), stepped up and established GSA Federal Management Regulation (FMR) Bulletins addressing fleet management topics such as, but not limited to, Bulletin B-15, Requirements for Management Information Systems in Federal Vehicle Fleets (40 U.S.C. §§ 17502 and 17503); Bulletin B-28, Federal Employee Transportation and Shuttle Services; Bulletin B-33, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets; Bulletin B-35, Home to Work Transportation; Bulletin B-38, Indirect Costs of Motor Vehicle Fleet Operations; and Bulletin B-43, Vehicle Allocation Methodology for Agency Fleets.

Property Management Perspective

Personal property (e.g., equipment) needs to be controlled, preserved, protected, and maintained so it is available at the right place and time, and in the right condition to achieve the agency's mission. Agency Property Managers look to their counterparts in Fleet Management to manage NTVs throughout the asset management lifecycle just like it is another class of assets within the Agency's Asset Management System. Agencies that continue to retain NTVs without justifying their continued need, drive up carrying costs. Agencies are required by law to systematically assess government personal property for continued need.^{x,xi} Fleet managers, property managers, and program managers must remain vigilant and proactive in managing government vehicles by annually assessing and justifying retention for continued mission need. Creating supporting documentation to justify continued need can be uploaded to agency accountability systems electronically corresponding to the property records. A great example of this is the VAM assessment based on numerous questions that drive information into results in the form of a recommendation for retention or elimination of specific vehicles. Agencies that create a form or memorandum of record to re-justify vehicles for continued need to comply with requirements in Public law 115-419.

AGENCY PLANS

Strategic Asset Management Plan

A Strategic Asset Management Plan is a high-level strategic plan that documents the relationship between an Agency's organizational strategic objectives and its asset management objectives. A SAMP defines the framework required to achieve the organization's asset management objectives and can be used to develop the Agency's Asset Management Plan(s)

(AMPs) and/or subordinate for specific asset classes. It can also be applied to the specific asset class of motor vehicles in a Strategic Fleet Asset Management Plan. SAMPs developed for specific asset classes are heirarchical in nature and are subordinate to the Agency's SAMP.

Sustainability Plan

Executive Order 13834 requires Federal agencies to meet statutory requirements related to environmental and energy performance which includes facilities, vehicles and overall operations to increase efficiencies, optimize performance, eliminate unnecessary use of resources, and protects our environment.^{xii} Specifically, EO 13834, Section 7(b) requires agencies to report their implementation status and progress on the goals of this order and relevant statutory requirements to the CEQ and the Director of the Office of Management and Budget (OMB). This also includes submittal of an annual Sustainability Plan that summarizes actions implemented to meet the goals of this order, demonstrate progress results and cost savings, and implement agency strategies for continued progress and performance improvements.^{xiii}

Asset Management Plan

The Asset Management Plan specifies the organizations activities, resources and timelines that are required for groups of assets (e.g., asset type, asset classes, asset system or asset portfolio), to achieve the organization's asset management objectives. The AMP covers the Asset Management System and its lifecycle functions, not limited to, Acquisition Planning, Acquisition, Receiving, Discrepancies Incident to Shipment, Identification, Records, Physical Inventory, Reports, Relief of Stewardship, Utilization, Consumption, Movement, Storage, Maintenance and Disposal. The AMP is subordinate plan to the Agency's SAMP.



Fleet Management Plan

Fleet management is an internal business process that enables agency fleet personnel to manage and use all fleet and asset information to justify the relevancy of the fleet

management program. Sound fleet management best practices enables agencies to reduce costs, improve efficiency and ensure compliance across the entire fleet operation. The Fleet Management Plan (FMP) is a plan an agency develops to describe what it is doing to meet its optimal fleet profile and the progress being made towards achieving it; to manage its assets, and in this case NTVs to execute its overall mission. An FMP usually takes a specific approach to managing all asset types of NTVs. This plan specifies the activities, resources and timelines that are required for fleet assets, groups of assets (e.g., asset type, asset classes, asset system or asset portfolio), to achieve the organization's objectives. The key elements (sample) of an FMP include, but are not limited to: Criteria for Justifying and Assigning NTVs; VAM Targets and Fleet Size and Cost Changes; Controlling Fleet Size and Costs; Categorization of Law Enforcement (LE) Vehicles; Vehicle Replacement Strategy and Results; Fleet Management Information System Description; Vehicle Sharing Plans and Practices; Impediments to Achieving Optimal Fleet Profile; VAM Survey and Results; and an Acronym Glossary. The FMP is submitted in conjunction with the Agency's Sustainability Plan to the CEQ and to OMB annually and can be used to further develop the Agency's SAMP.

Capital Acquisition Funding Plan

A capital acquisition funding plan enables an agency to quantify its long-term fleet costs relative to vehicle replacement cycles each fiscal year. This is accomplished through a life cycle cost analysis for vehicle replacement planning to achieve an optimal fleet profile. This planning looks at vehicle depreciation, maintenance costs, vehicle acquisition costs based on GSA Fleet acquisition models, and technology obsolescence. The end result is a capital acquisition funding plan is established to optimize fleet replacement funding. GSA Fleet offers two acquisition models (purchase or lease) for acquiring government non-tactical vehicles. Pay-before-you-go is the purchasing model that leads to agency ownership of the vehicle, and the Pay-as-you-go model enables the agency to pay the GSA vehicle lease monthly. This latter model eliminates an agency from expending a large amount of its appropriated funds upfront and spreads the cost over the established vehicle replacement cycle. This pay-as-you-go model replaces vehicles based on age and mileage. The GSA Fleet leads the way in providing the right vehicle and the right price and great service and is a required source of supply for motor vehicles.^{xiv}

GSA Fleet categorizes their leased vehicle fleet into seven vehicle categories: 1) Passenger vehicles; 2) Ambulances and Medical vehicles; 3) Buses; 4) Light Trucks, less than 12,500 GVWR, 2-wheel drive (4X2); 5) Light Trucks, less than 12,500 GVWR, 4-wheel drive (4X4); 6) Medium Trucks, 12,500-23,999 GVWR, 2-wheel drive (4X2); 7) Heavy Trucks; Heavy Trucks, 24,000 GVWR and over. All seven categories define the vehicle description, equipment code, and Federal Standard Item Number (SIN) along with monthly vehicle rates. This information is located in the GSA FY2021 CONUS Vehicle Rate Bulletin.^{xv}

RECORDS

Accountable Property Records

Federal agencies are required to account for Government property as a result of the enactment of the Federal Property and Administrative Services Act of 1949; and the enactment of Federal statutes, regulations, and accounting standards.^{xvi, xvii, xviii} Agencies maintain accountable property records for multiple assets classes in their Accountable Property System of Record (APSR). However, agencies utilize other business systems to manage other asset classes such as motor vehicles, information technology equipment, internal use software, inventory and related property, as well as real property. Ultimately, all capitalized assets are reported to the Agency's financial management division usually under the Chief Financial Officer (CFO) organization and is recorded in the Agency's United States Standard General Ledger (USSGL). This is extremely important so that capitalized assets can be financially recorded in the USSGL under their assigned account in the Chart of Accounts. The USSGL account for all capitalized equipment, including motor vehicles is 175000. This account falls under the 170000 series accounts in the USSGL for Property, Plant and Equipment (PP&E).

Accountable property is divided into two categories – Expensed and Capitalized. Expensed assets are those equipment assets where the unit acquisition cost does not exceed the Agency's capitalization threshold for personal property. On the other hand, capitalized assets are those equipment assets where the unit acquisition cost exceeds the Agency's capitalization threshold for personal property. For example, if the Department of Defense (DoD) acquired a Ford Taurus Police Interceptor for their law enforcement mission at a unit cost of \$70,000.00 (fully outfitted, estimated cost). Since the DoD capitalization threshold for personal property is \$250,000.00, the Ford Taurus is recorded in the FMIS; (e.g., DPAS is categorized from the financial management perspective as an expensed asset and it remains accountable personal property). Conversely, if DOD acquires a Chevrolet Suburban for the Secretary of Defense (SECDEF) that is armored, has bullet-proof windows, run flat tires, and is custom-fitted with specialized equipment at a unit cost of \$350,000.00 (fully-outfitted, estimated cost).^{xix} Since the unit acquisition cost for this vehicle exceeds the DoD capitalization threshold of \$250,000.00, it is categorized as a capitalized asset and also remains accountable personal property.

The date capitalized assets are placed into service is when the depreciation starts using the straight-line depreciation method over the useful life of the asset. All capitalized assets recorded in the Agency's APSR require supporting documentation such as purchase requisition, purchase order, vendor packing list, and vendor invoice. The two most important are the purchase order and vendor invoice. Once received, property management establishes the record in the APSR, Fleet Management records it in the FMIS and the receiving report and invoice are routed to Procurement so the vendor can be paid through Accounts



Payable in the Financial Management organization. If this supporting document is recorded in the APSR and maintained correctly, accountability is established and then when an annual Agency Financial Statement Audit (e.g., Financial Improvement and Audit Readiness (FIAR) audit) comes around, auditability comes along for the ride! There are several FMIS's in use by the Federal government.

Fleet Management Records

Fleet Management records are important because they provide information about the vehicle, which organization is accountable, who the using organization is, where it is located, what type of fuel is used, the Greenhouse Gas score, unit acquisition cost, miles driven, and much more. Records are the nucleus that enables management and senior leadership to make sound business decisions. Fleet management record requirements are found in 40 C.F.R. §102-34.345 under "What records do we need to keep?"

GSA FMR Bulletin B-15, Requirements for Management Information Systems in Federal Vehicle Fleets, requires Federal agencies to maintain a FMIS so it can electronically report to GSA's Federal Automotive Statistical Tool database annually using system-to-system reporting method. A key data element within fleet management records is the physical inventory date. Performing annual physical inventories enable agency fleet managers to comply with property management and financial management requirements for fleet vehicles. Bulletin B-15 builds upon the statutory requirements found in 40 U.S.C. §§ 17502 and 17503, mentioned above.

PHYSICAL INVENTORY VERIFICATION

The physical inventory verification process is a key element in the asset or fleet management system that demonstrates existence of an asset, its location, and in some cases, Federally owned or leased vehicles stored in the parking lot or adjacent to an agency warehouse, or in use on the road. To facilitate the physical inventory verification process, assets are marked with a barcode identification tag, RFID tag, or other form of identification (e.g., item unique identification tag, or vehicle identification number) to verify physical location of a vehicle electronically. These forms of identification demonstrate property ownership, where title vests in the U.S. Government. It also facilitates the physical inventory verification process.

All vehicles require physical inventory verification to document their existence, since they are accountable personal property and some are capitalized personal property assets (e.g., exceeds agency's capitalization threshold per asset type). The vehicle classes in an agency's personal property portfolio are based solely on the agency's mission. Federal Management Regulation (FMR), Title 41, Code of Federal Regulations (CFR), Part 102-34, Fleet Management, does not specifically identify what data elements must be recorded. However, it requires Agencies to annually submit data to support the annual publication of the Federal Fleet Report. 41 C.F.R. §102-34.335 requires Federal agencies to submit data from their FMIS to GSA's Federal Automotive Statistical Tool (FAST) system

electronically through a system-to-system interface.^{xx} GSA requires submission of 80 unique data elements identified in the Vehicle-Level Data Element Reference (DER) Table.^{xxi} Vehicle/Asset Level Data (V/ALD) is reported into FAST covering five reporting categories: 1) Inventory; 2) Acquisitions; 3) Operating Costs; 4) Miles Traveled; and 5) Fuel Used. This data is used for a number of reasons such as monitoring sizes of motor vehicle fleets and operating costs, but also for budget purposes since the report is submitted by GSA to the Office of Management and Budget as part of OMB Circular A-11, Preparation, Submission and Execution of the Budget and Congress.^{xxii}

Don't miss Part II and the conclusion to be published in The Property Professional, issue 33-1.

Endnotes

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ABOUT THE AUTHOR

Steven F. Holland, CPPM, CF, CFFS, A55K

Mr. Holland's career in property and logistics management spans 40 years as a contractor employee and consultant to the Federal Government. He has led several federal property and asset management and logistics projects for the Department of Homeland Security, the Environmental Protection Agency, and the Intelligence Community (IC), applying experience, voluntary consensus standards, and industry leading practices to program deliverables. Mr. Holland has authored and coauthored several property-related articles, policies, procedures, plans, and manuals on personal property management and fleet management. His articles are published in *The Property Professional* and the *NPMA Journal of Property and Asset Management*. Mr. Holland's credentials include a bachelor's in business administration with honors and concentration in acquisition and contract management from Strayer University. He holds a Certified Professional Property Manager (CPPM), Certified Federal Fleet Specialist (CFFS), and ISO 55000 A55K certifications, specializing in federal and contract property disciplines, and is recognized as an NPMA Consulting Fellow. Mr. Holland is a principal in LMI's supply chain management sub-service line, leading its property management practice, and supports the national security market.

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A CAREER IN PROPERTY DISPOSAL

By Dave Robbins, CPPM, Federal Center Chapter

Now that I'm retired from the Federal Government, I've had time to reflect back on my career and my experiences. I spent my entire Federal career in what's commonly known as the Federal Personal Property Disposal Program. Actually, even before joining the Government, working in retail management I was involved with property management, inventory management, procurement, receiving... and lots of management of perishable items. So my entire work experience, after college, has dealt with aspects of property management. But I realize that a career in property management offered so much more than just property management, and I am so richly experienced and thankful to the opportunities afforded me via my property management career.

Of course, I attended training in the Department of Defense Property Disposal Program, from my third week after entering the Government in an intern development program. But it seemed like so much more. I can even remember the unique sparks of titanium in the Defense Scrap Management Course, offered, well, way back when...in the 1980s. And sales writing, another topic that I could not have imagined when I first accepted an intern position in the Department of Defense.

So, of course I learned property disposal, but I also had opportunities for other training offered in the DoD, from Defense Inventory Management, to Defense Resource Management, training on budgeting and managing military resources...a fascinating month at the Navy Postgraduate School in Monterey, California, training with other civilians and military officers from throughout the US, as well as from many allied nations.

But, as I progressed through my career, there were opportunities to learn so much more...tangentially associated with specific



aspects of Federal property disposal: The National Historic Preservation Act; the Sunken Military Craft Act; the Abandoned Shipwreck Act; and the Alaska Statehood Act. One or all were involved with understanding GSA's role in managing disposal of sunken craft, some even as old as the Revolutionary War and Civil War.

Some of them were of great interest, as I've always been interested in US history. For some of us old enough to remember, laws, regulations, and policy in our earlier days, we addressed the TTPI, the Trust Territories of the Pacific Islands. As part of my work, I researched TTPI, learned the history of United Nations Trusts after World War 2, and found out about United States Insular Possessions and our legal arrangements with the former TTPI, some of which are still part of the United States. And other possessions too, that likely almost no one knows about, such as the Guano Islands, claimed as insular areas under the Guano Islands Act of 1856. Only eight administered as the US Minor Islands and one each annexed by American Samoa and Hawaii remain as possessions of the United States

And then there are mobile homes. As many of us recall, after Hurricane Katrina, the Federal Emergency Management

Agency (FEMA) found itself in an unusual situation...more temporary housing than storm victims required. I learned more than I ever anticipated about mobile homes, especially the fact that they are not particularly mobile. But, what we commonly refer to as mobile homes technically is manufactured housing. Manufactured housing is regulated by the Government in the Code of Federal Regulations written by the Department of Housing and Urban Development. But other forms of temporary housing, trailers and park models, are not regulated. Working with FEMA over a period of years, I learned all about the three...trailers, park models, and manufactured housing, and to be specific as you refer to each.

Not only formal learning, but I also learned through experiences. My career in Property Management opened up the United States, and the world to me. Growing up in the 60s and 70s, we didn't travel abroad as easily, or as often, as we do today. Sure, I had been to Canada on family vacation, as a kid. But, within 3 weeks of joining, what was then, the Defense Property Disposal Service, in Battle Creek Michigan, and meeting folks who had worked in Germany, I knew I also wanted that experience, which did

come a few years later. But even in my first six weeks, while on a month long TDY in San Diego, I had my first visit to Mexico, albeit just walking across the border to Tijuana. With travel and several moves for DoD, and later GSA, I visited most every state (I've now been to all 50), as well as Germany, Japan, Korea, and Panama. And living in Germany, again work related, I've been able to visit and experience, much of Western Europe.

Experiences can be so varied too. On a behind the scenes visit to Kennedy Space Center, while working with NASA to prepare for the closeout of the Space Shuttle Program, I was able to go to the top of the launch tower, where the astronauts would enter the shuttle. While on TDY to South Korea, I was able to tour the demilitarized area at the South Korea border with North Korea. While on TDY to Panama, we toured the Panama Canal which was still under US control at that time. And, as National Director of the Federal Personal Property Disposal Program, I worked with regional staff on sales of property from the Unabomber, at the direction of the District Court, to raise funds for victims of his crimes, as well as sales of the contents of two bridal shops, forfeited to the government as part of criminal settlements.

And, I have not yet begun to mention the friends I've made throughout my career who continue to enrich my life.

Yes, a job is what we do to generate income to support our life; and while it should not be our life, our jobs and careers can be key to enriching our lives. Jobs can be more - offering us new education, experiences, and people...it's up to us to take advantage of these things and maximize the benefits offered to us.

ABOUT THE AUTHORS

Dave Robbins, CPPM, is the Director of the Office of Personal Property Management at the U. S. General Services Administration. David has over 35 years experience working with federal property and in his current position, David manages the Federal Disposal Program, supporting all agencies nationwide.

U.S. ARMY LOOKS TO AUGMENTED REALITY DOG GOGGLES TO PROTECT SOLDIERS

By Kate Polit

The U.S. Army is looking to equip military dogs with augmented reality (AR) goggles to help keep human soldiers out of harm's way.

In the field, military working dogs are used to scout areas for explosives devices and hazardous materials and assist in rescue operations, but giving the dogs commands can put soldiers in harm's way. To change that, the Army is using funding from the Small Business Innovation Research (SBIR) program to develop AR dog goggles. The project, which is managed by the Army Research Office (ARO), will use technology developed by Seattle-based Command Sight. The goggles will allow soldiers to give the dogs directional commands while staying remote and out of sight.

Command Sight Founder A.J. Peper said initial feedback from his proof of concept was, "the system could fundamentally change how military canines are deployed in the future."



Peper explained

that the goggles are designed to give each dog a visual indicator that lets soldiers point the dog to a specific spot and lets the dog react to the visual cue in the goggles. In a press release, the Army said the soldier can see everything the dog sees to provide it commands through the glasses.

The Army reported that the Command Sight team has completed Phase I of the SBIR and was asked to continue to Phase II. The Department of Defense Rapid Reaction Technology Office is providing funding for Phase II of development. With the funding, Command Sight will work with Navy Special Forces to build prototypes to test on the Navy's military working dogs. The Army explained that each dog involved in the testing received a 3D scan to get dimensional data to understand where to place optics and electrical components. Once they have developed a wireless prototype, Command Sight will gather additional user feedback and revise the project for manufacturing.

For the full article, go to: <https://www.meritalk.com/articles/u-s-army-looks-to-augmented-reality-dog-goggles-to-protect-soldiers/>

PROPERTY SCROOGED: *AN EXCESS CAROL*



By Dustin Hughes, CPPA & Kimberly Saeger, CPPM, CF, Cochise Chapter

As I toss and turn in bed, something's nagging at my mind. What is it that I'm forgetting? A freezing draft of winter air sneaks through my window snapping my mind back into alertness. The audit! How could I have forgotten? Tomorrow is Monday and I'll be greeted in the office by my friendly auditor ready to review our declaration of excess process.

Sure, the company hasn't done much with our surplus property, but declaration of excess isn't one of the important elements, right? Who cares if we have a few extra assets lying around? As long as we're delivering product, which we are, we should be good to go.

"What could possibly go wrong?" I ask myself as I settle back to sleep.

THE GHOST OF EXCESS PAST

Before I can close my eyes I notice a white-robed figure glowing in the corner of the room.

"Steve, do you know why I'm here?" the figure says as it throws a tome of a book onto the bed. It's a book I've seen a million times and I notice it's opened to a section that I know well. That book is the *Federal Acquisition Regulation Desk Reference* and it's open to section 52.245-1 "Government Property." The ghost points and says "Look at Section (f)(3)(viii)(A). What does it say?"

I know what it says, but there's a ghost in my bedroom so I better get this exact. "It says, *the Contractor shall promptly disclose and report Government property in its possession that is excess to contract performance.*" I close the book and look at the ghost, "What is the big deal? I know the requirements and our company does a good job at that."

"Really?" the ghost responds as she reaches a chilly hand towards my arm. Suddenly I am whisked away and we are standing in the warehouse at work.

"Look around, Steve" she says as she strolls through the warehouse. She wipes her bony finger across a cardboard box leaving a clear line in the dust. "The

receipt tag on this material says 1980 and it doesn't look like you've opened it since. You need this, huh?"

I can barely manage to stutter out an excuse about maybe needing it some day before she touches my arm again. We are now standing in the laboratory.

"And this closet here," she says, opening the door to reveal a small room tightly packed with test equipment that hasn't moved in ages. "What would you say is the reason for keeping this stuff?"

Before I can make another excuse about maybe getting a follow-on contract, she touches my arm. We're now at my desk. I know there's no property here, so I'm starting to feel a little better.

"What's this folder in your email? The one called 'Excess Requests?'"

"Oh that? That's the way that people out on the floor tell me when they no longer need property. It's a good process."

The ghost scrolls through the unread emails and the FAR appears on the desk in front of me again, this time opened to Section 52.245-1(j)(3). Instinctively I read the words in front of me.

(i) *The Contractor shall submit inventory disposal schedules to the Plant Clearance Officer no later than-*

(A) *30 days following the Contractor's determination that a property item is no longer required for performance of this contract;*

(B) *60 days, or such longer period as may be approved by the Plant Clearance Officer, following completion of contract deliveries or performance; or*

(C) *120 days, or such longer period as may be approved by the Termination Contracting Officer, following contract termination in whole or in part.*

"We are doing fine," I yell, angered at the repeated attacks on my process.

"I did not keep all this property here. I did not ignore these emails. You did these things," observes the ghost.

I've had enough. Before I know it, I'm back in my room. Throwing the covers over my head, I say "Please leave. I need to rest for tomorrow."

THE GHOST OF EXCESS PRESENT

A sound rattles in the corner of my room. I rise from a weird dream of property and ghosts with a vague idea that perhaps tomorrow's audit is not going to go as well as I had hoped.

"Steve, I'm glad you're awake. It's time for your audit."

Another ghost, this one bearded, looking a lot like one of the more well-known property professionals in our industry, reaches out and touches my arm. I'm back at my work desk.

"Sample 1. Why do you need to keep this asset on-hand?" he asks.

"Umm... we might need it someday."

"DEFECT! There was no evidence or justification in the contract to retain this item." He states sternly, "Sample 2. This email request declared the item excess on July 3rd. When did you enter it into PCARSS?"

"Looks like November 22nd. I know that was a long time, but..."

"DEFECT! This was not submitted within 30 days of the declaration of excess," he states again, this time hitting his hand on the table to emphasize his point. "Sample 3, this item was submitted for plant clearance. Show me who authorized this?"

"Well, I'm sure the Program person told me, but I lost my emails last year. You know how those computer updates can be," I plea with a smile.

"DEFECT! No supporting documentation," he yells. "Also, your procedures state that you will conduct a bi-annual review to determine if there is excess property. Can you please show me the results of that review?"

"Uh, well, the thing is that we got busy. The year was crazy, right?"

"PROCEDURAL DEFECT! You are not only failing to follow your process, but you don't appear to be promptly reporting excess property in your possession at all."

At this point I'm zero for three on the samples and he doesn't like my written procedures either. It's not looking good for me or the outcome of this audit. To make matters worse a new ghost, cloaked in black and more terrifying than the others, approaches slow and silent. The spirit's one outstretched hand grazes my arm and we are now sitting in a conference room.

THE GHOST OF EXCESS YET TO COME

"What's going on? Why do you all keep dragging me around looking at this?"



I yell to the ghost. “The process is fine. Everything is going to be okay.”

The phantom speaks no words. It simply points across the room.

The Vice Presidents of Supply Chain, Compliance and Contracts are sitting across from me. Our Director and other leaders from the Property group sit to either side of me.

“Steve, we got the report back from DCMA today. They found our property system to have systemic issues with our Declaration of Excess process and they’ve sent a draft level 3 corrective action. We’re going to have to get all hands on deck for this. We now have the potential to be fully liable for losses, run the risk of not getting awarded that new contract we were hoping for and now we’re possibly facing withholds that could affect our bottom line. We are not happy and neither is our customer. We need this fixed. Now.”

I look back at the ghost and plea “You’ve got to help me determine root cause and corrective action and solve this problem.” The ghost says nothing and starts to walk

away. “No, wait come back” as I pull on his cloak. “How am I going to get us back into compliance?” The ghost continues to walk and then disappears. I sit with my head in my hands and sigh “What a nightmare.”

I wake and my heart is racing. I realize it was just a dream. My in-brief isn’t today. I still have some time to make a difference. I can make a change! My alarm clock reads 5:30am. On a normal day I would sleep another hour, but today is not normal. My perspective was changed last night and I have work to do. I thought we had a good process for declaration of excess, but now I see it differently. It’s time to roll up my sleeves, get to those excess request emails, schedule those meetings with the Program to ensure our reviews are completed and work towards improving the process and procedures so that I can ensure the company is promptly disclosing excess. It will take some work, but I’m confident that we can get to where we need to be before the audit.

ABOUT THE AUTHORS

Dustin Hughes, CPPA, has worked in Property Management for 10 years, the last three of which have been spent at Raytheon Missiles and Defense. Dustin has been in several different roles throughout his property career, with his current role as Manager of Compliance Support and Command Media. Dustin has been a member of the NPMA since 2011.

Kimberly Saeger, CPPM, CF, has worked for Raytheon Missiles and Defense in Property Management & Logistics for 13 years. She has held many roles during her career that spread across many of the property functions. In her current role, she serves as the Manager for the Compliance and Systems Support Team. Kim received her Bachelor’s from University of Arizona and her MBA from Grand Canyon University. Kim has been an active member of the NPMA since 2009. She has served at both the Chapter and National level for NPMA. Kim is currently serving on the National Executive Board as VP of Communications and Marketing.



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HOW GSA IS DRIVING RPA ACROSS GOVERNMENT

By GCN STAFF

In January 2018 when the General Services Administration's CFO Gerard Badorrek decided it was time GSA started to focus on robotic process automation, "we had no expertise, no automations, nothing right, just challenge," he said.

In a recent online event showcasing [2020 Federal 100 winners](#), Badorrek described GSA's RPA journey from volunteers working part-time to its current team which has built 65 automations that now save 200,000 hours per year.

After GSA had launched a handful of bots, Badorrek started getting inquiries from other agencies anxious to reap the benefits GSA had proved were possible. The Federal RPA Community of Practice was formed in May 2019, and now has more than 700 members from 50 agencies.

For the full article, go to: <https://gcn.com/articles/2020/10/14/gsa-badorrek-rpa.aspx>



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Certified Federal Fleet Manager (CFFM)	Six years	CFFA	Five years

I HAVE SEEN A SIGN

By Blaine Hull, CPPS, Great Salt Lake Chapter



I have a sign hanging in my garage that says “My Garage, My Tools, My Rules.” I like that sign. It reminds me of how we should be thinking of tools owned by the customer: “Their Project, Their Tools, Their Rules.”

We just can’t do whatever we want with their stuff. FAR 52.245-1 gives us guidelines to help us know what we can and can’t do with their stuff.

I was in one of our production areas one day and came across a tool that had a tag on it stating that it belonged to another program that wasn’t even in the same city. I took the tool over to the Lead and told him that I was taking it and that he could no longer use it. He said why not? We had a great discussion.

It reminded me of a training packet that I put together. Obviously he hadn’t seen it, so I brought it out to have it broadcast to everyone in the plant. It is titled: *Use of Tools*.

You play an important part in making sure that we are compliant with our tool requirements.

Imagine if you were at home and you found your neighbor leaving your garage with some of your tools. When you question him about it he says, “I have a project that I am doing and I did not have the right tools to do the job. But I knew you did so I am going to borrow them for a while.” How would that make you feel? You bought the tools to use for a project and now your neighbor has taken them without your permission. WOW! The nerve of that guy! This is frustrating for us in asset management when we find programs using tools that clearly belong to another program. This could be a serious write up if discovered by the owning agency, especially if it were the Government. We have systems in place that, if used properly, will help us understand who the tools belong to and how we might get the proper authorization to use them. If you have questions regarding the proper use of an asset that you would like to use on your program, please contact your local property professional.

On the other hand, what if I did let my neighbor borrow a tool? Let’s say that it was my tiller. (Ooh my tiller is nice! That’s why I have two tillers -- one that I use and one that I don’t mind lending out.)

My neighbor is using my tiller and his brother in-law calls up and says, “Hey, I am in the middle of this project in my back yard and have run into this really hard soil. Do you have any ideas what I could use to dig it out?” Now my neighbor says, “Sure, I have this tiller that you can use! Come over and get it.” Well long story short the tiller was damaged and when I got home it was sitting in front of my shed waiting for me to put it away. Something did not look right. I called my neighbor over and asked him about it. He said, “Yeah, it broke when my brother in-law used it.” I said, “Why was your brother in-law using it?” My neighbor explained that his brother in-law was in a pinch so he let him use it. My question to him was “Who is going to pay to get it fixed?” He said, “Well not me, it was my brother in-law who damaged it!” I said “Yes it is you! The agreement that we had was between you and me. You are responsible.”

How often does this happen in our world? The biggest part of our jobs is trying to help everyone else understand the rules. My Project! My Tools! My Rules!

ABOUT THE AUTHOR

Blaine Hull, CPPS, has worked for Northrop Grumman for over 33 years. Most of it in property related fields. He has been a member of the NPMA since 2005. Blaine has served as the President, Vice President and National Delegate for the Great Salt Lake Chapter. In November Blaine and his wife Stephanie will celebrate 38 years of marriage. They have six children and six grandchildren with one due in October.

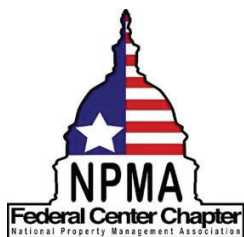
Connection CORNER

BRINGING CHAPTERS TOGETHER



Greetings from the 2020 Large Chapter of the Year!

Connection corner is a column in *The Property Professional* designed for Chapters to share information with the membership. In this edition, we interviewed the **2020 Large Chapter of the Year Award recipient, the Federal Center Chapter**. The Federal Center Chapter is a large chapter located in Washington, D.C. area and is in the Eastern Region.



What Industries make up your Chapter membership?

The industries that make up our Chapter are Federal Government and Government Contractors.

What type of meetings does your Chapter hold?

Before COVID-19 we held in-person educational luncheons. The majority of our members commute and luncheon meetings are easy for them to attend. In-person luncheons also facilitate greater socialization and networking. Currently we hold virtual meetings on GoToMeeting or Zoom.

How does your Chapter drive participation?

We drive participation by hosting social hours, summer picnics with games, and holiday parties. We always host a chapter social hour at the location of NES. As the host Chapter during 2019, we attracted more new members at NES and the social hour. Membership drives also allow members to bring a friend to a luncheon at no cost.

Does your Chapter participate in community service?

As a Chapter, we collect funds for the Alzheimer's Walk and Wreaths Across America. As a Chapter, we also participate in the Alzheimer's Walk, and at our Holiday Luncheon we hold collection events for Toys for Tots and a local food pantry. Due to COVID, for 2020, in lieu of these holiday collection events, we will make cash donations. We also include donations for the NPMA Foundation into our annual budget.

Tell us something unique / interesting about your Chapter?

Basically, we are all affiliated with the Federal Government agencies and we maintain relationships through our work. Through personal dedication of some long term members, we've driven membership from some specific Federal agencies. Another unique aspect about our Chapter is that on behalf of National, we coordinate, collect, and review applications for the Federal Property Manager of the Year Award and present it annually at the NES. We also have our own Chapter Lifetime Achievement Award named for former Chapter and National President, Bernie Bargteil.



We also host an annual Managers Appreciation Luncheon where many members will bring their bosses with them. We always strive to have a speaker for this luncheon who is a well-respected asset management leader who can speak to the current issues relevant to all.

As President, what advice you would give from one President / Chapter Board to another?

I would encourage other Chapter Leaders to engage with their members to promote NPMA in their workplace, emphasizing encouraging younger professionals to join and undertake certification. Mentor these new professionals. I would also recommend that Chapter Leaders strive to find current, relevant, meaningful presentations for meetings to drive attendance and engagement.

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Share Your Story

WANT TO SHARE SOMETHING FROM YOUR CHAPTER?

Email Kim Saeger, VP of Communications & Marketing at vpmarketing@npma.org today!

ASK THE EXPERT

BY YOUR NPMA 'EXPERT' PANEL



DEAR EXPERT PANEL,

During a recent self-assessment, we had an argument in my office about confidence rate versus accuracy rate. I said they were two different things, my colleague said they were the same. Help?

SIGNED - CONFUSED ABOUT RATES

DEAR CONFUSED,

GREAT QUESTION! And before we start an answer a recommendation for EVERY PROPERTY AND ASSET MANAGEMENT PROFESSIONAL - *Take a course or courses in statistics!* Seriously, our world is becoming more and increasingly driven by "Big Data." Each of us needs to understand those numbers, whether on a balance sheet or applying a sampling process to a population, or even understanding the reliability and validity of survey data reported in the media.

OK, so, are Confidence Rate and Accuracy Rate the same thing? In our world of Government property, and elsewhere – NO! So, I would recommend you do a quick search using a Search Engine (I cannot say use "Google" as that would be advertising)

ACCURACY RATE:

Let's deal with "Accuracy Rate" first because that is the simpler one.

What is an "ACCURACY RATE or LEVEL?" (NOTE: The terms are interchangeable.) You might be using it today or I know for certain that each and every one of you used it in elementary, Jr. and Sr. High School – probably on a weekly basis. It is your TEST SCORE or TEST SCORES! If you took a ten-question quiz and you have nine out of the ten questions, really answers, correct – you had an accuracy level of 90%. Nine out of ten questions correct = a 90% Accuracy Rate. If you have a fifty-question test – and got

forty of them correct where each question/correct answer is worth two points – you got a score, or Accuracy Rate/Level of 80%. Bottom line – one way to think of it – The number of correct answers over the number of questions will provide you your accuracy level. Simple arithmetic.

Where do we see this accuracy level used in a Property environment? Look at the DoD, under a property related clause, the Material Management Accounting System (MMAS) DFARS 252.242-7004. We see the requirement/allowance under (d)(5) for record accuracy and "reconciliation of recorded inventory...". Surprisingly enough, this is a standard! Where we often talk about Voluntary Consensus Standards developed by ASTM in concert with our NPMA membership – here is a standard set forth in a contractual requirement, a Government Clause. Here is the good part regarding accuracy. "A 95 percent accuracy level is desirable. If systems have an accuracy level below 95 percent, the Contractor shall provide adequate evidence that -

(i) There is no material harm to the Government due to lower accuracy levels; and

(ii) The cost to meet the accuracy goal is excessive in relation to the impact on the Government;"

Even though the Government provides an objective measurable "standard," there is some leeway that the contractor and the auditor need to recognize and use their business acumen to make a reasonable determination as to material harm or excessive cost.

CONFIDENCE RATE:

There is a ton of information, some of which goes into great depth and detail about the issue of CONFIDENCE RATE. Let's start with some OLD Department of

Defense guidance.

The first reference to a "CONFIDENCE RATE" in regard to property is/was found in the old "Armed Services Procurement Regulation (ASPR) Supplement No. 3" entitled Property Administration. In Paragraph S3-402.8 Statistical Sampling, it states, "(b) Use of Statistical Sampling Plans. The Government's risk shall not exceed 10% (a 90% confidence level) excepting any slight variations due to changes in lot sizes. Annex II contains sampling plans for use in achieving a confidence level of 90 percent." But it did not really explain what a confidence rate is. In the replacement document to this regulation supplement, the Department of Defense Manual for the Performance of Contract Property Administration, DOD 4161.2-M (Now Rescinded), it does define this term. It states in the definitions section, Item # 22. "CONFIDENCE LEVEL. A measure of how well the sample represents the status of a lot. A 90 percent confidence level means that a sample will be an accurate representation 90 out of 100 times." And in auditing we use Statistical Sampling which allows us to select only a few sample items from a population to test the system. And in this application we need to know what confidence level to use. O.k., that helps a little bit more. Dr. Goetz in his textbook on Property Management System Analysis provides a detailed analysis with ONE of the formulas available for doing this computation (pg. 47-48). We see that it is an ALGEBRAIC FORMULA that is used to compute Confidence Level. You can find these formulae at <https://government-property.com/wp-content/uploads/2011/05/2010-PRIMER-COMPLETE.pdf>^{fi} In addition if you want to do a deep dive into this

topic – this website is an excellent resource -- [https://www.statisticshowto.com/probability-and-statistics/confidence-interval/#:~:text=If%20you%20don't%20know,%CF%83%20%2F%20\(%E2%88%9A\)n\)%2C&text=Step%201%3A%20Subtract%20the%20confidence,divide%20the%20result%20by%20two.](https://www.statisticshowto.com/probability-and-statistics/confidence-interval/#:~:text=If%20you%20don't%20know,%CF%83%20%2F%20(%E2%88%9A)n)%2C&text=Step%201%3A%20Subtract%20the%20confidence,divide%20the%20result%20by%20two.)

Simply put, an accuracy rate is a simple arithmetic computation, again, as an example, your test score. While a confidence rate/level uses an algebraic formula to determine the issues involved when applying statistical sampling, the number of sample items to select to obtain a “confidence” as to the sample being an accurate representation of the population.

As Property and Asset Management Professionals you need to know that there IS a difference between a “CONFIDENCE LEVEL” used in a statistical sampling environment and application and computed using an algebraic formula, versus an “ACCURACY LEVEL” using a simple arithmetic calculation.

RESPECTFULLY SUBMITTED, YOUR EXPERT PANEL

Notes

i Neither the DoD Guidebook for Contract Property Administration dated December 2014 nor the recently issued DCMA Guidebook for Government Contract Property Administration, dated March 2020 provide an explanation for the PA as to what is a confidence rate though both have numerous requirements for the Property Administrator to use a specific confidence rate in specific situations.

ii A more up to date version of this Text is published and sold by NPMA at its website, www.npma.org.

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Questions

DO YOU HAVE A BURNING QUESTION

for our panel of experts?
We want to hear from you.
Email hq@npma.org to
submit your question.

ARMY LOOKING TO VIRTUAL TRAINING

By Lauren C. Williams



The Army is tinkering with augmented reality (AR) capabilities to shore up soldiers' readiness as the coronavirus pandemic makes learning at a distance a necessity.

"How do we do collective training when we have to maintain disbursement for safety? It's the same problem we have with our technical operations commands. How do we make a collective decision, do collective brainstorming, have a collective understanding of a situation," said Cynthia Bedell, the director for the U.S. Army Research Lab's Computational & Information Sciences Directorate, during a presentation during the Association of the U.S. Army's (virtual) annual conference.

Bedell said using augmented reality for soldier training has been beneficial during the pandemic, but can also help the Army get the most out of in-person training because it allows for "crew training on simulated systems but from your own room" where each user can see their orientation from their perspective, such as the driver seat versus the front passenger seat of a vehicle.

The AR capability "allowed us to have people in California, people in Florida and people up at [U.S. Army Natick Soldier Systems Center] Labs look at the same sand table, plan an operation, understand all of the branches and sequels of the operation if 'X' or 'Y' or 'Z' were to happen, and then to be able to gather at a completely different site and very quickly coalesce and execute the operation," Bedell said.

"They were at three different places and yet were able to land at that base and immediately move in without having to do anything but orient where they were."

For the full article, go to: <https://fedoralsoup.com/articles/2020/10/12/army-augmented-reality-training.aspx>

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CPPS CERTIFICATION REVIEW

FEBRUARY 9 - 12 // ONLINE

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APRIL 6 - 9 // ONLINE

The Fundamentals of Personal Property Management is designed to teach the basics of property management, cradle-to-grave, including how to effectively manage personal property. Topics include acquisitions, receiving, identification, storage and warehousing, movement, maintenance, physical inventory and more.

FEDERAL GOVERNMENT PROPERTY MANAGEMENT

FEBRUARY 16 - 18 // ONLINE

This course is specifically for FEDERAL property and asset managers to navigate managing property accountable to their federal agency. For these managers who not only manage property on their sites but also manage property in the hands of contractors, we will address regulations unique to these federal requirements.

The class will engage students in the life cycle phases of property management from requirements gathering to final record closeout, with discussions of roles and responsibilities, process relationships, value and risk management responsibilities, performance measures and impacts on sound property management. The class allows time to network with other federal managers and to apply your learning.

CPPA CERTIFICATION REVIEW

MARCH 1 - 4 // ONLINE

MARCH 19 - 21 // COLUMBUS, OH (PRE-SES)

APRIL 26 - 29 // ONLINE

This course takes the property professional from the beginning life-cycle stages of property operations into the broader value-added world of organizational partnering and strategic property management concepts. Attendees will experience an in-depth examination of property management topics ranging from voluntary consensus standards, requirements determinations, contracting and assistance, risk, consumables, and fleet management to value-added solutions and environmental considerations.

CPPM CERTIFICATION REVIEW

MARCH 5 // ONLINE

MARCH 22 // COLUMBUS, OH (PRE-SES)

APRIL 30 // ONLINE

This one-day class will provide an intensive review before you sit for the CPPM exam. Functional areas covered include acquisition, audits, consumption, contracts and agreements closure, control, disposition and retirement, environmental considerations, identification, maintenance and more.



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SUSTAINABLE LEADERSHIP IN PROPERTY MANAGEMENT

MARCH 22 // COLUMBUS, OH (PRE-SES)

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