



PROPERTY MANAGEMENT NEWSLETTER

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MA-632 Mission

Policy
Data Management
Assessments

WELCOME to the latest edition of the property management newsletter. We have made this a special edition because it covers some of the highlights of our property management conference. The feedback on our recent conference – both from people who attended as well as people who presented – was tremendous.

The conference featured presentations and panel discussions on current and future property management initiatives within the Department including sessions with GSA, OMB and ASTM International. Our efforts to enhance the Department's property management program, promote our profession, and expose our workforce to new and emerging asset management technology took a quantum leap forward as a result of the conference.

Congratulations to all who attended and participated in the conference. We look forward to our next conference.

Presenter materials and presentations are now available on the Professionals webpage under What's New at <http://professionals.pr.doe.gov/>.

Thank you,

Jerry Hanley



2006 Property Management Conference

The first Property Management Conference since 1998 was held on March 28-30, 2006 at the Forrestal Building in Washington, DC. Attendees were welcomed by Jerry Hanley, Director, Personal Property Management Division, MA-632. Jerry explained that the conference was a place where attendees could share ideas and information relative to our profession. He discussed the future of property management, described the objectives for the conference and introduced the members of the Personal Property Management Division, MA-632. Jerry praised the entire DOE property management community saying "We've got the best



(property managers) in the government and I'm very proud of you".

At the completion of the conference, all federal participants received 24 hours of Continuing Education Units (CEU's). A video of the conference is available for anyone who was not able to attend the conference. Federal DOE employees who were not able to attend may receive 24 hours of CEU's by viewing the video and sending notification to Kevin Rorer at Kevin.Rorer@hq.doe.gov.

Here are some excerpts from the Personal Property Management Conference . . .



Ingrid Kolb

Ingrid Kolb
Director, Office of Management

We were honored to have Ingrid Kolb, Director, Office of Management as our Key Note speaker. She is very impressed with the breadth of our property management program; \$17 billion of personal property within the Department is an awesome responsibility. Our job as property management professionals is interesting and challenging taken into account the nature of some of our assets. She impressed on us that this is a very good time to be in the property management field. DOE is leading the way with its professional development program for property managers. Ingrid recognized activities such as the establishment of the Property Council, lifecycle asset management, the property Dashboard initiative and IT disposal; and the management of sensitive property.



Edward Simpson

Edward R. Simpson
Director, Office of Procurement and Assistance Management

We were pleased to have Ed Simpson, Director, Office of Procurement and Assistance Management address the conference. Ed understands the many challenges that are facing our profession. He encouraged us to take this opportunity to network within the Department. DOE has undergone significant changes and program re-alignments have touched every aspect of the Department. There is a focus to create fundamentally sound processes, with realistic commitments and achievable expectations. Ed said that "we should be positive about our jobs as property professionals." DOE is respected as a leader in property management. He described the Balanced Scorecard program as an integrated part of the management structure. DOE is at the forefront with its advances in the property management certification and training program that adds credibility to our profession; the property management peer review program, an innovative process that helps to ensure the health of property systems.



Jerry Hanley

Jerry G. Hanley
Director, Personal Property Management Division

Jerry provided the group with a four topic discussion paper that he referred to as "The Blue Print to the Future". He asked us to consider the four topics; policy, data management, electronic property management (e-pm) training and sustaining our workforce when thinking about current and future operations.

Jerry emphasized that property management is undergoing many changes and challenges. For example, he discussed the ongoing government-wide effort to move from prescriptive rules to performance-based property management policy. DOE remains at the forefront of many initiatives that will effect our profession. For example, DOE's continued involvement in the National Property Management Association (NPMA) training and certification curriculum update, Property Management Executive Council (PMEC) initiatives, Interagency Committee on Property Management (ICPM) and ASTM property management standards development.

Jerry thanked the Property Council for their work on several department-wide initiatives that will improve the way that we manage our assets. For example, he discussed the Dashboard project and the value that it will bring to our community when deployed.

Jerry discussed the importance of succession planning and training and certification. Sustaining and developing our property management workforce is a top priority! He said that KnowNet is one cost-effective option to meet our DOE property management training needs. Know Net, a web-based training system is free to DOE employees and many are already using it.

This fall, we will have the chance to recognize the hard work of someone from our profession by presenting the first annual Property Management Award. By selecting a Property Manager of the Year, we will recognize



excellence in property management within the complex and their important contribution to the Department. Jerry concluded by saying “the state of DOE Property Management is strong”.

Know Net: On-line Property Management Training

Steve Mahaney, Department of Health & Human Services

Next, Steve Mahaney from the Department of Health and Human Services spoke to us regarding Know Net. Know Net is the federal government’s first and only Government-wide knowledge management, performance support and e-learning system. It covers subjects such as acquisition, finance, grants, logistics and small business. Enrollment is very easy on the web-based program that is accessible from work or home, 24/7. The Logistics Institute at Georgia Tech, one of the top ten public universities in the US has recognized Know Net for their Logistics curriculum.

Jack Kelly

Office of Management and Budget



We were fortunate to have Jack Kelly, Office of Management Budget (OMB) to talk with us regarding current OMB initiatives effecting property management. Jack began his presentation by canvassing the group to see if anyone currently worked in property management, fleet management, aircraft, real property, transportation or acquisition. All disciplines were represented by a show of hands from the audience. Currently an examiner for OMB, Jack focused on five (5) major administrative initiatives that are directly aligned with the President’s Management Agenda (PMA). The five are Human Capital, Competitive Sourcing (the government has won over 80% of A-76 actions), Financial Performance (how financial information is used for day to day activities by management), E-Gov (Federal Asset Sales, Lines of Business) and Program Assessment Rating Tool (PART). PART is a tool that supports budget decisions relative to programs. Federal Enterprise Architecture (FEA) is part of the infrastructure that is comprised of business reference models. For example, a few years ago, GSA partnered with DOE on a data gathering process for fleet which led to the creation of the Federal Automotive Statistical Tool (FAST). It worked so well that FAST is the tool now used throughout the federal government to collect data relevant to fleet management.



Sarah Ball

DoD Personal Property Accountability and Management and Unique Identification (UID)

Sarah Ball and Lydia Dawson, Department of Defense

Sarah enthusiastically discussed the Department of Defense's (DoD) goal of "enterprise approach to a accountability, management and control of DoD personal property . . ." Their goal focuses on process, system and people reform. DoD will utilize ASTM standards during their process reform.

Lydia discussed DoD's Item Unique Identification (IUID) project and described it as "a system of distinguishing one object from another, allowing DoD to track identical objects separately." New acquisition policy has been published regarding IUID. A few of the many benefits of using IUID include achieving a clean audit opinion, lower costs of managing assets, increased productivity and increased systems/equipment operational availability.

General Services Administration (GSA) Office of Government-wide Policy

Becky Rhodes, GSA, Office of Government-wide Policy,
Bob Holcombe, GSA, Office of Personal Property Policy

Becky Rhodes, Associate Administrator in the Office of Government-wide Policy spoke on current GSA policy initiatives. Through a reorganization effort, the Federal Acquisition Service (FAS) was established to address the changing environment and seek new opportunities. FAS emphasizes customer focus, integrated solutions and strategic sourcing, greater efficiency, and a revised fee structure. Federal Asset Sales strives to create an effective on-line marketplace for the public to find and purchase Federal assets. Becky discussed the Center of Excellence (COE) model and the Federal Asset Sales Executive Steering Committee that is comprised of representatives from several key agencies. She was followed by Bob Holcombe, Director, Personal Property Policy, who spoke on updates to Personal Property Management Policies and the upcoming Federal management regulation rulemaking.





General Services, Office of Personal Property Policy

Dave Robbins, Director, Office of Disposal

Dave began his presentation with the Mission Statement of GSA Property Management. He explained the federal disposal process, the difference between excess and screening and timeframes for each. He also talked about GSAXcess, a web-based program for users to report and search for property, establish "want lists" and request excess personal property.

Federal Electronics Stewardship

Thomas Traceski, Office of Pollution Prevention & Resources

Tom Traceski from the Office of Pollution Prevention & Resources spoke to us about the Federal Electronics Challenge. DoE is meeting the Federal Electronics Challenge (FEC) by many means; procurement of "green" electronics, improving operations and maintenance, reusing surplus and recycling of end-of-life electronics and by promoting common strategies for improving life-cycle management of electronics. Eleven DoE facilities and programs are FEC "partners". For more information regarding the FEC, contact either Tom Traceski at Thomas.traceski@eh.doe.gov or by calling (202) 586-6374 or Daniel Young at daniel.young@hq.doe.gov or by calling (202) 287-1596.

Office of Legacy Management

Dave Geiser, Deputy Director, Legacy Management

Raam Vichare, BEA

Dave Geiser, the Deputy Director of Legacy Management highlighted the history, mission and goals of Legacy Management (LM). LM was created in December, 2003. The office was created to 1) help the Office of Environment come to completion and 2) facilitate the Department demonstrate a long term commitment to communities that the Department is putting itself into a protective position after main clean up at a site is complete. LM's goals are: 1) Protect human health and the environment; 2) Legacy records and information; 3) Work force support and assure contractor worker's pension and benefits; and 4) Manage legacy lands and assets.

Dave was followed by Raam, who discussed the challenges, accomplishments and short and long range plans of Legacy Management Personal Property Management.

DoE's Alternative Fuel and Vehicle Use: An Update

Shabnam Fardanesh

Shab discussed the current and upcoming requirements of the Executive Order 13149 and EPA's for tighter government-wide controls for AFVs and fuel usage. DoE exceeded the EPA's requirement in FY 2005. Shab recognized outstanding DoE fleet performers, Pantex, Savannah River and NREL.

Fleet

Helene Mattiello, MA-632

Scott Stockton, Fleet Solutions Program Manager, General Services Administration

Helene's informative presentation highlighted use of Alternative Fuel Vehicles (AFV), proper usage of gov vehicles, disposition of underutilized vehicles, fleet credit cards, governing regulations and reporting requirements.

Joining Helene was Scott Stockton, GSA Fleet, who spoke to us on GSA's current Fleet initiatives. GSA's mission is "to provide safe, reliable, low cost vehicle solutions assisting our customers to effectively and efficiently meet their mission requirements". GSA has established Fleet service representatives, who are designated contacts for billing questions, placing vehicle orders, managing





expenses and reviewing PM schedules. Scott discussed products and services available for their vehicles. Collision Repair Accident & Repair History (CRASH), Vehicle Monitoring, Get Odometer Readings at the Pump (GORP) and Alternative Fuel Vehicle (AFV) planning. CRASH monitors vehicle accident data, allowing GSA to provide safety information and thereby reduce costs. Vehicle Monitoring utilizes technology such as Global Positioning Systems (GPS) to provide tailored reports such as vehicle location history. On the horizon, GSA plans on providing improved reports and management services, driver training and in car cameras.



Audience



Balanced Scorecard

Fran Sutton, Personal Property Management Division
Steve Logan, Contract Administration Division

Fran mapped out the mission, vision and strategy for re-engineering efforts for MA-632 Balanced Scorecards. Steps include customer satisfaction, supporting customer needs, individual & organizational growth and cost and performance trends.

Joining Fran was Steve Logan from the Contract Administration Division, who is the Balanced Scorecard (BSC) Program Manager for MA-60. In addition to explaining the background of the BSC, he also discussed the future of the Balanced Scorecard. The basic framework of the DoE BSC is made up of four key measurable perspectives; financial, internal business processes, customer and learning and growth. These four are directly related to DoE's vision, mission and strategy. The BSC is linked to the President's Management Agenda. For questions about the Balanced Scorecard, contact Fran Sutton, Fronzetta.sutton@hq.doe.gov or by calling (202) 287-1562, or Steve Logan, Steve.logan@hq.doe.gov or by calling (202) 287-1383.

Property Management Peer Review Program

Kevin Rorer, Personal Property Management Division

Kevin explained that property management peer reviews are conducted at sites to evaluate existing property management programs in order to identify best practices, potential vulnerabilities and areas for improvement. He provided tips for preparing for and conducting the review, briefings and reports.

Financial Assistance

Jacqueline Kniskern, Office of Procurement and Assistance

Jackie spoke with us about financial assistance. She defined financial assistance as "the transfer of a thing of value to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring property or services for the direct benefit or use of the United States Government." Jacqueline explained that the most common forms of DoE financial assistance are grants and cooperative agreements. She explained that regulations separate property into 3 categories; real, equipment and intangible.

Effective Contract Management Planning

Lisa M. Jones, Contract Administration Division

Lisa addressed the importance of effective contract management planning. To ensure contract success, a corporate oversight strategy must be developed for all DoE M&O & Major Site and Facility Contracts. Contract Management Plans (CMP) assist sites in developing appropriate levels of planning required to manage contracts to ensure successful performance of the contract requirements. Lisa stressed that planning in the earliest stages of the Request for Proposal is key to the development of an effective CMP.

ASTM: The Standards Development Process

Christi Sierk

The Department of Energy was pleased to have Christi Sierk from ASTM International headquarters, who spoke about the history of ASTM International. It is a not-for-profit organization, was organized in 1898 and is one of the largest voluntary standards development organizations in the world. ASTM membership is currently over 22,000 members strong from over 125 countries. These members comprise a forum that develop and publish voluntary consensus standards for materials, products, systems and services. Christi described the balloting process and gave us a tour of the ASTM website. The E53



subcommittee on property management was established in 2002 to develop Property Management standards. We now have 12 standards with five on the current ballot. New members are always welcome! For more information, contact Christi Sierk at 610-832-9728 or email to csierk@astm.org.



Cecilia Coates

Integrated Logistics Management System (ILMS)

Cecelia Coates, Department of State

Ms. Coates from the Department of State (DoS) provided a very dynamic presentation on the Integrated Logistics Management System currently being used by DoS. She explained that DoS made a corporate decision to engage a global logistics solution for logistics management. This solution is a life-cycle asset management approach that includes acquisition, warehouse management, transportation, asset management, customer support and process management. DoS has realized such benefits from Commercial Off The Shelf (COTS) package as an integrated logistics supply chain, data is accessible across the supply chain, business processes have been streamlined and modernized, increased ability to measure performance and integrated logistics and financial systems. worldwide.



Personal Property Management Career Development and Certification Program

Kevin Rorer, Personal Property Management

Kevin spoke on DoE Order 361.1A, Chapter II, Personal Property Management Career Development Program, which provides guidance on training and certification requirements for the professional personal property manager. Core career path certification standards are given for three levels, which includes experience and training. If you have any questions on the Program, contact Kevin at Kevin.rorer@hq.doe.gov or call (202) 287-1574.



Denise Hicks

Computers for Learning

Denise Hicks, Certified Professional Property Manager, General Services Administration

Beth Neely, Personal Property Management Division

Denise and Beth spoke about Executive Order 12999 that authorizes the direct transfer of excess educationally useful federal property to eligible schools and nonprofit educational organizations. Computers for Learning (CFL) is the web-based tool used by federal agencies and schools and nonprofit educational organizations to implement EO12999. Denise is delighted to hear our success stories and will post them on the website. Questions about the Department's CFL program may be directed to Beth at beth.neely@hq.doe.gov, or by calling (202) 287-1369.





Arnie Edelman discusses unneeded materials and chemicals.



Arnie Edelman, Cheri Cross, Rick Price, Ann Nikolas and Donna King (seated) and Jerry Hanley (at the podium) discuss asset sales.



Cheri Cross, Rick Price, Ann Nikolas and Donna King

Electronic copies of the conference presentations can be found at the Professionals Web site under Personal Property – What’s New? at <http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Property/Personal+Property+Conference?OpenDocument>

We hope you enjoyed this year's conference and we look forward to next year!

Now for some more Property Management News . . .

Richland E-85 News

Renato Mercado, Richland Operations Office

Soon, Hanford will be proud to announce the area's only E-85 pump. A modular 10,000 gallon above ground E-85 tank will be installed at the 6291 fueling station, located in the 200E area which is operated by the R.H. Smith Company. The E-85 pump will support the site's government fleet. Currently, 240 of the site's vehicles run on E-85, a mixture of 85 percent ethanol and 15 percent gasoline. The project cost is approximately \$200K and is expected to be complete and running by mid September 2006. The infrastructure will be owned by the U.S. Department of Energy, Richland Operations Office. The E-85 will be accessible to all Hanford site employees, even for private vehicle fuel purchases with a credit, debit or other form of card. After project close out, RL will use any remaining funds to obtain and distribute needed E-85 promotional materials from the National Ethanol Vehicle Coalition, to promote the benefits of E-85 in the environment, and in support presidential directives to conserve energy in replacement of future vehicles at the site will be E-85 compatible. For more information, please contact Renato at Renato_s_mercado@rl.gov or by calling him at (509) 373-7286.



DOE Honored for Environmental Stewardship of Electronic Assets at White House

Daniel Young, Personal Property Management Division

The Department of Energy won the top award as “Outstanding Agency” in the 2006 Federal Electronics Recycling and Reuse Challenge (FERRC), outpacing fifteen other Federal Agencies. Under the FERRC, DOE recycled more than a half million pounds of surplus and end of life electronics from November 15, 2005, to March 31, 2006, accounting for a quarter of the total recorded federal recycling during the period. The FERRC focused on the donation of operable surplus computers to “Computers for Learning” and Hurricanes Katrina and Rita relief efforts, and the disposition of inoperable end-of life computers with reputable electronic recyclers. “It is a real honor to be recognized for DOE’s accomplishments in electronics stewardship,” stated Russell Shearer, Acting Assistant Secretary for Environment, Safety and Health, DOE’s Agency Environmental Executive (AEE), at the White House Earth Day awards ceremony in April.

“This award is the culmination of great cooperation and teamwork” added the AEE, citing the eleven DOE sites who participated in the FERRC, including Argonne National Laboratory, Brookhaven National Laboratory, Fermi National Accelerator Laboratory, DOE Headquarters, Idaho National Laboratory, Kansas City Plant, Lawrence Livermore National Laboratory, National Energy Technology Laboratory, Richland Operations Office, Pacific Northwest National Laboratory, and the Waste Isolation Pilot Plant (WIPP). In an additional honor for DOE, the Kansas City Plant and WIPP both received FERRC achievement awards, for Large Midwestern facility and Medium Southern facility respectively.

The Federal Environmental Executive (FEE) Ed Pinero stated, “DOE deserves special appreciation for their hard work to win this award.” DOE site property managers joined with pollution prevention coordinators and other staff in an intensive effort to organize, measure, and report recycling efforts for the four and a half month campaign. Several facilities joined the FERRC as a result of the recent national Property Management Conference. To further recognize this effort, DOE will present copies of the Outstanding Agency Award to each of the eleven facilities who participated and contributed to the FERRC.



Acting Assistant Secretary EH H. Russell C. Shearer (right) accepts FERRC Outstanding Agency Award from Federal Environmental Executive Ed Pinero.



Recognized for achievement in environmental stewardship of electronic assets at the White House Earth Day awards ceremony (from left): Ed Pinero (FEE), Al Sikri (EH-43), Lois George (WIPP), Jeff Eagan (EH-43), Russell Shearer (EH-1), Andy Lawrence (EH-4).



Kansas City Plant (KCP) awarded for achievement in Large Midwestern Facility category for electronics stewardship and recycling at White House Earth Day awards ceremony (from left): Russell Shearer (EH-1), Ed Pinero (FEE), David Brown (KCP), Mike Caponetto (KCP).

LATE BREAKING NEWS FLASH!!!!!!

PNNL efforts lead to public Alternative Fueling station

Donald E. Moody, Pacific National Site Office

On May 11, 2006, the first ethanol fueling station in Washington State that is open to the public had its grand opening. This is great news in many ways, but from a fleet perspective it gives us another opportunity to meet certain goals that have been difficult in the past. The station is privately owned and is located in close proximity to the lab. It is also anticipated that a small amount of other Hanford contractor vehicles will use it as well.



Pacific Northwest National Lab was instrumental in bringing this to a reality. Specifically, without the hard work and persistent efforts of Hipolito Velez, PNNL Fleet Manager, Don Moody, PNSO and many others, this may not have happened. Job well done!!

An article appeared in the Saturday, May 13, 2006 edition of the Tri-City Herald regarding the fueling station. It states that Connell Oil now carries as part of its product line ethanol-85 and biodiesel-5, thanks in part to PNNL switching its fleet to biofuels. Connell Oil will offer their biofuel products to the private sector as well. The article included some biofuel facts to help inform the general public regarding proper use of the product. The article noted that the cost of E85 is comparable to regular grade gasoline. The use of biofuels helps our nation to reduce its dependence on foreign oil.

For more information on fleet management, please contact Helene Mattiello on 202-287-1593 or at helene.mattiello@hq.doe.gov.

End of Life Electronics

Daniel Young, Personal Property Management Division

Here in our own backyard, the Pacific Northwest National Laboratory (PNNL) has implemented a variety of life cycle extension programs, including donation, reuse, and recycling, to meet its electronic equipment end-of-life management goals. PNNL has extended the useful life of its computers from three to six years, by focusing on upgrades, such as installing larger hard drives, updating video capabilities, and adding more memory to its older computers.

Donations. Once computers equipment can no longer be internally redeployed, PNNL donates computer equipment to Pre-K thru 12 schools and nonprofit organizations via GSA's Computers for Learning Program. PNNL also plans to help donation recipients recycle the equipment once it reaches the end of its useful life. To this end, they have begun to label all donated equipment with recycling instructions. Furthermore, PNNL is investigating schools that specialize in IT as donation outlets for nonworking computers to assist students in learning to dismantle and repair broken electronics.

Ensuring Environmentally Sound Recycling. While making attempts to donate or reuse a significant portion of its older electronic equipment, PNNL also is developing a recycling vendor contract, which will be used to manage electronic equipment that cannot be repaired, reused, or donated.

Contact Daniel Young regarding questions about stewardship of electronic assets and end of life electronics at Daniel.young2@hq.doe.gov, or by calling (202) 287-1596.





FAR Re-Write update

Fran Sutton, Personal Property Management Division

The FAR Implementation Team completed the disposition and analysis of the public comments received, in response to the proposed rule for Government Property, published in the Federal Register on September 19, 2005 (FAR Case 2004-025). The Implementation Team submitted their report to the Council Directors, on 27 April 2006.

The Defense Acquisition Regulations Council (DARC) will meet and discuss the Implementation Teams report on FAR Case 2004-025, on Wednesday May 31, 2006.

The Civilian Agency Acquisition Council (CAAC) will meet and discuss the Implementation Teams report on FAR Case 2004-025, on Wednesday June 7, 2006.

The proposed FAR Parts 45 and 52 rewrites were of great interest and several hundred comments were received. The revisions addressed long-standing property management issues. The FAR language related to property management, was well over fifty years old, and contained inconsistent and often conflicting guidance. Contact Fran Sutton regarding questions about the FAR re-write at fronzetta.sutton@hq.doe.gov, or by calling (202) 287-1562.

Fleet Matters

Helene Mattiello, Personal Property Management Division



There is a lot of activity in the area of fleet management. Here is a brief update of some of the changes that will happen in the near future. The General Services Administration (GSA) is amending the Federal Management Regulations 41 CFR 102-34 and will be published in the Federal Register as an interim rule. Some of the changes are a matter of housekeeping such as the reference to obtaining license tags. The regulation currently states that agencies contact the Dept. of Corrections in Lorton, VA. As you know, we purchase our tags from UNICOR. However, there will be two significant changes: (1) to allow agencies to have limited exemption from displaying government vehicle identification to be determined by the agency head and (2) require agencies to have a centralized vehicle management system.

The Office of Management and Budget (OMB) has established a draft scorecard to measure how agencies are doing with respect to purchasing alternative fuel vehicles, increasing the average fuel economy compared to a 1999 baseline, increased use of alternative fuels, reduction of petroleum use compared with a 1999 baseline, and agency strategy for meeting requirements of Executive Order 13149. Scoring will be similar to the President's Management Agenda scorecard and the lowest score will be the overall score.

For more information on fleet management, please contact Helene Mattiello on 202-287-1593 or at helene.mattiello@hq.doe.gov.

Best Practices

Kevin Rorer, Personal Property Management Division

MA-632 is in the process of collecting personal property management best practices and lessons learned from DOE sites including private and public industry. A guide will be developed to assist Federal and Contractor personal property management professionals in the communication/exchange of best practices and lessons learned within the Department of Energy (DOE). This guide will be separated into Life-Cycle Asset Management categories for easier



viewing and considered a living document so that future best practices and lessons learned may be included. If you should have any questions, the point-of-contact for this guide is Kevin Rorer at (202) 287-1574 or kevin.rorer@hq.doe.gov.

Disposal Matters

Beth Neely, Personal Property Management Division

Ever wish you could see a picture of that piece of equipment in GSAXcess? Well, grab your digital camera and begin clicking away! GSAXcess accepts and encourages submission of photos of our excess equipment.

Here's what you need to know to get started. Only digital or scanned photos are acceptable. .jpg, or Joint Photographic Expert Group (JPEG) file extensions are acceptable. Any size of photo is acceptable, but for the best image, you should submit a rectangular (600 X 400 pixels) picture. GSAXcess will display no more than 12 photos per Item Control Number (ICN). The ICN is assigned by the reporting activity and is used to identify the item being reported. Help in setting up the ICN can be found in GSAXcess. Here are some helpful picture-taking hints – 1) make sure that the lighting is adequate. You want to shine the best light on your item. 2) Show as much detail as possible. Take multiple pictures at various angles. Let the brand name, manufacturer or any other pertinent data relative to the item appear in the photo. 3) Make your item the "star" of the picture! Try to avoid any other objects in the background. Don't include people in the picture. 4) Be nice! Ensure that there is nothing in the photo that could be construed as offensive or derogatory.

Help for submitting pictures to GSAXcess can be found at the following site:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=8666&channelId=-13013&oid=10034&contentId=17867&pageTypeId=8211&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=FBC1

For more information, contact Beth at beth.neely@hq.doe.gov or call (202) 287-1369.



The Property Newsletter is published by MA-632. Our goal is to provide property management personnel with information on current events and improve communications within our line of business. We encourage all constructive comments and recommendations on how to better serve our customers. Information and articles for publications are welcome and should be sent to Beth by e-mail at beth.neely@hq.doe.gov.

For additional information on property management, visit our website often at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open>



