



Property Management Standards, the Basics

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What Are Standards?

Pub. L. 104-113, the "National Technology Transfer and
Advancement Act of 1995,"

OMB Circular No. A-119

- “(1) **Common and repeated use of rules, conditions, guidelines or characteristics** for products, or related processes and production methods and related management systems.
- (2) The **definition** of terms; **classification** of components; **delineation** of procedures; **specification** of dimensions, materials, performance, designs, or operations; **measurement** of quality and quantity in describing materials, processes, products, systems, services, or practices; **test methods and sampling procedures**; or descriptions of fit and measurements of size or strength.” (emphasis added)

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What Are Voluntary Consensus Standards Bodies?



OMB Circular A-119

- (1) "Voluntary consensus standards bodies" are domestic or international organizations which plan, develop, establish, or coordinate voluntary consensus standards using agreed-upon procedures. ... A voluntary consensus standards body is defined by the following attributes:
 - (i) Openness.
 - (ii) Balance of interest.
 - (iii) Due process.
 - (vi) An appeals process.
 - (v) Consensus

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What Is Consensus?



- (v) Consensus, which is defined as **general agreement**, but **not necessarily unanimity**, and **includes a process for attempting to resolve objections** by interested parties, as long as all comments have been **fairly considered**, **each objector is advised of the disposition** of his or her objection(s) and **the reasons why**, and the consensus body members are given an opportunity to change their votes after reviewing the comments.

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Examples of Voluntary Consensus Bodies



- International Organization of Standards
- Aerospace Standards
- American National Standards Institute
- National Institute of Standards
- ASTM International

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NES 1998, Sante Fe

NPMA Commits to Property Management Standards, Forms “Council on Standards”

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Where were we?

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1998 Standards Plan



- Create Infrastructure Necessary to Develop Standards
 - Create NPMA Council on Standards (CoS)
 - Create Standards Development Committees (SDC)
- Develop Standards
 - Assess the need for standards and related accreditation activities.
 - Appoint project team(s) (PTs) to take responsibility for developing standards.
 - Provide opportunity for interested parties to participate.
 - Research existing standards for synergies and conflicts, avoid duplication.
 - Draft standards.
 - Achieve **consensus**.
 - Approve standards actions.
 - Submit to ANSI.

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Where are we?



PLAN	RESULT
➤ Create NPMA Council on Standards	➤ CoS
➤ Standards Development Committees	➤ ASTM E53 Committee on Property Management Systems
➤ Assess need and accreditation	➤ Found ASTM International
➤ Appoint Project Teams (PT)	➤ Task Groups
➤ Opportunity	➤ ASTM is an open society
➤ Research, avoid duplication	➤ LOTS of research, minimal duplication
➤ Draft Standards	➤ Task Groups
➤ Achieve consensus	➤ Consensus guaranteed!
➤ Approve Standards	➤ ASTM process
➤ Submit to ANSI	➤ ASTM publishes

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Why ASTM International?



- 100+ years old
- Infrastructure & Processes
- 30,000 ASTM members
- 120 countries
- 138 technical committees
- More than 12,000 standards
- Participation in ASTM International is open to all with a material interest, anywhere in the world.

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E53 Committee on Property Management Systems?



- 150+ members, 75% NPMA members
- NPMA Executive Subcommittee members are also chartered as the “NPMA Council on Standards”
- Liaison to the NPMA Executive Board through Executive VP (Carl Iannacone)
- ASTM’s focus is on standards development
- NPMA’s focus is on promulgation, education, and training

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E-53.90 Executive Subcommittee
(elected)



Chair - Lyle Hestermann, Raytheon
Vice-chair - Lois Fiore, Viasat
Secretary - Bill Franklin, Noblis
Membership - Tara Miller, ReDe-Critique, JV
ASTM Staff Manager - Christine Sierk
Subcommittee Chairs
Members-at-large
Steve Michelsen
Jim Dieter
Fred Seth
Bob Holcombe

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Who is E53?
(Appointed)



E53.01 Process Management - Marsha Campbell, Deloitte
E53.02 Data Management - Susan Avsec, BAH
E53.03 Financial Management - Rich Culbertson, Lockheed
E53.04 Reutilization & Disposal - Vacant
E53.05 Property Management Maturity - Jim Dieter, Sunflower
E53.06 Terminology - Vacant
E53.90 Executive Subcommittee
E53.91 Awards - Lois Fiore, Viasat
E53.92 Planning - Lois Fiore



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Who is E53 Committee on Property Management Systems? Diverse Membership Base!



Aai Corporation	Deloitte	Metacraft Inc	SRA International
All Points Logistics	Dept Of Energy	Metropolitan Washington Airports Authority	Sires Associates Pa
Alliant Techsystem (ATK)	Dept Of Homeland Sec	National Association Of State Agencies For Surplus Property	Sunflower Systems
American Appraisal Associates	DFAS	Noblis	Tanenbaum Const Inc
American brownfields assurance co.	Environmental Education Foundation	Northrop grumman	Tetra Tech Ee, Inc.
American Chemistry Council	ESIS, INC.	NPMA	Texas Univ Dallas
Ammanis Systems Corporation	GE Commercial Finance	Orbital Sciences Corporation	The Boeing Company
ASM Engineering Sdn Bhd	General Dynamics	OSD/ATR&L/Equipment And Policy Office	THE GREEN TEAM INC
BAE Systems	GSA	Parsons infrastructure and technology	U T M. D. Anderson Cancer Cent
Bechtel Nevada	GTB	Pereira Consulting LLC	United Space Alliance
Bell Helicopter Textron Inc	Honeywell Aerospace	Principal Real Estate Investors	US Dept Of Veterans Affairs
Boeing Co	Immigration & Customs Enforcement	Purch Assoc	Utah State University Research Foundation
Bonneville Power Administration	ITT Industries	Raytheon	Viasat
Booz Allen Hamilton Inc	Johns Hopkins Univ Apl	Re-Logistics Inc	Washington Savannah River Co
Clean Air Engineering	Kelly, Anderson, & Assoc	Rockwell Collins	
Computer Sciences Corp	Korusa Real Estate Inspection, Corp.	SAIC	
CPS Human Resource Services	Landamerica	Sandia National Laboratories	
Custom Contracting Ltd.	Lockheed Martin	Sinoma	
DCS Corporation	ManTech Int'l Corp	SORM, Texas	
Defense Acquisition Univ	Me Cuen Engineering		

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Property Management Standards



- 19 Standards in the can
- 12+ in the works
- Many more to go

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How Does A Standard Become A Standard?



- Drafted by a Task Group
- Balloted at the subcommittee level, then
- Balloted at the committee level, and concurrently across ASTM membership
- 60% return required
- Any negative, until resolved, prevents publishing

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What Is The “Naming Convention” for an ASTM Standard?



E 2132 - 07 Standard Practice for Physical Inventory of Durable, Moveable Property

- E - From an “E” Committee
- 2132 - Sequentially assigned
- 07 - Year of publication

Important note! Standards must be reviewed every 5 years.

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Published Standards



- E2131-01** Standard Practice for Assessing Loss, Damage, or Destruction of Property
- E2132-07** Standard Practice for Physical Inventory of Durable, Moveable Property
- E2135-07** Standard Terminology for Property and Asset Management
- E2219-02** Standard Practice for Valuation and Management of Moveable, Durable Property*
- E2220-02** Standard Practice for Establishing the Full Valuation of the Loss/Overage Population Identified During the Inventory of Moveable, Durable Property*

*Will be balloted for removal.

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Introduction to Standards



- E2221-02** Standard Practice for Administrative Control of Property
- E2279-03** Standard Practice for Establishing the Guiding Principles of Property Management
- E2306-03** Standard Practice for Utilization and Disposal of Personal Property
- E2378-05** Standard Practice for the Recognition of Impaired or Retired Personal Property
- E2379-04** Standard Practice for Property Management for Career Development and Training

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Introduction to Standards



- E2452-05** Standard Practice for Equipment Management Process Maturity (EMPM) Model
- E2453-05** Standard Practice for Determining the Life-Cycle Cost of Ownership of Personal Property
- E2495-07** Standard Practice for Prioritizing Asset Resources in Acquisition, Utilization, and Disposition
- E2497-06** Standard Practice for the Calculation of Equipment Movement Velocity
- E2499-06** Standard Practice for Classification of Equipment Physical Location Information

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- E2605-08** Standard Practice for Receiving Property
- E2606-08** Standard Practice for Receipt Notification as a Result of Tangible Property Movement
- E2607-08** Standard Practice for Cannibalization/Reclamation of Serviceable Equipment Components to Support Demand Requirements
- E2608-08** Standard Practice for Equipment Control Matrix (ECM)

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ASTM Property Standards

Key concept!

- Standards drive the FAR.
- The FAR does not drive Standards.



ASTM Property Standards

Entity Policies
& Procedures

Federal
Acquisition
Regulation

Federal
Management
Regulations



Parting Thought



We, us Property Professionals, are writing and vetting these standards.

We control them.

We are writing *our* policies, practices and metrics definitions.

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Parting Thought



Our future is what *we* make of it.

If *we* don't ...

Someone else will!

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