



# Interdepartmental Relations in Iraq

by Monty A. Spicer, CPPM, Northwest Chapter

Working in Iraq requires constant communication and the building of relationships with all departments on the project. This is vital for effective property management and control. Below I have listed the departments that are directly related to the project and with which I communicate on a daily basis.

## 1) Contracts

I correlate with this department for guidelines, regulations and rules as they relate to the project and what is expected of the company in relation to the contract. Also this is where the approval for purchases comes from and where purchase requests are processed after the Project Manager's approval.



## 2) Procurement

They provide assistance with item specifications, sources of supply, provide information relative to price, quantity, and delivery of the items, and if the items are allowed to be procured under the contract, and what category of property they will fall under.

## 3) Budget/Finance

Provides audit assistance, expenditure reports, cost analysis, the company's threshold as to what they can spend and what they are accounted for, and ensures that the items are purchased under the correct contract and cost code

## 4) Client Program/Project Manager

This relationship is vital in Iraq as the Program/Project Manager is the one who approves or disapproves a purchase request submitted by the contractor before it goes forward to procurement for processing and purchase.

## 5) Government Property Administrator (GPA)

I meet with the GPA daily to discuss any current property issues and/or voice any concerns or questions I may have regarding policies, procedures, or regulations regarding the control, movement, accountability, and audits of property. Also all requests for purchases, demilitarization, cannibalization, and movement of property/GFE (Government Furnished Equipment) must go through the GPA for approval.

## 6) Lastly, I must have a strong relationship with the sub-department heads as well, including:

- a. Information Technology (I.T.) - For computer supplies, maintenance and inspections of computers, printers, and servers as well as accountability for any items considered sensitive in nature.
  - b. Maintenance - For vehicle parts and services as well as the dispatching of vehicles, and providing estimated costs of damages due to loss, theft, damaged or destroyed (LTDD) vehicles.
  - c. Transportation – Crucial in Iraq as the use of tractor trailers is the only means of getting property and supplies to an off-site location. Many procedures need to be addressed, understood and followed for shipment of food, supplies, personal items, and property. These procedures are outlined in the property control procedures and must be adhered to by all personnel in the transportation department.
  - d. Security – With mobile and off-site security teams on this contract, it is very important that I have a good working relationship with Security for the accountability, maintenance, serviceability, and overall control of Arms, Ammunition and Explosives (AA&E) and property in their possession. I must ensure that they follow guidelines and procedures I have set forth in the property plan and the AA&E SOP (Standing Operating Procedure).
  - e. Warehouse/Facilities – This is where all the property for the contract is stored, it is the receiving and distribution point for all property on the contract. I must have constant communication with the manager of the warehouse for the receiving, tagging, movement, accountability and internal audits of all property in the warehouse associated with the contract before it is distributed to the requestor or to the site for which it is intended.
  - f. Human Resources – Although not dealt with directly or even on a regular basis I feel it is important to have a relationship with them for guidance purposes.
- In closing, even if you don't think it is imperative to have relationships with the departments in your workplace, I have learned it is good practice for all Property Managers to develop a good working relationship with even the smallest department because in one way or another there is sure to be property in every one.

## Epilogue

### COMMUNICATION: One Skill Everyone Should Learn

Communication is a skill everyone should learn, especially in the workplace, as it will have many impacts on your career. The way you deliver a message affects whether people respond or dismiss the idea being presented.

Effective interpersonal writing and oral communication skills are what today's organizations are looking for. The ability to interact effectively with other people is a communication skill necessary for today's job market and career success. Communication is of the highest importance in that it builds trust and respect among your co-workers and upper management. Once respect is gained it will keep everyone focused on the job at hand and completing

it in a timely manner. The ability to interact effectively with other people is a communication skill necessary for everyone's success.

Many positions in the job market today also make it mandatory to have effective writing skills. What this means is that the person should be able to not only have verbal skills but be able to write letters or reports in clear and complete sentences. When writing to colleagues or customers you need to convey to them the subject clearly in a way they will understand. Providing clarity that the reader understands saves time in the workplace, if your message is unclear it may require an explanation which in turn could very well cause confusion. The importance of effective writing in the workplace should not be overlooked, it is crucial to how a business comes across to its customers.

Communication is important not only in the workplace but abroad, as it is used to assess situations and address any problems in a positive manner. In college we are given assignments and tests to teach us to put our thoughts on paper and to do it grammatically correct to make the subject clear to the reader. In today's job pool it is imperative that you demonstrate interpersonal skills and define your communication abilities. The outcome of being able to communicate well will not only benefit you but also your organization.

Regardless of your career choice, communicating your ideas, whether written or verbal, in a clear and influential way is necessary for success in any career. ■

#### **BIOGRAPHY:**

**Monty A. Spicer, CPPM** is a Program Property Manager with Explosive Ordnance Technologies Inc., based out of Oak Ridge, TN and is currently working in Iraq. Monty was the founder, President and National Delegate of the Victory Chapter in Iraq. Monty has over 15 years of property and logistics management experience and is currently focusing on contract property management. Monty is a graduate of Stevens-Henager College Associate of Applied Science – Business Management and Accounting with Emphasis in Property Management Degree Program with honors (Summa Cum Laude). Monty also has a bachelor's degree in Business Administration from Rochville University with honors (Magna Cum Laude). Monty's home of record is in Prescott, Arizona and he is a member of the NPMA Northwest Chapter.