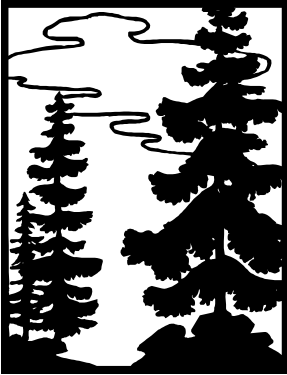


Smoky Mountain Signals

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Message from the President

Welcome to a new year of GSMC activities! As we “gear up,” let our **2001 Motto** be *Building the Great Smoky Mountain Chapter—One Member at a Time* and to this end strive to meet the following **Goals**:

- **Member Awareness:** Promote the benefits of belonging to NPMA with each member applying personal skills and experience to meet commitments and goals. Recognize and reward contributions and accomplishments.

- **Membership Growth:** Assist in development and networking of Property professionals by contacting colleagues and private sector, university, and federal/state personnel, promoting education, training, and career development through NPMA.

- **Communication:** Establish channels via E-mails, letters, and phone calls. Maximize use of GSMC website and newsletter for recruiting as well as timely information.

- **Certification:** Encourage our CPPM members to provide special study sessions/training classes and serve as Proctors for NPMA certification.

To build our membership, I suggest that we launch the new year, century, and millennium by hosting an **Informal Luncheon** for prospective members to include a presentation on NPMA and encouragement for our guests to grow professionally by joining our Chapter. The names of GSMC members who sponsor new members will be entered in a drawing for one of the exciting prizes offered by the NPMA 2001 Membership Recruitment Campaign. A **list of prospects** including former members but excluding retirees is now being developed with the expectation that each member will contact and encourage an individual to attend one of our meetings.

During 2001 we will also be working toward a **Corporate Membership** from each DOE contractor. If we are successful, annual NPMA membership dues will be lower for these employees. DOE Property personnel recently confirmed that it is allowable to pay for NPMA training that includes NPMA membership dues (or similar forms of payment).

The **bottom line** is that it will take dedication and a significant contribution by each and every member to meet our challenges and reach our goals.

Please **leave your mark** on the 2001 Great Smoky Mountain Chapter of the NPMA!

by
Anna Martin
ORNL

Calendar

Feb. 21 GSMC Meeting—Dick Weldon
“Organizational Accomplishments”

Feb. 26 GSMC Deadline for Submitting Petition for
Chapter of the Year Award

Mar. 21 GSMC Meeting—James W. Dee
“Contract Closeout”

Jun. 22-28 National Education Seminar at Houston



For meeting details see
www.ornl.gov/npma

Membership Committee Challenges GSMC

Kathy Adkins and **Kathy Davidson** each have assumed a co-chairperson role in leading the **GSMC Membership Committee** efforts for 2001. **Brenda Ivey** is champion.

As stated in the GSMC By-laws, the Membership Committee exists to

- # Solicit new members
- # Develop and utilize a system to recognize and reward individual member achievements

- # Develop criteria for "Chapter Person of the Year" (CPY) Award
- # Select CPY Award winner

The GSMC By-Laws offer the following guidance for the CPY Award process, with **one (1) point** each awarded for

1. Attending a meeting
2. Sponsoring a new member
3. Serving on a Committee
4. Recruiting a speaker
5. Writing an article for a

monthly publication or GSMC newsletter (see page 3 sidebar "Who Wants to be Famous")

6. Earning NPMA Certification (1 point for each level)

As the Committee reviews criteria for the 2001 CPY Award, members are encouraged to keep track of their points. This metric will then be considered along with nominations for the award.

Go for it!

—J.R.



*Building
The Great Smoky
Mountain Chapter
—One Member
at a Time*

Cheri Cross is Y2K Chapter Person of the Year

Cheri Cross (CPPM, CF) has devoted 9 of her 20 years at ORNL to improving Property Management. Accomplishments that resulted in her selection as last year's **GSM Chapter Person of the Year** include:

- # Assuming a leadership role in coordinating the Eastern Region Seminar at Gatlinburg in April
- # Co-presenting an *Innovative Sales Processes* workshop with Marcia Whitson at the 2000 NPMA National Seminar at Reno in June
- # Being elected Eastern Region Vice President at the National Seminar

- # Sharing notes and slides of the National Seminar at the GSMC June meeting

- # Attending the Executive Board meeting at the Central Region Seminar at Denver in September

- # Being an opening speaker at the Tri-County Seminar at Arlington, Virginia, in November

- # Sponsoring and coordinating two fall training classes in Oak Ridge

- # Co-authoring *Innovative Sales Processes* with Marcia Whitson for the December issue of the NPMA *Property Professional* magazine

- # Sharing her experiences at the Tri-County Seminar in an article that appeared in the December issue of *Smoky Mountain Signals*

Cheri earned a B.S. in Accounting from the University of Tennessee. She serves on the DOE Contractors Property Task Force and until April 2000 served on the Lockheed Martin Corporate Property Council.

As an NPMA **Corporate Fellow (CF)**, Cheri is forever generous with her time in helping others solve property-related problems.



by
Dinah Gray
ORNL

GSMC Welcomes Newest Members

When **Tracye Baber** began work at DOE-ORO, co-worker **Brenda Ivey** wasted no time in recruiting her as a member of NPMA.

A Federal employee for 14 years, Tracye recently earned a B.S. in Organizational Management with the goal of learning a new profession outside the administrative field. Her duties as

Industrial Property Management Specialist at DOE include developing review schedules, establishing program objectives, and coordinating follow-up actions on review recommendations.

Jim Dee, who was encouraged by **Dinah Gray** to join the GSMC, worked in military procurement and property for 20

years and earned his CPPS in the San Diego chapter of NPMA. Since 1993, Jim and his wife Carrol have operated GeoQuill Services, a woman-owned small business specializing in contracts management, property administration, and training.

We **welcome** Tracye and Jim to our Chapter! —J.R.



A Primer on Receiving Government Property

The Property Receiving Process begins at the time of **Delivery**. Check for outside damage to the package and, if found, immediately notify the carrier. For large items that use a freight carrier, the bill of lading is noted with the damage. If damage is extensive, consider rejecting delivery on the spot. Assuming no discernible outside damage, sign and date the carrier documents. If property was delivered other than to the designated **Receiving Area**, arrange to have it moved there.

Begin the **Receiving Inspection** by removing the packing slip, which generally

references the purchase order (PO). Check to see that the two documents match. Unpack the item and look for external damage. Does the quantity ordered match the quantity received? If the PO lists specifications, contact the technical representative to ensure that the item meets the specs. If everything checks out, one line item has been inspected. Repeat the process for each line item. Move accepted property to **Storage Area** to free up space in Receiving as well as provide a location for issuing of property to end user.

The final step is the **Record**, which documents quantity re-

ceived against the PO. Add the location to the Property Record to ensure expeditious locating of the item when it is issued. If appropriate, create a suspense file for backordered items. The line item can then be closed out.

Maintain documents in the official site files. Add receiving documents as backorders are received. **Receiving reports** (refer to Glossary) consist of

- # Local forms
- # DD1149
- # DD250
- # SF122
- # Agency forms



Related topics for another time: (1) Damage Processing and (2) Warehouse Locator System.

by
David Mikeska
Jacobs
Engineering Group

Up Close and Personal

George Proffitt (BWXT Y-12) and his wife Jean are the proud owners of three Tennessee Walking Horses (Ashby, Sedona, and Dakota) and grandparents of five budding equestrians ranging in age from 1 to 10. All but the youngest have ridden in horse shows on Dakota, a 17-hand black gelding, as well as on other horses owned by family members.

George and Jean enjoy their horses both at their Loudon County home and at their Fentress County log (and future retirement) home, which rests on 6 acres bordering the Big South Fork River and Recreation Area.

Visit the new GSMC website **Photo Gallery** to view George's tribe online!



NPMA Meeting Highlights

- **Date:** Jan. 9, 2001
- **Program:** Tour of the Oak Ridge National Recycle Center at ETPP
- **Attendance:** 20 members (50% of membership)
- **Installation** of 2001 Officers (listed on page 4)
- **New members:** Tracye Barber and Jim Dee
- View **Minutes** online at www.ornl.gov/npma.

Glossary and Acronyms

DD1149	Requisition and Invoice/Shipping Document
DD250	Receiving Document
SF122	Transfer Order Excess Personal Property
ETTP	East Tennessee Technology Park
ORNL	Oak Ridge National Laboratory
PM	Property Management

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Who Wants to be Famous?

Do you realize that you are published worldwide when your article appears in *Smoky Mountain Signals*?

Here are some ideas for an article:

- " Using the Web in PM
- " PM Lessons Learned
- " PM-related book or article review
- " Resources within GSMC . . . *Who ya gonna call?*
- " Focus on a group for potential membership
- " *Up Close and Personal* look at yourself or another member

National Property Management Association (NPMA)
Great Smoky Mountain Chapter (GSMC)

P.O. Box 5733
Oak Ridge, TN 37830-5733

To:

Great Smoky Mountain Chapter
of the
Eastern Region NPMA

Send a Signal to Someone!

This tri-fold page is formatted for mailing. Please print a copy of *Smoky Mt. Signals* for mailing to a potential member. Add your personal comments to the right, and then orient this page to face outward before stapling, addressing, folding, and securing with tape.

GSMC 2001 Officers

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