

## **Asset Management 101**

Dates: **05/15/2012 - 05/17/2012**

Times: 8:00 a.m. - 5:00 p.m.

Location: Jean Lafitte National Historical Park and Preserve



The National Park Service Commercial Services Program invites interested participants to enroll in the Commercial Services Asset Management 101 Training Workshop at the Jean Lafitte National Historical Park and Preserve, New Orleans, Louisiana.

### **Who Should Attend?**

This introductory course is designed to provide park concession specialists with a basic knowledge of Asset Management as it relates to the daily responsibilities associated with concession contract management.

This workshop will give participants the opportunity to become more familiar with the application of asset management ideas, an opportunity to share ideas, work through project challenges, gain networking skills, and enhance individual professional development needed to move the Commercial Services Program into the future.

### **Prerequisite Requirements**

Completion Certificates for both Concessions Asset Management eCourses on DOI Learn must be submitted by **March 16, 2012** to [Erin\\_Kimsey@contractor.nps.gov](mailto:Erin_Kimsey@contractor.nps.gov). Failure to complete the prerequisite requirements by the due date will result in disenrollment from the class.

1. **NPS Asset Management for Concessions Specialists I**
2. **NPS Asset Management for Concessions Specialists II**

### **Topics to be Covered**

#### **Laws, Policies and Regulations**

#### **Concession Facilities Assignments and Contract Specifics**

Category I and Category II specifics

#### **Asset Management Responsibilities**

Condition Assessments; Maintenance Plan

#### **Concession Contract Funding Sources**

Repair & Maintenance Reserve; Maintenance Expense Fund

#### **Concession Contract Comprehensive Condition Assessments (CAC's)**

Preparation, Support and Review Responsibilities for Comprehensive Condition Assessments

#### **Work Order Tracking and Concession Park Asset Management Plan**

Managing, planning, tracking, and review of work on Concession facilities

#### **Maintenance Plan**

Work Planning

#### **Annual Concession Inspection Process**

What to look for in an Annual Inspection; How to conduct an Annual Inspection

#### **Leasehold Surrender Interest – LSI**

What qualifies for LSI?; Tracking LSI; Determining ending LSI values

**Concession Facility Improvement Programs**

Concessioner-funded versus Park-funded projects; Project Oversight; CFIP's; LSI Evaluations

**FAQs**

Enroll: Registration is open in DOI Learn through March 16, 2012

Tuition: None

Travel & Per Diem: Benefitting Account

Travel Days: Monday, **May 14** and Friday, **May 18**, 2012

Training Days: Tuesday, **May 15** through Thursday, **May 17**, 2012

**For additional information or questions, Contact**

Submit your eCourse certificates to [Erin\\_Kimsey@contractor.nps.gov](mailto:Erin_Kimsey@contractor.nps.gov) by March 16, 2012.

Contact Information: [Lorene\\_Walter@nps.gov](mailto:Lorene_Walter@nps.gov)