

## Policy: Property Management – Operations

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every three years

Programs for managing government personal property

### 1. Purpose

The purpose of this policy is to describe the establishment, implementation, development and administration of FNAL's Property Management Program which operates in accordance with 48 CFR 970.5203-1, 41 CFR 109 (for personal property), 41 CFR 101, 41 CFR 102, *Department of Energy Property Management Regulations*, and is integrated with FNAL's contractor assurance system.

### 2. Scope/Applicability

This policy applies to all personnel, activities, and processes related to managing personal property at FNAL.

### 3. Policy

Develop and maintain policies, programs, and procedures to carry out a cost-effective, risk-based, and economical property management program. Manage government personal property in the custody of FNAL from receipt to final disposition.

#### 3.1. Property Management Program Description

- 3.1.1. Establishes uniform principles, policies, standards and procedures for economical, risk-based and efficient management of personal property.
- 3.1.2. Manages sensitive, equipment, high-risk, precious metals, capital accountable Property and other accountable personal property according to DOE guidance.
- 3.1.3. Re-utilizes and/or disposes of personal property in a timely fashion.
- 3.1.4. Continuously improves property management practices through the identification of best practices established by 'best in class' performers.
- 3.1.5. Complies with the requirements of FAR 52.245-1 and 41CFR 109.
- 3.1.6. Flows down the requirements of FAR 52.245-1, DEAR, 41CFR 109 and pertinent sections of 41CFR101 & 41CFR102 to subcontractors at all tiers necessary to ensure compliance with the requirements.
- 3.1.7. Uses Voluntary Consensus Standards (VCS), such as ASTM International or Industry Leading Practices (ILP), to the greatest degree practical for the management of personal property.

**3.1.8.** Uses graded approaches to the risks presented by various types of Personal Property (Accountable Property, Capitalized Property, High Risk Personal Property, Sensitive Property and Precious Metals Property) which meet the minimum requirements defined in 41CFR 109 and have additional controls identified as appropriate.

**3.1.9.** Undergoes periodic reviews by the Department of Energy.

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

**4.2. The FESS-Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

**5. Definitions**

N/A

**6. Resources / Supporting Documents**

**6.1. Regulation:** 48 CFR 970.5203-1, Management controls, 9/14/2016 edition

**6.2. FNAL website:** Fermilab contractor assurance program

**6.3. Regulation:** FAR 52.245-1, Government Property, Jan. 2017

**6.4. Regulation:** 41 CFR 109, Department of Energy Property Management Regulations, 9/2016 edition

**6.5. Guidance:** DOE Financial Management Handbook, 1/2013

**7. Revision History**

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

**8. Approvals**

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:23:54 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:50:33 -05'00'</small>