

## Policy: Property Management – Property Functions

<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 3 years

Organization and operational duties of FNAL’s Logistics and Property Control department

### 1. Purpose

The purpose of this policy is to outline the requirements of the FNAL Logistics and Property Control (LPC) department for the acquisition, use, and disposition of government property.

### 2. Scope / Applicability

This policy applies to all FESS LPC personnel and operations.

### 3. Policy

FNAL establishes and follows procedures for receipt, storage, and disposition of property in accordance with U.S. CFRs, DEAR, FAR, and other FNAL policies.

- 3.1. Maintain the official records of all assigned personal property
- 3.2. Screen purchase orders for acquisition of assets to determine level of control
- 3.3. Periodically conduct physical inventories, audits, and reviews of all required property
- 3.4. Maintain of inactive and excess storage databases within the computerized asset management tracking system.
- 3.5. Administer appropriate disposition programs.

### 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 manage changes to this policy by assigning appropriate resources.
- 4.3. **The Property Office** is responsible for the documentation of all activities related to the implementation of the accepted Property Management Program.

### 5. Definitions

N/A

### 6. Resources / Support Documents

N/A

## 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 09:24:42 -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 05:51:43 -05'00'</small>