

## Procedure: Property Management – FESS LPC 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 the FESS LPC Department

#### 1. Purpose

The purpose of this procedure is to describe the functions and responsibilities of the Fermilab Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) Department which manages Fermilab's personal property throughout the life cycle from cradle through grave (acquisition, receipt, utilization, and disposition operations).

#### 2. Procedure

FESS LPC is FNAL's centralized personal property management organization which receives, tracks, stores, inventories, and assists with disposition of all personal property. FESS LPC's specific roles and responsibilities span the lifecycle of personal property and are described below.

##### 2.1. LPC Responsibilities – Acquisition

FESS LPC reviews laboratory purchase orders for property assets which may be categorized as

- 2.1.1. Equipment (which includes capitalized property)
- 2.1.2. Sensitive
- 2.1.3. Precious Metals
- 2.1.4. High Risk Personal Property (HRPP), or
- 2.1.5. Administratively Controlled.

For assets meeting one of these definitions, FESS LPC maintains a record of the requisition or purchase order reflecting the items and quantities ordered.

##### 2.2. LPC Responsibilities – Receipt

FESS LPC manages the physical location where all FNAL personal property shipments are received, and the receiving operation first takes possession of property assets for the Laboratory. Upon receipt, FESS LPC

- 2.2.1. Inspects the property upon receipt for obvious damage
- 2.2.2. Reconciles the quantities received against the quantities due
- 2.2.3. Tags or marks the property, as appropriate: accountable assets identified during the property screening process receive an accountable property tag. For non-accountable or administratively controlled property, FESS LPC affixes (whenever possible) an administrative control tag indicating that the property is "U.S.

Government Property.” More information on this process is found in Procedure: Property Management – Identification and Marking of Personal Property

**2.2.4.** Enters receiving transaction into Fermilab computerized financial management system which pushes pertinent information about the property asset into the Fermilab computerized asset management tracking system. More information on this process is found in Desk Procedure: Enter PO Receipt.

**2.2.5.** Segregates and safeguards the property while in the receiving area, and

**2.2.6.** Releases the property to the custodian as indicated on the purchase order document.

### **2.3. LPC Responsibilities – Utilization**

FESS LPC assists FNAL property custodians to utilize property assets in support of FNAL mission and monitor, protect and maintain assets in good working order throughout the life-cycle of the assets. In addition, FESS LPC maintains storage facilities and warehouse operations.

#### **2.3.1. Property Pass**

FESS LPC maintains the database of property assets and custodians with approved property passes. Property Pass Managers within each Division, Section and Project assist LPC in updating property passes. FESS LPC requires updates to property passes on a yearly basis.

#### **2.3.2. Inventories, Audits and Reviews**

2.3.2.1. At the beginning of the fiscal year, the Logistics and Property Control Manager submits, to the Contracting Officer, an inventory and audit schedule to be completed during the upcoming year.

2.3.2.2. The results for each scheduled inventory are submitted to the Contracting Officer and the Organizational Property Management Officer within 60 days of the completion.

More information about FNAL inventories processes is contained in *Procedure: Property Management - Inventories*

#### **2.3.3. Tracking Custodian Assignment, Location**

FESS LPC, together with the FNAL Core Computing Division, maintains the FNAL Property Self-Service Application which allows property custodians to transfer property to another eligible custodian or to update the location of property assets. The records for all tracked property custodian assignment and location are maintained in the Fermilab computerized asset management system.

#### **2.3.4. IT Assets, High Risk Personal Property, Precious Metals**

FESS LPC assists custodians of FNAL Information Technology Assets, High Risk Personal Property and precious metals to take extra steps to protect these assets from damage, theft, and loss. In addition, the Laboratory’s designated Precious Metals Control Officer resides in FESS LPC. Descriptions of these processes are captured in

2.3.4.1. *Procedure: Property Management – High Risk Personal Property*

2.3.4.2. *Procedure: Property Management – Responsibilities for Custodians of Precious Metals; and*

2.3.4.3. *Procedure: Property Management – Responsibilities for Precious Metals Control Officer (PMCO.)*

### **2.3.5. Agreements, Loans**

FESS LPC prepares and facilitates agreements for incoming and outgoing shipments of property between Fermilab and other institutions. A description of these processes is captured in

2.3.5.1. *Procedure: Property Management – Shipments in Support of Mission*

2.3.5.2. *Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions*

2.3.5.3. *Procedure: Property Management – Property Loans*

### **2.3.6. Storage**

FESS LPC maintains the physical and operational resources to track, inventory and store inactive and excess property. Two centrally managed warehouses and Fermilab's stores operations (Integrated Stores Systems and Facilities Management Parts) are managed by FESS LPC. For more information on processes related to FNAL management of Property Storage, see Procedure: Property Management – Property Storage.

## **2.4. LPC Responsibilities – Disposal**

FESS LPC oversees the compliant disposition of personal property when property custodians determine assets are no longer needed to support FNAL mission. FESS LPC maintains the material move request process to transfer property assets from property custodians to FESS LPC excess center. FESS also administers the following disposition processes.

### **2.4.1. Internal Excess Reutilization Program**

Administration and promotion of the orderly internal reutilization of property.

### **2.4.2. DOE Gifting Program**

Administration of a program to facilitate the distribution of approved property deemed no longer necessary to the function of the Laboratory, to qualifying not-for-profit organizations.

### **2.4.3. Excess Property Program**

Facilitation and documentation of acquisition and disposition of government property through the GSA excess system.

### **2.4.4. Scrap Reclamation and Sale Program**

Administration of a program, including appropriate documentation, for the collection, sorting, preparation-for-sale and delivery to vendors, of all Fermilab property declared as scrap.

### **2.4.5. Miscellaneous Programs**

Maintenance of eBay sales documentation.

### 3. Definitions

- 3.1. *Accountable Personal Property* includes nonexpendable personal property whose expected useful life is two years or longer and whose acquisition value, as determined by the Property Office, warrants tracking in the agency's property records, including capitalized and sensitive personal property. 41 CFR 102-35.20
- 3.2. *Administratively controlled items* mean personal property controlled at the discretion of individual DOE offices, but for which there is no DOE requirement to maintain formal records.
- 3.3. *Capitalized Personal Property* includes property that is entered on the agency's general ledger records as a major investment or asset. An agency must determine its capitalization thresholds as discussed in Financial Accounting Standard Advisory Board (FASAB) Statement of Federal Financial Accounting Standards No. 6, 41 CFR 102-35.20; DOE Financial Management Handbook.
- 3.4. *Equipment* means a tangible asset that:
  - 3.4.1. is functionally complete for its intended purpose, durable, nonexpendable, and needed for the performance of a contract.
  - 3.4.2. is not intended for sale, and does not ordinarily lose its identity or become a component part of another article when put into use (48 CFR Subpart 45.101)
  - 3.4.3. has been fabricated and meets criteria set forth in 5.3.1.
- 3.5. *High Risk Personal Property (HRPP)* - means property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled, and disposed of in other than the routine manner. The categories of high-risk property are automatic data processing equipment, especially designed or prepared property, export-controlled information, export-controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information. Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document's definition of HRPP
- 3.6. *Other Property* - Personal Property designated by the Laboratory as trackable if determined that the assets must be controlled and managed to protect against unauthorized use, disclosure or loss; or when otherwise required by law, policy, regulation or agency direction. This property may have a high potential for loss. The Laboratory requires a formal record be kept of custodial responsibility.
- 3.7. *Personal Property* - Property that is owned by the government. All property, except real property.
- 3.8. *Precious Metals* - Refers to uncommon and highly valuable metals characterized by their superior resistance to corrosion and oxidation. Included are gold, silver and the platinum group metals – platinum, palladium, rhodium, iridium, ruthenium and osmium.
- 3.9. *Real Property* - Includes all land, land improvements, structures and fixtures, the utilities, fixed plant equipment and components to service the structure for its intended use.

**3.10. Sensitive Personal Property:** includes all items identified by the Property Office, regardless of value, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Such property includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment. Export-controlled information and property that is classified as EAR99 or controlled only for Anti-Terrorism (AT) reasons under the Export Administration Regulations is excluded from this document’s definition of HRPP

**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 procedure 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. Resources / Support Documents**

- 5.1. Procedure: Property Management – Identification and Marking of Personal Property**
- 5.2. Desk Procedure: Enter PO Receipt**
- 5.3. Procedure: Property Management – Inventories**
- 5.4. Procedure: Property Management – High Risk Personal Property**
- 5.5. Procedure: Property Management – Responsibilities for Custodians of Precious Metals**
- 5.6. Procedure: Property Management – Responsibilities for Precious Metals Control Officer (PMCO.)**
- 5.7. FESS LPC maintains records in managed files and databases for the following functional areas:**
  - 5.7.1. Property Screening and Intake**
  - 5.7.2. Physical Inventory of Personal Property**
  - 5.7.3. Property Control**
  - 5.7.4. Property Storage and Justification of Inactive Property**
  - 5.7.5. Property Custodianship Management**
  - 5.7.6. Department of Energy Reports, when applicable**
- 5.8. Procedure: Property Management – Shipments in Support of Mission**
- 5.9. Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions**

**6. Revision History**

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

## 7. 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 09:26:39 -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 06:02:53 -05'00'</small>