

## Procedure: Property Management – Property Utilization

<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

### Aspects of Fermilab's Property Utilization Program

#### 1. Purpose

The purpose of this procedure is to define the aspects of Fermilab's property utilization program which assures the risk-based, cost effective, efficient and complete utilization of all Fermilab government-owned personal property.

#### 2. Procedure

Fermilab's property utilization program assures the risk-based, cost effective, efficient and complete utilization of all Fermilab government-owned personal property. The property utilization program reduces or eliminates the unnecessary acquisition of some property assets.

##### 2.1. Appropriate Use of Government Property

Government Property is used only for the performance of the prime contract.

##### 2.2. Government Property Containing Classified or Controlled Information

For Property that may contain classified or controlled unclassified information (i.e., Official Use Only or Unclassified Controlled Nuclear Information), Fermilab Property Management consults with Fermilab's Computing Division Cyber Security Department to manage, use, and control these assets in accordance with requirements found in other DOE directives or regulations. Trigger list property requires special utilization requirements along with certain protection from certain foreign nationals.

##### 2.3. Division / Section equipment -

Divisions, Sections and Projects (D/S/P) make every effort within their control to fully utilize property (utilization also applies to tooling, materials and supplies).

**2.3.1.** Before acquisition of a new or additional piece of property, D/S/P inquire whether the asset is available and potentially underutilized elsewhere in Fermilab. The Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) assists D/S/P by maintaining web queries to search Fermilab property assets and contact custodians with utilization questions.

**2.3.2.** The concept of "individual ownership" of property is discouraged. All Fermilab property is government property and is not "individually owned". Unused property is transferred for utilization within the D/S/P or dispositioned as excess as soon as possible

#### 3. Definitions

N/A

#### 4. Responsibilities

**4.1. The Property and Infrastructure Management System Owner** is responsible for approving this procedure, 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. Property custodians, D/S/P Management, Core Computing Division Cyber Security Department, and FESS Logistics and Property Control** are responsible for following the guidance in this policy.

#### 5. Resources / Supporting Documents

N/A

#### 6. Revision History

Version Number	Date	Author	Change Summary
0		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 09:29:11 -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 08:13:32 -05'00'</small>