

Policy: Property Management – System Overview

Personal Property Manual Section	3101
Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

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 the Department of Energy (DOE) Property Management Regulations (41 CFR 109).

2 Scope / Applicability

This policy applies to all personnel associated with the management of property within the Logistics and Property Control Department.

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 accordance with applicable regulations.
- 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 41CFR 109.
- 3.1.6. Flows down the requirements of DEAR, 41CFR 109 to subcontractors at all tiers necessary to ensure compliance with the requirements.
- 3.1.7. Uses Voluntary Consensus Standards (VCS) when approved by CO at contract implementation, 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. Maintain the official records of all assigned personal property.
- 3.1.10. Screen purchase orders for acquisition of assets to determine level of control.
- 3.1.11. Periodically conduct physical inventories, audits, and reviews of all required property
- 3.1.12. Maintain inactive and excess storage databases within the personal property management system.
- 3.1.13. Administer appropriate disposition programs.
- 3.1.14. Undergoes periodic reviews by the Department of Energy.

4 Responsibilities

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 **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 Authority

- 6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1 PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

7 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly, Logistics & Property Control Department Head	First Issuance
1	09/01/2024	Kevin Coppert, Logistics & Property Control Department Head	Updates as result of FY22 audit findings.

8 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	