

Policy: Property Management – Personal Property Records Requirements

Personal Property Manual Section	3104
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 identify the requirements for tracking assets in FNAL's computerized asset management system, in accordance with 41 CFR 109-1.5108.

2 Scope / Applicability

This policy applies to Property staff in the Logistics and Property Control Department and any personnel authorized to be assigned personal property in accordance with the Policy of Taxonomy and Nomenclature Matrix (i.e., DOE Site Office staff, FRA employees, joint-appointees per terms of agreement, and subcontractors if allowed by subcontract).

3 Policy

FNAL assesses every asset procured to determine the required level of tracking and accountability.

3.2. Property accounted for in the computerized asset management system must have, at a minimum, the following fields:

- 3.2.1.** contract number or equivalent code designation,
- 3.2.2.** asset type,
- 3.2.3.** description of item (national stock number (if available),
- 3.2.4.** property control number (Government ownership identity),
- 3.2.5.** unit acquisition cost (including delivery and installation cost, when appropriate, and unit of measure),
- 3.2.6.** acquisition document reference and acquisition date,
- 3.2.7.** manufacturer's name, model and serial number,
- 3.2.8.** quantity received, fabricated, issued or on hand,
- 3.2.9.** location (physical area),
- 3.2.10.** custodian name and organization,
- 3.2.11.** use status (active, storage, excess, etc.),
- 3.2.12.** high risk designation,
- 3.2.13.** disposition document reference and date.

3.3. Custodians shall notify the Property department during inventories and audits of data discrepancies to ensure accuracy.

3.4. On a monthly basis, the Property Department will review accountable property

additions to the computerized asset management system to ensure required fields above are captured.

4 Responsibilities

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

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

4.3 **Logistics and Property Control Department** oversees the entry of this requirement.

4.4 **Custodians** that receive inventory listings from LPC are responsible for following guidance in this policy.

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	