

Policy: Property Management – Asset Classification

Personal Property Manual Section	3105
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 FNAL's method for categorizing government-owned personal property.

2 Scope / Applicability

This policy applies to all LPC personnel and operations.

3 Policy

FNAL categorizes property per definitions of personal property in accordance with 41 CFR 109-1.100-51

- 3.1. Property categorization is a best practice which ensures effective utilization of government resources, supports the research program, identifies custodial responsibility for specific property items, allows periodic review and evaluation, facilitates disposition and provides clear documentation of all actions relative to the use of government property assigned to the Laboratory.
- 3.2. Assigned classifications include:
 - 3.2.1. Equipment
 - 3.2.2. Sensitive
 - 3.2.3. Stores
 - 3.2.4. Precious Metals
 - 3.2.5. High Risk Personal Property
 - 3.2.6. Other Accountable Property
 - 3.2.7. Administratively Controlled
- 3.3. All assets receive an identification tag with barcode and indicating "US Government Property". Unique identifiers are adhered when appropriate, and all assets are managed within the computerized asset management system.

4 Responsibilities

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 **ISD-Logistics and Property Control Department Head** is responsible for implementing

and managing changes to this policy by assigning appropriate resources.

- 4.3 **FNAL Property Office and Receiving Department** are responsible for following the guidance in this policy.

5 Definitions

- 5.1 *Personal Property* - Property that is owned by the government, in custody of the Laboratory, both equipment, materials and supplies, exclusive of utilities and real Property.

- 5.2 Acronyms

FNAL Fermi National Accelerator Laboratory

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	