

## Policy: Property Management – Property Utilization

Personal Property Manual Section	3107
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 requirements for the utilization of all FNAL government-owned personal property in accordance with the requirements in 41 CFR 109-43.

### 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

Property Staff and Custodians are responsible for continuously surveying property under their control to assure maximum use, and shall promptly identify property that is excess to their needs and make it available for use elsewhere..

#### 3.1. Appropriate Use of Government Property

- 3.1.1. Assure the risk-based, cost effective, efficient, and complete utilization of all FNAL government-owned personal property.
- 3.1.2. Reduce or eliminate unnecessary acquisition of property assets through effective utilization management practices.
- 3.1.3. Manage, utilize, and control government property containing Classified or Controlled Unclassified Information (e.g. Official Use Only or Unclassified Controlled Nuclear Information) in accordance with requirements found in other DOE directives or regulations.

#### 3.2. Continued Use

- 3.2.1. Make every effort to fully utilize property (utilization also applies tooling, materials, and supplies).
- 3.2.2. All FNAL property is government-owned property and is not "individually owned". The concept of "individual ownership" of property is discouraged.
- 3.2.3. Transfer unused property for utilization elsewhere or process it as excess as soon as practicable.
- 3.2.4. Report property that is determined lost, damaged, or destroyed according

to procedures.

**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.
- 4.3 Laboratory custodians, Division Management that reviews purchase requisitions, Cyber Security Department and Logistics and Property Control are responsible for following the guidance in this policy.

**5 Definitions**

N/A

**6 Authority**

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	