

## Procedure: Property Management – LPC Functions

Personal Property Manual Section	3202
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

### 1 Purpose

The purpose of this procedure is to describe the functions and responsibilities of the Property Staff within the Logistics and Property Control (LPC) Department which manages Fermilab's personal property throughout the life cycle (acquisition, receipt, utilization, and disposition operations).

### 2 Procedure

Property Staff are centrally organized at FNAL to receive, track, store, inventory, and assist with disposition of all personal property. Property Staff specific roles and responsibilities span the lifecycle of personal property and are described below.

#### 2.1 Property Staff Responsibilities – Acquisition

2.1.1 Property Staff review laboratory purchase orders for property assets and will categorize the property as outlined in *Procedure: Property Management – Identification and Marking of Personal Property*.

2.1.2 Property Staff maintains a record of the procurement requisition or purchase order reflecting the items and quantities ordered. These records are kept via computerized asset management system (i.e., Sunflower)

#### 2.2 Property Staff Responsibilities – Receipt

LPC staff manage the physical location where all FNAL personal property shipments are received, and the receiving operation first takes possession of property assets for the Laboratory. Upon receipt, LPC staff will perform the following,

2.2.1 Inspects the property upon receipt for obvious damage as outlined in *Procedure: Property Management – Receiving – Inspection of Goods Upon Receipt*.

2.2.2 Reconciles the quantities received against the quantities due.

2.2.3 Tag or mark the property as outlined *Procedure: Property Management – Identification and Marking of Personal Property*.

2.2.4 Enters receiving transaction into computerized financial management system (i.e., Oracle eBS) which transfers pertinent information about the property asset into the computerized asset management system (i.e., Sunflower). Property Staff then review this information was transferred correctly.

2.2.5 Provide appropriate safeguards of the property while in the receiving area.

- 2.3 Property Staff Responsibilities – Utilization  
Property Staff assist Custodians to meet property requirements in support of FNAL mission to monitor, protect, and maintain assets in good working order throughout the life cycle of the assets. In addition, Property Staff maintain storage facilities and warehouse operations.
  - 2.3.1 Property Pass. Property Staff maintain the database (i.e., Sunflower) of property assets and custodians with approved property passes.
  - 2.3.2 Inventories, Audits and Reviews
    - 2.3.2.1 At the beginning of the fiscal year, the LPC Department Head submits, to the DOE Site Office Contracting Officer, an inventory and audit schedule to be completed during the upcoming year.
    - 2.3.2.2 The results for each scheduled inventory are submitted to the DOE Site Office Contracting Officer and the Organizational Property Management Officer (OPMO) within 60 days of the completion.
    - 2.3.2.3 More information about FNAL inventories processes is contained in *Procedure: Property Management - Inventories*
  - 2.3.3 Tracking Custodian Assignment, Location  
Property Staff in coordination with the IT Division staff maintain the FNAL Property Self-Service Application which allows property custodians to transfer property to another eligible custodian or to update the location of property assets. The records for all tracked property custodian assignment and location are maintained in the computerized asset management system (i.e., Sunflower).
  - 2.3.4 IT Assets, High-Risk Personal Property, Precious Metals
    - 2.3.4.1 Property Staff assist custodians of IT Assets, High-Risk Personal Property, and precious metals to take extra steps to protect these assets from damage, theft, and loss.
    - 2.3.4.2 The LPC Department Head is designated the Laboratory's Precious Metals Control Officer (PMCO).
    - 2.3.4.3 Descriptions of these processes are captured in *Procedure: Property Management – High Risk Personal Property* and *Procedure: Property Management – Responsibilities of PMCO*.
- 2.4 Property Staff Responsibilities – Disposal  
When property assets are no longer needed to support FNAL mission, Property Staff dispose the property as outlined in *Procedure: Property Management – Disposition of Personal Property*.

### 3 Responsibilities

- 3.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 3.2 **Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 3.3 **Logistics and Property Control Department (Property Staff)** are responsible for

managing property according to the responsibilities outlined in this and other policies and procedures in the Personal Property Manual.

- 3.4 **IT Staff** are responsible for supporting the maintenance of IT systems used in these processes (e.g., Self-Service Property application, Sunflower, Oracle eBS).

## 4 Definitions

- 4.1 **Custodian.** The individual who is responsible for the protection, control, and proper use of property under his or her stewardship.
- 4.2 **Government property.** All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.
- 4.3 **Inventories.** Stocks of stores, construction, supplies, and parts used in support of DOE programs.
- 4.4 **Inventory by Exception.** A physical inventory method, other than the normal wall-to-wall method that is approved by the OPMO, used to verify and document the existence and location of those items of property whose existence and location have not been verified and documented since the last physical inventory. This method may be used for property that is subject to calibration, maintenance, movement, network operation, or some other form of activity that is documented by a controlling entity.
- 4.5 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).

### 4.6 Acronyms

<b>CFR</b>	Code of Federal Regulations
<b>DOE</b>	Department of Energy
<b>FNAL</b>	Fermi National Accelerator Laboratory
<b>FRA</b>	Fermi Research Alliance, LL
<b>LPC</b>	Logistics & Property Control Department
<b>OPMO</b>	Organizational Property Management Officer
<b>PMCO</b>	Precious Metals Control Officer

## 5 References / Supporting Documents

- 5.1 Procedure: Property Management – Methods of Personal Property Acquisition
- 5.2 Procedure: Property Management – High-Risk Personal Property
- 5.3 Procedure: Property Management – Responsibilities for Custodians of Precious Metals
- 5.4 Procedure: Property Management – Property Pass
- 5.5 Procedure: Property Management – Inventories

- 5.6 Procedure: Property Management – Disposition of Personal Property
- 5.7 Procedure: Property Management – Identification and Marking of Personal Property
- 5.8 Procedure: Property Management – Receiving – Inspection of Goods Upon Receipt
- 5.9 Procedure: Property Management – Responsibilities of PMCO
- 5.10 41 CFR 109-1.51
- 5.11 41 CFR 109-1.53

**6 Revision History**

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

**7 Approvals**

Title	Name	Electronic Signature
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