

# Procedure: Property Management – Alternative Methods of Personal Property Acquisition

Personal Property Manual Section	3204
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 processes for acquiring excess, federally owned personal property or using alternative procurement opportunities.

## 2 Procedure

Requestors review federally owned excess property sources prior to the acquisition of new assets. Upon request, the Property Staff department provides detailed instructions and assistance.

### 2.1 Excess Property Sources

- 2.1.1 *DOE and Federal Agency excess* – Property Staff can access the General Services Administration (GSA) PPMS Program. Requestors search the PPMS system for available excess personal property.
- 2.1.2 *Gifts to Fermilab* - All gifts of personal property are accepted on a case-by-case basis and must be made through and with the approval of the Department of Energy, Office of Science, Organizational Property Management Officer (OPMO).

### 2.2 Alternative Procurement Strategies

Requestors may obtain property as a loan or in support of DOE mission from other DOE contractors, universities, collaborating institutions, etc.

- 2.2.1 Requestors coordinate with Property Staff to plan for the receipt of property from other institutions.
- 2.2.2 Property Staff assist requestors to produce supporting documentation in conjunction for the acquisition which requires coordination with DOE property and other institutions.
- 2.2.3 Property Staff create an agreement in computerized asset management system (i.e., Sunflower) to track incoming loans of property.
- 2.2.4 Property Staff obtain renewals from the requestor or retire the asset at disposition when the property is returned to the lending institution.

## 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

## 4 Definitions

- 4.1 **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.
- 4.2 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.3 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 |

## 5 References / Supporting Documents

- 5.1 41 CFR 109-1.51
- 5.2 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
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	