

Policy: Property Management – Management of Stores Operations

Personal Property Manual Section	5101
Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Requirement System Owner
Review Cycle	Every 3 years

1 Purpose

The purpose of the policy is to establish the expectations for the management of stores inventories in accordance with 41 CFR 109.

2 Scope / Applicability

This policy applies to all personnel, activities and processes related to managing stores inventories at FNAL.

3 Policy

- 3.1 LPC manages one central stores operation, Site 38, and one satellite storage facility, Site 39, which contain common use items and facilities management parts.
- 3.2 Store's inventory is procured, received, inventoried, and issued in Computerized Financial Management System.
- 3.3 Inventory Records are maintained in Computerized Financial Management System on a perpetual basis in accordance with 41 CFR 109-1.5108-3.
- 3.4 Physical Inventories for Stores Operation are conducted using statistical generated daily cycle counts in accordance with 41 CFR 109-1.5110, statistical cycle counts can be used instead of a wall-to-wall inventory, upon OPMO Approval.

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 **LPC-Inventory Control Supervisor** is responsible for following the guidance within this policy.

5 Definitions

- 5.1 Acronyms

- CFR Code of Federal Regulations
- FNAL Fermi National Accelerator Laboratory
- ISD Infrastructure Services Division
- LPC Logistics and Property Control

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	