

Policy: Property Management – Property Utilization

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Aspects of Fermilab's Property Management Program

1. Purpose

The purpose of this policy is to assure utilization of all FNAL government-owned personal property meets or exceeds the requirements set forth in 41 CFR 109.

2. Scope / Applicability

This policy applies to all custodians of FNAL personal property and employees and processes which manage aspects of FNAL property utilization program.

3. Policy

FNAL uses government-owned property only for the performance of the prime contract.

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. The Property and Infrastructure Management System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS-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, Core Computing Division Cyber Security Department and FESS Logistics and Property Control** are responsible for following the guidance in this policy.

5. Definitions

N/A

6. Resources / Supporting Documents

N/A

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First issuance

8. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:25:46 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:54:48 -05'00'