



## Department of Energy

Washington, DC 20585

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### MEMORANDUM FOR DISTRIBUTION

FROM: PAUL BOSCO   
DIRECTOR, OFFICE OF ENGINEERING AND  
CONSTRUCTION MANAGEMENT

SUBJECT: Removal of Personal Property Trailers From the Department's  
Facilities Information Management System (FIMS)

The purpose of this memorandum is to establish the criteria for defining real property trailers and determine the timeline for removing personal property trailers from FIMS.

In conjunction with CF-50, Financial Policy, the criteria for defining a real property trailer is as follows: *"A trailer affixed to the ground or permanently connected to a utility service is a real property trailer."* This criteria is independent of the trailer size (i.e. single-wide trailers meeting the above criteria must be classified as real property).

Request Programs review their personal property trailer records in FIMS (provided under separate correspondence) and re-classify personal property trailers that meet the above criteria to real property. Request this review and update be completed by March 1, 2010. If this date cannot be met, please coordinate with the point of contact listed below. We will remove personal property trailers from FIMS shortly after the above date.

The Office of Engineering and Construction Management's point of contact for this issue is Mr. Phil Dalby. He may be reached at 202-586-4548 or email [phil.dalby@hq.doe.gov](mailto:phil.dalby@hq.doe.gov).



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