



## ORDER 430.1D

|                          |   |
|--------------------------|---|
| Title:                   | <b>REAL PROPERTY ASSET MANAGEMENT</b>   |
| Owner:                   | Nathan Campus, Site Operations Division, Office of Institutional Operations                               |
| Approving Official:      | Bradley J. Tomer, Chief Operating Officer, Office of the Director<br><br>{signature} /s/ Bradley J. Tomer |
| Approval Date:           | 7/20/12   |
| Last Reviewed Date:      | 7/20/12   |
| Cancellation:            | Order 430.1C, Real Property Asset Management  |
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The most recent and official controlled hard copy version of this directive resides with QMS program manager. An electronic version of the controlled directive has been placed on the NETL Intranet for employee use. Printed hard copies of this electronic version are considered noncontrolled documents.

1. **PURPOSE**

- a. To establish the policy, requirements, and responsibility for managing physical assets from acquisition through operations and final disposition.

2. **APPLICABILITY**

- a. This order applies to all physical assets owned by the National Energy Technology Laboratory.

3. **POLICY**

- a. It is the policy of NETL to abide by the requirements contained in DOE Order 430.1, Real Property and Asset Management.

4. **IMPLEMENTATION**

- a. The requirements can be found in the document listed in Section 6 of this order. The Office of Institutional Operations through the Site Operations Division shall implement these requirements.
- b. The ten-year site plan will be developed by the Site Operations Division in accordance with this order and guidance provided by the Office of Management.

5. **RESPONSIBILITIES**

- a. Site Operations Division
  - (1) Ensures the requirements for this order are implemented and creates any implementing procedures that are needed.

6. **REQUIREMENTS**

- a. DOE Order 430.1, [Real Property and Asset Management](#).

7. **REFERENCES**

- a. DOE Guide 430.1-1, [Cost Estimating Guide](#).
- b. DOE Guide 430.1-5, [Transition Implementation Guide](#).

8. **DEFINITIONS**

- a. See the document listed in Section 6 for needed definitions.

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9. **REVISION HISTORY**

| VERSION  | DATE    | SUMMARY OF CHANGES   |
|----------|---------|--|
| Original | 7/25/02 | To establish the policy, requirements, and responsibility for managing physical assets from acquisition through operations and final disposition.  |
| A        | 7/13/05 | The approving official has changed and the order needs to be reapproved. Other minor changes were made for clarification.  |
| B        | 1/14/09 | The order has been put into the new directives format.   |
| C        | 1/31/12 | The approving official was updated and other changes were made for clarification.  |
| D        | 7/20/12 | The requirements for preparing the ten-year site plan in accordance with DOE Order 430.1 and the OM guidance have been added to address a finding from the property management assessment. |

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