



## Department of Energy

Brookhaven Site Office  
P.O. Box 5000  
Upton, New York 11973

December 13, 2016

Ms. Donna King  
Brookhaven Science Associates, LLC  
Brookhaven National Laboratory  
Upton, New York 11973

Dear Ms. King:

**SUBJECT: NEW PERSONAL PROPERTY EMPLOYEE TRAINING AT BROOKHAVEN NATIONAL LABORATORY (BNL)**

This letter is to inform you that the property training course submitted to me on September 30, 2016 is hereby approved. The approval is granted based upon current Department of Energy (DOE) Property Regulations, Federal Property Management Regulations and in accordance with BNL Standards-Based Management System. As previously discussed, the training is to incorporate the revised language changes to strengthen awareness and accountability of all Government owned assets.

As agreed, Brookhaven Science Associates (BSA) will delay the implementation of the training course pending the final changes to 41 CFR 109, *Department of Energy Property Management Regulations*, and DOE O 580.1A, Change 1.

I believe that this training course is a valuable endeavor that will improve the accountability and stewardship of personal property at the laboratory and associated problems of loss, theft or damage among laboratory employees.

Please contact me at extension 2405 if you have any questions or concerns. We look forward to working with BSA towards the success of this training.

Sincerely,

A handwritten signature in cursive script, appearing to read "Aundrea Clifton".

Aundrea Clifton  
Contracting Officer  
Business Management Division

cc: E. Landini, SC-BHSO  
K. Nekulak, SC-BHSO  
G. Clark, BSA  
T. Guadagni, BSA  
M. Poli, BSA  
M. Sullivan, BSA