



Department of Energy

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

April 4, 2023

Mr. Thomas Daniel, Mr. Paul Pierson
Brookhaven Science Associates, LLC
Brookhaven National Laboratory
Upton, New York 11973
Sent via email only

Dear Mr. Daniel and Mr. Pierson:

SUBJECT: APPOINTMENT OF A PROPERTY ADMINISTRATOR AND FLEET SUPPORT SPECIALIST FOR BROOKHAVEN NATIONAL LABORATORY (BNL), OPERATED AND MANAGED BY BROOKHAVEN SCIENCE ASSOCIATES (BSA), LLC, UNDER CONTRACT DE-SC0012704

In accordance with the 41 Code of Federal Regulation (CFR) Subpart 109-1.52, *Personal Property Management Program for Designated Contractors*, contractors shall establish a property management system that provides adequate protection, maintenance, utilization, and disposition of government property, and reasonable assurance that the U.S. Department of Energy's property is safeguarded against waste, loss, unauthorized use, or misappropriation, in accordance with applicable statutes, regulations, contract terms and conditions, programmatic needs, and good business practices.

Effective immediately, Karen Herrell, Personal Property Management Specialist from the Office of Science Consolidated Support Center, is designated as the Property Administrator for the BNL contract under my appointment as Contracting Officer. This appointment supersedes all previous delegations of Property Administrator authority under the BNL contract, and shall continue in force for the period of Ms. Herrell's employment at her current position, and remain in effect for the duration of the current BNL contract unless revoked or revised at the Brookhaven Site Office (BHSO) Contracting Officer's discretion.

As Property Administrator, Ms. Herrell is delegated the authority to act and assist on my behalf on all matters related to Government-owned personal property held by the Brookhaven National Laboratory under the provisions of the Government property contract clause. Moreover, in accordance with Title 41, Code of Federal Regulations, Subpart 109-1.5204, *Review and approval of a designated contractor's personal property management system*, Ms. Herrell will conduct periodic management reviews of the contractor's personal property activities at least every three years to determine if BNL's property management system is adequate and to recommend acceptance of these systems or suggest corrective actions as required.

Thomas A. Back, Fleet Manager from the Office of Science Consolidated Support Center, will be the contact for any fleet management issues. Robert Iaropoli of the Brookhaven Site Office is responsible for supporting the administration and oversight of contract requirements relating to Government property in the possession of BNL on my behalf.

All approvals, correspondence, and other official business concerning personal property shall be addressed to Ms. Herrell with a copy to Mr. Iaropoli for action and authorization.

All approvals, correspondence, and other official business concerning fleet management shall be addressed to Mr. Back with a copy to Mr. Iaropoli for action and authorization.

If you have any questions regarding this letter, please contact Robert Iaropoli, of my staff, at extension 5784 or via email at robert.iaropoli@science.doe.gov.

Sincerely,

cc: R. Gordon, SC-BHSO
G. Olson, SC-BHSO
A. Clark, SC-BHSO
R. Iaropoli, SC-BHSO
D. Wilson, SC-CSC
M. Larsen-Williams, SC-CSC
T. Back, SC-CSC
K. Herrell, SC-CSC
R. Whitehead, SC-CSC

S. McKeon, BSA
K. Fox, BSA
D. King, BSA
A. Kuzujian, BSA
K. Lopez, BSA
J. Mehlinger, BSA