



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM: SCOTT WHITEFORD
SENIOR REAL PROPERTY OFFICER
DIRECTOR, OFFICE OF ASSET MANAGEMENT

A handwritten signature in blue ink, appearing to read "Scott Whiteford", is written over the printed name and title.

SUBJECT: Classification of Trailers

The purpose of this memorandum is to reaffirm the criteria for identifying trailers as real property or as personal property. This criteria applies to all trailers the Department has a legal interest in or right to use.¹

Trailers are purchased as personal property but the majority are then reclassified as real property. The attribute that distinguishes real property trailers from personal property trailers is permanence. A trailer permanently affixed to the ground is properly classified as real property and should be entered into the Facilities Information Management System (FIMS). The trailer size (i.e. single-wide trailers), use (i.e. storage, office, etc.), or expected period of use are not criteria for determining permanence. Indicators of permanence include one or more of the following:

- Permanent utility connection(s)
- Attachment to the ground in such a way that does not facilitate quick or easy relocation

Assembled modular units (triple wide or larger) should be recorded in FIMS with a Property Type of Building.

Trailers which do not meet the above criteria are properly classified as personal property and therefore not entered into FIMS. Instead, they should be recorded in the Program's personal property system.

Due to the inherent portability of trailers, their classification as real or personal property may change multiple times during their lifecycle. Whenever there is a change in permanence, reevaluation of real or personal property classification is required.

Request Programs review their trailer records to ensure all assets are properly classified and recorded.

The Office of Asset Management's point of contact for this issue is Mr. Adam Pugh. He may be reached at 202-287-1397 or email adam.pugh@hq.doe.gov.

¹ FIMS User's Guide (https://fims.doe.gov/fimsinfo/Documents/FIMS/user_gde.pdf): Ownership categories for trailers include: DOE Owned, DOE Leased, DOE License, , Federal Permit, Non-Federal Permit, Contractor Owned, Contractor Leased, Contractor License, and Grant Recipient Owned.



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CC:

Scott Whiteford, MA-50
Adam Pugh, MA-50