

Policy: Property Management – Custodian Responsibilities

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Expectations for custodians of government Property

1. Purpose

This policy establishes the expectations for the use of government personal property in accordance with 41 CFR 109.

2. Scope / Applicability

This policy applies to all personnel, activities, and processes related to managing personal property at FNAL.

3. Policy

Use government property in the most cost-effective, risk-appropriate, and efficient manner consistent with the Laboratory's mission and in compliance with the prime contract. Follow *Custodial Responsibilities* procedure to assure proper compliance.

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

4.2. The FESS-Logistics and Property Control Department Head is responsible for implementing and managing changes to this policy by assigning appropriate resources.

4.3. The FESS-Logistics and Property Control Department oversees compliance with personal property requirements for assets under Laboratory stewardship.

5. Definitions

N/A

6. Resources / Supporting Documents

N/A

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	Jack Kelly	First Issuance

8. Approvals

Title	Name	Electronic Signature
FESS-Logistics and Property Control Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:24:22 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:51:06 -05'00'</small>