

Procedure: 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-owned property

1. Purpose

The purpose of this procedure is to describe property custodian management processes of government-owned personal property in accordance with 41 CFR 109-1.51 and 41 CFR 109-1.53.

2. Procedure

It is the responsibility of all employees, users and subcontractors to protect government-owned property from misuse, damage, theft or loss. FNAL personal property custodians are responsible for taking measures to mitigate the possibility of theft or loss and using government-owned property for official Fermilab business only.

2.1. Custodian Responsibilities - Acquisition

Property custodians prepare procurement requisitions and collaborate with FNAL Procurement to acquire assets. For more information on processes related to property acquisition, see *Procedure: Property Management – Methods of Personal Property Acquisition*

2.2. Custodian Responsibilities – Receipt

Property custodians verify accuracy of property delivered according to purchase order and working condition of property asset(s).

2.3. Custodian Responsibilities – Utilization

Property custodians utilize property assets in support of FNAL mission and monitor, protect and maintain assets in good working order throughout the life-cycle of the assets.

2.3.1. Property Pass

FNAL government-owned property custodians obtain an approved property pass prior to any property leaving the FNAL site. Each Division, Section and Project has a liaison for property pass management.

2.3.2. Tracking Custodian Assignment, Location

Property custodians use the FNAL Property Self-Service Application to transfer property to another custodian or to update the location of property assets.

2.3.3. IT Assets

Custodians of FNAL information technology property take extra steps to protect IT assets from damage, theft, and loss. Custodians utilize cable locks for laptops and PCs, and lock drawers containing other storage devices. Other requirements for custodians of IT assets are found in *Procedure: Property Management – High Risk Personal Property*

2.3.4. High Risk Personal Property

Custodians of FNAL High Risk Personal Property (HRPP) take extra steps to protect HRPP from damage, theft, and loss. Custodians lock HRPP in cabinets, safes, drawers, and/or behind gates, doors, etc. to secure the property assets. Other requirements for custodians of HRPP are found in *Procedure: Property Management – High Risk Personal Property*

2.3.5. Precious Metals

Custodians of FNAL Precious Metals take extra steps to protect Precious Metals from damage, theft, and loss. Custodians follow lifecycle processes as outlined in *Procedure: Property Management – Responsibilities for Custodians of Precious Metals*.

2.4. Custodian Responsibilities – Disposal

When property assets are no longer needed to support FNAL mission, property custodians use the material move request form and process to transfer property assets to the Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) department for compliant disposition.

3. Definitions

N/A

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 procedure by assigning appropriate resources.

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

4.4. Division/Section/Project (D/S/P) Managers are responsible to ensure that D/S/P staff who are custodians of government-owned personal property are doing so according to the custodian responsibilities listed in the Fermilab Personal Property Policy and Procedure Manual.

4.5. FNAL Property Custodians are responsible for managing property according to the responsibilities outlined in this and other policies and procedures in the Fermilab Personal Property Policy and Procedure Manual.

5. Resources / Supporting Documents

Form: Material Move Request Form (MMR) located at ServiceNow website

Procedure: *Property Management – Methods of Personal Property Acquisition*

Procedure: *Property Management – High Risk Personal Property*

Procedure: *Property Management – Responsibilities for Custodians of Precious Metals*

Regulation: 41 CFR 109-1.51

Regulation: 41 CFR 109-1.53

6. Revision History

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

7. 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 09:26:21 -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 06:01:05 -05'00'</small>