

Policy: Property Management – Custodian Responsibilities

Personal Property Manual Section	3102
Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

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 any personnel authorized to be assigned personal property in accordance with the Policy of Taxonomy and Nomenclature Matrix (i.e., DOE Site Office staff, FRA employees, joint-appointees per terms of agreement, and subcontractors if allowed by subcontract).

3 Policy

- 3.1 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.
- 3.2 Follow *Custodial Responsibilities* procedure to assure proper compliance.
- 3.3 Individuals are required to report all instances of misuse to the appropriate division head or via the Fermilab Concerns Reporting System.
- 3.4 Individual custodial privileges may be refused, revoked, or suspended by the responsible department/division or the FNAL Property Manager whenever FNAL policy is violated.

4 Responsibilities

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 **Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.
- 4.3 **Logistics and Property Control Department** oversees compliance with personal property requirements for assets under Laboratory stewardship.

5 Definitions

N/A

6 Authority

- 6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1
PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

7 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly, Logistics & Property Control Department Head	First Issuance
1	09/01/2024	Kevin Coppert, Logistics & Property Control Department Head	Updates as result of FY22 audit findings.

8 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	