

Procedure: Property Management – Custodian Responsibilities

Personal Property Manual Section	3201
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

1 Purpose

The purpose of this procedure is to describe property custodian processes of the management 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 custodians 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 government 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).

2.2.1 For non-IT assets, the Custodian will provide the initial verification of the asset on receipt and sign the signature sheet for accepting custodianship of the asset.

2.2.2 For IT assets, the IT organization will provide the initial verification of the asset on receipt and sign the signature sheet for accepting the asset. Once the IT asset has been imaged and is ready for use, the Custodian will be notified, make arrangements to accept ownership, provide identification to IT, and custodianship will be transferred to the Custodian.

2.2.3 If there are any discrepancies with the asset upon receipt, Custodians should notify the appropriate procurement personnel to address the concerns.

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 Inventories. FNAL government-owned property custodians are required to verify possession of assets with their custodianship, which also includes verification of current location, proper identification, and correct asset information. See *Procedure: Property Management – Inventories*.

2.3.2 Property Pass. FNAL government-owned property custodians are required to obtain an approved property pass, through Self-Service Property, prior to any property leaving the FNAL site. See *Procedure: Property Management – Property Pass*.

2.3.3 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.

2.3.4 Information Technology (IT) Assets. Custodians of FNAL IT 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*.

2.3.5 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*.

2.3.6 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*.

2.3.7 Reporting Loss, theft, damage, or destruction. Custodians shall report any loss, theft, damage, or destruction of personal property in its possession or control, including property in the possession or control of subcontractors, to Security personnel as soon as it becomes known as outlined in *Procedure: Property Management – Loss, Theft, Damage, or Destruction of Property*.

2.4 Custodian Responsibilities – Disposal

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

3 Responsibilities

3.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.

3.2 **Logistics and Property Control Department Head** is responsible for implementing

and managing changes to this procedure by assigning appropriate resources.

- 3.3 **Logistics and Property Control Department (Property Staff)** oversees compliance with personal property requirements for items under Laboratory stewardship.
- 3.4 **Custodians** are responsible for managing property according to the responsibilities outlined in this and other policies and procedures in the Personal Property Manual.
- 3.5 **Supervisors of Custodians** are responsible for ensuring that D/P staff who are custodians of government-owned personal property are doing so according to the custodian responsibilities listed in the Personal Property Manual.

4 Definitions

- 4.1 **Custodian.** The individual who is responsible for the protection, control, and proper use of property under his or her stewardship.
- 4.2 **Government property.** All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.
- 4.3 **Inventories.** Stocks of stores, construction, supplies, and parts used in support of DOE programs.
- 4.4 **Property Pass.** A form, per employee, authorizing their use of a DOE-owned personal property asset to be utilized offsite.
- 4.5 **Self-Service Property.** A web-based application (<https://fermiproperty.fnal.gov/>) working in accordance with the FNAL computerized asset management system, to allow asset custodians to have an up to date listing of their assets and the ability to initiate basic property updates.
- 4.6 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.7 Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
FRA	Fermi Research Alliance, LL
LPC	Logistics & Property Control Department
HRPP	High-Risk Personal Property

5 Resources / Supporting Documents

Procedure: Property Management – Methods of Personal Property Acquisition
Procedure: Property Management – High-Risk Personal Property
Procedure: Property Management – Responsibilities for Custodians of Precious Metals
Procedure: Property Management – Property Pass
Procedure: Property Management - Inventories

Regulation: 41 CFR 109-1.51
 Regulation: 41 CFR 109-1.53

6 Revision History

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

7 Approvals

Title	Name	Electronic Signature
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