

# Procedure: Property Management – Loss, Theft, Damage, or Destruction of Property

Personal Property Manual Section	3214
Revision	0
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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 identify the process for reporting any loss, theft, damage, or destruction of personal property in accordance with 41 CFR 109-1.5113.

## 2 Procedure

- 2.1 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. Contacting Security can be completed via,
  - 2.1.1 In person at the Security Operations Center (SOC) located in Wilson Hall Ground Floor
  - 2.1.2 By phone, at extension 3414 (or 630-840-3414)
  - 2.1.3 By email, [soc@fnal.gov](mailto:soc@fnal.gov)
  - 2.1.4 By the Property Self-Service Application (<https://fermiproperty.fnal.gov/>)
- 2.2 The Security report shall contain factual data as to the circumstances surrounding the loss, theft, damage, destruction or excessive consumption, including:
  - 2.2.1 The Custodian's name and contact number;
  - 2.2.2 A description of the property;
  - 2.2.3 Cost of the property, and cost of repairs in instances of damage (in event actual cost is not known, use reasonable estimate);
    - 2.2.3.1 Security may reach out to Property Staff to provide current estimated value of assets and original acquisition value.
  - 2.2.4 The date, time (if pertinent), and cause or origin; and
  - 2.2.5 Actions taken by the Custodian to prevent further loss, theft, damage, destruction, or unreasonable consumption, and to prevent repetition of similar incidents.
- 2.3 Security shall notify DOE Site Office staff as soon as practical via documenting the Security Report in a Security Report Database which triggers notifications of the report to be sent to applicable stakeholders (e.g., Custodian's Line Management,

Property Staff, DOE Site Office Staff, etc.).

- 2.4 Property Staff will retire the asset after the Security Report is issued.
- 2.5 The Logistics and Property Control Department Head shall review corrective actions and overall trends of loss, theft, damage, or destruction reports to identify system weaknesses. If part of the personal property management system is found to be unsatisfactory or weaknesses identified, the Logistics and Property Control Department head may implement actions to reduce incidents which may include,
  - 2.5.1 Coordinate with Security to increase surveillance in suspected areas;
  - 2.5.2 Increase frequency of inventories of specific categories of assets, assets in specific locations, assets belonging to specific custodians, etc.; or
  - 2.5.3 Remove custodial privileges to individuals that demonstrate the inability to manage personal property appropriately.

### 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 policy by assigning appropriate resources.
- 3.3 **Logistics and Property Control Department (Property Staff)** are responsible for providing estimated values of reported property and retiring the assets in the computerized asset management system (i.e., Sunflower).
- 3.4 **Laboratory Custodians** are responsible for reporting any loss, theft, damage, or destruction of property to Security Personnel as soon as practicable.
- 3.5 **Security Personnel** are responsible for providing the initial intake of loss, theft, damage, or destruction of property, developing the Security Report, managing the Security Report Database, sending notifications of the Security Report to appropriate stakeholders, and assisting the Property Staff with asset accountability management.

### 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 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.4 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
- SOC** Security Operations Center

**5 Resources / Supporting Documentation**

- 5.1 Policy 3102 – Custodian Responsibilities
- 5.2 Policy 3106 – Property Utilization
- 5.3 Policy 3107 – Inventories
- 5.4 41 CFR 109-1.5113, Loss, damage, or destruction of personal property in possession of designated contractors

**6 Revision History**

Version Number	Date	Author	Change Summary
0	09/01/2024	Kevin Coppert LPC Department Head	First Issuance

**7 Approvals**

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