Fermilab Property Control Training
The use and care of government property is vital to the mission of the Laboratory. Use of government property is restricted to the performance of work under our prime contract with the Department of Energy.

**INTRODUCTION TO PROPERTY CONTROL**

**CUSTODIAN**

It is the responsibility of all employees, users and subcontractors to protect government property from misuse, damage, theft or loss. As a custodian of Fermilab (or Fermi Research Alliance, FRA) property, you must take measures to mitigate the possibility of theft or loss, and you must only use Fermilab (or Fermi Research Alliance, FRA) property for official business.

**FACILITIES ENGINEERING SERVICES SECTION (FESS)**

FESS is accountable for government property via periodic inventories:
- Annual property audits
- Unscheduled property audits

FESS Property Management personnel provide oversight to ensure custodians are utilizing property in accordance with federal regulations.
WHY DO WE HAVE PROPERTY CONTROL?

Federal regulations and our prime contract with the Department of Energy each dictate that we have a property control (management) system to minimize losses or damage to Government owned property.

**Prime Contract**

Fermi Research Alliance, LLC manages and operates the Fermi National Accelerator Laboratory pursuant to Contract number DE-AC02-07CH11359 with the United States Department of Energy.

Part 1, Section C

C.4 - STATEMENT OF WORK

(c) Administration and Operation of the Laboratory

5. Business management,

(iv) Property Management. The Contractor shall have a DOE approved property management system that provides assurance that the Government owned, Contractor held property is accounted for, safeguarded and disposed of in accordance with DOE’s expectations and policies.
Each custodian must follow the policies and procedures provided by FESS. These policies and procedures illustrate how Fermilab manages personal property in compliance with Federal regulations and guidance.

FESS is required to develop, maintain, and provide a Policy and Procedure Manual. They also are required to provide and maintain a Computerized Asset Management System (CAMS).

**MISSION**

Manage assets in a safe, secure, cost-effective, and sustainable manner to support current and future DOE mission needs.
<table>
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<tr>
<th>CUSTODIAN</th>
<th>FESS</th>
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<tr>
<td><strong>Property Pass</strong>&lt;br&gt;A custodian is required to have an approved property pass prior to any property leaving the FNAL site. Each division and section has a liaison for their property pass management.</td>
<td><strong>Property Pass</strong>&lt;br&gt;FESS provides the lab’s system for tracking and authorizing property prior to leaving the FNAL site. FESS works with each division and section to establish a liaison for their property pass management.</td>
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<td><strong>Property Self Service Application</strong>&lt;br&gt;Custodians should use the <a href="#">Property Self-Service Application</a> to transfer property to another custodian or to update location for assets. The application also allows for mileage updating, and in the future, updating of inventory listings.</td>
<td><strong>Property Self Service Application</strong>&lt;br&gt;FESS maintains the <a href="#">Property Self Service Application</a>.</td>
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<td><strong>Property Management Policy and Procedure Manual</strong>&lt;br&gt;Custodians are responsible for following Fermilab property management policies and procedures – <a href="#">P &amp; P Manual</a></td>
<td><strong>Property Management Policy and Procedure Manual</strong>&lt;br&gt;FESS develops and provides access to property management policies and procedures – <a href="#">P &amp; P Manual</a></td>
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<td><strong>LPC website</strong>&lt;br&gt;Custodians can find information about property management tools and processes at the <a href="#">Logistics and Property Control</a> website.</td>
<td><strong>LPC website</strong>&lt;br&gt;FESS maintains the <a href="#">Logistics and Property Control</a> website and related tools and processes.</td>
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INTRODUCTION TO LIFECYCLE MANAGEMENT

Personal property management requires a lifecycle approach in order to be effective. There are four major phases in the personal property lifecycle:

- **Acquisition** – The acquisition phase encompasses the identification of the need to acquire an asset and includes the process of completing the documentation to acquire the asset.
- **Receipt** – The receipt phase includes the delivery and acceptance of personal property assets into the Computerized Financial Management System (CFMS), EBS Oracle Financials.
- **Utilization** – The utilization phase begins when the item is placed in service, or deployed, for use by the intended recipient. During this phase, the asset could be transferred, loaned, repaired, physically inventoried, or used.
- **Disposal** – The final phase is disposal. A physical disposal occurs when the item is no longer needed to meet the Laboratory mission.

Each phase has distinct processes and procedures associated with it to maintain proper stewardship of the Department’s assets.
**LIFECYCLE MANAGEMENT RESPONSIBILITIES**

**Acquisition**

**Custodian** – Prepares the requisition information and collaborates with Procurement to acquire the asset.

**Receipt**

**Custodian** – Verifies asset is what they ordered and operates effectively.

**FESS** – Receives the asset into the CFMS.

**Utilization**

**Custodian** – Utilizes the asset for the Laboratory mission, monitors, protects and maintains the asset throughout the life-cycle of the asset.

**FESS** – Tracks and enters additional information into the CAMS through annual and periodic inventories.

**Disposal**

**Custodian** – Sends the asset to FESS Excess Center when no longer required for the Laboratory mission.

**FESS** – Collaborates with the custodian to prepare and complete the disposal process.
**HIGHLIGHTED ASSETS – INFORMATION TECHNOLOGY ASSETS**

**Information Technology** with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency, if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency that requires the use:

1. of that equipment; or
2. of that equipment to a significant extent in the performance of a service or the furnishing of a product;
   a. includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources; but
   b. does not include any equipment acquired by a federal contractor incidental to a federal contract. (40 U.S.C. Sec. 11101)

**Utilization**

**CUSTODIAN RESPONSIBILITIES:**
- Protect items from damage, theft, and loss,
- Utilize cable locks for laptops and PC’s, lock drawers with storage devices.
- DO NOT leave any portable assets unattended.

**FESS RESPONSIBILITES:**
- Provide guidance for custodians regarding protective and loss mitigation techniques,
- Perform annual and periodic inventories to ensure the custodians are maintaining their equipment appropriately.
**HIGHLIGHTED ASSETS – HIGH RISK PERSONAL PROPERTY (HRPP)**

**HRPP** is property that is potentially dangerous to the public safety or national security if stolen, lost, or misplaced. Examples for us at Fermilab include export controlled property, radioactive materials and waste, hazardous materials and waste and other items that have national security or non-proliferation concerns. Refer to Property Policy and Procedure Manual – Property Management High Risk Personal Property Section - [PMHRPP](#).

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**Utilization**

**CUSTODIAN RESPONSIBILITIES:**
- Protect items from damage, theft, and loss,
- Lock items in cabinets, safes, drawers, behind gates/doors, etc.

**FESS RESPONSIBILITIES:**
- Assist custodians with theft and loss mitigation,
- Provide secure storage for HRPP items.
**CUSTODIAN RESPONSIBILITIES:**
- Follow vehicle operator rules*,
- No smoking in vehicles,
- Lock unattended vehicles,
- Seatbelts must be worn while operating the vehicle,
- Report accidents/damage by contacting ESH&Q Security department and local police if accident/damage occurs offsite.

*See the entire document [here](#) for a comprehensive set of rules

**FESS RESPONSIBILITIES:**
- Provide custodians of vehicles the rules for operating Government vehicles,
- Communicate any vehicle rule changes to the Fleet Utilization committee members,
- Work with custodians, ESH&Q Security department and DOE to complete accident reports.
Custodial Responsibility Review

As a custodian of Fermilab government property, you are required to:

**Acquisition**

1. Acknowledge receipt of the asset by signing the Fermilab Property Department PO Property Ticket.

**Utilization**

2. Maintain knowledge of the location of all assets under your custodianship throughout the lifecycle of the asset.

3. Complete periodic inventory verifications when the Property Office generates listings.

4. Request a Property Pass whenever you need to remove property from the Fermilab site.

5. Perform preventive maintenance, when required.

**Receipt**

1. Acknowledge receipt of the asset by signing the Fermilab Property Department PO Property Ticket.

**Disposal**

6. When leaving the Lab, transfer the asset to a fulltime Fermilab employee using the Property Self-Service application.

7. Notify the Security department (extension 3414) immediately if you are unable to locate an asset.

8. Send the asset to the Property Excess Center via an electronic MMR, when the asset in no longer needed in support of the Lab’s mission.
1. Use government motor vehicles for official business only.

2. Possess a valid State, District of Columbia, or commonwealth operator’s license for the type of vehicle to be operated, or a valid international license for the type of vehicle to be operated.

3. Operate the vehicle in a safe and prudent manner to prevent injury to self or others, and to protect/safeguard property from damage.

4. No use of tobacco products of any kind in a government motor vehicle.

5. Have knowledge of, and comply with, applicable motor vehicle laws and regulations of Federal, State, and local governments.

6. Do not pickup strangers or hitchhikers.

7. Report vehicle malfunctions, failures, damages, and accidents to the supervisor at the Fleet Management Center. Complete SF-91, vehicle accident report, contact ESH&Q security department at ext. 3414 and if offsite, contact local police.

8. Ensure that all vehicle occupants wear safety belts, and adhere to all vehicle rules.

9. Shut off the vehicle when not in use and do not leave the keys in the vehicle.

10. Hand-held cellphone use is prohibited in government vehicles unless in handsfree mode.
The FESS Property Control Team

The following departments within FESS can be reached by contacting:

• Property Management – property@fnal.gov or extension 3585
• Fleet Management – fleet@fnal.gov or extension 3307
• Receiving – receiving@fnal.gov or extension 3575

Please contact the FESS Property Control team with any property questions.