

## Procedure: Property Management – Shipments in Support of Mission

<b>Revision</b>	0
<b>Effective Date</b>	03/04/19
<b>Management System</b>	Property and Infrastructure
<b>Owner</b>	Property and Infrastructure Management System Owner
<b>Review Cycle</b>	Every 3 years

Requirements needed to ship material / property in support of mission

### 1. Purpose

The purpose of this procedure is to describe the requirements associated with shipping material/ property in support of DOE's mission.

### 2. Procedure

Fermilab's Facilities Engineering Services Section (FESS) Logistics and Property Control (LPC) Department manages processes to complete shipments of property in support of the laboratory's mission. The following roles, responsibilities and processes are used to complete compliant shipments of government-owned personal property.

#### 2.1. Responsibilities of the Requestor

- 2.1.1. Generate Material Move Request (MMR) with detailed information about assets/ material.
- 2.1.2. Confirm that the reason for the shipment is in support of DOE Mission.
- 2.1.3. Assist FESS LPC with finite details of shipment.

#### 2.2. Responsibilities of FESS LPC

- 2.2.1. Work with requestor and recipient to complete the Shipments in Support of Mission document.
- 2.2.2. Complete three required reviews (High Risk Personal Property, Export Control and Hazardous).
- 2.2.3. The three reviews and the Shipments in Support of Mission documents are reviewed by Logistics and Property Control Manager or Assistant Logistics and Property Control Manager for completeness.
- 2.2.4. Send the three reviews with the Shipments in Support of Mission to the recipient for their records.
- 2.2.5. Determine (with requestor) whether assets/ material are consumed into a larger asset or if it retains its intended use.

**2.2.6.** For assets/ material consumed into a larger asset:

2.2.6.1. Create an agreement for each line from MMR,

2.2.6.2. Add MMR documentation to each asset,

2.2.6.3. Creates a final event of “consumed into a larger asset” and close agreement.

**2.2.7.** For assets/ material that retain its integrity:

2.2.7.1. Create an agreement with today’s date as beginning date, one year from today for scheduled ending date,

2.2.7.2. Add each line from MMR that retains its integrity,

2.2.7.3. Notifications are generated from the computerized asset management tracking system based on scheduled ending date when the actual ending date is null.

**2.2.8.** Upon notification, follow up with the requestor and recipient,

2.2.8.1. Determine if anything has changed with the assets/ material.

2.2.8.2. For assets/ materials that have been returned a final event is created – returned from agreement.

2.2.8.3. For assets that are still at the recipient’s location and need to remain there, the agreement is extended for one year.

2.2.8.4. Update the Shipments to Support Mission document along with the three reviews.

**2.2.9.** For assets/ material that is requested to be abandoned, refer to *Procedure: Property Management – Disposition of Personal Property*.

**2.2.10.** Once all assets have been dispositioned a final event is created in the computerized asset management tracking system and the agreement is closed.

**3. Definitions**

N/A

**4. Responsibilities**

**4.1. The Property and Infrastructure Management System Owner** approves this procedure, identifying the necessary resources and overseeing laboratory compliance.

**4.2. The FESS – Logistics and Property Control Department Head** implements and manages changes to this procedure by assigning appropriate resources.

**4.3. Custodians and Requestors of Property Shipments** follow all processes in this Procedure.

**5. Resources / Supporting Documents**

**5.1. Form** - Property Mission Support Movement Document

**5.2. Procedure** – Property Management - Disposal of Personal Property

## 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 Digitally signed by Jack Kelly, UID:jkelly Date: 2019.03.05 09:30:47 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 14:37:48 -05'00'