

Procedure: Property Management – Shipments in Support of Mission

Personal Property Manual Section	3211
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 the requirements associated with shipping material/property in support of DOE's mission.

2 Procedure

Property Staff manage 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 Mission Move Requestor Responsibilities

- 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 Property Staff with finite details of shipment.

2.2 Property Staff Responsibilities

- 2.2.1 Work with requestor and recipient to complete the Shipments in Support of Mission document.
- 2.2.2 Complete four required reviews (High Risk Personal Property, Export Control, Radiological and Hazardous) and ensure the Export Restriction Notice is part of the documentation as outlined in *Desktop Procedure: Disposition Reviews*.
- 2.2.3 The reviews and the Shipments in Support of Mission documents are reviewed by Logistics and Property Control Department Head for completeness.
- 2.2.4 Send the 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, add 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 personal property management 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 four 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 personal property management system and the agreement is closed.

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** implements and manages changes to this procedure by assigning appropriate resources.
- 3.3 **Custodians and Requestors of Property Shipments** follow all processes in this Procedure.

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 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 4.3 Acronyms
 - CFR** Code of Federal Regulations
 - DOE** Department of Energy
 - FNAL** Fermi National Accelerator Laboratory
 - FRA** Fermi Research Alliance, LLC

5 Resources / Supporting Documentation

- 5.1 **Form** - Property Mission Support Movement Document
- 5.2 **Procedure** – Property Management - Disposal of Personal Property
- 5.3 **Desktop Procedure** - Disposition Review

6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	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
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	