

Procedure: Property Management – Lifecycle of Property Located at Foreign Institutions

Personal Property Manual Section	3212
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 outline the management of personal property located at Foreign Institutions throughout its lifecycle until final disposition.

2 Procedure

Property shipped to a foreign institution requires a DOE Form 4420.2 Personal Property Loan Agreement or an FNAL Shipment to Support Mission form.

2.1 Shipments in Support of Mission

2.1.1 Requestor completes Material Move Request, with listing of property to ship to a foreign institution.

2.1.2 Property Staff generate FNAL Shipment in Support of Mission form and includes the Export Restriction Notice along with the four required reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous) as outlined in *Desktop Procedure: Disposition Reviews*.

2.1.3 Logistics and Property Control Department Head review the four reviews and Shipment in Support of Mission documents for completeness.

2.1.4 Property Staff enter the Shipment in Support of Mission agreement into computerized asset management system (i.e., Sunflower) with a beginning date and a scheduled ending date along with data for all assets provided in support of mission.

2.1.4.1 The scheduled end date is one year from beginning date, so that inventory verification can be processed. The agreement form can be the length of the collaborative agreement. For each yearly inventory verification, Property Staff complete four reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous) and updates the files and the scheduled end date of the agreement.

2.1.4.2 The end date must not exceed 1 year from beginning date for assets that retain integrity (not consumed). See renewals of shipments in support of mission below.

2.1.5 Property Staff share these forms with individuals receiving the material.

2.1.6 Property Staff maintain files with appropriate documentation.

2.2 Loans

- 2.2.1 When entering into a loan complete *DOE F 4420.2*.
- 2.2.2 Property Staff perform the four required reviews (High-Risk Personal Property, Export Control, Radiological, and Hazardous) and ensures the Export Restriction Notice is included in the documentation as outlined in *Desktop Procedure: Disposition Reviews*.
- 2.2.3 Files containing four reviews and the Loan documents, including the Export Restriction Notice, are reviewed by the Logistics and Property Control Department Head for completeness.
- 2.2.4 Property Staff sends the loan agreement package to the DOE for approval.
- 2.2.5 Property Staff enter the loan agreement into the computerized asset management system (i.e., Sunflower) with a beginning date and a scheduled ending date along with data for all assets loaned.
 - 2.2.5.1 The end date must not exceed 1 year from the beginning date.
 - 2.2.5.2 Property Staff share these forms with the individual receiving the material.
 - 2.2.5.3 Property Staff maintain files with appropriate documentation.

2.3 Renewals/Disposals of loans and shipments in support of mission:

- 2.3.1 The computerized asset management system (i.e., Sunflower) generates notifications 90 days prior to agreement expirations.
- 2.3.2 Property custodians verify the property is still in use. If so:
 - 2.3.2.1 Property custodians generate a new DOE Loan 4420.2 or shipment in support of mission form.
 - 2.3.2.2 Property Staff completes four reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous), including the Export Restriction Notice.
 - 2.3.2.3 Upon receiving approval from DOE for loans, extends the scheduled ending date by one year.
- 2.3.3 If property is returned, a final event is created in the personal property management system for each line item returned.
- 2.3.4 For property no longer required for FNAL mission, the requestor can initiate a request to Property Staff to abandon the property.
 - 2.3.4.1 Property Staff lists assets on the GSA PPMS system-
 - 2.3.4.2 Property Staff creates a final event of transfer for each asset that is obtained by a USA entity off GSA PPMS or LEDP. *

* If another institution acquires the property, they are responsible for all relocation expenses (including packing, crating, shipping, etc.).
- 2.3.5 If Property is not obtained by another USA entity from the GSA PPMS or LEDP websites, Property Staff receives local disposition.
 - 2.3.5.1 Property Staff compiles an abandonment package which contains the following:
 - 2.3.5.2 *DOE F 4420.2* or shipment in support of mission
 - 2.3.5.3 Justification for abandonment, including property's fair market value, original acquisition cost, cost of storage, and shipping

- costs to return the item to DOE, if applicable.
- 2.3.5.4 Letter of acceptance from the recipient of proposed abandoned property.
- 2.3.5.5 Property Office completes the four required reviews (High-Risk Personal Property, Export Control, Radiological and Hazardous) and Export Restriction Notice
- 2.3.5.6 Completed NNSA End-Use Agreement and restricted party screening.
- 2.3.5.7 Country-to-Country agreement if foreign transaction
- 2.3.5.8 DOE Headquarters Program Office concurrence if foreign transaction.
- 2.3.5.9 Include the local disposition information from GSA PPMS system
- 2.3.5.10 Property Staff sends the abandonment package to the DOE Site Office, then to DOE HQ Office of International Affairs for approval.
- 2.3.5.11 Following approval from DOE HQ Office of International Affairs, ISD LPC creates a final event of transfer out for all assets and closes out the loan or shipment in support of mission by putting an end date on the agreement.

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.

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:** DOE Loan Form 4420.2
- 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	