LBNL Property Management Procedure
Outgoing Administrative Transfer

Owner
Policy – Property Management – Property Manager
Procedure – Property Management – Property Manager
Process – Property Management – Property Manager

Overview of the Process
Property that is deemed excess to the needs of Lawrence Berkeley National Laboratory (LBNL) may have accountability transferred via an Excess Property Transfer or as termed in this procedure as an Administrative Transfer to the following entities:

- DOE Agency-Level Organizations
- DOE (M&O) Contracted Facilities (including National Laboratories)
- Academic Institutions (via active DOE Grant)
- Federal Agencies (other than DOE)

Administrative Transfers must be justified by the LBNL Custodian/Requester, providing a clearly defined connection between DOE/LBNL mission and the research being conducted by the intended receiving entity.

Assets being transferred via the Administrative Transfer method are not required to be screened. Not sure what this means. Note, suggest that any property identified as excess be screened internall with LBNL.

Exceptions to the screening requirement will also be considered when the assets in question have been in joint use through a collaborative effort between the Laboratory and a non-Federal entity and the research will continue after the Laboratory's active role has been completed.

Please contact LBNL Excess Turn-In-Center for Excess Transfer procedures.

Regulations
- LBNL Personal Property Policy Manual Section 11.7 Property Transferred Outside the Laboratory
    - http://www.lbl.gov/Workplace/CFO/assets/docs/pro/prty/PropertyManual.pdf

Definitions
- **(Government) Personal Property** means any property, use definition in DOE guide for property except real property. The term excludes records of the federal government and naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines.
- **Excess Personal Property** means any personal property under the control of any federal agency that is no longer required for that agency's needs, as determined by the agency head or designee. *Ownership is retained within the federal government.*
- Administrative Transfer – Define what is meant or use the term Excess

Roles
LBNL:

- Property Custodian (Requester) How is an internal custodian involved as a requester if it is outgoing.
- Division Property Representative
- Property Management Group Specialists
- High Risk Manager
- Property Manager
- Property Accounting Representative

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Receiving Organization:
Roles are unique to each organization

- Property Custodian (Requester)
- Property Management Group Specialists
- High Risk Reviewer
- Property Accounting Representative
- Property Manager (Authorized Signatory)
- Organizational Property Management Officer (if DOE Agency-Level Organization)
- DOE Operations Office (Property Management Specialist) (if DOE Grant)

Responsibilities

LBNL:

- **Property Custodian (Requester)**
  - Generates, completes and submits Property Management Transfer Request form
  - Completes and signs High Risk Evaluation form

  Note: Custodian can appoint a "coordinator" to assist during the process. If appointed, they will be included in all correspondence and distribution of documentation.

- **Division Property Representative**
  - Assists Custodian with completion of paperwork, shipping of assets, etc
  - Copied on all correspondence during transfer process

- **Property Specialists (Transfers) – Property Management Core Team**
  - Reviews all incoming Transfer Request documentation
  - Prepares Transfer Order documentation for signature routing
  - Corresponds information and updates to custodian, division property rep and contacts at receiving organization

- **High Risk Manager – Property Management Core Team**
  - Reviews and provides high risk determination for assets included in transfer
  - Identifies special requirements, notifications, and/or approvals for items meeting high risk categories, as appropriate
  - Obtains Office of Science approval for exemptions to the "Presumption of Destruction" when considering transfer to another Government Agency and/or when considered in the best interest of the Government

- **Property Specialist (Retirement/Sunflower) – Property Management Core Team**
  - Retires all tagged assets in Sunflower AMS being transferred out of LBNL

- **Property Manager – Property Management Core Team**
  - Reviews Transfer Order documentation for signature
  - Authorized signatory

- **Property Accounting Representative**

  IF CAPITAL assets are included
  - Generates Transfer Voucher to submit to receiving organization (IF capital asset(s) included)
  - Adjusts general ledger for any "capitalized" assets released via Transfer Order

- Reviews all assets included in Transfer Order in Financial Module in Sunflower AMS prior to Transfer Order being routed for signature(s)
- Authorized to approve/disapprove any Transfer Order involving capital asset(s) prior to Transfer Order being routed for signature(s)
- Submits Transfer Voucher to receiving organization (IF capital asset(s) included)
- Adjusts general ledger for any "capitalized" assets released via Transfer Order

Receiving Organization:
Responsibilities are unique to each organization

IF DOE Contracted Facility
- **Property Custodian (Requester)**
- **Property Management Specialist**
- **Property Manager**
- **Property Accounting Representative**
  IF CAPITAL assets are included

IF DOE Agency-Level Organization
- **Property Custodian (Requester)**
- **Organizational Property Management Officer (OPMO)**
- **Property Accounting Representative**
  IF CAPITAL assets are included

IF Academic Institution (via DOE Grant)
- **Property Custodian (Requester)**
- **Property Management Specialist for designated DOE Operations Office**
- **"Other(s)" (depending upon Operations Office review process)**

IF Other Federal Agency
- **Property Custodian (Requester)**
- **Authorized Signatory (Property Manager or equivalent)**

- Assigned responsibilities depend on the organization's structure and policies
- It also depends if the organization is a DOE M&O Laboratory, DOE Agency-level organization, Federal Agency or an academic institution (via federal grant)

Procedure

Property Management Transfer Request / Transfer Order (SF122)

- IF the request to transfer assets originates from the (intended) Receiving Organization, the Property Specialist (Transfers) will send an email notifying the Custodian of the asset(s) and Division Property Representative of the request for transfer of assets
- Requester (Custodian) submits completed Property Management Transfer Request form to LBNL Property Management Core Team Property Specialist (Transfers)
  - Property Management Transfer Request requires a "justification" statement
  - Division Property Representative can assist Custodian with completion of form

  Note: Assets are NOT to be shipped to the Receiving Organization until the completion of the Transfer Order signature process

- Property Specialist (Transfers) receives and reviews the completed Property Management Transfer Request form submitted by the Requester
- Property Specialist (Transfers) checks to see if there is a Loan Agreement associated with the asset(s)
    - IF so, Property Specialist (Transfers) determines if ALL assets associated with the Loan Agreement are included in the Transfer Order. If yes, steps will be taken by the Property Specialist (Loan Agreements) to close the Loan Agreement at the completion of the Transfer Order
- Property Specialist completes Transfer Order Excess Personal Property (SF122)
    - Export Restriction Notice is incorporated into SF122 form
    - Include supplemental Property Listing (if quantity of items is lengthy)

High Risk Evaluation

- A copy of the SF122 (and Property Listing, if applicable) is submitted to the High Risk Manager for review
- Reviews property against the Nuclear Suppliers Group's Trigger List, the Dual-Use List and the Department of State Munitions List, providing high risk determination for listed property
- Identifies special requirements, notifications, and/or approvals for all property meeting high risk category, as appropriate
- Ensures an Export Restriction Notice is included as part of the documentation
- Provides High Risk approval or disapproval on the Request for High Risk Review form
- When complete, forwards all documentation to Property Specialist (Transfers) for continued processing

Property Accounting

- Property Specialist (Transfers) sends email to Property Accounting Representative notifying them of assets involved with Transfer Order
- IF any of the assets to be transferred are listed as being "capitalized" in Sunflower AMS, the Property Specialist (Transfers) will also request approval for the transfer of the capital assets
    - Property Accounting Representative reviews asset(s) in Sunflower AMS and approves request

Transfer Order (SF122) Outbound Signature Routing

- Property Specialist (Transfers) sends Transfer Order package to Receiving Organization's Property Management Specialist for review and signature
    - IF the transfer involves a DOE grant, the Transfer Order package is sent to the Receiving Organization's Requester, who then routes it to the appointed DOE Operations Office contact, along with a justification memo
    - IF the asset(s) is/are already at the Receiving Organization's location, the Property Specialist (Transfers) will include a request in the package to have all LBNL/DOE Property tag(s) returned to the LBNL Property Management
- Once the Transfer Order package has been sent to the Receiving Organization, the Property Specialist (Transfers) will send a "status update" email to the Requester and Division Property Representative
- Property Specialist (Transfer) receives the signed Transfer Order (SF122) from the Receiving Organization (or DOE Operations Office)

Transfer Order (SF122) Return/Counter-Signature Routing
LBNL Property Manager Signature

- Property Specialist (Transfers) submits the Transfer Order package to LBNL Property Manager for review and signature
- LBNL Property Manager countersigns the Transfer Order (SF122)
- Property Specialist (Transfers) sends copy of countersigned Transfer Order (SF122) back to Receiving Organization's Property Management Specialist
    - IF DOE Grant, copies are sent to DOE Operations Office and Requester at Receiving Organization

- Property Specialist sends "status update and copy for records" email, along with a PDF copy of the countersigned Transfer Order, to the Requester and Division Property Representative for their records
    - If applicable, this email will also advise that the Requester and/or Division Property Representative can now ship the asset(s) to the Receiving Organization
- IF the asset(s) is/are associated with an LBNL Loan Agreement, Property Specialist (Transfers) submits copy of countersigned Transfer Order to Property Specialist (Loan Agreements) for the Loan file

Laser Safety & Radioactive Shipments (If Applicable)

- IF asset(s) associated with Transfer Order is/are of a "laser" or "radioactive" nature, and will need to be shipped to the Receiving Organization, the Requester and/or Division Property Representative will need to send a copy of completed Transfer Order (and associated Property List, if applicable) to:
    - Ken Barat – Laser Safety Officer (MS: 71J)
    - Steve Sohner – Radioactive Shipments (MS: 75B-0101)

Property Accounting & Capitalized Assets (If Applicable)

- IF any of the asset(s) associated with Transfer Order are "capitalized", Property Specialist (Transfers) sends a copy of completed Transfer Order (and Property List, if applicable) to the Property Accounting Specialist
- IF Transfer Order involves "capitalized" asset(s), the Requester and/or Division Property Representative will need to send a copy of the Shipping Document to the Property Accounting Specialist
- IF Transfer Order involves "capitalized" asset(s), the Property Accounting Specialist processes Transfer Voucher and forwards to Receiving Organization's Property Accounting Representative

Agreements Module in Sunflower AMS (If Applicable)

- IF asset(s) being transferred is/are associated with an LBNL Loan Agreement, remove asset(s) from Loan in Agreement Module in Sunflower AMS
    - This process must take place prior to retirement of asset(s)

Property Asset Retirement (If Applicable)

- Property Specialist (Transfers) prepares a Property Asset Retirement form for each asset that has an LBNL/DOE Property Tag (and a record in Sunflower AMS)
- Property Specialist (Transfers) submits Property Asset Retirement form(s), along with copy of Transfer Order and Inventory Asset History printout (Sunflower AMS), to LBNL Property Manager for signature
- Property Manager signs Property Asset Retirement form(s)
- Property Specialist (Transfers) then submits form(s) to Property Specialist (Retirement/Sunflower) to have the asset(s) retired in Sunflower AMS
- Property Specialist (Retirement/Sunflower) retires asset(s) in Sunflower AMS
- Property Specialist (Transfers) verifies retirement(s) in Sunflower AMS
- Property Specialist (Transfers) sends email notification to Requester and Division Property Representative advising that the asset(s) have been removed from their custodianship, as well as Division stewardship, in Sunflower AMS

Forms

Property Management Transfer Request
Transfer Order Excess Personal Property (SF122) (includes Export Restriction Notice)

- Property Management website: http://www.lbl.gov/Workplace/CFO/pro/property/prty_forms.html

Reports

No formal reports