

Roper
6/9/96

OHIO FIELD OFFICE PROTOCOL FOR ECONOMIC DEVELOPMENT PERSONAL PROPERTY

Purpose: For personal property marked as "ED", the preference is to provide excess personal property to the Community Reuse Organization (CRO) for economic development, absent compelling justification from a DOE activity. In accordance with Acquisition Letter 95-06, Economic Development Property, the DOE activity must show a program need and provide justification to claim "ED" marked property.

There are three categories of ED marked personal property:

- ED1 - The CRO has a commitment from a business to locate on-site.
- ED2 - The CRO has a potential business with no commitment.
- ED3 - The CRO desires property for possible future use.

Categories will be marked on each item of property when requested by the CRO. The CRO will only receive government personal property after consideration in accordance with the site methodology.

If personal property is claimed by a DOE activity on the Reportable Excess Automated Property System (REAPS):

1. Requests must be made during the 15 or 30 day advertisement period in the REAPS. Later requests will not be considered. The requests must state specific details and supporting documentation which demonstrate compelling need such as:
 - A. Affects the immediate health or safety of workers.
 - B. Critical to program/project completion.
 - C. Actually budgeted in DOE request.
2. Upon timely request, DOE-OH will provide the DOE activity a Personal Property Request Form to be completed and returned. The Personal Property Request Form provides for:
 - A. Clear and convincing evidence of DOE programmatic need.
 - B. Approval of cognizant DOE Field/Operations Manager or designee.
 - C. Forward completed request within 5 working days of request.
3. Upon receipt of completed request, DOE-MB will review and evaluate the request on the basis of DOE programmatic need and the impact to the CRO.
4. In accordance with the Acquisition Letter 95-06, the Head of Contracting Activity (HCA) will make the final decision.
5. Upon HCA decision, the DOE Activity/CRO will be notified within 10 working days.

REVISION 1
ADDENDUM TO
PROTOCOL FOR ECONOMIC DEVELOPMENT
PERSONAL PROPERTY,
APRIL 17, 2002

1. PURPOSE:

To supplement the Protocol for Economic Development Personal Property (Attachment I) with the internal processing of property requests and timelines associated with these requests. To include definitions for low value personal property and consumable supplies and to describe the process in which these types of requests will be handled. **The purpose of this revision is to add Paragraph 6 which outlines the procedures that will be followed to process requests submitted by the MMCIC to support the Mound Museum Association.**

2. DEFINITIONS:

Personal Property – Movable items which are not permanently affixed to or considered to be an integral part of the real property. Generally, but with exception, items remain personal property if they can be moved without serious damage either to the real property or to the items themselves. For example; stand-alone test equipment, furniture, computers, etc.

Related Personal Property – Any personal property that is an integral part of real property or is related to, designed, for or specially adapted to the functional or productive capacity of the real property and whose removal would significantly diminish the economic value of the real property. For example; HVAC Systems, ventilation fans, etc.

Low Value Personal Property – Property with an acquisition value of \$5,000 or less, not sensitive, and for which the contractor has no requirement to maintain formal inventory records. For example; partitions chairs, desks, tables, chalk/dry wipe boards, etc.

Consumable Supplies – Supplies that expended or consumed when used and are generally low value. For example; nuts, bolts, misc. hand tools, etc.

High Risk Personal Property – Property, that because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than a routine manner.

High Risk Review – A procedure initiated by Property Management prior to turning in for excess screening, disposal, contract termination, loan or other off-site transfers of high risk personal property that requires appropriate clearances and certifications prior to release by the government. These clearances generally include, but may not be limited to radiological contamination, information systems (including computer hardware, facsimile machined, copiers, etc.), classification, proliferation-sensitive/export control, Operation Security and nuclear materials safeguard and security.

3. **INTERNAL STEPS FOR PROCESSING REQUESTS:**

Step 1 – The Community Reuse Organization (CRO) generates a property request listing the equipment and designating a priority based on market need as identified in the Protocol (ED1, ED2, ED3). The request will also include a statement regarding whether or not the equipment is slated to remain on site or be moved. The CRO then forwards the request with a desired receipt date to the Organizational Property Management Officer (OPMO) for consideration. If no desired receipt is included in the property request, the OPMO will assign a standard 60-day response date based on the date of the request letter.

Step 2 – The OPMO reviews request and priority assigned by the CRO for adequacy, then forwards requests to the MEMP Contracting Officer to direct the contractor to begin the transfer process (EADS, High Risk reviews (HRR), radiological surveys, etc.). The MEMP Contracting Officer should forward requests within five calendar days to the contractor. The contractor normally will have sixty calendar days from date of request in which to complete the transfer process.

Within five calendar days after receipt of direction, if the contractor is unable to meet the CRO's desired receipt date, a response will be forwarded to the MEMP Contracting Officer and the OPMO with a new date. The OPMO will forward the new date to the CRO. The CRO will have the option to accept the new date or cancel the request by providing a written response. The OPMO will maintain a database of all requests in process. Sample database provided as Attachment II.

Step 3 – Upon completion of the HRR, the contractor forwards a letter to the MEMP Contracting Officer acknowledging completion of the Review and attaches proof of certifications. **If the equipment is suitable for free release, the projected availability date will reflect any deinstallation that may be required by the Mound contractor.** This notification is then forwarded to the OPMO.

Step 4 – Upon receipt of HRR documentation from the MEMP Contracting Officer, the OPMO will provide an offer letter to the CRO within 10 calendar days. **The offer letter from the OPMO will specify whether the equipment is available for free release. The MMCIC will sign an export restriction notice**

or other type of statement outlining restrictions prior to receiving any restricted equipment. The CRO has 30 calendar days in which to make payment from date of offer letter. The OPMO will forward a copy of the offer letter to the MEMP site Transition Manager to ensure accuracy in personal property removals.

Step 5 – Once payment has been made and; the CRO shall then coordinate the removal, dismantling or movement of purchased personal property with the MEMP Site transition Manager. The CRO will remove the personal property off-site or to a leased facility within 30 calendar days of the availability date.

Removal of personal property from a non-leased building must be requested in writing by the CRO to the MEMP Site Transition Manager and contractor using Attachment III, “Construct, Alter, or Modify Facilities or Move Property”. Upon receipt of this form, the contractor will generate Attachment IV, “BWXTO Recommendations For MMCIC Equipment Move Request.”

4. **RETURN/CANCELLATION POLICY:**

The CRO may cancel any special request any time prior to the start of the HRR without an administrative fee. Once the HR review has begun, the CRO will be assessed an administrative fee of \$100 for the cancellation.

If the OPMO takes longer than 10 working days from the receipt of the certified transfer documentation to provide an offer letter to the CRO, the CRO may have the option of canceling the request without an administrative fee.

Once HR reviews have been completed and payment made by the CRO, purchased personal property shall not be returned.

5. **LOW VALUE PERSONAL PROPERTY/CONSUMABLE SUPPLIES:**

As the MEMP transfers or leases buildings to the CRO, some types of low value items and consumables may be transferred in place. Low value personal property and consumable supplies may be made available to the CRO at no cost. These requests must be made to the OPMO on a location-by-location basis, be made early in the planning process (based on notification of property availability by BWXTO), result in cost avoidance, and not negatively impact the contractor. As appropriate, HRRs shall be conducted on low value personal property.

6. **PERSONAL PROPERTY REQUESTS SUBMITTED BY THE CRO TO SUPPORT THE MOUND MUSEUM ASSOCIATION**

All personal property requests submitted by the MMCIC to support the Mound Museum Association (MMA) will be submitted to the OPMO for approval. Requests submitted by the CRO to support the MMA will contain no more than 30 items. Any property that has been located used in a suspect contaminated or contaminated area shall be considered suspect contaminated. Suspect -

contaminated or contaminated property will not be offered to the MMCIC for consideration under this paragraph. The following steps will be followed for processing all other requests submitted by the MMCIC to support the MMA:

Step 1 – The OPMO will review each request and will assign a priority of Economic Development – 2 (ED2). The OPMO will then forward requests to the MEMP Contracting Officer to direct the contractor to begin the transfer process [EADS, High-Risk (HR) reviews, radiological surveys, etc.]. The OPMO will not assign a date that equipment is to be made available for requests submitted by the CRO to support the MMA. Within five working days after receipt of the request, the contractor will provide the OPMO a projected date the requested items will be available to offer to the CRO for consideration. The projected release date will be determined by evaluating the availability of resources and schedule impact. The OPMO will maintain a database of all requests in process.

Step 2 – Upon completion of the HRR, the contractor forwards a letter to the MEMP Contracting Officer acknowledging completion of the Review and attaches proof of certifications. **If the equipment is suitable for free release, the projected availability date will reflect any deinstallation that may be required by the Mound contractor.** This notification is then forwarded to the OPMO.

Step 3 – Upon receipt of HRR documentation from the MEMP Contracting Officer, the OPMO will provide an offer letter to the CRO within 10 calendar days. The CRO shall make payment within 30 days of the offer letter. The property purchased by the CRO to support the MMA is to be sold to the MMA at no profit. Upon receipt of payment, the OPMO will provide a letter to the MEMP contractor authorizing the release of approved equipment. Within 30 calendar days after payment has been made by to CRO to the Government, the CRO shall coordinate with the MEMP Site Transition Manager for the removal, dismantling or movement of personal property by the MMA.