

TWP PROCEDURE	LANL PROPERTY REMOVAL FORMS (PRF)	PRO(TWPP0)-074.000  09 November 2004 Page 1 of 12
Author: TWPO		

## LANL Property Removal Forms

### I. Purpose:

This document provides direction for filling out LANL property removal forms for travel or residence purposes ONLY when the Property Administrator is not available.

### II. Cautions and Hazards:

None.

### III. Requirements:

- Access to LANL website

### IV. Procedure:

#### A. Property Removal Form (PRF) for Foreign Travel Purpose

1. Get a list of property, including crypto card, which will be taken on travel. List must include LANL property number and complete list of software that is on property.
2. Have a copy of the traveler's itinerary.
3. Access online form 237-r Property Removal Request Form on the LANL website.
4. Fill out the form completely. Make sure that the proper program codes are filled out. All overnight locations from itinerary must be listed on the PRF.
5. Once form is complete, attach the itinerary and complete list of software to the PRF and proceed with getting the appropriate signatures. (i.e. Property Custodian, Group Leader and Property Administrator)

**NOTE: Easiest way to get complete list of software is to click on the start button on the employee's computer. Highlight the programs, make sure that double black arrows are clicked to show all programs that are installed on the computer, press print screen button twice, then paste into either word or paint. See Attachment 1 for a sample screen image.**
6. Once all the signatures are received, PRF with itinerary needs to be forwarded onto the Customs Office for approval.
7. The Customs Office will prepare all necessary paperwork for the traveler to carry with him/her while on travel.

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8. Once the paperwork is complete, the Customs Office will forward everything back to the traveler (see Attachment 2 for examples of packet). The traveler will need to print out two copies of all the paperwork. One copy needs to be kept with the traveler, and the other copy needs to be forwarded to the Team Administrator.
9. The Team Administrator will store a copy of PRF in appropriate file.

**B. Property Removal Form (PRF) for Residence Purposes for Non-Exempt and Contract Employees**

1. Get a list of property that will be taken to residence. List must include LANL property number and complete list of software that is on property.
2. Complete a memorandum to justify why employee must be able to work from home. Memorandum must state that the employee is in complete understanding of restrictions of the agreement to work at home. Follow *Review & Recommendation Checklist for HR Generalists* as a guideline of what is to be expected in the memo (see Attachment 3).

**NOTE: Memorandums will be in a different format and contain different information depending on if employee is non-exempt regular UC employee or a contractor employee (see Attachment 4 and 5).**

3. Access online form 237-r Property Removal Request Form from LANL website.
4. Fill out the form completely. Make sure that the proper program codes are filled out.
5. Once form is complete, attach memorandum to PRF and proceed with getting the appropriate signatures (i.e., Property Custodian, Group Leader and Property Administrator).
6. If employee is a contractor, make sure that once you have the approved memorandum and the appropriate signatures from Property Custodian, Group Leader and Property Administrator forward onto the Contract Administrator for final approval.
7. Once all the necessary signatures are received, one copy of both PRF and the memorandum needs to be given to the Property Administrator, one copy to the employee and one copy to the Team Administrator.
8. The Team Administrator will store a copy of PRF in appropriate file.

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**C. Property Removal Form (PRF) for residence purposes for Exempt Employees**

1. Get a list of property that will be taken to residence. List must include LANL property number and complete list of software that is on property.
2. Access online form 237-r Property Removal Request Form from the LANL website.
3. Fill out the form completely. Make sure that the proper program codes are filled out. Also, make sure that the justification page on the PRF is filled out, which appears on form 237-r when the exempt and property to residence options are selected.
4. Once form is complete, proceed with getting the appropriate signatures (i.e., Property Custodian, Group Leader and Property Administrator).
5. Once all the necessary signatures are received, one copy of PRF needs to be given to the Property Administrator, one copy to the employee and one copy to the Team Administrator.
6. The Team Administrator will store a copy of PRF in appropriate file.

**D. Requesting Pre-Printed Cryptocard Access Numbers**

1. Access the EIA page from the LANL website.
2. Click on ICN Registry.
3. Select "Main Menu" option. This will prompt you to log in using your cryptocard.
4. Once you are logged in, select "Password List" under the "Authentication Accounts" heading.
5. Will ask for number of passcodes to generate, make sure that you account for each time that you might need to log in. Will also ask for length of time before passcodes expire.
6. Rules, expiration date and instructions will appear. You may want to keep a copy for yourself.
7. Print passcodes list. Keep the list protected at all times.

**V. References:**

None.


**VI. Attachments:**

1. Sample screen shot showing installed software.
2. Sample of Approved PRF packet for foreign travel.
3. Sample of Review & Recommendation Checklist for HR Generalists.
4. Sample Memorandum for UC non-exempt employee.
5. Sample Memorandum for Contractor Employee.

**Attachment 1: Sample screen shot showing installed software**



**Attachment 2: Sample of Approved PRF packet for foreign travel**



**Los Alamos**  
NATIONAL LABORATORY

These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations Diversion contrary to U.S. law prohibited

Number 559066

**Property Removal Request Form**

COMMERCIAL INVOICE 3/15/04 GR

(Please print or type all information)

Name of Custodian REASS DAVID A		<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-exempt	Z Number 150018
Organization Code (For foreign travel, include prog code, cost acct, and work pkg.) 8G0200, SL21, 8000,000		Group EES-2		Telephone Number 5056653287
Please process this form as authorization for removing <input checked="" type="checkbox"/> A. Property for travel purposes (Subaccount 08) <input type="checkbox"/> B. Property to residence (Subaccount 07) <input type="checkbox"/> C. Shared property from the Laboratory (Subaccount 15) <input type="checkbox"/> D. Property provided to staff augmentation subcontractor residence (Subaccount 25)		If a box is checked on the left, list address(es) to which property will be removed. ARCS-1, Papua New Guinea ARCS-2, Nauru ARCS-3, Darwin, Australia Holiday Inn, Cairns, Australia Sheraton Hotels, Brisbane, Australia		
Signature of Subcontractor Manager _____		Date _____		
From (TA, Building) 51, 81,82,83		Anticipated date of return of items <u>04/18/2004-04/17/2005</u> (For foreign travel, give anticipated departure and return dates.)		

Item #	Qty	Bar Code #	Complete Description	Total Value
1	1	1104758	Noncclature: COMPUTER LAPTOP MACHINES Serial Number: NONE WITH INSTALLED SOFTWARE Manufacturer: INTERNATIONAL BUSINESS Model Number: T23 HTS-8471.30.0000-FREE	\$2393.51
2	1	N/A	CRYPTOCARD S/N 200022693 HTS-8542.10.0000-FREE	50.00
**NOT FOR SALE**      **VALUE SHOWN FOR CUSTOMS PURPOSES ONLY**				TOTAL USD
				\$2443.00

ECCN# 4A994, 5D002, EAR99  
 Export Authorization GOV  
 Authorized By ROUGEMONT  
 Date Authorized 3/15/04  
 No SED required per 15 CFR 30.56 (b) (tools of trade)  
 TEMPORARY EXPORT TO BE RETURNED TO THE U.S. BY 3/15/05

(See instructions on next page)      **Justification**

ADMINISTRATIVE COMPUTING/REMOTE COMMUNICATIONS, DATA ANALYSIS/REMOTE PROGRAM MONITORING.

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT.

*Glenda Rougemont* 3/15/04

Approvals GLEND A ROUGEMONT 3/15/04

I certify that the above U.S. Government property is being removed for official government business only; is not or does not contain hazardous materials; and is not or does not contain classified material.

Signature of Custodian <i>[Signature]</i>	Z Number <u>150018</u>	Date <u>3-9-2004</u>
Signature of Line Manager <i>[Signature]</i>	Z Number <u>108530</u>	Date <u>3/9/04</u>
Signature of Property Administrator <i>[Signature]</i>	Z Number <u>105684</u>	Date <u>3-9-04</u>
Signature of Contract Administrator (Subaccount 25 only)	Z Number	Date

Date Item(s) Returned \_\_\_\_\_ Signature of PA \_\_\_\_\_ Z Number \_\_\_\_\_

# Los Alamos National Laboratory

BUS-6 Customs Office Ph: (505) 665-2194 Fax: (505) 667-3195/9484

Customs Office E-Mail Address  
customs@lanl.gov

## Export Compliance Instructions

For David Reass Destination Australia, Papua New Guinea, Nauru Under PRF# 559066

These Field Instructions are provided for your information only. Please take the time to read the information. If any problems arise with Customs Officials abroad or you have questions or concerns about your shipment and/or handcarry, the information may be helpful to you. (Please refer to checked items.)

Temporary Exports (Commodities being Returned to LANL) - For commodities being returned to LANL please instruct your PA prior to shipment that the export is temporary. A Certificate of Registration is prepared and filed with United States Customs in Albuquerque for temporary shipments. The original or a copy of the Certificate must accompany the commodities while in transit and should be with them upon return to LANL. For temporary exports it may be necessary to post a bond in the destination country, therefore, we also ask that your PA and the Customs Office be made aware of when the material is returning.

Because we may have posted a bond for the returning commodities, we ask that the commodities return with the same freight carrier that they leave the U.S. with. The Customs Office can assist in arranging to have your items shipped back to the U.S. The Customs Office will make the necessary arrangements for returning commodities, so that we may cancel the bond originally posted for your items. Should the cancelling of the bond not be handled properly, the Laboratory and your Group may be assessed Duty on the value of the shipment as well as a Penalty.

Personal Effects and Laboratory Property - When shipping Laboratory property, whether it be to or from your destination, it is important that you NOT include personal items or any household goods. If it becomes necessary to do so, they MUST be shipped separately from the Laboratory property. When shipping personal or household goods to or from your foreign destination, you must contact the Household Goods office at 665-8529 prior to doing so.

Problems with Customs Officials - If you encounter any problems with Customs Officials outside the U.S., please contact our office. You may leave a message at the phone number above or contact the Customs Team at the e-mail address provided above. You may also contact the collaborating organization for assistance. If all else fails, contact any local agent or broker. Keep copies of all documentation and get names, badge numbers, and phone numbers!

Customs Paperwork - Attached to this email you will find the necessary paperwork to hand-carry your product or commodity(ies) out of the country. Keep this paperwork with you at all times. If a Customs Official stops you, they may want to see this paperwork; provide any information from this packet they may need. Please document any problems that you run into so that we can try to correct the situation before your next planned trip overseas.

Form Expiry - the PRF Form along with attached customs documents are valid for one year only and solely for the hand-carry of your Laboratory property. If the status or information listed on the form changes, please notify your Property Administrator (PA) and have them submit another Form with the changes to the Customs Office.

Shippers Export Declarations (SED) - if your hand-carry requires this document, a copy of this form must be given to the airline ticket agent at your last port of exit from the United States; this is a requirement per Federal export regulations. If the ticket agent does not accept your SED, ask if they would give it to the cargo handler. If the agent still will not accept the document, it is extremely important that this is documented and then forwarded to us upon your return to LANL.

Upon Your Return to LANL - Once your business has been completed and upon return from your trip, we ask that you PLEASE contact our office staff and notify us via phone, fax, or e-mail of your return so that we may close out the export file.

Re-exports, Transfers, and Return of Shipments - All known destinations MUST be listed on the shipping manifest. Some destinations may require an export license prior to re-export or transfer; it is recommended that you inquire about the destination(s) with the Customs Office staff in advance of exporting any Laboratory property. If there is an intention to ship commodities elsewhere, other than the original destination, or to return the shipment, your PA and the Customs Office must be notified PRIOR to shipping. The Customs Office can help with routing instructions and carrier selection, thereby mitigating transportation charges. \*Please refer to the Definitions, below.

Attention Consignee, please be aware that re-export from your country requires Los Alamos National Laboratory authorization and in some cases prior approval from U.S. Government Regulatory Agencies. Please contact the Los Alamos National Laboratory Customs Office, at the above telephone number, fax number, or via e-mail, for authorization and instructions.

### Definitions

- **Re-Export** - actual shipment or transmission of items subject to the U.S. Export Administration Regulations from one foreign country to another foreign country.
- **Transfer** - a transfer to any person of items subject to the U.S. Export Administration Regulations either within the U.S. or outside of the U.S. with the knowledge or intent that the items will be shipped, transferred, or transmitted to an unauthorized recipient.

**Verification of Conditions for  
Using License Exception GOV for Entities of Concern**

Please CAREFULLY READ the conditions outlined below. If you cannot meet these conditions, please contact the SUP-2 Customs Office at 665-2194 so we can find another way to process your export request.

The SUP-2 Customs Office has determined that your export to under PRF # 559066 is eligible for exportation under license exception GOV. The conditions for your use of license exception GOV are:

1. The commodities and software must be for official use of a LANL employee.
2. The commodities and software must remain under the effective control of a LANL employee. Effective control means retaining physical possession of the items or securing the items in such an environment as a hotel safe, a bonded warehouse, or a locked/guarded exhibition facility.
3. The shipment of commodities and/or software may accompany you upon your departure from the United States or may be shipped unaccompanied within one month before your departure from the United States or at any time after departure.
4. All commodities and/or software exported under these provisions must be returned to the United States unless they are consumed or destroyed in the normal course of authorized temporary use abroad. Commodities and/or software may be returned to the United States in your company upon your return to the United States or may be shipped unaccompanied within one month after your departure to return to the United States or at any time before you return to the United States.
5. You may not export software or commodities specifically designed for military or defense using GOV.

I have read these conditions, contacted the SUP-2 Customs Office (505) 665-2194 for any necessary clarification, and understand and will not deviate from the above conditions for using License Exception GOV. I understand that failure to adhere to these conditions may constitute a violation of the Export Administration Regulations (EAR) and/or subject me to disciplinary action under Section 112 of LANL's Administrative Manual.

Sanctions	Department of Commerce	LANL
Administrative: Civil Penalty	\$10,000 per violation	See Administration Manual Section 112
Criminal: Knowing Violation	5 times the value of the export up to \$50,000	" " "
Criminal: Willful Violation	5 times the value of the export up to \$250,000 and/or imprisonment up to 10 years	" " "

  
Signature

March 11 2004  
Date

David Reass  
Typed Name of Exporter

EES-2  
Group

**COPY**

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dreass@lanl.gov, 10:45 AM 3/15/2004 -0700, Handcarry Paperwork - Various

To: dreass@lanl.gov  
From: "Glenda A. Rougemont" <glendar@lanl.gov>  
Subject: Handcarry Paperwork - Various  
Cc: Kathy Gomez <kgb@lanl.gov>, joyj@lanl.gov, Anna Maria Rodriguez <annar@lanl.gov>, Carrie Montoya <carrie@lanl.gov>, niemi@lanl.gov  
Bcc:  
Attached: E:\Scans\Rea - ARC001.pdf;

Hi David, *(If you have problems opening the file, please get back with me)*

Attached please find the paperwork to handcarry your laptop and cryptocard with you on foreign travel to Australia, Nauru and Papua New Guinea. Your paperwork consists of an approved Property Removal Form & Export Compliance Instructions. Please take the time to read the Export Compliance Instructions - it contains information that may be helpful to you as you travel.

Please print the paperwork out and place it in an area of easy access. Only show the forms to Customs agents if asked to do so.

If your planning on making more than one trip to the listed destinations, your paperwork has been processed with a valid date up through 3/11/05. Please contact me at 5-2194 or glendar@lanl.gov if you have any questions or require anything additional. Right now, your paperwork is valid only for the destination listed on the PRF.

If you have any questions before you depart, please contact our office. Have a safe and successful trip.

Thanks,

*Glenda Rougemont  
Los Alamos National Laboratory  
SUP-2 Customs Office  
PO Box 1663  
MS C308  
Los Alamos, NM 87545  
TEL 505-665-2194  
FAX 505-667-3195  
glendar@lanl.gov*





**Attachment 4: Sample Memorandum for UC non-exempt employee**



Ideas That Change the World

**memorandum**

Earth and Environmental Sciences Division  
EES-2, Tropical Western Pacific Office

To/MS: John V. Herrera, HR-D-SR, MS A127  
From/MS: Jim Bossert, EES-2, MS D401  
Phone/Fax: 7-6268/Fax 5-3415  
Symbol: TWP 04-0018  
Date: April 22, 2004  
Subject: Justification for Property Removal Form

REQUEST FOR NON-EXEMPT EMPLOYEE TO WORK AT HOME and  
Justification for Property Removal Form for Non-Exempt Employee

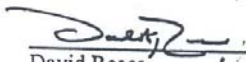
**COPY**

David Reass works for EES-2 group and is primarily responsible for monitoring the operating conditions for several climate stations in the Pacific. David relies on e-mail and web reports to assure that sites are operating correctly. Due to the time zone differences, it's occasionally necessary for David to monitor these sites and respond to issues from his home. According HR recommendations, David agrees to abide by all of the following statements:

- The employee will be permitted to work on evenings and weekends when he is on call or when one of the site instruments is malfunctioning. The employee has designated a certain work area at home that will not be used for any other purpose during those work hours.
- The alternate location arrangement is *not* an authorization for overtime, <sup>and</sup> overtime will not ordinarily be permitted under this pilot. In exceptional circumstances, the group-level manager may authorize overtime work. Written approval for overtime must be given in advance.
- The employee can be reached by phone at 661-2553 and email at dreass@lanl.gov during the hours of off site work.
- The employee and immediate supervisor or group-level manager agrees that the types of tasks that will be completed at the alternate location will primarily involve monitoring of web reports and e-mail communication with the sites.
- The employee agrees to use Laboratory equipment only for the assigned projects and to protect information in his or her possession from unauthorized disclosure.
- The employee agrees that NO CLASSIFIED WORK can be performed.
- The group-level manager can terminate the arrangement at any time, without notice.
- The employee will keep a log of all hours worked off site and submit it on a weekly basis to the group-level manager.
- The arrangement is not to exceed 6 months (but may be submitted to the DHR for renewal at the end of the 6 month period).

  
Jim Bossert, EES-2 Group Leader

4/22/04  
Date

  
David Reass

April-22-2004  
Date

  
Approved by HR-DO

4/23/04  
Date

Distribution:  
Cy: EES-2 File

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## Attachment 5: Sample Memorandum for Contractor Employee

### MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is entered into with

Comforce, represented by:

*Monty Apple, Project Coordinator*

and the Regents of the University of California (University) operating the Los Alamos National Laboratory under contract W-7405-ENG-36 with the United States of America acting through the Department of Energy (DOE). This MOU describes an agreement for the loan of property from the University to Comforce employee Monty Apple, Z# 135050. The terms and conditions governing the loan by the University are contained in the DOE Personal Property Loan Agreement (Loan Agreement) and in the event of conflict, the terms and conditions contained in the Loan Agreement shall prevail over this MOU.

#### I. INTRODUCTION

##### 1. Background

*Mr. Apple works at an off-site work location and must have the property in order to do his job for the DOE project.*

##### 2. Purpose

*Mr. Apple's job often requires him to provide remote troubleshooting for equipment systems at all time of the day.*

Benefit to the Government

*By allowing Mr Apple to have these at his home office and on official business travel within the U.S. he can effectively provide off-site and/or after hours support to the project.*

It is the intention of the two organizations to cooperate on this project. The data from this project, which will be made available to LANL, will be used to support the U.S. Dept. of Energy Atmospheric Radiation Measurement (ARM) Program.

It is in the interest of the laboratory and DOE to make the best use of the capabilities of the collaborators. No costs to LANL will be incurred from the loan of this equipment.

A loan of equipment from LANL to Comforce makes maximum use of the limited funds available to both organizations.

#### II. MANAGEMENT AND PROGRAM GUIDELINES

##### 1. Management and Review

*Larry Jones of Los Alamos National Laboratory and Monty Apple will ensure that the use of the equipment is appropriate and that the equipment is returned in an operational condition.*

##### 2. Program Funding

This MOU is not a binding contract and shall not and does not obligate or commit funds; nor is it the basis for the transfer of funds. The terms and conditions governing the property loaned in this MOU are contained in the DOE Personal Property Loan Agreement.

#### III. ADMINISTRATION

.. Amendment and Termination

Jan 31 03 11:49a      Monty Apple      307-674-1307      P.3

This MOU may be amended by written agreement among all of the undersigned parties. This MOU may be terminated by any of the undersigned parties upon 30-day written notice to the other parties.

2. Effective Date

This MOU shall become effective upon the latter date of signature of all the parties. It shall remain in effect for a 1 year term from the effective date.

IV. SIGNATURES

*Larry Jones*      03 Feb 2003  
 Larry Jones      Date  
 Los Alamos National Laboratory

*Monty Apple*      1-31-03  
 Monty Apple      Date  
 Los Alamos National Laboratory

*James Barnes*      2/4/03  
 James Barnes      Date  
 Group Leader, EES-2, LANL

*NOT APPLICABLE*      \_\_\_\_\_  
 Leroy P. Padilla      Date  
 BUS-6, LANL

*[Signature]*      \_\_\_\_\_  
 Herman A. Corona,      Date  
 Property Management  
 DOE, Los Alamos Area Office