

**U. S. Department of Energy  
Facilities Information Management System  
Request for Change  
Change Request #: 19-09**

<b>Requestor Name:</b>	Monja Vadnais	<b>Date:</b>	6/19/19	<b>Affiliation:</b>	
<b>Email Address:</b>	Monja.Vadnais@HQ.DOE.GOV	<b>Phone No:</b>	202.586.6199	DOE	X
<b>Program Office:</b>	Office of Asset Management (MA-50)			<b>Contractor</b>	
<b>Proposed Change:</b>	<p>Restrict an asset from being archived unless it has completed the DOE Excess Screening process.</p> <p>Exception:</p> <ol style="list-style-type: none"> <li>1. Admin corrections</li> <li>2. Catastrophic event</li> <li>3. Asset found to have already been disposed of – Help desk assistance required</li> </ol>				
<b>Justification:</b>	<p>Internal Control related item.</p> <p>Will help ensure proper planning and asset review are performed prior to officially removing an asset from the DOE inventory.</p>				
<b>Please Do Not Type Below This Line</b>					
<b>FAC Remarks:</b>	<p>07/24/2019 – FAC Not Recommended. FAC members stated that implementing this change would be problematic for sites. Some sites indicate their contract dictates that some assets must be disposed of without going through the DOE screening process.</p> <p>Also, some sites have instances where an asset is demolished/removed from the site without notifying the D&amp;D Program Manager and going through the DOE excess screening process. Sites are trying to avoid this but it does happen. With this change, that would leave Sites the only option of archiving the record as an ‘Admin Correction’ which is not correct because a real property asset was removed from the Site.</p> <p>Overall the FAC understands why this request was generated but feel this is not the best approach to enforce screening. The FAC recommends more time be given to the disposition validation process which now includes Excess Indicator and Excess Date to enforce the screening of all assets that are planned for disposition. FY19 is the first year that Excess Indicator and Excess Date were validated.</p>				

**U. S. Department of Energy  
Facilities Information Management System  
Request for Change  
Change Request #: 19-09**

OAM Remarks:	
FDDC Remarks:	
Implemented:	