

INVENTORY

Physical inventory expectations (methods, frequency, and targeted results) are clarified in the chart below.

Type	Frequency	Accuracy Target	Inventory method controls
Sensitive Property and Precious Metals	At least annually	100%	The PA/OPMO must accept the method. <i>Frequency and methods respects property condition, classification and location.</i>
HRPP	At least annually	<i>graded approach</i>	Complete physical inventory (existence testing); <i>sampling method may be used based on assessed risk.</i>
Firearms	At least annually	100%	May use inventory requirements in DOE O 473.3, Protection Program Operations, Appendix A, Section F.7 , "Inventory of Firearms, Ammunition, Pyrotechnics and Explosives".
Capital Accountable property and precious metals	At least annually	100%	The [PA]OPMO must accept the method
All other Accountable Property	At least every three years	98%	The [PA]OPMO must accept the method
Stocks, Stores, and administratively controlled	As per [CO/PA] OPMO		

DOE/NNSA ORGANIZATIONAL PROPERTY MANAGEMENT OFFICIALS (OPMOs)

SC-Oak Ridge-Rebecca Whitehead (Acting)
WhiteheadRN@oro.doe.gov

SC-Chicago-Bonnie Anderson
Bonnie.Anderson@ch.doe.gov

EM-Savannah River-Tim Armstrong
Timothy.armstrong@srs.gov

EM-CBC-David Lojek
dave.lojek@emcbc.doe.gov

EM-Richland-Renato Mercado
Renato_s_mercado@rl.gov

EM-ORP-Richard McNulty
Richard_r_mcnulty@rl.gov

LM-Charles "Bill" Montana
montanna@lm.doe.gov

HQ-Lisa Peteet
Lisa.peteet@hq.doe.gov

Navel Petroleum & Oil Shale Reserves
Gina Kron Gina.kron@rmtoc.doe.gov

Nuclear Energy Idaho-Bruce Akers
akersob@id.doe.gov

EE-Golden Field Office-Frances Spicer
Frances.spicer@go.doe.gov

FE-SPRO-Rosalie Washington
Rosalie.washington@spr.doe.gov

FE-NETL Frances Wright
Frances.wright@netl.doe.gov

BPA-Damian Kelly
djkelly@bpa.gov

SEPA-Ann Craft
annc@sepa.doe.gov

SWPA-Michael Love
Michael.love@swpa.gov

WAPA-Ann Nikolas
nikolas@wapa.gov

NNSA-Jim Bullian
james.bullian@nnsa.doe.gov

DOE PERSONAL PROPERTY POLICY DIVISION

Sarah Ball, Director
202-287-1563 ~ sarah.ball@hq.doe.gov

Helene Abbott, Policy Lead
202-287-1593 ~ helene.abbott@hq.doe.gov

Tyrone Ware, Policy Training/Outreach Lead
202-287-1596 ~ tyrone.ware@hq.doe.gov

Mack Burton, Fleet Management Lead
MacArthur.burton@hq.doe.gov

U. S. Department of Energy



Personal Property Management Program

Office of Acquisition and Project Management,

Office of Property Management,

Office of Personal Property Policy MA-653

INTRODUCTION

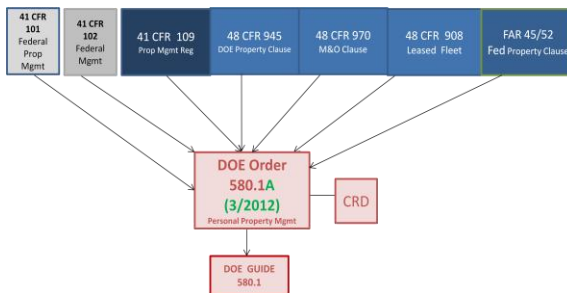
This brochure is designed as a *quick reference* for the **Department of Energy (DOE)** employees, Organizational Property Management Officers (OPMO), contractors, and stakeholders. This provides general information on the **DOE Personal Property Management Program**, as defined in **DOE Order 580.1A**, as well as Fleet Management.

REGULATIONS AND GUIDANCE

The Federal Property Management Regulations, **CFR Title 41, Chapter 101**, and Federal Management Regulations, **CFR Title 41, Chapter 102** provide specific regulatory guidance on personal property management. In addition, DOE Property Management Regulations can be found in **CFR Title 41, Chapter 109 (Fleet and High Risk Personal Property)**. Regulations pertaining to procurement and contract matters are contained in the Federal Acquisition Regulations (FARs) which are located in **CFR Title 48, Chapter 45**. The DOE Acquisition Regulations (DEAR) found in **CFR Title 48, Chapter 9**, implement and supplement the FAR.

Questions?

personalproperty.help@hq.doe.gov



WHAT IS ACCOUNTABLE PROPERTY?

Accountable personal property is reportable government property that is managed and controlled and maintained current in the designated property management system of record, from inception through to final disposition, or release from the DOE inventory.

DETERMINING PROPERTY

ACCOUNTABILITY:

- Does personal property meet the **Sensitive Property** definition? (4c.(4) d.)
- Is the property a **Precious Metal**? (4c.(4) f.)
- Is the property **High Risk or Export Controlled**? (4c.(4) e.)
- Is the OAC **10K or higher**? (4c.1)
- Are there **other management considerations** that merit more stringent controls *not withstanding its acquisition cost*? (for example: IT property with sensitive information of any kind; highly Pilferable property; property associated w/a Work For Others program) (4.c.2)

*...if 'yes' to any of the above – then the property item is **accountable** and **must be** recorded, reported and maintained current in your organization's system of record.*

DOE PROPERTY DATA SYSTEMS

Contact your OPMO for access to these systems

Energy Asset Disposal System (EADS): DOE system for internal screening of excess personal property reuse before it is released to the Federal disposal cycle. <https://gsaccess.gov/fedsweb/fedsweb/>.

Property Information Database System (PIDS): Annual reporting of DOE and contractor held accountable property. <https://pids.inel.gov/>.

Personal Property Reporting Tool : GSA online system that collects exchange/sale and non-federal recipient year-end data. <https://gsa.inl.gov/property>.

KnowNet2: Knowledge and learning website available to DOE Federal and contractor personal property personnel. http://www.knownet2.net/doe_portal

DOE FLEET MANAGEMENT

Contact your Fleet manager for access to these systems
Federal Automotive Statistical Tool (FAST): Supports EPA of 1992 requirements, the Energy Conservation Reauthorization Act of 1998 (PL105-388), Executive Order 13149 *Greening the Government Through Federal Fleet and Transportation Efficiency*, and the GSA's SF82 *Agency Report of Motor Vehicle Data*. <https://fastweb.inel.gov/>

Federal Motor Vehicle Information System: Specific to *agency owned* vehicles (not the GSA leased fleet) <https://ffms.fas.gsa.gov/ffms/fa0000/>

The **Federal Motor Vehicle Registration System (FMVRS):** Provides information for vehicles that are owned or commercially-leased by the Federal Government (vice USPS vehicles). <https://fmvrs.fas.gsa.gov/fmvrs/vrslogin/#>

PERSONAL PROPERTY HELP

For personal property and/or fleet management policy questions, please contact us at: personalpropertyhelp@hq.doe.gov