



Department of Energy
Acquisition Regulation

No. 2003-05
Date 09/10/03

ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the DOE and NNSA Procurement Executives.

Subject: Personal Property Management Career Development, Training, and Certification Program

When is this Acquisition Letter (AL) Effective?

This AL is effective 5 days after the date of issuance.

When does this AL expire?

This AL remains in effect until superseded or cancelled.

Who is the Point of Contact?

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Visit our website at <http://professionals.pr.doe.gov> for information on Acquisition Letters and other policy issues.

What is the purpose and applicability of this AL?

The purpose of this AL is to establish a formal training and certification program for the Department's personal property management career field. This AL sets forth the requirements for the Personal Property Management Career Development (PPMCD) Program.

What is the background?

The Office of Federal Procurement Policy (OFPP) issued Office of Federal Procurement Policy Letter 92-3 to establish policies and a Government-wide standard for skill-based training for the Federal Acquisition workforce. Public Law (P.L.) 93-400, enacted in 1995, amended the OFPP letter and expanded OFPP's responsibility to include establishing education, training, and experience requirements for civilian agencies comparable to those established in 1991 for the Department of Defense. In 1997, OFPP issued Policy Letter 97-01 titled, "Procurement System Education, Training, and Experience Requirements for Acquisition Personnel," which implemented P.L. 93-400. Consistent with the intent of OFPP Policy Letter 97-01, DOE has recently identified personal property management as a critical acquisition related career field. Accordingly, the Department's property management training program that was implemented in 1998 has been revised to incorporate updated courses in alignment with three career levels. The revisions are necessary to establish the standards for a mandatory personal property training and certification program.

Attachments

1. Personal Property Management Career Development (PPMCD) Program.
2. Core and Desired Courses.

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PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT, TRAINING AND CERTIFICATION PROGRAM

1. INTRODUCTION. Consistent with the intent of the Office of Federal Procurement Policy Letter 97-01, DOE has identified personal property management as a critical acquisition-related career field. Accordingly, the Department's Personal Property Management Career Development (PPMCD) Program is a mandatory certification program.
2. PERSONAL PROPERTY MANAGEMENT FIELD. The property management career field has many career disciplines that support procurement activities including industrial property management specialists, property administrators, organization property management officers, contract specialists, motor vehicles manager, etc. The career field develops policies and procedures for the management of Government personal property and supervises property management operations Department-wide.
3. ROLES AND RESPONSIBILITIES. The DOE Procurement Executive is responsible for implementation of the DOE PPMCD Program. Functional management, including design and content of curriculum, has been delegated to the Director, Office of Resource Management, who shall serve as the Department's Personal Property Management Career Manager. The Director, Acquisition Career Development Program, manages the day-to-day administration and management of the certification program.

The Heads of Contracting Activities (HCA) are responsible for identifying training needs, funding, and creating plans for individual property management personnel development consistent with their sites mission needs.

4. PERSONAL PROPERTY MANAGEMENT CAREER DEVELOPMENT, TRAINING AND CERTIFICATION PROGRAM. The DOE/PPMCD Program has established three levels of training, each with core curriculum of personal property management courses. Upon completion of each level, the employee will receive a certificate of completion. The program will provide the opportunity for employees to apply course knowledge and skills to analyze and resolve on-the-job issues. Completion of core courses in a logical sequence is necessary so that the appropriate level of knowledge is available for performance at a particular level and that later courses can build on the knowledge gained from earlier courses.
5. CORE CARRIER PATH CURRICULUM. The DOE core courses necessary to provide the DOE personal property management workforce with the knowledge base necessary to support the Department's are outlined below.

GS-5/7 Level I Contract Property Administration Fundamentals
 Fundamentals of Contracting

GS-9/12 Level II Intermediate Contract Property Administration
 Government Contract Law

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Contract Property Disposition
Demilitarization Course
Personal Property and Nonproliferation Course

GS-13/1 S, Level III Contract Property Systems Analysis
Contract Property Management Seminar
Advanced Government Property Management

In addition to the core subjects, DOE has identified desired courses, which cover specific areas of personal property management requiring more in-depth coverage. Appendix A identifies the core and desired courses along with a description of these courses.

6. PROPERTY MANAGEMENT APPOINTMENTS. Employees should understand that opportunities for appointments in the career field are enhanced by successfully completing the appropriate level of core courses.

7. CONTINUOUS LEARNING/CONTINUING EDUCATION. To remain current in personal property management knowledge, skills and techniques, personal property managers shall obtain 80 hours of continuous learning/continuing education every 2 years. If employees are GS-1102, and perform a mix of contracting and personal property management functions, continuous learning/continuing education should include both functional areas. These requirements should be viewed as a complement to the contracting requirements, and not a requirement to complete 80 hours of continuous learning/continuing education both in contracting and in personal property management, rather a total of 80 hours of continuous learning/continuing education in both areas.

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Core and Desired Courses

CORE COURSES (Core courses are required courses for certification purposes.)

Level I. GS-5/7

Contract Property Administration Fundamentals (Basic Property) - This course is designed for industrial property management specialists, property administrators, and other Government personnel who manage Government property. It is also designed to provide contracting officers, program managers, team leaders, and others with a comprehensive understanding of contract, regulatory and statutory requirements for the management and administration of government property. The focus of this course is property administration and the management of government property, which includes material, facilities, special tooling, special test equipment, and agency peculiar property. Pertinent topical areas include the government's policy on providing property to contractors, exceptions to the policy, acquisition, classification, control, protection, maintenance, and disposition.

Fundamentals of Contracting (CON 101) - This course is a general survey course in contracting basics for personnel just entering or those with up to 3 years of practical experience in the field of contracting. It covers the broad range of contracting procedures prescribed by the Federal Acquisition Regulations (FAR); the Department of Energy Acquisition Regulations and Procurement Guidebook; applicable statutes; ethics; policies; and other pertinent authorities that govern contracting operations.

Level II, GS-9/12

Intermediate Contract Property Administration - This course is designed for experienced property/asset management personnel, property administrators, their supervisors, and other Government personnel whose duties and responsibilities are related to the management of Government property controlled by contractors. Major course topics include the planning and organization of the overall functions of property administration including the property control system, liability, and disposition. Emphasis is placed upon critical analysis of current management policy and practice at three levels: top management, management of field activities, and contractor management. Primary consideration is given to setting and attaining objectives, implementation of advanced management techniques, and identifying and analyzing current problem areas.

Government Contract Law (CON 210) - provides information about the effect of Government contract law on daily decision making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies, services, and construction. Court cases and administrative decisions (Government Accounting Office, Boards of Contract Appeals) are discussed, emphasizing the law's effect on Government/contractor relationships and ethics, and how to avoid and handle legal disputes.

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This course is designed for intermediate-level personnel who have some experience with Government contracting and are responsible for contract formation or management.

Contract Property Disposition - This course is designed to enhance the skill of Government personnel performing contract property disposition functions. Participants analyze the responsibilities of disposal and property management personnel and their relationships with contractors, and contractor employees engaged in the disposition of Government property furnished in the support of contracts. Topics include contract property disposition, regulations and guidance contained in the FAR and implementing regulations, and ethical principles are explained and discussed.

Demilitarization Course - This course has been modified to address the Federal and Departmental policies, procedures and issues regarding demilitarization, export control, and firearms.

Personal Property and Nonproliferation Course - This course will provide participants with a basic understanding of proliferation-sensitive equipment, materials, and technology and the United States nuclear nonproliferation and export control policies, statutes, regulations, directives, and guidelines that are relevant to DOE property and technical information.

Level III, GS-13/15

Contract Property Systems Analysis - This course builds a solid foundation in audit principles and techniques for Level III property administrators and industrial property management specialists. The course covers contractual and regulatory requirements for establishing and maintaining a system to control all Government property for which the contractor is responsible and accountable. The instructional process underscores the importance of property control system requirements and provides the tools necessary for the property administrator to plan and perform a property control systems analysis.

Contract Property Management Seminar - This course is designed for property administrators, industrial property management specialists, and OPMOs at both field level and staff locations. The seminar builds upon the introductory and intermediate contract property courses. Participants analyze problems, solutions, policies, and programs that impact on the property administration function. Property administrators collaborate in developing management and problem-solving strategies, and examine priorities and goals with the property administration office. Leadership, communication, professionalism, ethics, and team building are emphasized. Participants discuss property management initiatives, new ideas developed in their own organizations, and explore the challenges and problems faced by property administration offices. Methods of instruction include case studies and critical incidents, simulations, guided discussions, and group projects. Guest lecturers, teaching interviews, and round table discussions expose participants to new ideas and trends.

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Advanced Government Property Management- This course is designed for senior property managers at both field level and staff locations. The seminar builds upon the intermediate property management courses by introducing the participants to case studies that involves complex property transactions. The seminar participants will analyze problems, policies, develop solutions, and collaborates with other students to develop management and problem-solving strategies. Participants discuss current laws, new property management initiatives and explore the challenges and problems facing the property management profession. Methods of instruction include case studies, simulations, discussions, and group projects. Guest lecturers, teaching interviews, and other forms will expose participants to new property management ideas and trends.

DESIRED COURSES

(As the title implies, these courses would be useful but are not required for certification.)

Storage and Warehousing - Participants will learn to lay out, establish, manage, and operate a typical storage and warehousing project with optimum use of horizontal and vertical space.

Property Management for Custodial Officers - Participants will learn the life cycle of personal property, including requirement determination, sources available to fill the need, receiving and accountability, and removal from the custodial area when no longer required.

Basic Occupational Safety and Health Administration Training - Students will gain an overview of the general concepts, standards, and procedures promulgated by the Occupational Safety and Health Administration regulations of the Department of Labor.

Introduction to Basic Analytical Skills in Supply Management- Participants will apply analytical skills to the selection and justification of equipment replacement through trade-ins, quality upgrades, safety considerations, Code of Federal Regulations Guidelines (FPMR and FAR) replacement standards and financial analysis.

Motor Vehicle Management/Fleet Management- Students will learn to implement the process of life-cycle management of individual motor vehicles and fleet management, registration, identification, exemptions and records.

Intermediate Contract Administration (CON 202) - This course concentrates on management functions of all phases of contracting. Emphasis is placed on problem analysis and resolution, two major management functions. It is anticipated that knowledge acquired through previous courses and on-the-job training will be applied throughout this course. Case studies and practical exercises offer ample opportunity to apply knowledge and past experience in analyzing problems and formulating decisions. In addition, discussions of alternative solutions, and the identification and evaluation of relevant facts, help students develop depth-of-knowledge in the complex areas of contracting. This course is specifically designed for intermediate-level personnel in the

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contracting series. Pre-award contracting concentrates on management functions and contracting problem analysis and resolution. Case studies and classroom activities in the pre-award phase help students use ethical principles and develop decision-making skills relevant to the management of a wide variety of Government acquisitions.

Grant Administration - Students will learn of the various ways the Federal Government manages and administers grant-in-aid programs and gains an understanding of the grants management process with regard to the numerous avenues for the control and disposition of Government property.

Inventory Management- Students will learn of budget practices and storage policies for the management and control of supplies, materials and various types of equipment.