



POLICY FLASH 2011-22

DATE: November 22, 2010

TO: Procurement Directors

FROM: Director, Policy Division
Office of Procurement and Assistance Policy
Office of Procurement and Assistance Management

SUBJECT: Implementation of the Research Performance Progress Report (RPPR) and the SF-428 Tangible Personal Property Report Forms Family

SUMMARY: The new Research Performance Progress Report (RPPR) and SF-428 Tangible Personal Property Report Forms Family are now available for use.

The RPPR will be used in new research, development and demonstration awards in place of the Progress and Special Status Management Reports. The format of the RPPR includes two mandatory and six optional categories. Contracting Officers (COs), in consultation with the Technical Project Officer, must identify which of the optional categories, if any, are required for the award.

The SF-428 replaces the current DOE Annual Inventory of Federally Owned Property and the Property Certification for Closeout. DOE COs must use the SF-428 forms family for all new awards in place of these old property forms.

The SF-428 is a forms family consisting of 5 forms: the SF-428, SF-428A, SF-428-B, SF-428C and SF-428S. The SF-428 is the cover page and the submitter attaches the appropriate form or forms as listed on the SF-428. The SF-428A is the Annual report, the SF-428B is the Final Award Closeout Report, the SF-428C is the Disposition Report/Request, and the SF-428S is the supplemental form for the SF-428A, SF-428B, and SF-428C.

The Reporting Requirements Checklist is being replaced with two versions to accommodate the use of the RPPR. One checklist is for research, development and demonstration awards and includes the RPPR. The second is for all other

types of awards and maintains the current Progress and Special Status Management Reports. These documents will be added to the STRIPES library.

In addition, the Audit of For-Profit Recipients requirement, as implemented by Policy Flash 2011-11, has also been added to the Reporting Requirements Checklists.

Copies of the new checklists and instructions and the SF-428 are attached.

This Flash will be available online at the following website:

http://www.management.energy.gov/policy_guidance/policy_flashes.htm.

Questions concerning this policy flash should be directed to Ellen Colligan at 202-287-1776 or ellen.colligan@hq.doe.gov.

Attachments