



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR HCAs/PROCUREMENT DIRECTORS/CONTRACTING OFFICERS/FINANCIAL ASSISTANCE AND AGREEMENTS OFFICERS

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DIRECTOR

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OFFICE OF ASSET MANAGEMENT

SUBJECT: Reuse Excess Property Act (P.L. 118-99)

PURPOSE: This guidance establishes internal policies and procedures to ensure the effective utilization of excess personal property within the Department of Energy (DOE), in accordance with the [Reuse Excess Property Act \(P.L. 118-99\)](#). The goal is to maximize cost savings, reduce waste, and promote efficiency in federal asset management.

APPLICABILITY: This guidance applies to all DOE offices, facilities, and elements, including national laboratories and contractor-operated sites that manage federal personal property.

JUSTIFICATION: Before purchasing new personal property, all DOE offices must assess the availability of excess personal property to meet mission requirements. Excess personal property must be prioritized over new acquisitions when feasible. While some requirements of the Act are new, DOE complies with the excess personal property requirements. For more information on using excess personal property, visit the following links:

- [FAR Part 8 - Required Sources of Supplies and Services](#)
- [41 CFR 102-36.35, Utilization & Disposition of Excess Personal Property](#)
- [41 CFR Part 109-43, Utilization of Personal Property](#)

CRITERIA FOR UTILIZATION OF EXCESS PROPERTY: To ensure proper evaluation and effective reuse of excess personal property, the following criteria shall be applied: (1) Condition and Suitability: Excess personal property must be in acceptable working condition or cost-effective to repair. (2) Operational Requirements: The personal property should align with programmatic needs and support DOE's mission. (3) Cost-Benefit Analysis: Acquisition of excess personal property must demonstrate cost savings over purchasing new equipment. (4) Regulatory Compliance: The personal property must meet safety, environmental, and security standards. (5) Timeliness: The personal property must be available within a reasonable timeframe to meet operational needs. Condition codes are listed in [41 CFR 102 - Disposal Condition Codes](#).

EVALUATING SUITABILITY OF EXCESS PERSONAL PROPERTY: Methods for evaluating excess personal property can be found in [DOE G 580.1-1A Chg 1 \(LtdChg\)](#).

IDENTIFYING EXCESS PERSONAL PROPERTY: DOE personnel shall utilize the following methods to locate available excess personal property:

- General Services Administration (GSA) Personal Property Management System (PPMS). The GSA's [PPMS](#) should be utilized to identify and screen available federal excess personal property.

ROLES AND RESPONSIBILITIES: The following individuals have roles and responsibilities within the department.

- **Office of Asset Management (MA-50):** Responsible for overseeing compliance with this guidance and providing periodic training on excess personal property utilization. [41 CFR Part-109-1/subpart-109-1.1](#)
- **National Utilization Officer (NUO):** The DOE NUO is the property officer within the Office of Asset Management who coordinates with GSA to provide user accessibility to the PPMS and promote excess personal property. [41 CFR Part-109-1.107-50\(f\)](#)
- **Operational Property Management Officer (OPMO):** The DOE OPMO is the property officer within the department who coordinates with NUO to provide user accessibility to the PPMS. [41 Part 109-1.107-50\(d\)](#) and [41 CFR Part109-1.106-50\(e\)](#)
- **Property Custodians:** Designated personnel within each DOE office responsible for identifying and reporting excess personal property availability. [DOE G 580.1-1A Chg 1 \(LtdChg\)](#)
- **Contracting Activity:** Ensure the Program Office has verified excess personal property availability prior to executing new procurement requests. [41 CFR 102-36.45](#) and [41 CFR Part109- 1.106-50\(e\)](#)
- **Program Managers:** Ensure that program requirements align with cost-effective property management practices; verify in PPMS the availability or non-availability of excess personal property and document the procurement request prior to submission to their cognizant contracting activity. [41 CFR 102-36.45](#) and [41 CFR Part109-1.106- 50\(e\)](#)
- **DOE Elements:** DOE offices may designate an employee responsible for searching available excess personal property to meet agency requirements, ensuring adherence to [41 CFR 102-36.45](#) and [41 CFR Part109- 1.106-50\(e\)](#)

EFFECTIVE DATE AND REVIEW: This policy is effective immediately. MA-50 will work to ensure alignment with DOE policies, and federal personal property management regulations.

Questions regarding the Department's internal guidance on the use of excess personal property or additional guidance contact MA-50 at personalpropertyhelp@hq.doe.gov.