




Department of Energy

Washington, DC 20585

June 22, 2009

MEMORANDUM FOR PROCUREMENT DIRECTORS

FROM:


EDWARD R. SIMPSON
DIRECTOR
OFFICE OF PROCUREMENT AND
ASSISTANCE MANAGEMENT

SUBJECT:

Appointment of Property Administrators

The purpose of this memorandum is to remind Contracting Officers (CO) of the requirement for appointment of property administrators under contracts that contain Government Furnished Property (GFP).

DOE Order 580.1 *Department of Energy Personal Property Management Program* requires that COs appoint a property administrator for each contract that contains GFP (see Section 5. RESPONSIBILITIES). However, we are aware of instances where contracts containing significant amounts of GFP do not have a property administrator appointed by the CO.

A property administrator is an authorized representative of the CO who is trained in the administration of Government property. Among other things, this individual is responsible for developing an oversight program for the proper management of GFP. The property administrator makes recommendations to the CO concerning the acceptability of the contractor's personal property management system and notifies the CO of any contractor noncompliance with approved procedures. The property administrator also provides guidance to the CO concerning personal property issues that cannot be resolved at the contractor level (see paragraph i. Property Administrators of Section 5 referenced above for the specific responsibilities for property administrators).

Given the complexity of some of our contracts, and the large dollar amount of GFP involved, it is critical that we ensure effective Government oversight of GFP being managed by a contractor. This requires a close working relationship between the CO and a properly appointed property administrator.

Accordingly, please ensure that this requirement is communicated to all of the COs in your organization whose contracts contain GFP.



Related to this, we recognize that there are some inconsistencies between the DOE Order referenced above and its implementation guide (DOE G 580.1-1) concerning the format for appointment of property administrators and other issues. These inconsistencies will be corrected in the near future. In the interim, and for your convenience, a suggested format for appointment of a property administrator is attached. It is consistent in principle with the suggested sample formats provided for in the implementation guide.

Any questions in this regard may be directed to Beth Leykamm, by telephone, at 202 287-1369.

Attachment



CERTIFICATE OF APPOINTMENT

UNDER THE AUTHORITY VESTED IN THE UNDERSIGNED AND IN
CONFORMANCE WITH SUBPART 1.6 OF FEDERAL ACQUISITION
REGULATION

IS APPOINTED

PROPERTY ADMINISTRATOR

FOR

Contract Number

This appointment is effective until the above contract is terminated or upon written notification by the undersigned.

Signature and Title of Contracting Officer

Date