

DOE 2100.3A
6-8-92

THIS PAGE MUST BE KEPT WITH DOE 2100.3A. TRANSFER OF CONTRACTS BETWEEN DEPARTMENTAL ELEMENTS, WHICH REVISES DOE 2100.3 TO REFLECT ORGANIZATIONAL TITLES, ROUTING SYMBOLS, AND OTHER EDITORIAL REVISIONS REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE BEEN MADE.

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 2100.3A

6-8-92

SUBJECT: TRANSFER OF CONTRACTS BETWEEN DEPARTMENTAL ELEMENTS

1. PURPOSE. To establish policies and procedures, and assign responsibilities for processing transfer of contracts including grants, cooperative agreements, incentive awards and other financial assistance contracts between Departmental elements. Adherence to the provisions contained herein is imperative to insure a well coordinated and orderly transfer.
2. CANCELLATION. DOE 2100.3, TRANSFER OF CONTRACTS BETWEEN DEPARTMENTAL ELEMENTS , of 9-15-80.
3. SCOPE. The provisions of this Order apply to all elements of the Department of Energy.
4. POLICY. Contracts will be transferred only after changes to the Approved Funding Program (AFP) and transfer of accounting records have been completed. Transfers of contracts will not be initiated to be effective 45 days prior to the end of the fiscal year or 45 days after the end of the fiscal year unless all activities involved concur in the transfer. No contracts will be transferred that are within 90 days of being closed out.
5. PROCEDURES AND RESPONSIBILITIES.
 - a. Headquarters Program Offices or Field Program Offices initiating a transfer of contract shall:
 - (1) Receive written concurrence from the receiving program office, submit a request for the contract transfer, in the form of DOE F 4200.33, "Procurement Request-Authorization," to the appropriate procurement office and prepare the necessary AFP change. The Procurement Request becomes the official document from the program office authorizing the transferring procurement office to effect the transfer. Request for contract transfer will be prepared in advance to ensure that actions are completed prior to the effective date of the contract transfer. Field organization program offices will forward the AFP request to the appropriate Headquarters program office for approval . Upon approval, the Headquarter's program office will submit the AFP change with their regular AFP input to the Office of Budget. Attachment 1 contains an example of data elements required by the Office of Budget to effect the change in the AFP.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Chief Financial Officer

- (2) Provide written notification of the impending transfer to the receiving program office with copies to the transferring and receiving Field Element Chief Financial Officer (Field CFO). In addition, the initiating program office will notify Real Property and Facilities Management Division of all contracts transferred that involved major system acquisition or a major project:
- (3) Coordinate the cut-off date with the transferring Field CFO and receiving procurement office to allow sufficient time for the effective date; and
- (4) Ensure that no transfers are initiated to be effective 45 days prior to the end of the fiscal year or 45 days after the end of the fiscal year, unless concurrence has been received from all affected elements.

b. The Transferring Procurement Office shall:

- (1) Coordinate and formally advise the transferring and receiving program Field CFO's of the contract transfer:
- (2) In coordination with the transferring and receiving program Field CFO's, establish an effective date for the transfer;
- (3) In coordination with the transferring Field CFO, establish a cut-off date for processing invoices;
- (4) Ensure that the contractor is aware of the impending transfer and is notified of the date on which he or she is to begin submitting invoices to the receiving procurement office;
- (5) Ensure that no contracts are transferred that are within 90 days of being closed out;
- (6) Ensure that the contract numbers are not changed;
- (7) Complete and enter into the Procurement Assistance Data System database, appropriate documentation to indicate the transfer and specify the receiving procurement office to effect the transfer; and
- (8) Transfer contract files on Standard Form 30, Amendment of Solicitation/ Modification of Contract. to receiving procurement office after assuring that all pertinent material (contractual documents, technical reports, correspondence, etc.) has been included in the files.

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- c. The Office of Budget shall, upon receipt of the request for the AFP change, input the required adjustment to coincide with the effective date of the transfer and issue a revised AFP. The Office of Budget will also issue a new advice of allotment to coincide with the change in the AFP to the transferring and receiving elements.
- d. The Transferring Field CFO shall:
 - (1) Arrange with the receiving Field CFO for the transfer of the accounting records;
 - (2) Ensure that all prior obligations, unliquidated obligations and disbursement adjustments coincide with the AFP change and the effective date of the transfer;
 - (3) Initiate action to ensure that the transfer of accounting records are accomplished within the same month as the effective date of the contract transfer;
 - (4) Reconcile all support documents with the balances shown on the financial reports prior to the transfer, and prepare form CRF 2260.1, Transfer of Unpaid Obligations, on the unpaid prior year balances to be included with the accounting records;
 - (5) Coordinate the transfer of the accounting records with the receiving Field CFO and insure that both offices process the adjusting entries in the same accounting month; and
 - (6) Transfer prior obligations and disbursements to the receiving Field CFO, ensure that the transfer coincides with the effective date of the AFP change and reflect these transfers on all accounting reports.
- e. Receiving Program, Budget, and Procurement Offices and Field CFO's shall:
 - (1) Concur in proposed transfer:
 - (2) Coordinate with the transferring offices on the transfer of the AFP, accounting records, procurement files, and assure that the documents described above have been received prior to the effective date of transfer;
 - (3) Assume responsibility for the management, financing, and accounting for the contract transferred on the effective date; and
 - (4) The receiving Field CFO will be responsible for accounting for the contract retroactive to the beginning of the fiscal year.

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- f. Receiving Procurement Office shall complete and enter into the Procurement Assistance Data System data base, appropriate documentation to indicate acceptance of the transferred contract.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

BUDGET REQUIREMENTS

CONTRACTOR NAME: _____

CONTRACTOR NUMBER: _____

APPROVED FUNDING ORGANIZATION: _____

From: _____

To: _____

EFFECTIVE DATE OF TRANSFER: _____

B&R CLASSIFICATION: _____

APPROPRIATION: _____

UNPAID AMOUNT: (as of
October 1, 19__)

UNCOSTED AMOUNT: (as of
October 1, 19__)

CURRENT YEAR OBLIGATIONAL
AUTHORITY _____

CURRENT YEAR COST AUTHORITY _____

CONCURRENCES:

Gaining Org.

Losing Org.

Responsible
Program Orgs.

