

**SUBJECT: LIMITED CHANGE TO DOE G 580.1-1A, PERSONAL PROPERTY**

1. EXPLANATION OF CHANGES. This Limited Change updates the Guide to remove references to the cancelled Order DOE O 580.1A, *DOE Personal Property Management Program*.
2. LOCATIONS OF CHANGES:

Page	Paragraph	Changed	To
	Throughout	DOE O 580.1A, <i>DOE Personal Property Management Program</i>	Removed. Replaced with 41 CFR 109, <i>Department of Energy Property Management Regulation</i> , where appropriate.
	Throughout	Director, Office of Property Management	Director, Office of Asset Management
	Throughout	Director, Office of Acquisition and Project Management	Director, Office of Acquisition Management
	Throughout	HFE Heads of Field Elements	PSO Program Secretarial Officer
i	Foreword, First Paragraph	This Personal Property Management Guide supplements the Department of Energy (DOE) directive DOE O 580.1A, <i>Department of Energy Personal Property Management Program</i> . (See -2; Uniform paragraph wording all 4 docs)	Removed.
i	Foreword, First Paragraph	This Guide provides non-regulatory guidance and information to assist DOE organizations and contractors in implementing the DOE-wide and site-specific personal property management programs. It supplements the policy, requirements, and responsibilities information contained in the DOE Order cited above and clarifies the regulatory requirements contained in the Federal Property Management Regulation (FMR) and specific contracts.	This Guide provides non-regulatory guidance and information to assist Department of Energy (DOE) organizations and contractors in implementing the DOE-wide and site-specific personal property management programs. It clarifies the regulatory requirements contained in the Federal Management Regulation (FMR) and specific contracts.

Page	Paragraph	Changed	To
i	Foreword, Third and Fourth Paragraphs	<p>This Guide is issued and maintained by the Office of Property Management, Office of Acquisition and Project Management within the Office of Management. It will be amended to add new or revised guidance as necessary. Questions regarding specific topics should be directed to <a href="mailto:personalpropertyhelp@hq.doe.gov">personalpropertyhelp@hq.doe.gov</a>.</p> <p>For convenience, the Order 580.1A Guide is divided in the following four Sections:</p>	<p>This Guide is issued and maintained by the Office of Asset Management within the Office of Management. It will be amended to add new or revised guidance as necessary. Questions regarding specific topics should be directed to the Office of Asset Management (MA-50).</p> <p>For convenience, this Guide is divided in the following four Sections:</p>
<b>Section I, Chapter 1, Definitions and Acronyms</b>			
I-1-1		<i>[References: 41 CFR 101, 102, 48 CFR 970.5204-21; DOE O 580.1A]</i>	<i>[References: 41 CFR 101, 102, 109; FAR 52.245-1]</i>
I-1-1	1.1	This Chapter provides definitions and acronyms for terms that are used in the Guides and supplements the DOE definitions contained in DOE O 580.1A.	This Chapter provides definitions and acronyms for terms that are used in this Guide.
I-1-1 – I-1-6	1.2	Definitions reorganized alphabetically.	Definitions reorganized alphabetically.
I-1-1	1.2	<b>DOE Contractor</b> —an on-site contractor, such as a management and operating (M&O) contractor, an environmental restoration and management contractor, or other major prime contractor located at a DOE site, having a contract that includes DOE O 580.1A Contractor Requirements Document (CRD) as a contract requirement.	<b>DOE Contractor</b> —an on-site contractor, such as a management and operating (M&O) contractor, an environmental restoration and management contractor, or other major prime contractor located at a DOE site.
I-1-1	1.2	<b>DOE Financial Assistance Rules</b> —DOE regulations (10 CFR 600) that establish a uniform administrative system for application, award, and administration of assistance awards, including grants and cooperative agreements.	<b>DOE Financial Assistance Rules</b> —DOE regulations (10 CFR 600; 2 CFR 200/910) that establish a uniform administrative system for application, award, and administration of assistance awards, including grants and cooperative agreements.
I-1-3	1.2	<b>Financial Assistant Award</b> — the written document executed by a DOE Contracting Officer, after an	<b>Financial Assistance Award</b> — the written document executed by a DOE Contracting Officer, after

Page	Paragraph	Changed	To
		application is approved, which contains the terms and conditions for providing financial assistance to the recipient (reference 10 CFR §600.3).	an application is approved, which contains the terms and conditions for providing financial assistance to the recipient (reference 10 CFR §600.3; 2 CFR 200/910).
I-1-4	1.2	<b>Head of Contracting Activities</b> —the head of a Departmental element who has been delegated authority by the Director for Acquisition and Project Management to: award and administer contracts, sales contracts, and/or financial assistance instruments; appoint contracting officers, OPMOs or PAs to represent him/her in administering all contract requirements and obligations relating to Government personal property; and exercise the overall responsibility for managing the contracting activity.	<b>Head of Contracting Activities</b> —the head of a Departmental element who has been delegated authority by the Director, Office of Acquisition Management to: award and administer contracts and sales contracts; appoint contracting officers, Organizational Property Management Officers (OPMOs) or Property Administrators (PAs) to represent him/her in administering all contract requirements and obligations relating to Government personal property; and exercise the overall responsibility for managing the contracting activity.
I-1-4	1.2	<b>Heads of Field Elements</b> —the heads of any Departmental office located outside the Washington, D.C. metropolitan area. In addition, the Federal Energy Regulatory Commission and the Office of Headquarters Procurement Operations are considered field organizations for purposes of the DOE 580 series directives.	Removed.
I-1-5	1.2	<b>Organizational Property Management Officer</b> —an individual, appointed by the Head of a Contracting Activity, Head of Field Element, or the Director Office of Acquisition and Supply Management for NNSA, responsible for establishing and administering the organization's personal property management program.	<b>Organizational Property Management Officer</b> —an individual, appointed by the Head of a Contracting Activity, to establish and administer personal property management programs within their respective organization consistent with applicable laws, regulations, practices, and standards. (Ref 41 CFR 109-1.100-51)
I-1-5	1.2	Added.	<b>Program Secretarial Officer (PSO)</b> —Assistant Secretaries/Program Element Heads.

Page	Paragraph	Changed	To
I-1-6	1.2	<b>Senior Procurement Executive</b> —an individual designated by the Secretary, pursuant to section 16(3) of the Office of Federal Procurement Policy Act 41 USC 423, to manage and direct the acquisition system of the executive agency, including the implementation of unique acquisition policies, regulations, and standards of the executive agency. The Under Secretary of Energy, the Administrator of NNSA, and the Director of Acquisition and Supply Management are designated Senior Procurement Executives.	<b>Senior Procurement Executive</b> —the individual appointed pursuant to <a href="#">41 U.S.C. 1702(c)</a> , who is responsible for management direction of the acquisition system of the executive agency, including implementation of the unique acquisition policies, regulations, and standards of the executive agency. The Director, Office of Acquisition Management, is the designated Senior Procurement Executive (SPE) for the Department of Energy, and the Deputy Associate Administrator for Acquisition of the National Nuclear Security Administration (NNSA) is the SPE for NNSA.
I-1-6	1.3	BSC Balanced Scorecard	Removed.
<b>Section I, Chapter 2, Appointments</b>			
I-2-2	2.6	<b>Restricted Appointment</b> If the nominee lacks adequate experience, training, or education for the appointment, the HCA or designee may give the nominee a restricted appointment when: <ul style="list-style-type: none"> <li>No other qualified individual is available for appointment.</li> <li>It is necessary to meet mission requirements.</li> </ul>	Removed.
I-2-2	2.7	Renumbered.	2.6
I-2-2	2.6 First Bullet	Fails to meet required qualifications that resulted in a restricted appointment.	Fails to meet required qualifications that resulted in an appointment.
I-2-3	Recommendation and Approval for Appointment Form	<b>Personal Qualifications:</b> An evaluation of the attached personal qualification statement indicates that the nominee’s experience, education, and training (check the appropriate block): <ul style="list-style-type: none"> <li>Meets Departmental requirements for appointment to the nominated position. Substitute blocks for bullets</li> </ul>	<b>Personal Qualifications:</b> An evaluation of the attached personal qualification statement indicates that the nominee’s experience, education, and training meets Departmental requirements for appointment to the nominated position.

Page	Paragraph	Changed	To
		<ul style="list-style-type: none"> <li>Meets Departmental requirements for a restricted appointment to the nominated position. Substitute blocks for bullets</li> </ul>	
<b>Section I, Chapter 3, Appointments</b>			
I-3-1		<i>[Reference: DOE O 580.1A and Contractual Requirements/DEAR 970.5245]</i>	<i>[Reference: Contractual Requirements/DEAR 970.5245-1 FAR 52.245-1; 41 CFR 109]</i>
I-3-1	3.2	<p>Each DOE organization is required to establish a personal property management program that is consistent with the requirements of Federal statutes and the FAR, FMR, FPMR, the 580 series of DOE Directives and requirements of the DOE Contracting Officer , as applicable.</p> <p>Regulations for the management of personal property held by financial assistance recipients are contained in the DOE Financial Assistance Rules (10 CFR Part 600) and DOE Order 534.1B, Accounting.</p>	<p>Each DOE organization is required to establish a personal property management program that is consistent with the requirements of Federal statutes and the FAR, FMR, FPMR, and 41 CFR 109, as applicable.</p> <p>Regulations for the management of personal property held by financial assistance recipients are contained in the DOE Financial Assistance Rules (10 CFR Part 600/2 CFR 200, 910).</p>
I-3-1	3.3 <i>General, First Paragraph</i>	In order to implement the DOE personal property management program requirements outlined in DOE O 580.1A....	In order to implement the DOE personal property management program requirements outlined in 41 CFR 109....
I-3-2	3.3 <i>Initial System Review, Fourth Paragraph</i>	When a system is conditionally approved or disapproved, the PA or CO should advise the contractor in writing of the deficiencies that need to be corrected A corrective action schedule will be established for completion of identified deficiencies.	When a system is conditionally approved or disapproved, the PA or CO should advise the contractor in accordance with 41 CFR 109.
I-3-3	3.3 <i>Review, First Paragraph</i>	The OPMO/PA should make a review of the contractor’s personal property management operations at a minimum of every three years after the acceptance ( <i>see DEAR 970.5245-1</i> ) of a contractor personal property management system.	The OPMO/PA should make a review of the contractor’s personal property management operations at a minimum of every three years after the acceptance ( <i>see FAR 52.245-1; 41 CFR 109-1.5204</i> ) of a contractor personal property management system.

Page	Paragraph	Changed	To
I-3-3	3.3 <i>System Status,</i> Second Paragraph	In case of conditional approval or non-approval of contractor's system, when the OPMO/PA determines that all identified system deficiencies have been corrected, the CO withdraws the conditional approval or non-approval and approves the system in writing.	Removed.
I-3-3	3.3 <i>Review and Approval of System Changes</i>	The OPMO/PA reviews proposed significant changes to an approved contractor personal property management system. The CO/PA approves the changes, approves on an interim basis or disapproves, and provides the decision in writing to the contractor.	See 41 CFR 109-1.52.
<b>Section I, Chapter 4, Principles and Standards</b>			
I-4-2	4.4 <i>GSA SmartPay2 Purchase Card Purchases,</i> First Paragraph	The DOE Acquisition Guide establishes guidelines for the use of the Government purchase card by authorized cardholders. This document, which is available on the Headquarters Office of Acquisition and Project Management web page at the following link <a href="http://energy.gov/management/downloads/acquisition-guide-0">http://energy.gov/management/downloads/acquisition-guide-0</a> , also contains guidance on:	The DOE Acquisition Guide establishes guidelines for the use of the Government purchase card by authorized cardholders. This document (which is available on the Headquarters Office of Acquisition Management web page at the following link: <a href="https://www.energy.gov/management/downloads/department-energy-acquisition-guide">https://www.energy.gov/management/downloads/department-energy-acquisition-guide</a> ) also contains guidance on:
I-4-4	4.11 Second and Third Paragraphs	Added.	<i>Accountable Personal Property</i> includes nonexpendable personal property whose expected useful life is two years or longer and whose acquisition value, as determined by the agency (\$10,000), warrants tracking in the agency's property records.  <i>Capitalized Personal Property</i> includes property that is entered on the agency's general ledger records as a major investment or asset. Whose acquisition value as determined by the agency warrants tracking in the agency's property records in accordance with DOE Financial Management Handbook.

Page	Paragraph	Changed	To
I-4-4	4.11 <i>Procedures, First Paragraph</i>	The OPMO reviews the local DOE office's physical inventory procedures. The CO or PA reviews and accepts the contractor physical inventory procedures and methods.	The OPMO reviews the local DOE office's physical inventory procedures. The PA/OPMO reviews and accepts the contractor physical inventory procedures and methods.
I-4-5	4.11 <i>Reports</i>	The physical inventory results should be reconciled with the property records and financial accounts and be reported to the CO/OPMO/PA within 60 days of the reconciliation.	The physical inventory results should be reconciled with the property records and financial accounts and be reported to the CO/OPMO/PA.
I-4-6	4.14 <i>Official Use, Second Bullet</i>	As otherwise authorized by law and approved by the Director, Office of Administration, HFES, or a CO for contractor-held property.	As otherwise authorized by law and approved by the Director, Office of Asset Management, PSO, or a CO for contractor-held property.
<b>Section I, Chapter 5, Federal Oversight of Off-Site Contractor Facilities</b>			
I-5-2	5.4 <i>Limited Oversight, Second Paragraph</i>	When limited oversight is conducted, periodic visits (no less than every three years) should be made to the facility where the property is located to:	When limited oversight is conducted, periodic visits should be made to the facility where the property is located to:
<b>Section I, Chapter 6, Reports</b>			
I-6-1	6.3	...The data for the non-Federal recipients and exchange/sale reports are collected using GSA's Personal Property Reporting Tool at website <a href="https://gsa.inl.gov/property/">https://gsa.inl.gov/property/</a> .	...The data for the non-Federal recipients and exchange/sale reports are collected using GSA's Personal Property Reporting Tool at website <a href="https://www.property.reporting.gov/PPRT/PPRTLogin">https://www.property.reporting.gov/PPRT/PPRTLogin</a> .
I-6-1	6.5	The Property Information Database (PIDS) is a central database that provides an electronic means for obtaining standardized property information about DOE and its entities. PIDS manages and reports property volumes and original acquisition dollar values of government-owned property annually. Property reported is divided into the following three categories: (1) sensitive; (2) accountable with an original acquisition cost between \$10,000	The Property Information Database (PIDS) is a central database that provides an electronic means for obtaining standardized property information about DOE and its entities. PIDS manages and reports property volumes and original acquisition dollar values of government-owned property annually. Property reported is divided into the following three categories: (1) sensitive; (2) accountable with an original acquisition cost less than



Page	Paragraph	Changed	To
		and \$500,000 and (3) accountable with an original acquisition cost of \$500,000 or more. PIDS access can be provided, through the appropriate OPMO, to DOE and DOE contractor employees through the Office of Property Management, Personal Property Policy Division.	\$500,000; and (3) accountable with an original acquisition cost of \$500,000 or more. PIDS access can be provided, through the appropriate OPMO, to DOE and DOE contractor employees through the Office of Asset Management, Personal Property Policy Division.
I-6-2	6.6	Balanced Scorecard Report The Balanced Scorecard (BSC) program is a performance measuring system that takes into account the following perspectives: (1) customer satisfaction, (2) financial management, (3) internal business, and (4) learning and growth. Details about the BSC program can be found at the following website: <a href="http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/balanced-scorecard">http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/balanced-scorecard</a> .	Removed.
<b>Section II, Chapter 1, Laboratory Equipment Donation Program (LEDP)</b>			
II-1-1	1.1 Sixth Bullet	If approved, the OPMO and/or CO signs the LEDP grant document and the LEDP website transmits a copy to the educational institution and the DOE organization/contractor holding the equipment.	If approved, the OPMO/PA and/or CO signs the LEDP grant document and the LEDP website transmits a copy to the educational institution and the DOE organization/contractor holding the equipment.
II-1-1	1.1 Last Paragraph	Detailed information regarding the LEDP program including eligible institutions can be found at: <a href="http://www.osti.gov/ledp">http://www.osti.gov/ledp</a> .	Detailed information regarding the LEDP program including eligible institutions can be found at: <a href="https://apps.ornl.gov/ledp">https://apps.ornl.gov/ledp</a> .
<b>Section II, Chapter 2, Other Education Enhancement Programs</b>			
II-2-1	2.3, Computers for Learning Second Paragraph	...For information regarding who is eligible to participate and what kind of computer equipment is available, visit the CFL web site at <a href="http://www.computers.fed.gov">http://www.computers.fed.gov</a> .	For information regarding who is eligible to participate and what kind of computer equipment is available, visit the CFL web site at <a href="https://computersforlearning.gov/">https://computersforlearning.gov/</a> .
II-2-2	2.3, Financial Assistance Agreements	The OPMO, CO, or designated Property Administrator (PA) should conduct the following actions for	Removed.



Page	Paragraph	Changed	To
	(Previously Mis-Numbered)	<p>Federally-owned property accountable under financial assistance agreements (grants and cooperative agreements):</p> <ul style="list-style-type: none"> <li>Review and approve use on other activities and provide disposition instructions upon receipt of a final inventory under the applicable provisions of 10 Code of Federal Regulations (CFR) 600.</li> <li>Support the CO in requesting annual reports of Federally-owned property in accordance with the provisions of 10 CFR 600.</li> </ul>	
II-2-3	2.5	<i>Roles, Process, and Equipment Gift Agreement</i> sections removed.	See 41 CFR 109-50.2.
<b>Section II, Chapter 3, Economic Development Property</b>			
II-3-1		<i>[Reference: National Defense Authorization Act of 1994, Section 3154 (Hall Amendment), Personal Property Letter 970-1]</i>	<i>[Reference: National Defense Authorization Act of 1994, Section 3154 (Hall Amendment)]</i>
II-3-1	First Paragraph	DOE may establish Community Reuse Organizations (CRO) in areas where communities are affected by reconfiguration or downsizing of DOE sites. The CRO responsibilities include the following:	DOE may establish Community Reuse Organizations (CROs) in areas where communities are affected by reconfiguration or downsizing of DOE sites. The CRO may do the following:
II-3-1	Sixth and Seventh Bullets	<ul style="list-style-type: none"> <li>Items under \$5,000 in Group 1- Local Screening, Attachment 1, determined not to be needed locally by DOE.</li> <li>Items under \$5,000 in Group 2- Expedited DOE Screening, Attachment 2 that have completed the EADS process and determined not needed by DOE.</li> </ul>	<ul style="list-style-type: none"> <li>Items under \$5,000 in Group 1- Local Screening determined not to be needed locally by DOE.</li> <li>Items under \$5,000 in Group 2- Expedited DOE Screening that have completed the EADS process and determined not needed by DOE.</li> </ul>
<b>Section III, Chapter 1, Export Controlled High Risk Personal Property</b>			
III-1-1	1.3 Third Bullet	DOE financial assistance recipients that receive DOE-owned personal property under financial assistance agreements.	Removed.

Page	Paragraph	Changed	To
III-1-1	1.3 Second Paragraph	High risk requirements apply to contractors and financial assistance recipients to the extent that they are included in applicable regulations, contract clauses, or financial assistance agreements.	High risk requirements apply to contractors to the extent that they are included in applicable regulations or contract clauses.
III-1-1	1.5	<p><b>Title to High Risk Personal Property</b></p> <p>When financial assistance agreements are involved, DOE is concerned only with personal property the Government holds title to which is:</p> <ul style="list-style-type: none"> <li>• Federally-owned personal property furnished under a financial assistance agreement vests with the Government.</li> <li>• Personal property acquired under a financial assistance agreement typically vests in the recipient.</li> </ul> <p>DOE may retain title to property acquired under a financial assistance agreement when:</p> <ul style="list-style-type: none"> <li>• The Government anticipates a subsequent need for the property in another program or at another recipient's site.</li> <li>• The property is unique, expensive, and/or otherwise difficult to duplicate in a timely fashion.</li> <li>• The property is one of the types of HRPP covered in this Chapter.</li> </ul>	Removed.
III-1-1 – III-1-6	1.6 – 1.9	Renumbered.	1.5 – 1.8
III-1-2	1.5 First Paragraph	HFES and OPMOs/PAs should assure that their DOE organizations, contractors, and financial assistance recipients develop cost effective and risk-based personal property management systems, providing life cycle controls for HRPP and covering all of the operational	PSOs and OPMOs/PAs should assure that their DOE organizations and contractors cost effective and risk-based personal property management systems, providing life cycle controls for HRPP and covering all of the operational responsibilities addressed in this Chapter.

Page	Paragraph	Changed	To
		responsibilities addressed in this Chapter.	
III-1-2	1.6 <i>Identification and Control,</i> First Paragraph	Accountable property records for export-controlled HRPP should include a High Risk designation, export control jurisdiction, and relevant export control regulation citation, as applicable (reference DOE O 580.1A, 4.c.(4) Contractor Requirements Document (CRD) and 5.b.(4))....	Accountable property records for export-controlled HRPP should include a High Risk designation, export control jurisdiction, and relevant export control regulation citation, as applicable (reference 41 CFR 109-1.100-51)....
III-1-4	1.7 <i>Scrap and Destruction Dispositions,</i> Second Paragraph	Requests for approval of alternative disposition of these items may be made through the cognizant Head of Departmental Element and then through to the Assistant Deputy Administrator for Nonproliferation and International Security (NA-24) for disposition approval by the Deputy Administrator for Defense Nuclear Nonproliferation (NA-20), see Attachment 1 for sample alternative disposition request and letter.	Requests for approval of alternative disposition of these items may be made through the cognizant Head of Departmental Element and then through to the Assistant Deputy Administrator for Nonproliferation and International Security (NA-24) for disposition approval by the Deputy Administrator for Defense Nuclear Nonproliferation (NA-20).
III-1-5	1.7 <i>Documentation,</i> Second Bullet	Certifications and clearances (as described in DOE O 580.1A, 4.k.(5), 4.k.(7), and 5.j.(4) of the CRD).	Removed.
III-1-6	1.8 <i>Export Restriction Notice</i>	The Export Restriction Notice (41 CFR 109 with updated regulations) should be included in all transfers, sales, or other offerings (see Attachment 2).	The Export Restriction Notice (41 CFR 109 with updated regulations) should be included in all transfers, sales, or other offerings (see Attachment 1).
<b>Section III, Chapter 2, Precious Metals</b>			
III-2-1		<i>[Reference: 48 CFR Part 45, 48 CFR Part 945; DOE O 580.1A]</i>	<i>[Reference: 48 CFR Part 45, 41 CFR Part 109]</i>
III-2-2	2.6 Second Paragraph	For inventory cost efficiency, OPMO may establish dollar threshold for the precious metals, by type, each valued at \$250 or less may be treated as consumed or expended.	Removed.
<b>Section III, Chapter 3, Attachment 1, Export Restriction Notice</b>			
	Attachment 1	Sample Letter	Removed.

Page	Paragraph	Changed	To
	Attachment 2, Export Restriction Notice	Renumbered	Attachment 1.  References to Attachment 2, Export Restriction Notice, updated throughout Guide.
III-3-3	Attachment 1  Main Paragraph	References updated.	References updated.
<b>Section IV, Chapter 1, Loaning Personal Property</b>			
IV-1-1	1.2  Second Paragraph	Idle property may be loaned to other DOE organizations, contractors, Government agencies, or organizations that have a valid Federal contract, financial assistance agreement, international treaty or cooperative agreement.	Idle property may be loaned to other DOE organizations, contractors, Government agencies, or organizations that have a valid Federal contract, financial assistance agreement, and international treaty.
IV-1-1	1.2  <i>Required Approvals,</i> Second Paragraph	The CO/OPMO/PA reviews and approves or disapproves loan packages after submission by contractors or DOE organizations.	The OPMO/PA reviews and approves or disapproves loan packages after submission by contractors or DOE organizations.
IV-1-2	1.4  First Paragraph	The CO/OPMO/PA approves domestic loans. Domestic loan renewals may be requested in three-year increments; however, managers of the initiator's organization review and CO/OPMO/PA concurrence is required for all renewals.	In accordance with 41 CFR 109-1.5103:
IV-1-2	1.4  <i>Adding to an Existing Loan</i>	The CO/OPMO/PA approves additions to existing domestic loans. When adding personal property to an existing domestic loan a new DOE F 4420.2 and required documentation should be prepared	The OPMO/PA approves additions to existing domestic loans. When adding personal property to an existing domestic loan a new DOE F 4420.2 and required documentation should be prepared
IV-1-3	1.5  First and Second Paragraph	For foreign loans of personal property, the OPMO should review the package for appropriate documentation, as referenced in DOE Order 580.1A and submit the package to the respective Headquarters Program Office for review and concurrence. The package should be forwarded to the Headquarters Office of International Affairs for approval.	For foreign loans of personal property, the OPMO should review the package for appropriate documentation, as referenced in 41 CFR 109-1.50 and submit the package to the cognizant Headquarters Program Office for review and concurrence. The package should be forwarded to the Headquarters Office of International Affairs for approval.

Page	Paragraph	Changed	To
		Based on the Headquarters Office's approval or disapproval, the site DOE Property Manager or authorized designee and the CO/OPMO/PA approve or disapprove foreign loan packages.	Based on the International Affairs approval or disapproval, the site DOE Property Manager or authorized designee and the OPMO/PA approve or disapprove foreign loan packages.
IV-1-3	1.5 First and Second Paragraph	The loan period for foreign loans may extend up to five years or may extend to the end of the country-to-country treaty or collaborative agreement between the United States/DOE and the foreign entity, with annual inventory verification. See DOE Order 580.1A for the required documentations.	Removed.
IV-1-3	1.5	<i>Adding to or Changing Property on an Existing Loan; and Extending a Loan</i> sections.	Removed.
IV-1-3	1.5	<i>Transfer Title of the Loaned Property</i> section.	Removed.
IV-1-4	1.5 <i>Abandonment or Destruction of Loaned Property</i> , Second Paragraph	For abandonment or destruction of personal property in a foreign country, the OPMO should review the package for appropriate documentation, as referenced in DOE O 580.1A and consult with their local General Counsel prior to submitting the package to the respective Headquarters offices for their review and concurrence....	For abandonment or destruction of personal property in a foreign country, the OPMO should review the package for appropriate documentation, and consult with their local General Counsel prior to submitting the package to the cognizant Headquarters offices for their review and concurrence....
<b>Section IV, Chapter 2, Loss, Damage, or Destruction of Personal Property</b>			
IV-2-2	2.6	<b>Retirement Work Order</b> Official property control financial records should be updated using a retirement work order or site equivalent to retire personal property that is lost, damaged beyond economical repair, or destroyed. The completed retirement work order should be reviewed and approved by the CO/OPMO/PA.	Removed.

Page	Paragraph	Changed	To
<b>Section IV, Chapter 4, Disposition of Excess and Surplus Personal Property</b>			
IV-4-3	4.6	<i>Ozone-Depleting Substances</i> section.	Removed.
IV-4-6	4.11 Third Bullet	Make the determination required by 41 CFR 102-38 to permit contractors to sell surplus personal property when it is in the best interest of the Government.	Removed.
IV-4-9	4.17 First Paragraph	The United States Postal Service (USPS) has established a program for the disposition of Federal surplus small electronic personal property and related accessories. The use of USPS's recycling program is strictly voluntary. All surplus small electronic personal property and related accessories should be disposed in accordance with Executive Order 13517, Federal Leadership in Environmental, Energy, and Economic Performance, and GSA Bulletin FMR B-34 (FMR B-34) Disposal of Federal Electronic Assets.	All surplus small electronic personal property and related accessories should be disposed in accordance with GSA Bulletin FMR B-34, Disposal of Federal Electronic Assets.
IV-4-9	4.17 <i>General</i> , First Paragraph	All surplus electronic personal property should be transferred to an authorized certified recycler or refurbisher, in accordance with Federal Management Regulation (FMR) Bulletin B-34. Information regarding certified recyclers is available at <a href="http://www.epa.gov/osw/conservation/materials/recycling/certification.htm">http://www.epa.gov/osw/conservation/materials/recycling/certification.htm</a> .	All surplus electronic personal property should be transferred to an authorized certified recycler or refurbisher, in accordance with FMRB-34.
IV-4-9	4.17 <i>General</i>	Entire section after first paragraph.	Removed
IV-4-9	4.17 <i>Documentation</i>	USPS recycling program provides for electronic pick-up scheduling for those items identified for recycling by DOE sites. USPS provides DOE written confirmation for items received by USPS at the time of pick-up. This written confirmation document may be considered the official transfer of	Removed

Page	Paragraph	Changed	To
		title between DOE and USPS for audit trail purposes. Sites should develop local procedures for title transfer documentation.	
<b>Section IV, Chapter 6, Disposal of Personal Property in Foreign Areas</b>			
IV-6-2	6.6 First Paragraph	While the exchange or lease of excess DOE personal property located in foreign areas is authorized, it should be exercised only when the action is clearly in the best interests of the U.S. Government.	While the exchange or lease of surplus DOE personal property located in foreign areas is authorized, it should be exercised only when the action is clearly in the best interests of the U.S. Government.
IV-6-3	6.11 First Paragraph	Excess or surplus DOE personal property, including salvage and scrap, located in foreign areas should not be abandoned or destroyed if its donation is feasible and should be done in accordance with 41 CFR 102-36.390.	Excess DOE personal property, including salvage and scrap, located in foreign areas should not be abandoned or destroyed if its donation is feasible and should be done in accordance with 41 CFR 102-36.390.