

TABLE 1

Report title	Due at DOE head-quarters	References	Form No.
(1) Report of Exempted Motor Vehicles .....	On request .....	FPMR 101–38.204–4, DOE-PMR 109–38.204–4.	Letter.
(2) Agency Report of Motor Vehicle Data ...	Oct. 31 .....	FPMR 101–38.903, DOE-PMR 109–38.903	SF 82.
(3) Excess Personal Property Furnished to Non-Federal Recipients.	Nov. 15 .....	FPMR 101–43.4701(c), DOE-PMR 109–43.4701(c).	Letter.
(4) Negotiated Sales .....	Nov. 15 .....	FPMR 101–45.4702, DOE-PMR 109–45.4702.	Letter.

**Subpart 109–1.52—Personal Property Management Program for Designated Contractors**

**§ 109–1.5200 Scope of subpart.**

This subpart prescribes policy and responsibilities for the establishment, maintenance, and appraisal of designated contractors’ programs for the management of personal property.

**§ 109–1.5201 Policy.**

(a) Designated contractors shall establish, implement, and maintain a system that provides for an efficient personal property management program. The system shall be consistent with the terms of the contract; prescribed policies, procedures, regulations, statutes, and instructions; and directions from the contracting officer.

(b) Designated contractors’ personal property management systems shall not be considered acceptable until reviewed and approved in writing by the cognizant DOE contracting office in accordance with §109–1.5205 of this subpart.

(c) Designated contractors shall maintain their personal property management systems in writing. Revisions to the systems shall be approved in writing by the cognizant DOE contracting office in accordance with §109–1.5205 of this subpart.

(d) Designated contractors shall include their personal property management system in their management surveillance or internal review program in order to identify weaknesses and functions requiring corrective action.

(e) Designated contractors are responsible and accountable for all Government personal property in the possession of subcontractors, and shall include appropriate provisions in their subcontracts and property manage-

ment systems to assure that subcontractors establish and maintain efficient systems for the management of Government personal property in their possession in accordance with §109–1.5204 of this subpart.

**§ 109–1.5202 Establishment of a personal property holdings baseline.**

(a) If the contractor is a new designated contractor, the contractor may accept the previous contractor’s personal property records as a baseline or may perform a complete physical inventory of all personal property. This physical inventory is to be performed within the time period specified by the contracting officer or the contract, but no later than one year after the execution date of the contract. If the physical inventory is not accomplished within the allotted time frame, the previous contractor’s records will be considered as the baseline.

(b) If any required physical inventories have not been accomplished within the time periods prescribed in §109–1.5110(f) of this part, the new contractor shall either perform such physical inventories within 120 days of contract renegotiation, or accept the existing property records as the baseline.

**§ 109–1.5203 Management of subcontractor-held personal property.**

Designated contractors shall require those subcontractors provided Government-owned personal property to establish and maintain a system for the management of such property. As a minimum, a subcontractor’s personal property management system shall provide for the following:

- (a) Adequate records.
- (b) Controls over acquisitions.
- (c) Identification as Government-owned personal property.