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Department of Energy
Washington, DC 20585

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MEMORANDUM FOR DAVID LOJEK
CONSOLIDATED BUSINESS CENTER

THROUGH: JACK CRAIG
MANAGER
CONSOLIDATED BUSINESS CENTER

FROM: J. E. SURASH
HEAD OF CONTRACTING ACTIVITY
OFFICE OF ENVIRONMENTAL MANAGEMENT

SUBJECT: Appointment as Organizational Property Management Officer (Conditional)

As Office of Environmental Management (EM) Head of Contracting Activity (HCA) and pursuant to the requirements of Department of Energy (DOE) Order 361.1A, Chapter 2, Section 6, you are hereby appointed as the Organizational Property Management Officer (OPMO) for the EM Consolidated Business Center (CBC) which includes property management programs at the Ohio Field Office Project Offices; the Portsmouth Paducah Project Office; the Carlsbad Field Office; the West Valley Development Project; Brookhaven National Laboratory; the MOAB Uranium Mill Tailings Site; the Separations Process Research Unit at Knolls Atomic Power Laboratory; Argonne National Laboratory; the Stanford Linear Accelerator Center; the Energy Technology Engineering Center; Oakland Operations Office; Denver Federal Center; MSE Technology Applications-Butte, MT and the Inhalation Toxicology Laboratory. This appointment is **conditional** and contingent upon you obtaining Level III Certification in the Property Management career field as specified in DOE Order 361.1A, Chapter 2, Section 5. In conformance with the requirements of Chapter 6 of the Order, the CBC has requested a waiver from the certification requirements for this OPMO position from the DOE Acquisition Executive with the understanding that you will continue your efforts toward certification. Within 30 days of your receipt of the requisite certification, the CBC will notify the HCA whereupon the appointment letter will be reissued and the conditional appointment designation will be removed.

By reason of your OPMO designation, as specified in DOE Order 580.1 Section 5, subsection (f), you are henceforth empowered to establish and administer the Personal Property Management Program at the CBC consistent with applicable laws, regulations, practices and standards. The Personal Property

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Program includes the following duties and responsibilities to be executed by the OPMO:

- Planning, acquisition, control, management and disposal of personal property in the custody of the DOE sites, facilities and offices for which the CBC is responsible

- Informing DOE employees of their responsibilities for the protection of Government property in their possession and their potential liability for its loss, damage, destruction or unauthorized use.

- Conducting continuous oversight and periodic Management Reviews of DOE Personal Property Management activities to ensure that personal property management expectations are met and all applicable policies, procedures, practices and standards are followed

Your authority as OPMO is subject to the limitations contained in the Federal Management Regulations, Federal Property Management Regulations, Department of Energy Acquisition Regulations, other Federal regulations and laws and Departmental guidance as appropriate and consistent with the authority of the HCA. This appointment will remain in effect until rescinded or terminated in writing.

If you have questions, please contact me at (202) 586-6382 or Mr. Barry Smith, Director, Office of Contract and Project Execution at (301) 903-4482.

Attachment

cc: J. Owendoff, EM-3
E. Simpson, MA-60
J. Hanley, MA-632
B. Smith, EM-52
Timothy J. Jackson, CBC