



Department of Energy  
Washington, DC 20585

July 2, 2014

**JM CHRONOLOGY**

JM RECEIVED 7/8/14  
OUT FOR REVIEW 7/28/14  
DRB DISCUSSION 8/7/14

MEMORANDUM FOR INGRID KOLB  
DIRECTOR  
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY  
DIRECTOR  
OFFICE OF INFORMATION RESOURCES

FROM: PAUL BOSCO  
DIRECTOR  
OFFICE OF ACQUISITION  
AND PROJECT MANAGEMENT

SUBJECT: Notice of Intent to Revise Department of Energy Guide 580.1-1, *Personal Property Management Guide*

**PURPOSE:** This memorandum provides justification to revise Department of Energy (DOE) Guide (G) 580.1-1, *Personal Property Management Guide*, dated December 7, 2005. The purpose of this revision is to remove outdated language and incorporate changes that support and provide additional guidance to DOE Order (O) 580.1A, dated March 30, 2012, DOE Personal Property Management Program.

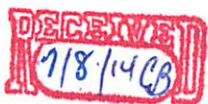
**JUSTIFICATION:** DOE G 580.1-1 was originally developed to supplement and provide guidance to DOE O 580.1, dated December 7, 2005. A major revision to this Order was completed in March 2012. The proposed changes will enhance the management of personal property held by DOE employees and contractors by providing clear and current guidance.

The proposed revision to DOE G 580.1-1 establishes four separate and distinct guides. Each guide covers specific areas of personal property management to include: (1) administrative personal property management; (2) property controlled through other institutes; (3) personal property requiring special controls; and, (4) general personal property management.

This revision is being drafted by a cross-functional team with representatives from the Office of Science, Office of Environmental Management, Western Area Power Administration, and the National Nuclear Security Administration.

There are no valid external, consensus or other "Standards" (e.g., ISO, VPP, etc.) available which can be used in place of this directive.

**IMPACT:** The proposed revision to DOE G 580.1-1 does not duplicate existing laws, regulations, or national standards and does not create an undue burden on the Department.

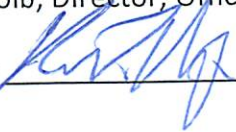


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Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Non-concur: \_\_\_\_\_ Date: 8/7/2011

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development	Up to 60 days
Review and Comment (RevCom)	30
Comment Resolution	30
Final Review	30
Total	150