Handbook for Preparation of DOE Procurement Request Forms

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U.S. Department of Energy

Office of Procurement, Assistance
and Program Management
Washington, DC 20585

MASTER

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INTRODUCTION

The Procurement and Assistance Data System (PADS) provides a mechanism for collecting, assembling, organizing, and presenting acquisition and assistance data for the Department of Energy (DOE). This handbook and associated documents establish a uniform system to report acquisition/assistance data to PADS for the collection, processing, and dissemination of official statistical data on the Department's acquisition and assistance actions. The data provides, based on information available at the time of request, a basis for any recurring and special reports to the senior procurement executive, Congress, General Accounting Office (GAO), Federal executive agencies, Office of Management and Budget (OMB), and the general public. PADS is also used to satisfy DOE's statutory reporting requirements to the Office of Management & Budget, Congress, and other Federal agencies. Accurate and timely collection of PR data is a key element in this reporting.

Additionally, in-process PR's are tracked by program officials to monitor the commitment and obligation of their funds and to plan for the orderly conduct of program activities.

This handbook contains detailed instructions and procedures for the proper preparation of PR forms. Appendices are also provided which list the codes to be used in some of the items of data on the PR form.

1. GENERAL INFORMATION

1.1 REQUIREMENTS

In accordance with the instructions set forth in DOE Order 1331.1C, dated February 17, 1989, "Procurement and Assistance Data System," program office managers shall submit completed Procurement Request forms (PR's) for acquisition and assistance transactions to the appropriate awarding office. Further, awarding office managers are responsible for the collection and submission of data to PADS on the receipt/acceptance of these procurement requests.

To elaborate, a PR is required for all new assistance awards. A PR is also required for all acquisition actions where the total award value exceeds the small purchase threshold. (A PR is optional for new acquisition awards below this amount at the awarding office's discretion.) Any funding modification to any assistance award requires a PR. Any funding modification to any acquisition award over the small purchase threshold requires a PR.

1.2 PURPOSE OF FORMS

DOE F 4200.33 Procurement Request - Authorization. This form is used by the initiating office to authorize an awarding office to execute an acquisition/assistance agreement for the acquisition of services or personal property whether from the private sector or another governmental entity, and for assistance support to private sector or another non-Federal governmental entity. An example of DOE F 4200.33 is displayed as figure 1.

DOE F 4200.34 Procurement Request - Authorization Funding Data Continuation Sheet is only used to provide additional funding information when there is not sufficient space on the PR, DOE F 4200.33. This Continuation Sheet will not be processed alone. It must always be used as a supplement attached to the PR, DOE F 4200.33. An example of DOE F 4200.34 is shown as figure 2.

U.S. Department of Energy
Procurement Request-Authorization

Formerly PR-799A
(Previous editions are obsolete)

1. To Awarding Office		3. PR Number	
2. From Initiating Office		4. Change/Correction to a PR in Process Yes ☐ No ☐	
		5. If item 4 is Yes, Enter PR Correction Letter	
		6. ☐ Acquisition ☐ Assistance	
		7. Consistent with Principal Purpose of Program Yes ☐ No ☐	
8. Purpose of Acquisition (Check as many as apply)		9. Description of Work/Purpose of Assistance	
☐ Supplies ☐ Research & Development			
☐ Construction ☐ Advisory & Assistance			
☐ Architect/Engineer Services ☐ Services			
☐ Other (Requires Description) ☐ Support Services			
		Has List of Sources Been Attached? ☐ Yes ☐ No	
10. Name		11. Address	
10a. Division			
12. Product or Service Code For Acquisition Actions Only			
13. CFDA Number For Assistance Actions Only:		Proposed Instrument: 14. Cooperative Agreement ☐ 15. Grant ☐	
16. OST Deliverable For All Actions	17. (Reserved)	18. Master BIN	19. Desired Award Date
20. Unsolicited Proposal Number	21. Project Number		
22. Government Property F - Furnished, P - Purchased, B - Both, N - Not Involved			

FINANCIAL DATA

23. Government Share	24. Awardee Share	25. Total
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FY FUNDS COMMITTED

26. Approp. Symbol	27. B&R Number	28. Dollar Amt.	29. Allotment	30. Object Class	31. AFP	32. CFA

33. From Continuation Sheet	34. Project Period from thru
35. Total Funds This PR: Are These Annual Funds? ☐ Yes ☐ No	36. For Assistance Actions Only: Budget Period from thru

PROJECT MANAGER/INITIATOR

37. Name	38. Signature	39. Date	40. Office Code
			41. FTS Telephone Number

PROGRAM OFFICIALS

We hereby certify that if the funds cited are Annual Funds, this is an appropriate use of the Annual Funds.

42. Reviewing Official's Name	43. Signature	44. Date
45. Budget Official's Name	46. Signature	47. Date

CERTIFYING OFFICIAL, I Hereby certify that the funds cited in item 35 are available.

48. Name	49. Signature	50. Date
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51. Initiating Office/Local Office Use

(Previous Editions are Obsolete)

[illegible]

1.3

GENERAL INSTRUCTIONS

Many items of data on the Procurement Request form that are entered into the PADS database have a defined field length, or an exact number of characters allowed. For example, the Product or Service Code (Item #13) is 4 characters in length. The CFDA Number (Item #14) is 5 digits, and Government Property (Item #23) is one letter. Dollar fields, such as the government share (Item #24) may contain as few as one but no more than 9 digits. The Description of Work/Purpose of Assistance, (Item #9), has a maximum field length of 180 characters.

All dollar amounts must be rounded to the nearest whole dollar. PADS does not accept fractions of dollars. Parentheses () should be used to surround a negative dollar amount such as a deobligation or decommitment of funds. The dollar amounts \$10,001.00 through \$10,001.49 should be entered as \$10,001, and \$10,001.50 through \$10,001.99 should be entered as \$10,002. The decommitment of \$10,450 should be entered as (\$10,450).

When entering the names of individuals, enter last name first followed by first name and middle initial. Do not include titles, i.e., Mr., Mrs., Ms., Dr., etc. A valid example is Smith John A.

Use the following format for dates: MM DD YY. For example, the date August 1, 1989, should be entered as 08 01 89.

PADS is an unclassified data base; therefore, absolutely NO classified information may be entered into PADS.

DOE F 4200.33 is a multicopy form. The five copies in each set are color coded and designated for distribution as follows:

<u>Color</u>	<u>Distribution Point</u>
White	Original for Contract File
Blue	Data Entry Control Point (Procurement Office)
Pink	Controller
Green	Initiating Office
Goldenrod	Small and Disadvantaged Business Utilization Office

This distribution sequence was established from the suggestions of several users. It may be altered to accommodate the needs of individual field organizations.

In addition to the codes found in the appendices of this Handbook, detailed listings of all valid codes required for the completion of a PR are located in the PADS Miscellaneous Tables, available through request to the PADS Hotline or by retrieval of PADS Standard Report #814.

All comments or questions regarding the information contained in this Handbook should be directed to the Office of Procurement Information Systems/Property, Procurement Information Systems and Analysis Division, PR-161, FTS 896-8267.

2. DETAILED INSTRUCTIONS FOR COMPLETING DOE F 4200.33 PROCUREMENT REQUEST - AUTHORIZATION

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
1	To Awarding Office	Enter the business mailing address of the procurement office to which the Procurement Request is being sent. Normally, this is the office which will process the award action, e.g., Washington Office of Procurement Operations, PR-30, Forrestal Building, Washington, DC, 20585.
2	From Initiating Office	Enter the mailing address of the office initiating the Procurement Request, e.g., Office of Building Energy Research, CE-42 Forrestal Building, Washington, DC, 20585.
3	PR Number	Enter the 16-character PR number in the following format: Sample: 01-90CE00001.000

<u>Position</u>	<u>Meaning</u>
1-2	Awarding Office Code - A complete list of codes is contained in Appendix A.
3	'-' A dash
4-5	Last two digits of the fiscal year of the anticipated award. This entry must be equal to or greater than the current year.
6-7	Initiating Office Code - The two-character code which identifies the program office that is initiating the award.

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>	
		<u>Position</u>	<u>Meaning</u>
3	PR Number	8-12	<p>Serial Number - This 5-character entry must be numeric and unique within the initiating office identified in Position 6 and 7. If the PR is for a new award, this unique number is obtained from the register or listing maintained by the initiating office identified in Positions 6 and 7. If the PR is to modify or fund an existing award, this unique number must be the same serial number as is used in the existing award instrument number.</p>
		13	<p>'.' A decimal point.</p>
		14-16	<p>Amendment Number - If the PR is for a new award, enter "000." If the PR is to modify an existing award, enter the appropriate amendment number as follows: If the PR is being prepared by a Headquarters organization, enter "001" or the next unused sequential number up to "499" for the amendment initiated within the fiscal year entered in Positions 4 and 5.</p>

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>	
		<u>Position</u>	<u>Meaning</u>
3	PR Number	14-16	If the PR is not being prepared by a Headquarters program office, enter "501" or the next unused sequential number up to "999" for the amendment initiated within the fiscal year entered in Positions 4 and 5.

The first amendment issued in a new fiscal year always contains the amendment number "001" or "501" regardless of what the last used amendment number was in the previous fiscal year. The use of a different series prevents duplication of a procurement request number that might occur when two separate offices are issuing procurement requests pertaining to the same award. Awarding offices are not required to use "501-999" series. (Additional information regarding the PR number can be found in DOE Order 1331.2, "Departmental Business Instrument Numbering System.")

4	Change/Correction to a PR in Process	Check the block marked "YES" if this is a change or correction to a PR which has been forwarded to Procurement and is presently in process. Check the block marked "NO" if this is the initial PR for either a new award or a modification to an existing award.
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<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
5	If Item 4 is Yes, Enter PR Correction Letter	<p>If this is a change or correction action as defined in Item 4, enter an alphabetic character. Start with "A" and continue through the alphabet as additional changes occur.</p> <p>For example, a new award would have a PR amendment number of ".000." If there were no funds on <u>this</u> PR, a PR submitted to add funds prior to award would have an amendment number of ".000A."</p>
6	Acquisition/ Assistance	<p>Check the block following ACQUISITION if this action covers any of the following categories:</p> <ul style="list-style-type: none"> Basic Agreement (Terms & Conditions Only) Blanket Purchase Agreement Contract Delivery Order Interagency Agreement (Purchase) Basic Ordering Agreement Indefinite Delivery Contract Purchase Order Research Opportunity Award Special Research Contract Task Order Small Purchase/Small Business Competitiveness Demonstration Program Bonneville Intergovernmental Agreement Waste Management Revenue Collection International Agreement Memorandum of Understanding Power Management Lease of Real Property Other Real Property Transactions Purchase of Real Property Interagency Agreement (Sales) Sales Contract <p>Check the block following ASSISTANCE if this action covers any of the following categories:</p> <ul style="list-style-type: none"> Cooperative Agreement Grant Loan of Monies Loan Guarantee Loan of Property

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
7	Consistent with Principal Purpose of Program?	Check the block marked "YES" if the type of transaction indicated in Item 6 is consistent with the principal purpose of the program under which the request originated. Check "NO" if inconsistent. Any inconsistent transaction must be explained and justified in either the principal program determination or an attachment to the Procurement Request form. For further details, refer to DOE Order 4600.1A, "Financial Assistance Procedures Manual."
8	Purpose of Acquisition	This list provides information to program and procurement officials on the type of work to be done. Check as many as may apply to the action being authorized.
9	Description of work/Purpose of Assistance	Enter the title or brief description of the acquisition or assistance action being requested. Insure that this description is a concise statement of the award or modification being authorized. A maximum of 180 characters may be entered.
10	Name	Enter the name of the awardee if known. A maximum of 30 characters is allowed.
10a	Division	Enter the name of the subsidiary or sub-organization of the awardee that will actually perform the work. The maximum length is 30 characters. This item may be blank if the awardee is not organized with a division.
11	Address	Enter the complete mailing address of the place of performance. (Legal address will also be required at time of award for assistance transactions.)
12	Product or Service Code	For new award only, and only if Item 6 is checked ACQUISITION, enter the 4-character code to identify the correct type of product or service being acquired or supplied.
13	CFDA Number	For new awards only, and only if item 6 is checked ASSISTANCE, enter the correct 6-character CFDA number obtained from

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURE</u>
		The Catalog of Federal Domestic Assistance. An extract of the DOE portion of this catalog appears in APPENDIX B.
14	Proposed Instrument: Cooperative Agreement*	For ASSISTANCE actions only, check this block if the planned award instrument is to be a cooperative agreement.
15	Proposed Instrument: Grant*	For ASSISTANCE actions only, check this block if the planned award instrument is to be a grant.
		*(For additional details, see DOE Order 4600.1A "Financial Assistance Procedures Manual.")
16	OSTI Deliverable	Enter the appropriate 2-character Office of Scientific and Technical Information (OSTI) deliverable code from the list contained in APPENDIX C.
17	(RESERVED)	
18	Master BIN	If the award is to be an order under a DOE Master Award BIN, or a delivery order under a GSA schedule or similar contract, enter the schedule or master contract number here.
19	Desired Award Date	Enter the date that award of the action being authorized is desired.
20	Unsolicited Proposal Number	Enter the 10-character unsolicited proposal number, as applicable.
21	Project Number	Enter project number (maximum of 20 characters) assigned by the initiating office.

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURE</u>
22	Government Property	<p>Enter the single-character code which indicates whether Government property is involved. If Government property is involved (Code F, B, or P), attach details to the PR. Code F (Furnished) indicates that the Government is to furnish property to the awardee. Code P (Purchased) indicates that the awardee is to purchase property on behalf of the Government. In both cases, the title to the property remains with the Government at the end of the award. Code B (Both) indicates that property will be furnished and purchased.</p> <p>For grants and cooperative agreements, do not indicate that property is purchased or furnished unless title to the property rests with the Government.</p>
0	<u>FINANCIAL DATA</u>	
23	Government Share	<p>For a <u>new award</u>, enter the DOE share of the <u>total estimated award value</u>, regardless of the funding commitment amount. If this is a "no dollar" PR, enter zero. This field may be left blank only if the action is an incremental funding mod for which the government share was already reported on a previous PR.</p> <p><u>For a modification, enter the amount of increase or decrease to the current value.</u> PADS will calculate the resultant value. (If this is a PR for a new award, the Government share should include the total estimated cost over the life of the contract, including all options.)</p>
24	Awardee Share	<p>If this is a cost-shared action, enter the share of the award value which will be paid for by the awardee. If the action is not cost-shared, leave blank. If this is a new award, the awardee share of options should be included. For a modification, enter the amount of increase or decrease as in item 23.</p>
25	Total	<p>Enter the dollar amount of the total award value. This must be the sum of items 23 and 24.</p>

0 FY FUNDS COMMITTED

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
26	Appropriation Symbol	Enter the 12-character appropriation symbol utilized by the Financial Planning System. (Washington Office of Procurement Operations actions only.)
27	B&R Number	Enter the valid Budget and Reporting Number (maximum of 9 characters) for the FY funds committed by this request. If there are more B&R numbers than there is space for on this form, use the DOE F 4200.34, Procurement Request - Authorization Funding Data Continuation Sheet.
28	Dollar Amount	Enter the amount of FY funds committed for each B&R number specified in item 27.
29	Allotment	Enter the 8-character allotment code utilized by the Financial Planning System. (Washington Office of Procurement Operations actions only.)
30	Object Class	Enter the 4-character object classification code identified in OMB Circular A12. (Washington Office of Procurement Operations actions only.)
31	AFP	Enter the 2-digit Approved Funding Program code assigned by the budget office to identify a specific organization. (Washington Office of Procurement Operations actions only.)
32	CFA	<u>THIS ITEM IS NOT TO BE COMPLETED BY THE INITIATOR.</u> The Certification of Funds Availability code is an identification number issued and entered by the finance office at each awarding office.
33	From Continuation Sheet (DOE F 4200.34)	Enter the total amount of current fiscal year funds committed to this action as specified on DOE F 4200.34, item 6. Leave this item blank if DOE F 4200.34 was not used.

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
34	Project Period*	Enter the beginning and end dates which define the project period of an assistance action.
35	Total Funds This PR	<p>Enter the total amount of FY funds committed which is the sum of items 28 and 33. Indicate whether these funds are Annual Funds.</p> <p>When a correction letter PR is used to update PR data previously reported, the dollar fields will be <u>adjusted by</u> the amounts entered in the same fields on the correction letter PR. (See Section 4.1 of this Handbook)</p>
36	Budget Period*	<p>Enter the beginning and end dates of the period of time for which the funds identified in item 35 are programmed and budgeted.</p> <p>*Assistance Actions Only.</p>
0	<u>PROJECT MANAGER/INITIATOR</u>	
37	Name	Enter the name of the person in the initiating office who is authorized to act as the project manager for this action, or who is responsible for initiating the action.
38	Signature	After reviewing the completed PR, the project manager must sign the form in the space provided.
39	Date	Enter the date the project manager signs the PR.
40	Office Code	Enter the organizational code identifying the initiating office and subdivision of the project manager. An example of a valid office code is MA-403.2. At a minimum, the major organizational element (e.g., MA) must be entered.
41	FTS Telephone Number	Enter the FTS telephone number of the project manager.

0 PROGRAM OFFICIALS

Indicate whether the funds being committed are or are not Annual Funds

42	Reviewing Officials
Name	Enter the name of the person in the initiating office who has managerial responsibility for all of the programs within the office.
43	Signature	After reviewing the completed PR, the program reviewing official must sign the form in the space provided.
44	Date	Enter the date the program reviewing official signs the PR.
45	Budget Officials
Name	Enter the name of the person in the initiating office who is responsible for maintaining the office's fiscal records, and serves as the control officer for procurement requests.
46	Signature	After reviewing the completed PR, the program office budget official indicates that funds have been programmed for this action by signing the PR in the space provided.
47	Date	Enter the date the program office budget official signs the PR.

0 CERTIFYING OFFICIAL

48	Name	Enter the name of the responsible person formally designated, such as a finance and accounting officer, who is authorized to certify that funds are available.
49	Signature	After reviewing the PR prepared by the initiating office, the certifying official certifies the availability of funds by signing the PR.

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
50	Date	Enter the date the certifying official signs the PR.
51	Initiating Office/ Local Office use	To be used for any messages or instructions within the initiating office or field organization.

NOTE: Items 45 through 50 are only required for funding actions.

3. DETAILED INSTRUCTIONS FOR COMPLETING DOE F 4200.34 PROCUREMENT REQUEST -
AUTHORIZATION FUNDING DATA CONTINUATION SHEET.

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
1	PR Number	Enter the identical PR Number that was entered in Item 3 on the Procurement Request form DOE F 4200.33 which this continuation sheet is accompanying.
2	Change/Correction to a PR in Progress	Check the block marked "YES" if this is a change or correction to a PR which has been forwarded to Procurement and is presently in process. Check the block marked "NO" if this is the initial PR for either a new award or a modification to an existing award. The block checked here must be identical to the block checked in item 4 on the Procurement Request form DOE F 4200.33 which this continuation sheet is accompanying.
3	PR Correction Letter	If this is a change or correction action as defined in Item 2, enter an alphabetic character. Start with "A" and continue through the alphabet as additional changes occur. The alphabetic letter entered here must be identical to the one entered in Item 5 of the Procurement Request DOE F 4200.33 which this continuation sheet is accompanying.
4	Appropriation Symbol	Enter the 12-character appropriation symbol utilized by the Financial Planning System. (Washington Office of Procurement Operations actions only.)
5	B&R Number	Enter the valid Budget and Reporting Number (maximum of 9 characters) for the FY funds committed by this request.
6	Dollar Amount	Enter the amount of funds committed for each B&R number specified in item 5.
7	Allotment	Enter the 8-character allotment code utilized by the Financial Planning System. (Washington Office of Procurement Operations actions only.)

<u>ITEM</u>	<u>IDENTIFICATION</u>	<u>PROCEDURES</u>
8	Object Class	Enter the 4-character object classification code identified in OMB Circular A12. (Washington Office of Procurement Operations actions only.)
9	AFP	Enter the 2-digit Approved Funding Program code assigned by the budget office to identify a specific organization. (Washington Office of Procurement Operations actions only.)
10	CFA	<u>THIS IS NOT TO BE COMPLETED BY THE INITIATOR.</u> The Certification of Funds Availability code is an identification number issued and entered by the finance office at each awarding office.

4. ADDITIONAL INSTRUCTIONS FOR PROCESSING PROCUREMENT REQUESTS

This section is designed to give the program initiator a basic idea of the actions that must be performed for various types of procurement processing. It does not go into a full, detailed explanation of each process as that process relates to awarding office responsibilities.

4.1 How to Change or Correct a PR

A. This procedure has been established to enable a user to change the data on a PR, DOE F 4200.33, which has already been forwarded to Procurement and is still in process. The instructions are as follows:

1. Item #4, Change/Correction to a PR in Process, must be checked "YES", and the Correction Letter used in Item #5 must be the next unused letter in alphabetic order.
2. Items 1 through 9 must be completed for every change action.
3. Non-dollar fields. With the exception of the PR Number (which cannot be changed using this procedure) data entered will replace (overlay) the data previously entered in a specific field. Fields which are to remain as originally entered should be left blank. An asterisk "*" in the first position of the following fields will remove the data which was previously entered, leaving that element in the data base blank:

Name, Item 10
Division, Item 10a
Unsolicited Proposal Number, Item 20
Project Number, Item 21

4. Dollar fields. Changes to dollar fields on the PR will adjust the dollars already entered in the database by the amount entered. Due to the interrelational edits between the dollar fields, a change made to any of the four dollar fields (listed below) requires entry in all four fields. Enter only adjustment amounts.

If a dollar field is to remain unchanged in the database, a zero must be entered into this dollar field on the correction PR.

Government Share, Item 23
Awardee Share, Item 24
Total, Item 25
Total Funds this PR, Item 35

Although B & R numbers from the PR are no longer entered into PADS (B & R numbers are entered at time of award on the IPAR form), PR corrections must still be issued to reflect B & R changes for finance and file purposes. To complete the PR form to indicate a change in a B & R number, enter the B & R number to be deleted and the associated dollars in parentheses along with the new B & R number with its associated dollars.

B. The following instructions should be used to change or correct DOE F 4200.34, Procurement Request - Authorization Funding Data Continuation Sheet. Since the data is identical to that contained on the PR form, the instructions are similar to those for the PR. Remember that a "correction" Continuation Sheet must always be accompanied by a "correction" PR. A correction to a Continuation Sheet may never be processed by itself.

1. Item 2 must be checked "YES", and the Correction Letter used in Item 3 must be identical to the one used on Item 5 of the PR form.
2. Non-dollar fields. Items 4 and 7 through 10 should be considered as non-dollar fields. Since they are not stored in the PADS data base, simply filling in the new value will suffice to replace the old one.
3. Dollar fields. (See A.4. above)

4.2 Carryover PR Processing

PR's which do not get awarded within the fiscal year in which they are initiated may be carried over to the next fiscal year in the PADS data base. In order for this carryover process to occur, the following steps must be performed:

Awarding Office

1. Indicates to PADS each PR which is a candidate to be carried over.
2. Requests report #697 which produces machine generated, partially completed "correction" PR forms, with detailed instructions for their completion, for each carryover candidate.
3. Forwards the "correction" PR forms to the program offices which initiated them.

Program Office

1. Completes the machine-generated "correction" PR forms in accordance with the attached instructions to either recertify the funds in the new fiscal year or cancel the request.
2. Returns the completed PR forms to the awarding office which generated them.

From this point on, standard processing of the PR should occur.

NOTE: For all PR's being carried over, the system automatically adjusts the fiscal year designators to reflect the new fiscal year, and changes the first digit of the Amendment Number in the PR number to 8 or 9. If the newly created number is already in use, the Amendment Number is increased by 1 until an unused number is located.

All numbers .001-.499 convert to 800 series
All numbers .501-.699 convert to 900 series
All .000 numbers remain unchanged

4.3 Multiple PR Processing

Most of the work involved in splitting a PR into a multiple of PR's, each to be awarded separately, is done by the awarding office. The initiating office's one responsibility is to insure that the desire to split the PR is indicated when the PR is forwarded to the awarding office for action.

4.4 Transfer Procedures

Authorization for an awarding office to perform a transfer must come from the initiating office responsible for the award being transferred.

1. Authorization to transfer a new PR, for which the basic contract has not yet been awarded, should be in the form of a "change/correction" PR to the PR being transferred. The office to which the PR is to be transferred must be specified in the Description of Work (Item 9). Project Manager/Initiator and Program Reviewing Official data (Items 37 through 44) must also be included.
2. Authorization to transfer an entire acquisition or assistance record should be in the form of a modification (a PR with Amendment Number .001 or greater). The office to which the instrument is to be transferred must be specified in the Description of Work.

AWARDING OFFICE CODES

<u>CODE</u>	<u>DESCRIPTION</u>
01	Washington Office of Procurement Operations
02	Chicago Operations Office
03	San Francisco Operations Office
04	Albuquerque Operations Office
05	Oak Ridge Operations Office
06	Richland Operations Office
07	Idaho Operations Office
08	Nevada Operations Office
09	Savannah River Operations Office
11	Pittsburgh Naval Reactors Office
12	Schenectady Naval Reactors Office
13	Grand Junction Office
15	Clinch River Breeder Reactor Plant Project Office
16	Portsmouth Enrichment Office
17	Environmental Measurements Laboratory
18	Grand Forks Project Office
19	Bartlesville Project Office
20	Laramie Project Office
21	Morgantown Energy Technology Center
22	Pittsburgh Energy Technology Center
32	Los Alamos Area Office
33	Kansas City Area Office
34	Rocky Flats Area Office
39	Federal Energy Regulatory Commission
41	Boston Support Office
42	New York Support Office
43	Philadelphia Support Office
44	Atlanta Support Office
45	Chicago Support Office
46	Dallas Support Office
47	Kansas City Support Office
48	Denver Support Office
65	Western Area Power Administration
70	Southeastern Power Administration
75	Southwestern Power Administration
79	Bonneville Power Administration
85	Alaska Power Administration
91	Naval Petroleum and Oil Shale Reserves
96	Strategic Petroleum Reserve Project Management Office
97	Salt Repository Project Office

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) CODES

<u>CODE</u>	<u>DESCRIPTION</u>
*81.002	MOTION PICTURE FILM LIBRARIES
81.003	GRANTING OF PATENT LICENSES
81.004	UNIVERSITY-LABORATORY COOPERATIVE PROGRAM
*81.007	TEACHER DEVELOPMENT PROJECTS IN ENERGY
81.011	UNIVERSITY REACTOR SHARING FUEL ASSISTANCE
81.022	USED ENERGY-RELATED LABORATORY EQUIPMENT GRANTS
*81.023	INFORMATION SERVICES - EXHIBITS, ETC
81.028	RADIOLOGICAL EMERGENCY ASSISTANCE
*81.029	URANIUM INDUSTRY SEMINARS
*81.033	CITIZENS' WORKSHOPS
*81.035	R & D IN ENERGY CONSERVATION
81.036	ENERGY-RELATED INVENTIONS
*81.037	R & D - FISSION, FOSSIL, SOLAR, GEOTHERMAL
*81.038	ENERGY INFORMATION ADMINISTRATION CLEARINGHOUSE
81.039	NATIONAL ENERGY INFORMATION CENTER
*81.040	GRANTS FOR OFFICES OF CONSUMER SERVICES
81.041	STATE ENERGY CONSERVATION
81.042	WEATHERIZATION ASSISTANCE FOR LOW-INCOME PERSONS
*81.043	SUPPLEMENTAL STATE ENERGY CONSERVATION
*81.044	PUBLIC EDUCATION IN ENERGY
*81.045	SPECIAL STUDIES & PROJECTS ENERGY EDUCATION AND TRAINING
*81.046	ENVIRONMENTAL RESEARCH AND IMPACT ASSESSMENT
81.047	PRE-FRESHMAN ENGINEERING
81.048	PRIORITIES & ALLOCATIONS FOR ENERGY PROGRAMS AND PROJECTS
81.049	BASIC ENERGY SCIENCES, HIGH ENERGY AND NUCLEAR PHYSICS, MAGNETIC FUSION ENERGY, HEALTH & ENVIRONMENTAL RESEARCH, PROGRAM ANALYSIS, AND FIELD OPERATIONS MANAGEMENT
81.050	ENERGY EXTENSION SERVICE
*81.051	APPROPRIATE ENERGY TECHNOLOGY
81.052	ENERGY CONSERVATION FOR INSTITUTIONAL BUILDINGS
*81.053	PUBLIC UTILITIES REGULATORY INNOVATIVE RATE SUPPORT
*81.054	PUBLIC UTILITIES REGULATORY SUPPORT
*81.055	SMALL HYDROELECTRIC POWER PROJECT FEASIBILITY STUDIES
*81.056	COAL LOAN GUARANTEES
81.057	UNIVERSITY COAL RESEARCH
*81.058	GEOTHERMAL LOAN GUARANTEES
*81.059	CLEARINGHOUSE FOR COMMUNITY ENERGY EFFICIENCY
*81.060	ELECTRIC & HYBRID VEHICLE LOAN GUARANTEE PROGRAM
*81.061	OIL SHALE STATE GRANT PROGRAM
*81.062	NATIONAL CLUBS, ORGANIZATIONS, & ASSOCIATION ENERGY CONSERVATION

APPENDIX B
(Cont'd)

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) CODES

<u>CODE</u>	<u>DESCRIPTION</u>
81.063	OFFICE OF MINORITY ECONOMIC IMPACT LOANS
81.064	OFFICE OF SCIENTIFIC & TECHNICAL INFORMATION
81.065	NUCLEAR WASTE DISPOSAL SITING
*81.066	AMERICAN INDIAN ENERGY PRODUCTION & EFFICIENCY
*81.067	TECHNICAL ASSISTANCE FOR LOCAL AND TRIBAL GOVERNMENTS
*81.068	BIOMASS LOAN GUARANTEES
*81.069	GASOLINE RATIONING - STATE PRE-IMPLEMENTATION
*81.070	ENERGY AUDITOR TRAINING & CERTIFICATION
*81.071	EMERGENCY ENERGY CONSERVATION ACT PLANS
*81.072	R & D IN ENERGY CONSERVATION RETROFIT DELIVERY
*81.073	R & D - GEOTHERMAL TECHNOLOGIES
*81.074	ALCOHOL FUELS PROGRAM LOAN GUARANTEES
*81.075	ENERGY GRADUATE TRAINEESHIP PROGRAM
*81.076	INDIAN ENERGY RESOURCES
81.077	UNIVERSITY RESEARCH INSTRUMENTATION
81.078	INDUSTRIAL ENERGY CONSERVATION
81.079	BIOFUELS & MUNICIPAL WASTE TECHNOLOGY
81.080	ENERGY POLICY, PLANNING AND DEVELOPMENT
81.081	ENERGY TASK FORCE FOR THE URBAN CONSORTIUM
81.082	MANAGEMENT AND TECHNICAL ASSISTANCE FOR MINORITY BUSINESS ENTERPRISES
81.083	MINORITY EDUCATIONAL INSTITUTION RESEARCH TRAVEL FUNDS
81.084	MINORITY HONORS VOCATIONAL TRAINING
81.085	NATIONAL MINORITY ENERGY INFORMATION CLEARINGHOUSE
81.086	CONSERVATION RESEARCH AND DEVELOPMENT
81.087	RENEWABLE ENERGY RESEARCH & DEVELOPMENT
81.088	INTERNATIONAL AFFAIRS & ENERGY EMERGENCIES
81.089	FOSSIL ENERGY RESEARCH AND DEVELOPMENT
*81.090	STATE HEATING OIL GRANTS
81.091	SOCIOECONOMIC & DEMOGRAPHIC RESEARCH, DATA & OTHER INFORMATION
81.092	REMEDIAL ACTION AND NUCLEAR WASTE TECHNOLOGY
81.093	NUCLEAR ENERGY POLICY, PLANNING & DEVELOPMENT
81.094	MINORITY EDUCATIONAL INSTITUTION ASSISTANCE
81.095	NUCLEAR ENERGY, REACTOR SYSTEMS, DEVELOPMENT & TECHNOLOGY

APPENDIX B
(Cont'd)

81.096	INNOVATIVE CLEAN COAL TECHNOLOGY
81.097	SCIENCE AND ENGINEERING RESEARCH SEMESTER
*81.501	APPROPRIATE TECHNOLOGY SMALL LOAN PROGRAM
*81.502	MISCELLANEOUS FEDERAL ASSISTANCE ACTIONS
*81.503	ALTERNATIVE FUELS PROGRAM
*81.504	NATURAL GAS FROM COAL BEDS & DEVONIAN SHALE
*81.505	SMALL HYDROELECTRIC LOAN PROJECT PROGRAM
*81.506	EMERGENCY BUILDING TEMPERATURE RESTRICTIONS PROGRAM
*81.507	INVENTORY OF SMALL DAMS PROGRAM
*81.508	NUCLEAR WASTE TERMINAL STORAGE PROGRAM
*81.509	LOW COST/NO COST RESIDENTIAL ENERGY CONSERVATION
*81.510	ALCOHOL FUELS TECHNOLOGY GRANT PROGRAM
*81.511	TECHNOLOGY TRANSFER ACTIVITIES
*81.801	STRATEGIC PETROLEUM RESERVE

* Indicates code not valid for new awards

APPENDIX C

OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION (OSTI) DELIVERABLE CODES

<u>CODE</u>	<u>DESCRIPTION</u>
AA	Annual
AD	Final
AH	Quarterly Plus Annual
AK	Quarterly Plus Final
AL	Quarterly
AM	Semiannual
AN	Interim or Topical Plus Final
AU	Conference Proceedings
AZ	No Technical Deliverable Required
BD	Monthly Plus Final
BE	Monthly Plus Quarterly Plus Annual Plus Final
BC	Monthly
BI	Special (Books, Films, etc.)
BJ	Monthly Plus Annual
BM	Semiannual Plus Final
BO	Semiannual Plus Annual Plus Final
BV	Annual Plus Final
BW	Quarterly Plus Semiannual Plus Annual
CD	One Interim or Topical
CF	Monthly Plus Quarterly Plus Final
CG	Bimonthly Plus Final
CH	Monthly Plus Annual Plus Final
CM	Two Interim or Topical
CN	Three Interim or Topical
CQ	Quarterly Plus Annual Plus Final
CT	Master Contract (No Reports Required)
CU	Technical Deliverables but no Technical Reports
CW	Terminated or Cancelled
DD	Other
MO	Requirement not specified (M&O Contractors, etc.)
YY	Computer Software
YZ	Computer Software Plus Final

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