

DOE P 413.1

7-14-04

## **ERRATA SHEET**

This Errata Sheet transmits an administrative change to DOE P 413.1, *Program and Project Management Policy for the Planning, Programming, Budgeting, and Acquisition of Capital Assets*, dated 6-10-00. A “Review Date” and an “Expiration Date” were inadvertently placed on DOE P 413.1. These dates have been deleted since Policies do not expire.

This Errata Sheet must remain with the Policy.

**U.S. Department of Energy**  
**Washington, D.C.**

**POLICY**

**DOE P 413.1**

Approved: 6-10-00

**SUBJECT:** PROGRAM AND PROJECT MANAGEMENT POLICY FOR THE  
PLANNING, PROGRAMMING, BUDGETING, AND ACQUISITION OF  
CAPITAL ASSETS

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**PURPOSE**

To establish Department of Energy (DOE) program and project management policy for the planning, programming, budgeting, and acquisition of capital assets consistent with the following Office of Management and Budget (OMB) circulars:

- OMB Circular A-11, Part 3, Planning, Budgeting, and Acquisition of Capital Assets, and the supplement to Part 3, Capital Programming Guide;
- OMB Circular A-123;
- OMB Circular A-127; and
- OMB Circular A-130.

Capital assets are land, structures, equipment, and information technology (e.g., hardware, software, and applications) that are used by the Federal Government and that have an estimated useful life of 2 years or more. Capital assets include the environmental restoration (decontamination and decommissioning) of land to make useful, leasehold improvements and land rights and assets whose ownership is shared by the Federal Government with other entities. Capital assets do not include grants for acquiring capital assets made to State and local governments or other entities. Capital assets also do not include intangible assets, such as the knowledge resulting from research and development and education and training.

**POLICY**

Federal program and project managers are accountable for the planning, programming, budgeting, and acquisition of capital assets. The principal DOE goal is to deliver capital assets on schedule, within budget, and fully capable of meeting mission performance and environmental, safety, and health standards. DOE Federal program and project managers are responsible for ensuring that capital asset projects are managed with integrity and in compliance

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with applicable laws. Major DOE objectives include obtaining quality products, ensuring timeliness of performance, controlling cost, and mitigating adverse events. To achieve these goals, Federal program and project managers should assemble an integrated team, which includes other DOE functional areas such as budget, financial, legal, safety, and contracting, to assist them with the planning, programming, budgeting, and acquisition of capital assets.

DOE Federal managers will—

- justify budgets needed for acquisition of capital assets,
- ensure line management involvement in and accountability for project performance,
- establish and maintain strong project management organizations and systems,
- use appropriate project management tools and train personnel, and
- develop and implement programs for institutionalizing project management capabilities.

The Office of Engineering and Construction Management (OECM), within the Office of the Chief Financial Officer, will lead implementation of this Policy and will develop and maintain capital asset program and project management directives, procedures, and guidance documents for the Department. OECM will support the Secretarial Acquisition Executive in oversight of the DOE program and project management activities for the effective acquisition of capital assets which are fully capable of meeting mission performance requirements. The DOE program offices have line responsibility and DOE functional offices such as budget, chief information officer, legal, safety, and contracting have staff responsibility for effective implementation of this policy.

BY ORDER OF THE SECRETARY OF ENERGY:



T.J. GLAUTHIER  
DEPUTY SECRETARY