



The Deputy Secretary of Energy

Washington, DC 20585

March 30, 2007

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: CLAY SELL *Clay Sell*

SUBJECT: 2007 Inherently Governmental and Commercial Activities Inventory

This is to request the data required to complete the Department of Energy's submission for the 2007 Federal Activities Inventory Reform Act (FAIR Act) of 1998, Public Law 105-270, commercial activities inventory and the Office of Management and Budget (OMB) inventory of inherently governmental activities.

Completion of the annual inventory of full-time equivalents (FTEs) and submission to OMB is an important statutory requirement. The Secretary and I expect that the data you submit will be the result of your personal attention in distinguishing the commercial activities performed by your Federal staff from those activities that are inherently governmental. We urge you to involve and communicate with your staff as the inventory is conducted.

Each organization must submit its 2007 Inherently Governmental and Commercial Activities inventory to the Office of Competitive Sourcing/A-76 by April 21, 2007. Organizations must also provide written justifications for FTEs designated as performing commercial activities that are not appropriate for private sector performance by the same date. In addition, major line organizations (listed on Attachment 3) must provide the Secretary a written verification of the accuracy of their submissions by May 5, 2007.

The Department's Competitive Sourcing Official redelegates the authority to sign OMB Circular A-76 required justifications, for the designation of FTEs performing inherently governmental or commercial activities that are not appropriate for private sector performance, to the Heads of the organizations that are required to submit an inventory verification of accuracy.

The attachments to this memorandum include detailed guidance on meeting FAIR Act requirements. This information will also be provided to the points of contact listed in Attachment 1.

Please direct any questions or concerns to Dennis O'Brien, Director, Office of Competitive Sourcing/A-76 at (202) 586-1690 or at dennis.o'brien@hq.doe.gov.



Attachments

- Attachment 1 – List of IGCA Inventory Points of Contact
- Attachment 2 – OMB & DOE 2007 IGCA Inventory Guidance Summary
- Attachment 3 – List of Offices That Are To Provide Inventory Data and Accuracy
Of Data Verification
- Attachment 4 – Department of Energy Inherently Governmental and Commercial
Activities Inventory, *Guide to Inventory Submission of March 2007*
- Attachment 5 – Sample Inventory Verification of Accuracy Memos