

1520 - PERSONAL PROPERTY MANAGEMENT

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.01 Purpose. The purpose of this section is to establish policy for the personal property portion of the Bureau's business management program.

.02 Objectives. The objectives of the personal property management program are to:

A. Establish and promote management and accountability for the bureau's assets through sound personal property principles and policies.

B. Establish systems and procedures to supply, maintain, account, and dispose of personal property, and reutilize or acquire needed supplies and services based on best value to the Government.

C. Ensure the effective practical protection, use, and control of personal property managed by the Bureau to prevent waste, fraud, and abuse. The following requirements are emphasized to meet this objective:

1. Receiving officers must document the inspection, acceptance, and receipt of personal property.

2. Administrative personnel must process receiving reports to ensure payment to vendors within the timeframes specified in the prompt payment act and in accordance with the procurement or contract terms.
3. Administrative personnel must identify Government property upon receipt by marking it as such.
4. Subsidiary records must be maintained to identify property and reconcile with general ledger accounts.
5. Managers and employees must use maintenance, utilization and disposal standards in their business decisions.
6. Managers must review the circumstances regarding loss, damage, or theft of Government-owned personal property in a timely manner and document their findings.
7. Available, excess and surplus property programs must be used in acquisition of personal property whenever cost effective.
8. Excess and surplus personal property must be transferred or disposed of timely. Replacement schedules are established to ensure savings on exchange-sales or trade-ins of personal property.
9. Managers must provide the most economical and efficient means of transportation with respect to safety, program requirements, and energy consumption.

.03 Authority. Basic authority for carrying out the personal property management activities is contained in the Federal Property and Administrative Services Act of 1949, as amended. Other authorities are contained in:

A. 5 USC 301.

B. 5 USC 305(b).

C. 5 USC 5514(a)(1).

D. 18 USC 641, 654, 1001, 1031.

E. 31 USC 1349, 3716, 2729-3731.

F. 40 USC 471, 481, 483, 484.

G. 41 USC 101.

H. 41 CFR 101.

I. 205 DM 9.

J. 410 DM.

K. 412 DM.

L. 420 DM 3, 4.

M. Executive Order 11912.

N. Executive Order 12375.

P. Federal Acquisition Regulations, 48 CFR, Chapter 1, part 45.

Q. Department of the Interior Acquisition Regulations, 48 CFR, Chapter 14, part 45.

R. Federal Accounting Standards for Property, Plant and Equipment.

S. Federal Land Policy and Management Act of 1976 (43 USC 1736).

T. Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99-272).

U. American Technology Preeminence Act of 1991 (Public Law 102-245).

.04 Responsibility.

A. Office of the Director.

1. Director. The Director is responsible for the overall management of the Personal Property Program.

2. Deputy Director. The Deputy Director is authorized to act for the Director in all phases of BLM personal property management.

B. Assistant Director - Business and Fiscal Resources. The Assistant Director for Business and Fiscal Resources is responsible for all Bureau business and fiscal resources activities to include personal property management.

C. Bureau Property Officer. This individual is responsible for providing Bureau guidance and direction for effective personal property management. This includes:

1. Providing guidance to manage the personal property assets accountability of the Bureau.

2. Appraising the effectiveness of personal property activities to ensure sound, economical, and efficient systems and management controls are in place.

3. Representing the Bureau on inter/intra-agency teams and workgroups in matters involving the management of personal property.

D. Accountable Officers are responsible for ensuring accountability of personal property items; that accurate personal property records are maintained; that custodial officers are designated; and that all employees are aware of their roles and responsibilities, and personal liability resulting from improper use and/or care of items assigned to them. The Accountable Officer accepts accountability for all of the assets in the FA system by completing Form 1520-9, Accountability Certificate. This form is completed upon arrival and before departure of an Accountable Officer. The following are Bureau Accountable Officers:

1. Assistant Director - Business and Fiscal Resources.

2. Assistant Director - Minerals, Realty, and Resource Protection for personal property under his/her area of responsibility and the National Interagency Fire Center (NIFC).

3. National Center Directors; excluding NIFC.

4. State Directors.

5. Field Office/Alaska Fire Service Managers.

6. Contracting Officers for contractor-held personal property.

E. Custodial Officers. The local operating officials responsible for ensuring individuals within their area of responsibility acquire, maintain, and properly use property needed to perform their duties and identify unneeded property for disposal. Custodial Officers are normally supervisors, are appointed by the Accountable Officer, and are identified in Fixed Assets (FA) as "Custodial Officers". They are responsible for:

1. Ensuring employees under their jurisdiction are aware of their personal property management responsibilities. This includes ensuring employees receive training before using Government equipment (i.e., employees must receive special training before operating heavy equipment or special-use vehicles) and that they have valid State

licenses before operation of heavy equipment or special-use vehicles.

2. Ensuring purchase card transactions of personal property that must be entered into Fixed Assets are reported to administrative personnel who are responsible for entering the data.

3. Ensuring that all personal property is used for official purposes only.

4. Ensuring that all instances of loss, damage, or theft are immediately documented and reported to the Business Manager.

5. Ensuring that Bureau inventory requirements are met.

F. Sub-Custodial Officers. Custodial Officers may designate individuals under their organizational area of responsibility as Sub-Custodial Officers to assist them in fulfilling the responsibilities named above.

G. Cognizant Employees. Cognizant Employees are employees who use personal property and who have been informed of their responsibilities for use, care and safeguarding of their property. (See .06 Policy for specifics.)

1. Security of all personal property under their control. Employees at a minimum must at:

a. Office Locations.

(1) Place portable items out of sight in desks or cabinets when not in use, or when the work area is unattended; or

(2) Place portable items in secure (locked storage) areas when leaving for the night, or for other extended periods during which the item is not expected to be used.

b. Field Locations.

(1) Maintain personal possession of assigned personal property during field work or fire suppression activities, unless an emergency makes this impossible.

(2) Lock personal property in a container, or at least covered from view, when left unattended at a camp-site.

(3) Transport personal property to each new work site unless it is left behind as part of the operation, e.g., a portable radio repeater used with electronic distance measuring equipment, etc.

c. Travel Status.

(1) Exercise reasonable care when in travel status, e.g., keep laptop computers with you while in airports; lock them in a non-removable storage box in the vehicle; lock them in the trunk of your vehicle; or secure them in your temporary residence, motel, hotel or cabin.

(2) If traveling by truck or automobile, lock the vehicle any time it is left unattended unless the keys must be left when using a commercial parking lot. Never leave credit cards with the vehicle.

(3) Personal property that cannot be locked inside a storage box or trunk when the vehicle is left unattended for a short period of time must be covered with anything available to screen the property. Never leave portable personal property in open pickup truck beds.

(4) If a vehicle is to be serviced or repaired by a commercial garage or service station, remove and store any personal property not locked in a storage box.

(5) Remove and properly store personal property from "pool" vehicles at the end of the workday. This precaution is recommended even if the employee anticipates using the same vehicle the following day.

(6) Operate vehicles in compliance with all laws and regulations in the performance of official business. (See H-1520-3, Fleet Management.)

2. Return unneeded personal property promptly.

3. Use personal property safely, efficiently, and only for official purposes.

4. Make a written report to the supervisor and the Business Manager in all cases of property loss, damage, destruction, or theft. This report must be made as quickly as possible, i.e., during the next communication with the supervisor.

H. Business Manager. This individual is designated by the Accountable Officer and is responsible for the management of all local office business, strategic and tactical program goals including property.

I. Receiving Officers. The Accountable Officer shall designate individual(s) as Property Receiving Officer(s) to officially certify receipt of personal property. Responsibilities for this individual(s) include ensuring:

1. Receipt, inspection, and acceptance of personal property.

2. Tagging and/or applying appropriate identification to bureau-owned assets, as described in H-1520-1, Chapter 2.

J. Government Purchase Card Holders. Responsible for providing the local Business Manager the necessary information to enter sensitive items purchased with purchase cards into the Bureau's Personal Property System.

K. Contracting Officers (CO's). Responsible for ensuring appropriate property clauses are included in contracts/agreements delineating contractor responsibility and liability for Government property according to Federal Acquisition Regulations, Part 45. Inventory lists of property must be maintained as part of the Official Contract File.

L. Contracting Officer's Representatives (COR's). Appointed by the Contracting Officer, are responsible for inspection, certification, and forwarding of receiving reports to the appropriate Receiving Officer for contracts/agreements involving Government-owned property. Inventory maintenance requirements may be redelegate to the COR.

M. State Directors. State Directors are responsible for providing guidance and assistance to Field Offices.

N. National Business Center Property Operations/Systems Team. This team is responsible for providing business services, data and information to all Bureau employees to include technical and process assistance. Additional responsibilities include:

1. Maintaining information via the Intranet for all property related business data, performance trends and comparative benchmark data for all Field Offices.

2. Providing via the Intranet easy-to-use data and process flow charts on all property processes, and guidance on how to complete the full range of property activities.

3. Determining classifications of personal property items to meet the General Services Administration (GSA), Department, Bureau, and Field reporting needs.

4. Planning and scheduling personal property disposal actions in coordination with accountable offices and other Federal agencies.

5. Scheduling and coordinating annual inventory reporting for all accountable offices.

.05 References.

A. BLM Manual 1315.

B. BLM Manual 1382.

C. BLM Manual 1386.

D. BLM Manual 1400-752.

E. BLM Manual 1510.

F. BLM Manual 9210.

G. GSA Handbook "Discrepancies or Deficiencies in GSA or DOD Shipments, Material, or Billings."

H. GSA Handbook "Economic Order Quantities."

I. Interagency Fire Business Management Handbook, NWCG Handbook 2.

J. Fire Supplies and Equipment Catalog, NWCG, NFES 0362.

.06 Policy.

A. All employees have a personal obligation for the proper use, care, security, and

return of personal property entrusted to them, or under their control or direct supervision. Employees may be held financially liable for loss, damage, destruction, or theft of property items. Cognizant employees' names are entered into the personal property records and they are responsible for all items identified with them under .04 Responsibility.

B. It is the policy of the Bureau of Land Management to maintain management controls for the systematic accountability, use and disposal of personal property assets. Accountable Officers or Custodial Officers may add additional management controls to minimize exposure to waste, fraud and abuse as they determine economical.

1. Inspection, Acceptance, and Receipt. The inspection, acceptance, and receipt is the responsibility of the Receiving Officer or purchase card holder and approving official. The receipt of personal property that is Bureau Sensitive or Capitalized must be entered into the Fixed Assets (FA) Subsystem.

2. Discrepancies. Receiving officers must document discrepancies in shipment, such as loss or damage. Receiving Officers must file claims as appropriate to protect the Bureau's interest. (See H-1520-1, General Procedures, Chapter 2.)

3. Identification. All items acquired within the accountability threshold must be entered into FA and tagged and identified with a FA number immediately upon receipt and acceptance. The license number is the FA number for vehicles, trailers, etc.

4. Accountability System. The Fixed Assets Subsystem is the Bureau's accountable property system. The capitalized personal property assets reflected in the Fixed Assets subsystem of the Federal Financial System must be reconciled monthly with the property general ledger to audit expenditures against receipts. The Accountable Officer accepts accountability for all of the Assets in the FA system by completing Form 1520-9. The FA accountability threshold is the acquisition cost of \$5,000 or more and bureau-sensitive personal property regardless of cost.

5. Inventories. All Accountable Officers must complete an inventory each fiscal year to verify the safeguarding of personal property by Cognizant Employees and Custodial Officers and to document available, lost, damaged, or stolen assets. In addition, prior to separation of an Accountable Officer, Custodial Officer, or Cognizant Employee, an inventory of their respective assets must occur and the outgoing person must convey accountability to another BLM employee.

6. Fleet Management System. The local Business Manager must provide utilization information to the Automated Fleet Management System (AFMS) to measure the use and cost of the fleet. The use of government-owned, rented, or leased motor vehicle/equipment units is authorized for official business only. Operation of vehicles and motor equipment must be in compliance with State and local laws and regulations. Consumption of alcohol, narcotics, or other illegal substances while in/or operating a vehicle is prohibited. Use of tobacco products is also prohibited while in a Government vehicle. Employees authorized to use personally owned vehicles for Official Government Travel will be reimbursed based on mileage at the approved rate at the time of travel. (See H-1520-3, Fleet Management.)

7. Loss, Damage, or Theft Process. Employees who were assigned property must adequately document loss, damage, or theft of property and provide a written report to their immediate supervisor. Custodial Officers must submit a Report of Survey through their Accountable Officer to the local Business Manager. Standard procedures must be used to determine gross negligence or simple negligence. (NOTE: disciplinary actions are a personnel

matter.) (See H-1520-1, Chapter 6.)

8. Disposal Process. The disposal of personal property assets must be documented as outlined in H-1520-1.

9. Domiciling of Government Vehicles. The image portrayed to the American public of Government Vehicles parked at private residences as transportation for employees to and from work has a detrimental effect that outweighs efficiencies in operation, and should be kept to a minimum. Approval of Law Enforcement domiciling and domiciling a vehicle in conjunction with travel is found in H-1520-3.

C. Property assets should be kept to the minimum necessary to accomplish the mission. Assets that are unassigned for use and are not available for immediate issue must not be warehoused for purposes other than immediate disposal.

D. Rental or Loan of Bureau-owned Equipment. Bureau-owned personal property may be rented/loaned to other Government agencies or to individuals if cost effective, documented with an agreement, and the purpose supports the Bureau's mission or under reimbursement and the renting agency's mission. Rental or loan of Bureau-owned personal property to individuals for non-government use or for a non-emergency situation is prohibited. Personal property reported as "available for disposal" must not be rented or lent. Accountable offices must not make any warranties regarding the fitness of personal property or assume liability for damages of any kind resulting from the use of the property. The lessee must replace property damaged, lost, or stolen while in their custody (replacement must be made at the fair market value of the equipment at the time of destruction or loss); and hold the Bureau free from liability for any claims against it for damages caused during the use of the property. Examples of authorized rentals and loans include:

1. Use of Bureau-owned personal property is included as written stipulations of a construction contract or a cooperative agreement.

2. Contractor's property is broken beyond repair before a bureau project is completed and an addendum is made to the contract to provide for rental or loan of bureau-owned property to complete the project.

3. Providing disaster assistance in emergencies.

.07 File and Records Maintenance. All files and records will be maintained and disposed of in accordance with current guidelines. Public records will be maintained to provide up-to-date information.