

Hi, I'm Gwen Rush Property Utilization Specialist for the BLM in the Denver Office. Welcome to the final module of Asset Management 101. In this module on loss, theft, damage and destruction or LTDD we will be helping you to learn to investigate, document and resolve issues regarding personal property loss, theft, damage or destruction. But now for this segment because I'm not going to say LTDD every time when I say loss I'm going to be talking about loss or theft; like you can't find it or it's been stolen. So the tool to document- used to document loss, damage and destruction, an authorized removal of the property from the inventory is a form DI-103 Report of Survey.

Let's begin with an explanation of what a report of survey is. A report of survey is the administrative tool used to document the circumstances causing the loss damage, theft or destruction of government owned or leased property, approve the retirement of the property from the accountable office's inventory, relieve the Accountable Officer, Custodial Property Officer and Cognizant Employee from further accountability and assess financial liability when the loss, damage, theft or destruction is the result of employee negligence. Assessing financial liability for losses caused by negligence should not be confused with a personnel action. Remember the survey process is an administrative tool to retire property that has been lost, stolen, damaged or destroyed. An employee may also face personnel action due to the situation. However the report of survey and personnel action are totally separate actions governed by different laws and regulations. It's important to know that survey actions are not made part of an employee's

personnel records. Some employee's may feel like they're being punished when they're required to reimburse the BLM for losses caused by negligence but the law states an agency shall which means they're required to recoup damages up to a specific amount to offset the loss to the government. Employees have an obligation to their employer to exercise a reasonable degree of care, skill and judgement in the performance of their duties. An employee's negligence causing loss, theft, damage or destruction to government property may be discovered during the investigation by the survey board and this will initiate a different route the report of survey will take. We will learn about this later in the module. Now when I refer to government property I'm referring to government owned property as well as leased property. I'll talk later in this module about property that is not subject to survey action if it's been lost, stolen, damaged or destroyed but for now an information bulletin is released annually to remind employees of their responsibilities and of the bureau's expectations in safeguarding property assigned to them. The reason I'm spending so much time talking about employees, their responsibilities and the information bulletin reminding us of our responsibilities is to show you the importance of education and awareness to avoid personal financial liability.

Before we discuss the survey process, let's define several roles we've not yet discussed in any of the previous modules. The first is the Local Survey Officer. A Local Survey Officer is an employee appointed by the Accountable Officer and is located in the accountable office. The survey board is appointed by state or

center directors or Washington Office and the survey board is consisted- consistent of three members. The survey board and reviewing authority are always one office level higher than the accountable office. Once a property survey package for property that was damaged or destroyed has been investigated reviewed and approved by the reviewing authority, the person who disposes of it is the Official Responsible for Destruction and is usually a Property Manager. And notice I didn't say loss or theft. You don't get rid of something if you can't find it or it's been stolen so this is for property that is either damaged or destroyed. Now Witness to Destruction is a term for the person who physically accompanies and witnesses the Official Responsible for Destruction perform the function and dispose of the property. I know you're wondering; when is a report of survey the appropriate tool to use and what might an investigation uncover?

A report of survey should be initiated when documentation or conditions indicate a pattern of unacceptable loss, the loss of all sensitive property regardless of circumstances surrounding the loss and property irregularities. Property irregularities are defined as reoccurring losses of a particular type of property at a given location and losses of a suspicious nature. An example of this might be um radios. Um some offices have a lot of radios and if there are repetitive losses of these radios then that might be a property irregularity there somehow not being controlled well so in this case a report of survey would be required.

Now let's talk about property loss that's not investigated and documented by the survey process. The loss of private property which is handled through the tort claim process and this might be a vehicle accident where it's a private party and the government property is not damaged but the private property is damaged. Or another incident is the property is loaned, shared or collocated equipment if it's clearly stated in the authorizing agreement. In this case you wouldn't do a report of survey because it is up to the authorizing agreement to state how these things are handled. Another incident is the Cognizant Employee is a volunteer or a contract employee; there are separate administrative procedures for these instances. If the property is not BLM owned we would not do a survey. The owning agency of the property will follow their own agency's procedures. Remember a report of survey is not about employees or people; it's about property. Government property so if it's BLM property then a report of survey applies. Personal items unless you have an agreement in writing approving the use of your own property in the performance of your duties would not be surveyed either if it was damaged. One example might be a horse trailer; you might get permission to use your own if the office doesn't have a horse trailer and your supervisor authorizes you in writing to use your personal equipment. So if during the course of your work it's it's damaged or destroyed then you can turn in a report of survey because you're authorized to use it but if you just use it on your own then no report of survey. So now that we know when a survey action is appropriate and when it's not; let's talk about what to do when loss, theft damage or destruction occurs to government property.

Let's go through this process step by step. Step one is for the Cognizant Employee to report the incident to the Custodial Property Officer immediately upon discovery of the loss and they need to document these circumstances as well. If it's a vehicle accident, the accident report, a police report, the safety report, case number; any of the written statements from the Cognizant Employee are given to you the Property Manager to start the survey process. If the property has been lost, the Cognizant Employee and Custodial Property Officer must make a reasonable effort to search for the property. If it's not found, the search and any circumstances the employee can provide must be written and given to you the Property Manager to begin the survey process. If the property is stolen, the employee and Custodial Property Officer must contact law enforcement immediately and report the theft. Step three; submitting the documentation is where your work as the Property Manager begins. When the Custodial Property Officer notifies you of the loss, he or she will provide you with all of the documentation gathered concerning the incident including actions taken to find the property if it was lost. Once you receive the information package, the form DI-103 Report of Survey is initiated and forwarded to the Accountable Officer for their signature. The Accountable Officer will sign the report of survey and return it to you the Property Manager. Your job now is to determine if the circumstances should be investigated by the Local Survey Officer or if the package should be forwarded to the survey board for investigation. A Local Survey Officer can investigate circumstances of loss damage or destruction of

nonsensitive government property with an original acquisition cost of less than the capitalization threshold and when the loss or damage has occurred even though the employee took reasonable precautions. A survey board must investigate circumstances of loss, theft, damage or destruction when an initial investigation points to allegations of employee negligence or there's theft, anytime there's theft, if the loss is a firearm or weapon, ammunition, controlled substance, hazardous material or explosive regardless of the circumstances or there is known or suspected fraud or views- abuse, misappropriation of government property, repetitive losses of a particular type of property or at a particular location, losses of a suspicious nature or evidence of serious misconduct or irregularity such as fraud, falsification of records and things like that. The Local Survey Officer or survey board has thirty days from the date of receipt to notify the employee of a survey action pending and begin an investigation of the loss. After the investigation has been completed and the circumstances investigated, the Local Survey Officer or survey board will document their findings and determinations to be made part of the survey package. Now the Local Survey Officer will provide the package to the Property Manager to forward one office level higher for reviewing authority approval. The survey board who's already the office level higher will forward the package to the reviewing authority for approval. Once the survey package reaches the reviewing authority and the package is signed and approved, a copy of the survey package is returned to you for your records and to retire the asset in the

property system if applicable and the original survey package is sent to the Denver Office for official file retention.

Your survey process is complete. If you have any questions that were not answered in this training course, you should seek more information from your state office asset manager or the property operations web site or property operations team in Denver.

Now to complete this course and receive credit you'll need to take the quiz that covers all six of Asset Management 101 modules and as always you can print a certificate of completion. We trust that this course has provided you with an effective basic overview of the asset management process and will enhance your effectiveness as you diligently work to protect the assets of the bureau of land management. Thank you for all you do on behalf of all BLM employees for the bureau and best wishes in your career.