

# Property Inventory and Report of Survey

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National Operations Center

# Training Objectives

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- ▶ What is a Personal Property Inventory
- ▶ When Does it Occur? Why? Who Does It?
- ▶ How is a Property Inventory Performed?
- ▶ Report of Survey – Process and Requirements
- ▶ Board of Survey and Local Survey Officers
- ▶ Negligence
- ▶ Appeal Process

# Personal Property

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- Definition - any property, except real property (buildings and land) and excludes records and large naval vessels

# Personal Property Examples

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# Personal Property Inventory

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- ▶ Personal Property Inventory
  - Annual requirement
  - Process to verify property still exists and its location
  - Update Custodial Property Officer and Cognizant Employee
  - Identify missing property
  - Record “found” property



# Personal Property Inventory

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- ▶ Personal Property Inventory
  - 410 DM 114-60.2
  - General Ledger Account
  - System of Record – Financial and Business Management System (FBMS)
  - Inventory Date and Note fields need updating for each action (410 DM 114-60.302)

# Personal Property Inventory

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- ▶ Counting Each Item – verify assets controlled in FBMS



# Personal Property Inventory

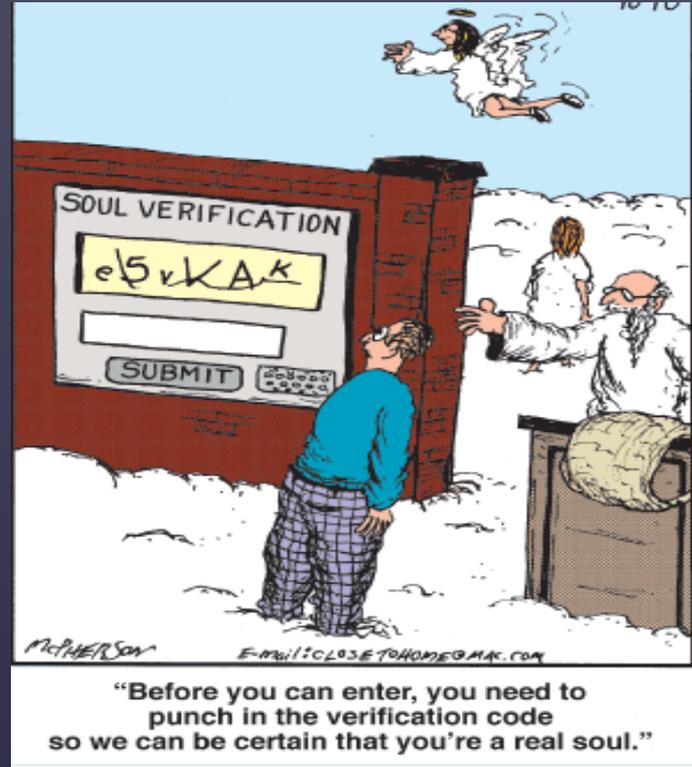
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- ▶ Counting Each Item – verify assets controlled in FBMS
- ▶ Sensitive Equipment!!
  - Computers
  - GPS Units
  - Handheld Radios
  - Tablets and Ipad
  - FY 2015 is a Complete Inventory



# Personal Property Inventory

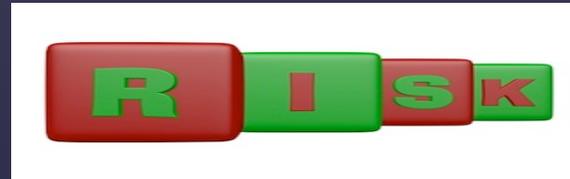
- ▶ Verify!
- ▶ Verify!
- ▶ Verify!



# Liability Risk

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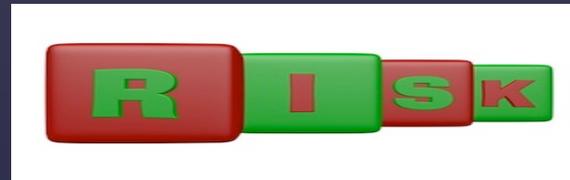
- ▶ Cognizant Employee can be liable for missing property



# Liability Risk

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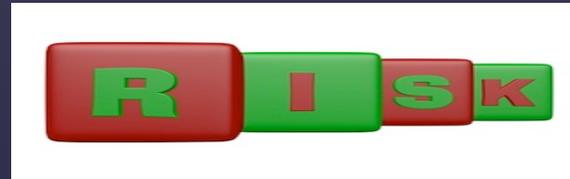
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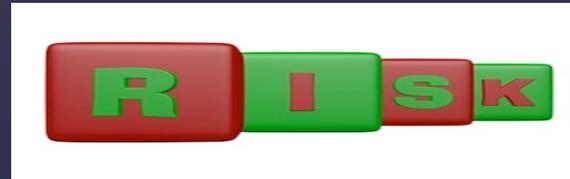
- ▶ Cognizant Employee can be liable for missing property
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- ▶ Simple negligence - \$250 maximum assessed



# Liability Risk

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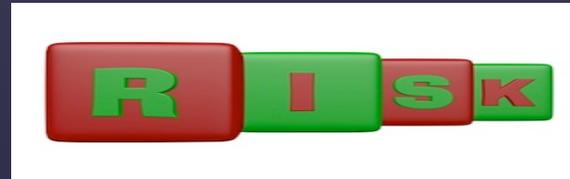
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- ▶ Gross negligence – cost of item or repair



# Liability Risk

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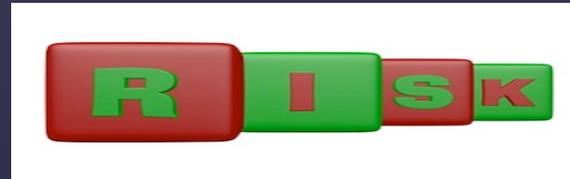
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- ▶ Simple negligence - \$250 maximum assessed
- ▶ Gross negligence – cost of item or repair
- ▶ Report of Survey is required for lost of missing property



# Liability Risk

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- ▶ Cognizant Employee can be liable for missing property
- ▶ Supervisor can be held liable for missing property
- ▶ Simple negligence - \$250 maximum assessed
- ▶ Gross negligence – cost of item or repair
- ▶ Report of Survey is required for lost of missing property
- ▶ Board of Survey determines liability



# Personal Property Inventory

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- ▶ Verification is important



# Personal Property Inventory

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- ▶ Verification is important
- ▶ Many Reports of Survey are a result of not doing an “eyes on” property sighting



# Personal Property Inventory – “Found Items”

## ▶ “Found items”



# Personal Property Inventory – “Found Items”

- ▶ “Found items”
  - Items w/ no property number
  - Capitalized or bureau-sensitive
  - DI-102 Receiving Report
  - Place in FBMS if required
  - Questions – Call OC-653



# Personal Property Inventory – “Found Items”

- ▶ Typical “Found items”
  - GPS units
  - Trailers, UTV’s
  - Radios
  - Laptops, Tablets



# Personal Property Inventory – “Found Items”

- ▶ Typical “Found items”
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  - Radios
  - Laptops, Tablets

Record in Control Acquisition Register



# Inventory

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- ▶ Annual requirement



# Inventory

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- ▶ Annual requirement
- ▶ Change of Accountable Officers (AO)



# Inventory

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- ▶ Annual requirement
- ▶ Change of Accountable Officers (AO)
- ▶ Change of Custodial Property Officers (CPO)



# Inventory

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- ▶ Annual requirement
- ▶ Change of Accountable Officers (AO)
- ▶ Change of Custodial Property Officers (CPO)
- ▶ “Eyes on” for verification – physically locate and verify property number



# Inventory

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- ▶ Annual requirement
- ▶ Change of Accountable Officers (AO)
- ▶ Change of Custodial Property Officers (CPO)
- ▶ “Eyes on” for verification – physically locate and verify property number
- ▶ Property Manager provides a list to CPO’s



# Inventory

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- ▶ Custodial Property Officer (CPO) is responsible



# Inventory

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- ▶ Custodial Property Officer (CPO) is responsible
- ▶ CPO or designee will review list to ensure accuracy of data



# Inventory

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- ▶ Custodial Property Officer (CPO) is responsible
- ▶ CPO or designee will review list to ensure accuracy of data
- ▶ Property Manager will issue FBMS Inventory report listing all property under CPO cognizance



# FBMS Inventory Report

As of 4/2/15

## Inventory Report

Inventory Number L0538764							
Asset Number - Key	1400843338	Asset - Key	1400843338/0	Asset Cap Date	12/4/2012	Last Inventory date	1/13/2015
Asset Number - Long Text	LAPTOP / NOTEBOOK COMPUTER						
Asset - Asset additional des (Key)	HP NOTEBOOK COMPUTER BU IDS UMA 857P A1L154V						
Model	Not assigned						
Manufacturer Name	HP			Model Year	Not assigned	Serial number	9CE2451257
Location - Key	L000/00BLDG00	Room - Key	M. 0000	User Status	Active	Maximo ID Number	Not assigned
CPO Name	CAROL A HOOPER			CE Name	EDWARD MARTIN CORR		
Prop. cost cntr	PROPERTY OPS SEC			UPC CODE - Key	70211300	Acquisition Cost	1,328.94
Inventory Note	TRANSFER+00653						

I have conducted the required inventory and hereby certify that the above listing (except for any additions, changes, or deletions annotated) reflects a true and accurate accounting of the property for which I am accountable. I understand that I am personally responsible for all these items and that if any of the property is lost, stolen, damaged or destroyed through my simple or gross negligence, I may be held financially liable as determined by a Board of Survey action.

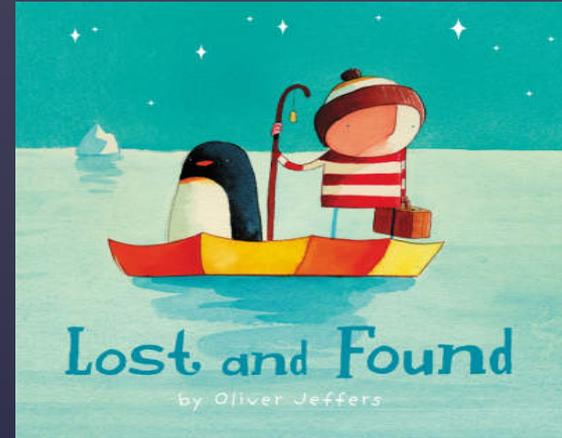
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Inventory

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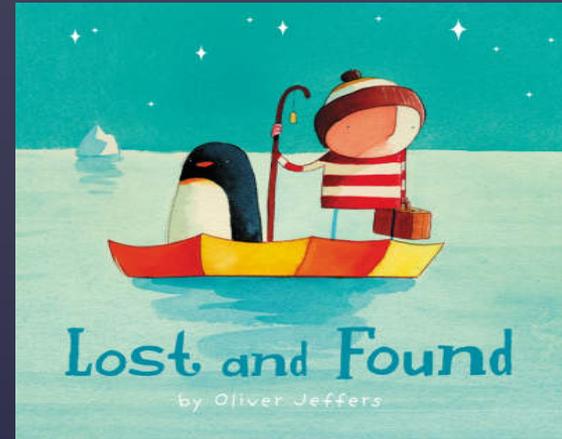
- ▶ Recommend “wall to wall”



# Inventory

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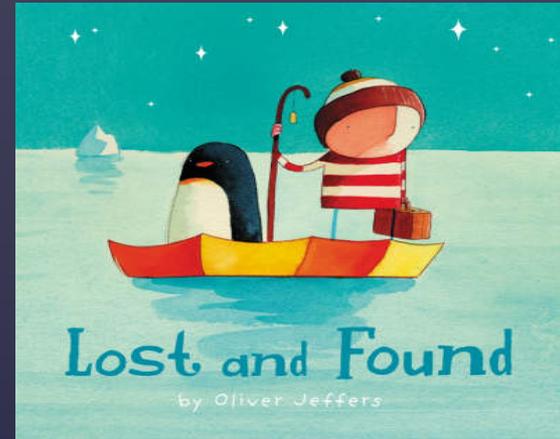
- ▶ Recommend “wall to wall”
- ▶ CPO to include “lost and found” items



# Inventory

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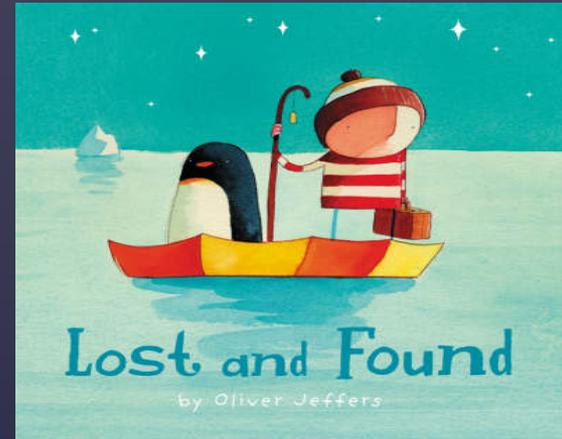
- ▶ Recommend “wall to wall”
- ▶ CPO to include “lost and found” items
- ▶ Lost items – Report of Survey (DI-103)



# Inventory

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- ▶ Recommend “wall to wall”
- ▶ CPO to include “lost and found” items
- ▶ Lost items – Report of Survey (DI-103)
- ▶ Found items –
  - Description
  - Manufacturer and year made
  - Model and Serial number
  - How acquired if known and cost
  - Cognizant employee



# Inventory

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- ▶ Items disposed of and no longer present
- ▶ CPO will note “item disposed”
- ▶ Property Manager can provide I 520-61, DI-104, or SF-122 document number
- ▶ Once CPO has completed inventory with noted changes it is returned to Property Manager w/ CPO signature
- ▶ Property Manager will issue updated report for final verification

# Inventory

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- ▶ Inventory procedures included in annual Instruction Memorandum from the NOC entitled:
  - ▶ *“Requirements for Conducting Fiscal Year 201X Personal Property Inventories”*
  - ❑ NOC Instruction Memorandum issued each October
  - ❑ Due Dates – February (CPO inventory due)
  - ❑ Due Dates - March (due to NOC)
  - ❑ FY 2015 – All Assets
  - ❑ FY 2016 – Capitalized Assets, Firearms, Radios
  - ❑ FY 2017 – All Assets
  - ❑ Firearms – NIFC will coordinate firearms inventories

# Inventory

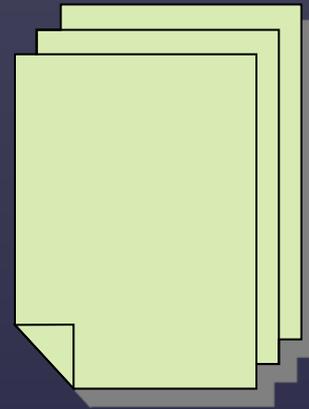
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- ▶ Inventory procedures included in annual Instruction Memorandum from the NOC entitled:

*“Requirements for Conducting Fiscal Year 201X  
Personal Property Inventories”*

## Attachments:

1. Procedures to Conduct Inventory
2. FBMS Inventory Process
3. Assets Not Inventoried
4. Incomplete Asset Report
5. Receipt for Property
6. Firearms Inventory Procedures



# Inventory Questions

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- ▶ Who Do I Call with Inventory Questions?

Kathy Montgomery 303-236-9460

Lois Perrin 303-236-9461



# Report of Survey

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- ▶ Done when property is “lost, damaged, or stolen”  
114 DM-60.8
- ▶ DI-103
- ▶ Relief of Accountability for Accountable Officer
- ▶ Investigation Required
- ▶ Negligence Can be Assessed
- ▶ Cognizant Employee Must have Opportunity to Provide Input



# Report of Survey DI-103

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- ▶ CPO is responsible for completion



# Report of Survey DI-103

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- ▶ CPO is responsible for completion
- ▶ Cognizant employee, Custodial Property Officer and Accountable Office must sign



# Report of Survey DI-103

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- ▶ CPO is responsible for completion
- ▶ Cognizant employee, Custodial Property Officer and Accountable Office must sign
- ▶ Forwarded to the State Board of Survey



# Report of Survey DI-103

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- ▶ CPO is responsible for completion
- ▶ Cognizant employee, Custodial Property Officer and Accountable Office must sign
- ▶ Forwarded to the State Board of Survey
- ▶ Not a disciplinary tool!



# Report of Survey DI-103

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- ▶ CPO is responsible for completion
- ▶ Cognizant employee, Custodial Property Officer and Accountable Office must sign
- ▶ Forwarded to the State Board of Survey
- ▶ Not a disciplinary tool!
- ▶ Board determines if negligence occurred



# Report of Survey DI-103

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- ▶ CPO is responsible for completion
- ▶ Cognizant employee, Custodial Property Officer and Accountable Office must sign
- ▶ Forwarded to the State Board of Survey
- ▶ Not a disciplinary tool!
- ▶ Board determines if negligence occurred
- ▶ Process relieves accountable property officer of accountability



# Board of Survey

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- ▶ Local Survey Officer – limited scope, no theft or loss



# Board of Survey

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- ▶ Local Survey Officer – limited scope, no theft or loss
- ▶ State Board of Survey
  - ▶ 3-5 members
  - ▶ Chairperson runs
  - ▶ Meet within 30 days of receiving report
  - ▶ Cognizant employee must be given chance to address board
  - ▶ Property manager not a member – advisory capacity only
  - ▶ Employee get questions
  - ▶ Send completed Report of Survey to NOC OC-653



# Board of Survey

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- ▶ Findings
  - ▶ No Negligence -
  - ▶ Simple Negligence – up to \$250 assessed
  - ▶ Gross Negligence – cost of item or repair
  
- ▶ Fees are collected by NOC Finance & they will send out letter

# Report of Survey – Employee Questions

## Questions to be Answered for Report of Survey

To be completed by Cognizant Employee:

Name -

Date -

Report of Survey Number -

1. Who was responsible for the property?
2. Was a Form DI-105, Receipt for Property or other form of hand receipt used to assign responsibility?
3. When did the event of lost, damaged or stolen occur?
4. Where did the event occur?
5. How did the event occur?
6. Were custody and control over the property impaired?
7. Was the property being used for official purposes?
8. What precautions were in place to preclude loss or damage?
9. Was the incident reported immediately?



# Report of Survey – Employee Questions

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10. What efforts were made to research or recover the property?
11. What is the estimated cost of repairs?
12. Is the item(s) economically repairable?
13. What disposition of the property should be made?
14. Was theft of vandalism involved?
15. Was theft involved?
16. What steps should be taken to preclude a similar accident or incident from happening in the future?

# Negligence

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- ▶ Simple – fine of up to \$250 dollars or replacement value, whichever is less
  - ▶ No intent but failure to act in prudent, responsible manner & failure to exercise care, precaution or attention

# Negligence



- ▶ Simple – fine of up to \$250 dollars or replacement value, whichever is less
  - ▶ No intent but failure to act in prudent, responsible manner & failure to exercise care, precaution or attention
- ▶ Gross – fine can be up to original cost of item or repair
  - ▶ Intent – act or omission that constitutes misconduct or wanton and reckless disregard for property
  - ▶ Straight-line depreciation formula used to assess \$\$ figure

# Report of Survey

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- ▶ Appeal Process for findings of negligence
  - Office of Hearings and Appeals (OHA)
  - NOC sends “Notice of Appeal Rights” letter
  - Employee must respond in writing w/in 30 days to OHA
  - Appeals are taking 12-24 months for decision
  - No action can be taken until OHA acts
  - Employees can decide not to appeal



# Report of Survey

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- ▶ If employee chooses not to appeal –
  - Property Disposal sends bill to NOC Finance
  - NOC Finance sends Collection Notice to employee
  - Employee coordinates payment with NOC Finance
  - Does not become part of Employment File



# Thank You

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▶ Questions?

