
PERSONAL PROPERTY ADMINISTRATION HANDBOOK
TABLE OF CONTENTS

8. TABLE OF CONTENTS

1. Personal Property - General
2. Personal Property - Definitions
3. Personal Property Administration
 - 3.1 Accountability
 - 3.2 Designations
 - 3.3 Property Management Officer
 - 3.4 Property Administrator
 - 3.5 Accountable Officers
 - 3.6 Custodial Officers
 - 3.7 Receiving Officers
 - 3.8 Cognizant Employees
 - 3.9 Relief of Custody
 - 3.10 Theft and/or Vandalism
 - 3.11 Property Passes
 - 3.12 Employee Exit Clearance Form
4. Artwork and Artifacts
 - 4.1 Museum Property
 - 4.2 Custodial Officer Responsibilities
 - 4.3 Care and Handling of Artwork and Artifacts
 - 4.4 Fire
 - 4.5 Security
5. Controls
 - 5.1 Receipt for Property Form (DI-105)
 - 5.2 Certificate of Unserviceability Form (DI-103A)
 - 5.3 Report of Survey Form, DI-103
 - 5.4 Personal Property Intra-Bureau Transfer Form (BIA-4329)
 - 5.5 Property Management Points of Contact

Illustrations:

1. Sample DI-105
2. Sample DI-103A
3. Sample DI-103
4. Sample BIA-4329

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
GENERAL

1. GENERAL

1.1 Personal Property.

A. Personal property encompasses all equipment, materials, supplies, and museum items to include antiques, artifacts, natural history specimens, and other items of museum collections. It does not include property which is incorporated in, or permanently affixed to, real property.

B. The Interior Property Management Regulations (IPMR) Departmental Manual, Chapter 410, defines personal property as property of any kind, or an interest therein, with the following exceptions.

- (1) Real Property
- (2) Records of the Federal Government
- (3) Navy vessels

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
PERSONAL PROPERTY DEFINITIONS

2. PERSONAL PROPERTY DEFINITIONS

2.1 Accountable Officer - A Bureau or office employee designated as being responsible for ensuring establishment and maintenance of property accountability records, to provide for effective control over property assigned to a particular organizational entity (e.g., area, agency, school, or other office). Generally, the head of an organizational unit having jurisdiction over the property shall be designated as the accountable officer for such property. This does not preclude the assignment of more than one accountable officer for a particular organizational component. For example, it may be appropriate for an organizational unit to have more than one accountable officer if the geographic location of the property to be accounted for is of such size as to preclude regular review and inspection of the property by one accountable officer. Program guidance is provided to the accountable officer by the property management officer, through the property administrator. The accountable officer for government property in the custody of contractors, grantees, concessionaires, cooperators, or other authorized non-government entities, shall be the contracting officer, grant officer, or other management official administering the contract, grant, or legal instrument which authorizes the custody of the government property.

2.2 Accountable Property - Property for which detailed accountability or property control records are maintained and which may or may not be charged to an asset account (general ledger control account). Accountable property includes stores property, capitalized, non-capitalized, sensitive, leased, and contractor-held property with an original acquisition cost of \$50.00 or more. All museum property is accountable with no dollar threshold.

2.3 Acquire - To procure, purchase, or obtain in any manner, including transfer, acquisition from excess, lease, or loan for a period of 60 or more consecutive days, donation or forfeiture, manufacture, or production at Government-owned plants or facilities.

2.4 Acquisition Cost - The full cost of acquiring assets or the amounts paid to acquire assets, including handling and storage costs, packing, shipping, transportation, installation, and related costs of obtaining the assets in their current form and place, less prompt payment or other discount. A fair market value at the time of receipt will be established for items received by donation. That value, plus any other related costs included above, will represent the acquisition cost.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Personal Property Definitions

2.5 Board of Survey - A standing board of survey consisting of not less than three members, is appointed by the head of the Bureau or office, the head of the region, area, or comparable office or the accountable officer. Neither the Accountable officer, the employee responsible for the property to be surveyed, nor an employee with property management program administration responsibilities, shall be a member of the board of survey. The members of the standing board will be appointed in writing for a period of at least one year. At the time of appointment, the accountable officer will provide the board members with written guidance for the conduct of boards of survey. The board of survey is responsible for: (1) investigating circumstances surrounding loss, damage, or destruction of government property; (2) completing a report of survey documenting the investigation; and (3) arriving at findings and making determinations as to the disposition of the property and financial liability regarding the loss, damage, or destruction.

2.6 Capitalized Property - Non-expendable property with an acquisition cost of \$300.00 or more which is charged to an asset account (general ledger control account) in a finance office and is to be distributed to capital accounts in accordance with established Bureau procedures, regardless of the object class assigned to the acquisition or type of funds disbursed. Property acquired through lease or loan shall not be capitalized or charged to an asset account in the general ledger. All capitalized property will have a BIA property tag attached to it. Museum property is not capitalized.

2.7 Cognizant Employee - Is the employee who is actually using the government property and who may be held financially liable for loss, damage, or destruction in the amount of such loss as prescribed in the Board of Survey findings. It is, therefore, incumbent upon each government employee, and other persons responsible for government property, to take all reasonable and prudent precautions to protect government property in their possession, office or work place. The cognizant employee is responsible for the proper and reasonable care, use, safekeeping, and return of such property, using property safely and efficiently, and only for official purposes.

2.8 Custodial Officer - The operating officials under whose daily control and supervision the property is located. They are responsible for ensuring proper use, care, operation, maintenance and safekeeping of all personal property under their control. The custodial officers provide documentation as required on all actions affecting the personal property within their jurisdiction. The designation as custodial officer may or may not correspond to the individual's official job title. A custodial officer shall not be an accountable officer. Designation of a custodial officer must be in writing from the accountable officer.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Personal Property Definitions

2.9 Excess Property - Property that is no longer required by the Bureau of Indian Affairs and is available for transfer to other federal agencies. The Bureau of Indian Affairs, pursuant to the authority in the technical amendments to P.L. 93-638, as cited in P.L. 100-472, may donate excess and surplus personal property to Indian tribes and tribal organizations.

2.10 Expendable Property - Property which is consumed, loses its identity, or becomes an integral part of other property when put to use. Property which is administratively considered as expendable because of its high rate of breakage in service, or because it has an acquisition cost of less than \$50.00, and is not sensitive. Property which has an expected service life of less than one year.

2.11 Loss/Property Loss - Means the loss of, damage to, or destruction of property of the United States, and other property under the control of the Department of the Interior, including inventories of contractor-held Government property.

2.12 Materials and Supplies - Any item necessary for the maintenance, operation, and support of governmental activities without distinction regarding its use for administrative or operational purposes.

2.13 Museum Property - An assemblage of museum objects collected according to some rational scheme and maintained so that they can be preserved, studied, or interpreted for public benefit. Museum objects include prehistoric, and historic objects, artifacts, works of art, and natural history specimens. Museum property is personal property and must be controlled and maintained within the formal system of accountability. Museum property does not include those items necessary to display a collection such as exhibit cases, dioramas, special lighting, graphics, replicas, etc.

2.14 Non-Capitalized Property - Includes expendable property and non-expendable property with an acquisition cost which is below \$300.00.

2.15 Non-Expendable Property - Property which has a continuing use, is not consumed in use, is of a durable nature with an expected service life of one or more years, and has an acquisition cost of \$50.00 or more.

2.16 Neglect and Negligence - Includes both simple negligence and gross negligence. Simple negligence is the failure or omission to observe, for the protection of government interests, that degree of care, precaution and vigilance which the circumstances justly demand, whereby the government suffers through loss, damage, or destruction of property. Gross negligence is an act or omission of the employee(s) which constitutes misconduct, willful negligence, or a wanton and reckless disregard for government property.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Personal Property Definitions

2.17 Personal Property Management - A process and system for controlling the acquisition, receipt, storage, issue, utilization, maintenance, protection, accountability and disposal of personal property to best satisfy the program needs of the department and its bureaus and offices.

2.18 Property Accountability - The obligation of the officials designated to establish and maintain adequate detailed property accountability records and safeguards to ensure effective control over the property under their administrative jurisdiction. This obligation may not be delegated to other employees although, the functions and responsibility for the use, care and safekeeping of property may be assigned to others.

2.19 Property Administrator - A senior management official at a major organizational element (region/area or comparable office) who is responsible for the control and administration of personal property for a major organizational or geographic area. The property administrator is responsible for dissemination and implementation of policy and guidance to subordinate or serviced offices.

2.20 Property Management Officer (PMO) - An individual responsible for the overall administration, coordination, and control of the personal property management program of a bureau or office. The designation as PMO may or may not correspond to the individual's official job title. A PMO shall not be an accountable officer or a custodial officer.

2.21 Property Responsibility - The obligation of an individual for the proper use, care and safekeeping of property entrusted to or in their possession or under their direct supervision.

2.22 Proprietary Program/Software - A program or software controlled by an owner through the legal right of possession and title. Commonly, the title remains with the owner, and its use is allowed with the stipulation that no disclosure of the program or software can be made to any other party without prior agreement between the owner and the user. This applies to privately sold programs, program products offered for sale by vendors, and no-charge software provided by vendors. On May 11, 1988, the Office Of Acquisition and Property Management issued Personal Property Release No. 88-18, Subject: Software Accountability. The release notified bureaus and offices that "The requirement to control proprietary software as "Sensitive Property" is hereby suspended until the committee has had an opportunity to develop definitive guidance for use in the control of software. This measure will ensure uniform implementation of software control Department-wide"

2.23 Receiving Officer - An individual designated in writing by the accountable officer to receive all property at a location. The receiving officer is responsible for the receipt and inspection of personal property

PERSONAL PROPERTY ADMINISTRATION HANDBOOK

Personal Property Definitions

and for ensuring that required documentation is processed. The Receiving Officer is accountable for property received until such time as the item is placed on the accountable property records of the Accountable Officer, or the Custodial Officer, or other authorized recipient signs a receipt for such property. The Receiving Officer shall not be an Accountable Officer.

2.24 Reviewing Authority - A management official designated by the head of the Bureau or the Bureau of Indian Affairs Property Management Officer to provide technical and procedural guidance to Boards of Survey. The reviewing authority will review and may approve the findings of a Board of Survey. Reviewing authorities may not disapprove a report of survey, but if they disagree with the findings, they shall follow the procedures set forth in the 43 BIAM and Interior Property Management Regulations (IPMR). The reviewing authority must be at least one organizational level above that at which the property being surveyed is/was assigned.

2.25 Sensitive Property - Property which is controlled by detailed property accountability records and which is determined to be sensitive by its high probability of theft or misuse, or its susceptibility to pilferage, theft, or misappropriation. Sensitive property shall, at a minimum, include firearms and proprietary programs or software. To review the property that the BIA has designated as sensitive property, see the Property Classification Manual dated 1989. Sensitive property will be denoted by an asterisk. All sensitive property will have a BIA property tag attached to it.

2.26 Surplus Property - Property for which there is no longer a need within the Federal Government. Excess property normally becomes surplus property after it has been listed as available to Federal activities through GSA. See the donation authority described in the definition for excess personal property.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Property Accountability

3. PROPERTY ACCOUNTABILITY

3.1 Accountability. This section outlines the formal system of personal property accountability and responsibilities to be maintained in the bureau. Accountability, control and responsibility for all government-owned or leased personal property must be maintained from the time of receipt until disposal.

3.2 Designations. All designations for personal property accountability shall be in writing. Warranted contracting officers shall not serve as either a custodial officer or act as a receiving officer on any transaction where the contracting officer has entered into a contract for property (e.g., leased or rented equipment). The following designations are in accordance with 410 DM 114.60.

3.3. Property Management Officer. This designation shall be in writing by the Deputy Commissioner of Indian Affairs. The Bureau of Indian Affairs Property Management Officer is responsible for:

A. Serving as the operating official with day-to-day responsibility for the overall administration, coordination, and control of the personal property management program within the bureau.

B. Serving as the representative of the Deputy Commissioner of Indian Affairs in the implementation of Departmental policy and procedures.

C. Developing bureau-wide policy, procedures, and systems applicable to the personal property management program.

D. Providing oversight and technical assistance regarding the personal property management program.

3.4. Property Administrator: In fulfilling the responsibilities of this designation, bureau-wide property administrators shall ensure that a total coordinated effort among all program offices is involved in the management of personal property. Designation as property administrator shall be in writing by the Deputy Commissioner of Indian Affairs and shall not be re-delegated. Property administrators may be held financially liable and personally responsible for missing, lost or damaged property, if such loss is the result of simple or gross negligence or neglect, or is the result of the property administrator's failure to instill such management controls as necessary and required by this guideline to ensure the safeguarding and maintenance of government property under their control. These responsibilities include:

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Property Accountability

- A. Establishing and implementing a viable and responsible personal property management program which is consistent with existing Federal and Departmental policies and procedures to maintain accountability for government property acquired by or held the bureau.
- B. Planning and directing of policy guidance for the overall administration, coordination and control of the personal property management program to subordinate or organizational elements.
- C. Ensuring that required property accountability records are maintained and required reports are submitted for organizational and/or geographical area.
- D. Ensuring that all actions are taken to ensure the integrity of the personal property management program, and that Government property is managed in such a manner that provides optimum protection against fraud, waste, and abuse.
- E. Ensuring that property management reviews are conducted.
- F. Providing oversight of the personal property management program and disseminating information to subordinate or serviced organizational components, and provided by the property management officer.
- G. Ensuring that required physical inventories are conducted within the jurisdiction and that discrepancies are appropriately reconciled.
- H. Designating, in writing, accountable officers within a jurisdiction.
- I. Providing guidance to Accountable Offices in the day-to-day conduct of the personal property management program.

3.5 Accountable Officers. May be held financially liable for loss, damage or destruction in the amount of such loss as prescribed in the board of survey procedures in 410 DM 114.60.8. It is, therefore, incumbent upon each Accountable Officer to take all reasonable and prudent precautions to protect government property.

Accountable officers shall be fully responsible for:

- A. Accounting and controlling of personal property within the property accountability area, as designated by the property administrator.
- B. Designating and appointing, in writing, of custodial officers, within the property accountability area, to assist in the daily control of Government property. Custodial officer assignments will be required if the

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Property Accountability

accountable area is so large as to require additional controls, or if the property within the accountable area is located at more than one field location.

C. Complying with the requirements of the property accountability system established by the Property Management Officer, and implemented by the Property Administrator.

D. Maintaining all property accountability records within the area of accountability, and providing all required documentation to support entries, changes and deletions in the property management system.

E. Conducting inspections to ensure property is being used effectively and safeguarded properly, and ensuring the proper and effective maintenance of property within the property accountability area.

F. Implementing procedures for the repair and rehabilitation of property within the property accountability area.

G. Coordinating the utilization and disposal of excess personal property, including providing Custodial Officers with disposition instructions.

H. Providing for the conduct of required physical inventories; reconciliation of any discrepancies arising from those inventories; and certifying in writing the results of the physical inventory and related reconciliation.

I. Providing guidance to physical inventory personnel.

3.6 Custodial Officers. May be held financially liable for loss, damage or destruction in the amount of such loss as prescribed in the Board of Survey procedures in 410 DM 114.60-8. It is, therefore, incumbent upon each Custodial Officer to take all reasonable and prudent precautions to protect Government property. Custodial Officers shall be designated in writing by the accountable officer, and are the operating officials under whose daily control and supervision the property entrusted to his/her possession is located. The Custodial officer shall:

A. Be responsible for property in an area which can reasonably be overseen in the daily use of government property, and in which the misuse and use for other than official purposes is readily identifiable.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Property Accountability

B. Be responsible for assigned property until notified in writing by the Accountable Officer for the affected property that the responsibility for the property has been transferred to another custodial officer, or disposal procedures have been completed in accordance with existing regulations, and the property has been removed from the property records and the records of the custodial officer.

C. Provide all required information to the Accountable Officer for all actions affecting that property, including, but not limited to, acquisitions, receipts, transfers, disposals, and to support entries in the property management system.

D. Report to the accountable officer, immediately, all instances when a loss of or damage to property is detected or suspected.

E. Ensure that property under their direct control is not used for other than official purposes.

F. Ensure the proper use, maintenance, and protection of personal property issued to or located within their custodial area.

G. Be responsible for the accomplishment of inventory requirements as directed by the Accountable Officer.

H. Sign a DI-105, "Receipt for Property" form (Illustration 1), listing all existing accountable property located within their custodial area upon designation as Custodial Officer.

I. Sign a DI-105, "Receipt for Property" form (Illustration 1), upon receipt of all new property that is to be utilized within their custodial area.

3.7 Receiving Officers. May be held financially liable for loss, damage, or destruction in the amount of such loss as prescribed in the board of survey procedures outlined in 410 DM 114-60.8. It is, therefore, incumbent upon each Receiving Officer to take all reasonable and prudent precautions to protect Government property. Receiving officers shall be designated in writing by accountable officers and shall be responsible for:

A. The receipt and inspection of all personal property received at a specific location. - However, if a contracting officer has appointed an inspector, the receiving officer may be relieved of the inspection responsibilities.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Property Accountability

B. Caring and safeguarding all property received.

C. Counting incoming property to ensure that the quantity ordered has been delivered and that the property received meets all specifications.

D. Ensuring that property received which requires additional technical identification or inspection is examined and certified by qualified personnel.

E. Noting all defects or damage at the time of inspection.

F. Providing required documentation, as directed by the accountable officer, to the appropriate property office, in order that the item received can immediately be placed on the property accountability records of the accountable officer.

3.8 Cognizant Employees. All employees who utilize government property may be held financially liable for loss, damage, or destruction in the amount of such loss as prescribed in the board of survey procedures in 410 DM 114-60.8. It is, therefore, incumbent upon each government employee, and other persons responsible for government property, to take all reasonable and prudent precautions to protect government property. The cognizant employee is responsible for:

A. The proper and reasonable care, use, safekeeping and return of such property.

B. The safe and efficient use of property only for official purposes.

3.9 Relief of Custody. When a custodial officer is relieved of responsibility for personal property (usually by change of duties or termination of employment), it is the responsibility of the accountable officer to ensure that property entrusted to that individual is accounted for. This may be done by either requiring that the custodial officers have a physical inventory performed for the property for which they are responsible, or the accountable officer may require a written statement that all property entrusted to that person is accounted for. If the latter method is selected, the accountable officer must bear in mind that the final accountability rests with the accountable officers, and by accepting such certification, they also accept responsibility for the property.

3.10 Theft and/or Vandalism. All cases of theft or vandalism will be reported to local and State law enforcement authorities and to the facilities security force where appropriate. Additionally, all thefts will be reported

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Property Accountability

to the Federal Bureau of Investigation (FBI). When thefts or serialized property are reported in this manner, information is entered into the National Crime Information Center computer to facilitate the return of recovered items. The FBI will conduct an active investigation in cases where the value of property stolen or missing is \$5,000, or greater. Theft reports for items valued at less than \$5,000 will be placed in the FBI administrative files, but no investigation will be conducted.

3.11 Property Passes. To control the removal and/or return of property from Bureau office buildings, (regardless of ownership), Form DI- 1934, Property Pass, is required. This includes all capitalized equipment, rental equipment, equipment loaned to the Bureau, sensitive items, such as cameras, recorders, radios, etc. The form DI-1934 shall be completed by thoroughly describing the item including the property identification number and the serial number. Each Bureau office location shall maintain a list of person(s) authorized to approve and issue the DI-1934. It is the responsibility of the designated Custodial Officer for the property to approve requests before forwarding them to the person(s) authorized to issue the DI-1934.

A. Copies of DI-1934 will then be submitted to the respective offices for accountability, for example:

- (1) Original - (White) Issuing Office
- (2) Duplicate - (Yellow) Security
- (3) Duplicate - (Pink) Employee
- (4) Duplicate - (Blue) Retained by the Property and Supply Office.

B. The accountable officer and the custodial officer will review DI-1934 on a regular basis for compliance with removal and return of the property.

3.12 Employee Exit Clearance Form. An employee must complete form BIA-4445, Employee Exit Clearance, prior to separation from the Bureau. Further information on employee exit clearance can be found in 44 BIAM 295. The custodial officer shall insure that property assigned to that employee is accounted for by verifying inventory records. Form DI-105, Receipt for Property, shall be completed for the employee's records and a copy forwarded to the servicing Property Management section for processing. If the property is to be reassigned, the name of the new cognizant employee shall be reflected on the Form DI-105.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Artwork and Artifacts

4. ARTWORK AND ARTIFACTS

4.1 Museum Property. Artwork and artifacts are categorized as "Museum Property." Museum property is not classified as capitalized property, but is personal property, and must be controlled and maintained with the formal system of accountability.

4.2 Custodial Officer Responsibilities. Custodial Officers shall ensure that artwork and artifacts are accounted for by signing a Receipt for Property (DI-105) for all property (i.e., capitalized, sensitive, museum) that is currently entrusted to their custody and all new property received in the future. The Receipt for Property forms (DI-105) can be obtained from the Bureau Property Management section. The accountable officer shall be contacted for the removal of any artwork and artifacts not signed for by a custodial officer.

4.3 Care and Handling of Artwork/Artifacts. To minimize the rate of deterioration and prolong the life of all BIA artwork and artifacts, proper care and handling is essential. Until further guidance is disseminated by the Department, the following office environment, fire, and security recommendations for the care and handling of Indian artifacts and artwork should be used. If any damage, loss, or destruction is detected, the accountable officer shall be contacted immediately to initiate corrective action. The office environment shall be maintained as follows:

A. Areas surrounding artwork and artifacts shall be clean, dry, and free from clutter. Sculptures should be placed on shelves, not floors.

B. Items shall not be stacked upon others or against one another. Artwork shall not be placed behind doors or behind filing cabinets where they might get damaged.

C. The recommended room temperature range is from 64 degrees to 68 degrees, never exceeding 75 degrees. Care shall be taken to avoid abrupt changes in room temperatures. The lower the room temperature, the slower the rate of natural deterioration (aging) occurs.

D. Light sensitive materials, (i.e., dyed and treated organic material, textiles, watercolors, tapestries, prints and drawings, leather, wallpapers, furs and feathers, untreated organic materials, oil and tempera paintings, and finished wooden surfaces) shall not be in direct sunlight because of fading and darkening.

E. Direct contact with lamps, office appliances, (coffee pots and fans), open windows, heating and cooling vents, steam, cleaning fluids, flammable liquids, supplies for copying machines, and other hazards, shall be avoided.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Artwork and Artifacts

F. Excessive handling of artworks and artifacts shall be avoided. The surface of a painting, print or picture shall not be touched. Oils from the human body can cause damage to artwork and artifact surfaces.

G. Any irregularities concerning artwork and artifacts which require corrective action shall be reported immediately to the accountable officer. Examples include frayed rug edges, fading of pictures or paintings, moisture beneath glass frames, the existence of mold, insect or pest infestation, or the effects from other damaging elements.

4.4 Fire.

(A) In case of a fire, employees shall know the locations of fire extinguishers closest to their office.

(B) Artwork and artifacts shall be placed away from ceiling fire sprinklers to the extent possible.

4.5 Security.

(A) Office keys issued to cognizant employees shall not be copied or given to other employees without proper approval from the building manager.

(B) Office doors shall be locked when the office is unattended.

(C) On a continuous basis, all employees assigned to an office shall take notice of their office surroundings and report immediately to the accountable officer any irregularities, including missing, and/or damaged artwork and artifacts.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Controls

6. CONTROLS

5.1 Receipt for Property Form (DI-105). This form shall be used for initial receipt of all types of accountable property whether it is capitalized, non-capitalized, museum, or sensitive property. The accountable officer is required to maintain records for all accountable property. In order to fulfill this requirement, all Custodial Officers are required to sign a Receipt for Property form (DI-105) for all accountable property under their area of responsibility.

A. The signature of the custodial officer shall vest custody in that property until:

(1) The property is transferred to another custodial officer, using a Personal Property Intra-Bureau Transfer Transaction form (BIA-4329).

(2) The custodial officer is transferred or retires from the Bureau and a property clearance has been granted.

(3) A Certificate of Unserviceable Property form (DI-103A) has been completed and approved.

B. The Receipt for Property form is distributed as follows:

(1) Original - (White) Retained by the accountable officer (Capitalized file).

(2) Duplicate - (Pink) Retained by the custodial officer (Personal file).

(3) Duplicate - (Blue) Retained by the accountable officer (Non-Capitalized file).

C. A sample of the Receipt for Property form (DI-105) and instructions for its use are located in Illustration 1 of this supplement.

5.2 Certificate of Unserviceability Form (DI-103A). Property that is believed by the custodial officer to be unserviceable will be reported to the accountable officer by completion of a Certificate of Unserviceable Property form, DI-103A, (Illustration 2), detailing the circumstances surrounding the unserviceability of the property. All information, including but not limited to, description of the property, model number, serial number, BIA property tag number or markings, and location involved shall be included in the report.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Controls

A. Conditions for Use of DI-103A. A Certificate of Unserviceable Property can be used only in circumstances when all of the following conditions have been met:

- (1) Property irregularities (as defined in 114-60.811-2, 410 DM) are not apparent.
- (2) Possible claims against the Government are not involved.
- (3) There is no need to determine whether or not an employee should be held financially responsible.

B. A Certificate of Unserviceable Property may also be used when the unserviceability is the result of fair wear and tear, scrap, destruction, abandonment, or other determination of unserviceability and when all of the conditions listed in 6.A, above, have been met.

C. A Certificate of Unserviceable Property shall not be used in the following circumstances:

- (1) Loss, damage, or destruction of weapons, firearms, ammunition, hazardous materials, controlled substances, explosives, or museum property; artwork and artifacts.
- (2) Any incident involving a property loss.

D. A statement of circumstances involving the identified property shall be submitted by the custodial officer along with the completed certificate to the property management section, which will make a recommendation to the accountable officer as to whether the property is or is not serviceable. The following clearance procedures shall be observed:

- (1) If the property is determined to be serviceable but is no longer needed, excess property procedures will be followed.
- (2) If the designated property official from the property management section recommends that the property is unserviceable, the certificate will be so annotated and signed by the property official.
- (3) The certificate, with the property official's recommendation, shall be forwarded to the accountable officer for review and signature.
- (4) A review of the certificate will be completed by the reviewing authority. If approved by the reviewing authority, appropriate adjustments will be made to the official property records.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Controls

(5) The reviewing authority may disapprove the certificate if supporting information provided by the custodial officer is inadequate, incomplete, or does not provide sufficient information to justify an adjustment to the property records and relief of accountability. In these instances,

(a) The reviewing authority will outline the deficiencies, disapprove the action, and specify what additional information is required.

(b) The certificate and attached statements will be returned to the originator for additional action.

(c) The revised, completed certificate and statements will be resubmitted by the originator within 30 days.

(6) Upon resubmission, a final determination will be made by the reviewing authority.

E. Distribution of DI-103A. The original and one copy will be submitted to the property management section for approval or disapproval by the reviewing authority, and the third copy shall be retained by the initiating office for record purposes. The following routing sequence is as follows:

(1) Original - Submitted to property management section for approval/disapproval.

(2) Duplicate - Submitted to property management section for approval/disapproval.

(3) Duplicate - Retained by the originator.

F. If destruction action is approved, the original will be returned to the originator, final action taken to destroy the property, appropriate entries made on the DI-103A, and the certificate forwarded to the appropriate property office to adjust the property records accordingly.

G. In cases other than destruction, the approved original DI-103A will be used to make appropriate adjustments to the property records, after which a copy will be annotated and forwarded to the initiating office by the designated property management section official.

H. A sample of DI-103A and the instructions for its use are located in Illustration 2 of this supplement.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK
Controls

5.3 Report of Survey Form (DI-103). A Report of Survey form (DI-103) (Illustration 3), action is required when there is possible employee negligence and/or possible employee financial liability associated with the loss, damage, or destruction of personal property, regardless of acquisition cost.

A. A Report of Survey form is also required to document the circumstances described below:

(1) Any circumstance, regardless of acquisition cost, where fraud or other irregularities appear to be connected with the incident.

(2) An accident which has resulted in damage to a U.S. Government vehicle. The exception to this policy is an accident in which such damage was obviously and clearly not the result of employee negligence.

(3) Donation of surplus property to eligible recipients in accordance with 41 CFR 101-44 (Donations of Personal Property), and subject to the limitations specified in 41 CFR 114-44.7 (Donations of Property to Public Bodies).

(4) Any circumstances in which there is a possibility of a claim against the government in connection with the administration, care, and use of government property.

B. If a board of survey is to be convened to investigate a matter involving a bargaining unit employee, the employee will be given notice of an investigation in accordance with 410 DM 114-60.812-3. The notice will include a statement that the employee is entitled to Union representation.

C. A sample Report of Survey form (DI-103) is located in Illustration 3 of this supplement.

5.4 Personal Property Intra-Bureau Transfer Transaction Form (BIA-4329). To maintain accountability and control over bureau-wide government property, all transfers shall be documented on the Personal Property Intra-Bureau Transfer Transaction form (BIA-4329).

A. A cognizant employee in possession of capitalized, sensitive, or museum property (all of these types of property will have an affixed BIA property tag), no longer required for the performance of official duties, shall contact their custodial officer to provide the property transfer information listed in Illustration 4 of this supplement.

PERSONAL PROPERTY ADMINISTRATION HANDBOOK

Controls

B. The property management section shall perform the following clearance procedures:

(1) The completed form shall be forwarded to the custodial officer currently having control of the property (losing office) who will sign and date the (transferred out by) block.

(2) The property management section will then deliver the property to the new custodial officer (gaining office) who will sign and date the (transferred in by) block.

(3) At this point, accountability for the property is transferred to the new custodial officer.

C. Distribution of the Property Transfer Form is as follows:

(1) Original and Hardback Copy - (White) Retained by property management section personnel.

(2) Duplicate - (Blue) Retained by the custodial officer of the losing office.

(3) Duplicate - (Pink) Retained by the custodial officer of the gaining office.

D. For property transfers of all other types of property such as expendable, non-expendable, non-capitalized, and stores property, the Receipt for Property form (DI-105), will be utilized. For information on how to fill out a DI-105 see "Completing the DI-105" (Illustration 1) of this handbook.

E. A sample of BIA-4329 and instructions for its use are located in Illustration 4 of this supplement.

5.5 Property Management Points of Contact. The property and supply office serves as the property management section at most locations.

(1)
BUREAU OR OFFICE

RECEIPT FOR PROPERTY

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
1	(2)	(3)	(4)	(5)	(6)
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Issued By: (Name and Title) (7)	Date issued: (8)
--	-------------------------

It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or negligence or gross negligence I can be held financially liable as determined by a Board of Survey.

Received By: (Name and Title) (9)	Signature and Date: (10)
--	---------------------------------

COMPLETING THE RECEIPT FOR PROPERTY FORM DI-105

Block #

- (1) Bureau or Office - Enter building, office, and room number.
- (2) Property Number - Enter the BIA Property Tag No., or "U.S. BIA PROPERTY" if a U.S. BIA PROPERTY tag is on the property.
- (3) Description - Enter item name, Serial No., Model No., (For artwork and artifacts, also list present condition).
- (4) Quantity - Enter actual quantity received, or on hand, for each above listed serial number.
- (5) Unit of Issue - Enter EA for EACH, HD for HUNDRED, etc.
- (6) Cost - Leave Blank. The cost will be entered by the property management section.
- (7) Issued By - Printed or signed by the accountable officer or a designated property official from the property management section.
- (8) Date Issued - This block will be filled in by the accountable officer.
- (9) Received By - Enter printed name and title of custodial officer in this block.
- (10) Signature and Date - Custodial officer signs and dates this block.

UNITED STATES
DEPARTMENT OF THE INTERIOR

CERTIFICATE OF UNSERVICEABLE PROPERTY

May only be used when property is unserviceable through fair wear and tear; there are no apparent property irregularities; no need to determine employee financial liability; no possible claims against the Government; firearms and weapons, ammunition, hazardous materials, controlled substances, explosives, or museum property are not included.

Page _____ of _____

Certificate No.

(2)

Date

(3)

A. Originating Office and Telephone No. (include area code)

(4)

Accountable Office and Location

(5)

Identified Item(s) are: (6)

Unserviceable Obsolete Other (specify)

STATEMENT OF CIRCUMSTANCES INVOLVING THE IDENTIFIED PROPERTY MUST BE ATTACHED (7)

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE
(8)	(9)	(10)	(11)	(12)	(13)

14)

B. Recommended disposition (check one): Repair/Reutilization Sale/Trade-in Salvage Scrap/Destruction Abandon Other (specify):

To the best of my knowledge the attached statement of circumstances is correct and recommendations are in the best interest of the Government.

Signature of Cognizant Employee:

(15)

Date:

Signature of Custodial Officer:

(16)

Date:

Property Staff Recommendations:

(17)

Signature:

(18)

Date:

Signature of Accountable Officer:

(19)

Date:

C. Reviewing Authority: Approved Disapproved

Comments Attached (20)

Signature:

(21)

Date:

D. Certificate of destruction: I certify that the item(s) No.(s) _____ listed above has been destroyed. (22)

Official Responsible for Destruction:

(23)

Title:

(24)

Signature:

(25)

Date:

Witness Name:

(26)

Title:

(27)

Signature:

(28)

Date:

E. Adjustment to property records (Property Official Signature):

(29)

Date Completed:

Financial Official (If Required):

(30)

Date Completed

CONDITION CODES

- 1 = Unused—good.
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.

COMPLETING THE CERTIFICATE OF UNSERVICEABILITY DI-103A

The cognizant employee or the custodial officer completing this form is responsible for completing blocks (1) through (16).

Block #

- (1) Page# of Page# - Enter the current page number of the total number of pages submitted, i.e., 1 of 1, or 1 of 2.
- (2) Certificate No. - Enter the certificate number. Example: 91-001, 91 stands for the last two digits of the current fiscal year, with -001 being a sequential number that is placed after the current fiscal year, i.e. 91-001, 91-002, 91-003. The cognizant employee is responsible for completing this block.
- (3) Date - Enter the date that the form is completed.
- (4) Originating Office - Enter the name of the originating office with telephone number (include area code). (Example: Division of Property Management (202) 208-2521.)
- (5) Accountable Office and Location - Enter office, building, room number, (Example: Division of Property Management, South Interior Building, Room #352.)
- (6) Identified Item(s) are: - Enter an X in the appropriate box.
- (7) Statement of Circumstances - This is a statement that is completed by the cognizant employee or the custodial officer submitting the Certificate of Unserviceable Property. This statement describes the circumstances involving the unserviceability of identified property and must be attached to the certificate.
- (8) Item No. - Enter the item number in sequence of reported items, (example: 1, 2, 3).
- (9) Quantity or Property ID No. - Enter the quantity of the item that you are reporting along with the BIA property tag number if applicable.
- (10) Item Description - Describe the item. List item name, model number, and/or serial number.

COMPLETING THE CERTIFICATE OF UNSERVICEABILITY DI-103A CONTINUED

Block #

- (11) Original Acquisition Cost (OAC) - Enter the original cost on the receipt paperwork. If the original cost is unknown, leave this column blank. The property management section will research and complete.
- (12) Condition Code - Enter a code from the reverse side of the certificate that best describes the condition of the item.
- (13) Estimated Value - Enter the estimated value that the item is currently worth.
- (14) Recommended Disposition - Enter an X in the appropriate box.
- (15) Signature of Cognizant Employee and Date - Enter the signature of person completing the certificate and date.
- (16) Signature of Custodial Officer - Enter the signature of appropriate custodial officer and date that the form is completed. May be same as block #15.
- (17) Property Staff Recommendations - This block will be filled in by property management section personnel.
- (18) Signature - Enter the signature of the person completing block #17 and date that the form is completed.
- (19) Signature of Accountable Officer - Enter the signature of accountable officer and date.
- (20) Reviewing Authority - This block will be completed by the reviewing authority.
- (21) Signature - Enter the signature of the reviewing authority and date.
- (22) Certificate of Destruction - This block will be completed by property management section personnel if destruction is required.
- (23) Official Responsible for Destruction - Enter the printed name of official responsible for destruction.
- (24) Title - Enter the title of official responsible for destruction.
- (25) Signature - Enter the signature of official responsible for destruction and date.

COMPLETING THE CERTIFICATE OF UNSERVICEABILITY DI-103A CONTINUED

Block #

- (26) Witness Name - Enter the printed name of witness to destruction.
- (27) Title - Enter the title of witness to destruction.
- (28) Signature - Enter the signature of witness and date.
- (29) Adjustment to Property Records - Enter the signature of property management official tasked with adjusting property records.
- (30) Financial Official - This block is not required.

UNITED STATES DEPARTMENT OF THE INTERIOR REPORT OF SURVEY					Page _____ of _____
					Report No.
					Date
A. Originating Office and Telephone No. (include area code)			Accountable Office and Location		
The following items are: (check one) <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Other (specify)			A statement of circumstances involving the identified property is attached.		
			Signature of Accountable Officer:		Date:
ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE (See Reverse)	ESTIMATED VALUE
B. To the best of my knowledge the attached statement(s) of circumstances are correct.					
Signature of Cognizant Employee:		Date:	Signature of Custodial Officer:		Date:
C. Board of Survey findings and determinations: A complete statement of Board findings and determinations is attached.			Signature of Board Chairperson:		Date:
Signature of Board Member:		Date:	Signature of Board Member:		Date:
D. Reviewing Authority: <input type="checkbox"/> Approved <input type="checkbox"/> Returned for technical insufficiency (statement attached) <input type="checkbox"/> Disagree with Board of Survey Findings and Determinations (statement attached)			Signature:		Date:
E. Head of Bureau or Office: (required only for disagreement between Board and Reviewing Authority) Statement of resolution:			Signature:		Date:
F. CERTIFICATE OF DISPOSITION/DESTRUCTION					
I certify that the Item(s) No _____ listed above have been destroyed, abandoned, or disposed of as directed by a Board of Survey.					
Official Responsible for Disposition/Destruction:		Title:	Signature:		Date:
Witness Name (for Destruction only):		Title:	Signature:		Date:
G. Adjustment to property records (Property Official Signature):		Date Completed	Financial Official Signature (if Required):		Date Completed

CONDITION CODES

- 1 = Unused—good
- 2 = Unused—fair
- 3 = Unused—poor
- 4 = Used—good
- 5 = Used—fair
- 6 = Used—poor
- 7 = Repairs required—good (less than 15% of Original Acquisition Cost (OAC) required).
- 8 = Repairs required—fair (16-40% of OAC required).
- 9 = Repairs required—poor (41-65% of OAC required).
- X = Salvage—Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.
- S = Scrap—there is no remaining value except for basic material content.

U. S. DEPT. OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS

PERSONAL PROPERTY INTRA — BUREAU TRANSFER TRANSACTION

CURRENT AGENCY: LOCN: FY: ACTIVITY: ELMNT/COMP: W/O: PROP LOCN: BIA TAG NO: BUILDING NO: DOI TAG NO: CUSTODIAN SSN:	
RECORD ID: LOSING OFFICE	
ACCOUNTING DATA	
(OUT)	ACTION CODE: PROP LOCN AREA: BIA TAG NO: PROPERTY INVOICE NO:
	(1) (20-20) (28-34) (57-70)
	D: (57-70)
GAINING OFFICE	
ACCOUNTING DATA	
(IN)	ACTION CODE: AGENCY: LOCATION: FY: ACTIVITY: ELMNT/COMP: W/O: PROPERTY LOCN:
	(1) (02-04) (05-07) (08) (09-12) (13-16) (17-19) (20-25)
	C: (13-16)
	BIA TAG NO: BUILDING NO: DOI LICENSE NO: CUSTODIAN SSN: PROPERTY INVOICE NO:
	(28-34) (35-40) (41-47) (48-56) (67-70)
REMARKS:	
TRANSFERRED OUT BY: SIGNATURE	TRANSFERRED IN BY: SIGNATURE
DATE	DATE
	DATE

PROPERTY TRANSFERS FORM BIA-4329

The following information must be provided to Property Management when a property transfer takes place:

BLOCK #

- (1) Enter the name of the person who currently has custody of the property and the current location of the property (building and office number).
- (2) Enter the name of the person who will gain custody of the property and the new location of the property (building and office number).
- (3) Enter the BIA property tag number, if one is not attached to the property, a statement is required that "there is none attached".)
- (4) Enter a description of the property.
- (5) Enter the quantity to be transferred.