

## **Procedures and Steps for Conducting Capitalized Real Property Inventories**

1. Print Real Property inventory records (FA300 Report).
  - Go to <http://mis.blm.gov/>
  - Choose Property, Space, & Vehicle
  - Click on your State
  - Scroll down to the FA Real Property Reports
  - Choose the FA300 Brio report
  - Highlight the location code appropriate for your inventory
  - Choose "Click to Select the FA300 Report"
  - Print these records for inventory validation

To locate the appropriate locations on the FA300 that your team needs to inventory, please refer to Attachment 4. Please note that Attachment 4 was last updated August 31, 2005, prior to issuance of this IM. Depending on the timing of your inventory, changes may have occurred.

2. Visit all sites to validate the completeness and accuracy of the Capitalized Real Property Inventory. The physical site makeup must be compared to FA300 inventory information.
3. Look for discrepancies between the FA300 and your own records regarding acquisition costs, acquisition dates, or descriptions. Suggested changes should be annotated directly on the FA300 report that will be turned into BC-653. While the focus is on current capitalized sites, please consider sites that are not currently in the Capitalized Real Property Inventory; these sites may also contain new buildings, structures, or improvements that need to be added to the Real Property records based on the \$100,000 per item capitalization threshold. Special attention should also be paid to items that need to be removed from the FA records.
4. Review additions to real property records. Additions over the \$100,000-per-item threshold will require the following supporting documentation:
  - o Acquisition Documents
  - o Copies of Receiving Reports (with acquisition date information)
  - o 1310-11 Completion Form
  - o 1530 Property Form
  - o Financial Payment Documents
5. Review deletions from real property records. Items listed on the FA300 that no longer exist must be properly disposed of. Appropriate disposal documents must be forwarded with the inventory and certification.

6. When the physical inventory is complete, the Field Office Property Manager, the Field Office Engineer, Recreation personnel/Fire Resource Manager when appropriate, and Field Office Manager must sign off on the inventory certification cover sheet (Attachment 3). The certified inventory (annotated FA 300 report) with all supporting documents related to corrections, additions, and/or deletions, as well as address information, should then be forwarded to the State Office Property Manager for final certification.

7. The State Office Property Manager should review the inventory for completeness, certify the inventory, and then forward the complete package to BC-653. All corrections, additions, and/or deletions, along with supporting documents, must be forwarded with the inventory and certification.

Note: Information and guidance regarding Real Property policy and procedures can be referenced on the property website main page, <http://web.nc.blm.gov/property/realprop/realprop.html>.