

# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

1520 (935.DG) P

November 26, 2003

EMAIL TRANSMISSION – 11/26/03

Instruction Memorandum No. MT-2004-008

Expires: 9/30/05

To: State Office Management Team  
Field Manager, Billings Field Manager

From: State Director

Subject: Designation of Custodial Property Officers

Changes in staff positions have made it necessary to update the Custodial Officer designations for personal property. The following personnel are being designated as Custodial Officers for the State Office personal property assigned to their branches.

|         |                |        |               |
|---------|----------------|--------|---------------|
| MT-910  | Jerry Meredith | MT-925 | Pat Mullaney  |
| MT-912  | Greg Albright  | MT-926 | Tom Deiling   |
| MT-920  | Howard Lemm    | MT-930 | Sandy Guches  |
| MT-921  | Randy Heuscher | MT-931 | Greg Bergum   |
| MT-922  | Chun Wong      | MT-932 | Robin Stoebe  |
| MT-922A | Donato Judice  | MT-933 | Diane Friez   |
| MT-923  | Teresa Hanley  | MT-934 | Debbie DeBock |
| MT-924  | Cindy Staszak  | MT-935 | Joyce Norris  |
|         |                | MT-010 | Eddie Bateson |

A Custodial Officer is defined as the "...local operating official 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 the Fixed Asset (FA) System as "custodial officers." (See BLM Manual 1520, Personal Property Management, .04 Responsibility [Attachment 1].)

If you have any questions, please contact Dotti Green, Property Management Specialist, at 406-896-5199.

Signed by: Sandra L. Guches, Acting

Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment

1-BLM Manual 1520, Personal Property Management, .04 Responsibility (1 p)

**.04 Responsibility.**

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B. 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.