

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
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In Reply Refer To:
1524 (BC-650B) P

July 18, 1997

EMS TRANSMISSION

Instruction Memorandum No. BC-97-028
Expires: 9/30/98

To: Directors, National Applied Resource Science Center, National Human Resource Management Center, and National Information Resource Management Center

From: Liaison, National Business Center

Subject: Appointment of National Denver Centers Local Survey Officers

The individuals listed below will serve as Local Survey Officers for the four National Denver Centers:

| <u>ORG</u> | <u>NAME</u> | <u>TERM</u> | <u>END DATE</u> | <u>TYPE</u> |
|------------|-----------------|-------------|-----------------|-------------|
| BC-610 | Michael Kluherz | 3 years | 9 / 30 / 2000 | Principal |
| NI-110 | Paula Smith | 3 years | 9 / 30 / 2000 | Alternate |

The Local Survey Officer has the same responsibilities as a Standing Board Of Survey but may only be appointed to investigate loss of government property with an original acquisition cost of less than \$5000. See Department Manual 410 DM 114-60, dated June 12, 1995, which outlines these responsibilities and Property Report of Survey Procedures.

Local Survey Officers may investigate instances of routine loss of or damage to government equipment, **provided it is not assigned to an employee in the Local Survey Officer's direct chain of command.** Such lost or damaged property, assigned to those individuals as "Cognizant Employees", must be referred to the Alternate Survey Officer or Survey Board for investigation and recommendations. In situations where there is theft, vandalism, or suspicion of a more serious offense, the Local Survey Officer should refer the report to a full Survey Board for action on the incident.

A copy of Departmental Manual 410 DM 114-60, BLM Manual 1524 (MR 1-1493), Loss, Damage, or Theft, along with Handbook H-1524-1 (MR 1-1494), and BLM Manual 1144 (MR 1-1230) , Reporting Non-security Irregularities and Employee Misconduct, is being provided to each individual.

Signed by:
Roy E. Morris
Liaison, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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NI-101