



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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April 6, 2001

In Reply Refer To:
1535 (N)
CA-944

EMS TRANSMISSION: 04/11/01
Information Bulletin No. CA-2001-031

To: All CA BLM Employees

From: State Director

Subject: Property Responsibility and Accountability

All employees are responsible for the proper care, safeguarding, maintenance and use of all Government property in their custody. Property responsibility results from the possession of property. Any person may incur individual responsibility for the proper custody, care, and safekeeping of property, even if they have not signed a receipt for the property. The 1520 Personal Property Management Manual lists the following property responsibilities for employees:

Accountable Officers

< Bureau Accountable Officers are State Directors, Deputy State Directors and Field Managers. They are responsible for ensuring accountability of personal property items; that personal property records are maintained; that custodial officers are designated; and that all employees are aware of their roles and responsibilities, and personal liability resulting from improper use and/or care of items assigned to them. The Accountable Officer accepts accountability for all the Assets in the FA system by completing Form 1520-9, Accountability Certificate. This form is completed upon arrival and before departure of an Accountable Officer.

Custodial Officers

< Custodial Officers are 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 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., heavy equipment, special-use vehicles), and that they have a valid state license 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 Accountable Officer.
5. Ensuring that Bureau inventory requirements are met.

Cognizant Employees

< Cognizant Employees are employees who use personal property and who have been informed of their responsibilities for use, care and safeguarding of their property.

All employees have a personal obligation for the proper use, care, security and return of personal property entrusted to them, or under their control or direct supervision. Employees may be held financially liable for loss, damage, destruction, or theft of property items.

If you have any questions concerning the above information, please contact your local property management person, or call Russ Miles at (916) 978-4531.

Signed by:
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Acting State Director

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