



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825
www.ca.blm.gov



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

EMS TRANSMISSION: 8/30/01
Information Bulletin No. CA-2001-052

To: ACO's

From: Deputy State Director, Support Services

Subject: Completion of Report of Survey (DI-103)

Recent Reports of Survey received during the past few months indicates additional guidance is needed for the accurate and timely submission of Reports of Survey. The following guidelines are provided to aid in the preparation of Reports of Survey:

- < *Numbering Sequence:* Each office is responsible for maintaining a document register for all Reports of Survey. Each register must start with number 1 at the beginning of each fiscal year and continue with consecutive numbering throughout the year. For example the numbering on a state office survey would look like this: BA-RS01-001. Each office throughout California will use the two digit office code on Reports of Survey.
- < *Date:* it is critical that the date is entered on the form (DI-103) due to the 30-day processing time frame that the Bureau must adhere to.
- < *Signatures:* When initiating a Report of Survey, the employee involved (Cognizant Employee), immediate supervisor (Custodial Officer), and District Manager or Field Manager (Accountable Officer), are each required to sign in their appropriate place.
- < *Statement of Circumstances:* Many times it is not clear of all the circumstances surrounding the loss or accident, complete documentation is essential. The objective is to provide complete information initially so that the Board of Survey and the Reviewing Authority can make a valid and impartial decision based on the facts presented. Make concise, but complete statements outlining the essential facts concerning the loss or damage. When supporting evidence is required to develop all the facts, append such evidence including signed statements from other individuals having first hand knowledge of the incident.
- < *Report of Survey Notification (Attachment #1):* The Report of Survey Notification serves to

notify the employee that a Report of Survey has been initiated. This also explains that the employee has the right to submit a statement or talk with the Board of Survey.

- < *Report of Survey Employee Information Sheet (Attachment # 2):* Report of Survey Information Sheet provides basic information about the Board of Survey procedures and where additional information is located in the Departmental Manual.

- < *Attachments for Vehicle Accidents:* The following forms must be completed and turned into the Supervisor/Administrative office within forty-eight (48) hours of the accident and submitted to the State Office as part of the Report of Survey package no later than 30 days after the accident:
 - < Operators Report of Motor Vehicle Accident (SF-91)
 - < Statement of Witness, if applicable (SF-94)
 - < Report of Accident/Incident (DI-134)
 - < Any Law Enforcement report
 - < Copy of State of California DMV Traffic Accident Report form SR1
 - < Copies of estimates of repairs

Questions concerning this IM should be referred to Russ Miles at (916) 978-4531.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

Attachments

- 1- Report of Survey Notification (1p)
- 2- Report of Survey Employee Information Sheet (1p)

Report of Survey Notification

(To be presented to the employee involved in a survey action)

Whenever Government property is lost, stolen, damaged, or destroyed, a Report of Survey is initiated by your office. It is the employees right to be provided the opportunity to provide a written and/or oral statement to the Board of Survey.

Report of Survey No. _____

___ I will submit a written statement to the California State Office (CA-944) Board of Survey within 20 working days from today.

___ I have submitted a written statement and it is attached to the Report of Survey at this time.

___ I prefer to meet or talk with the Board of Survey. I will make myself available within the next 20 days for this purpose. Please contact me to arrange an acceptable time and date.

Signature of Employee

Date

(Signed page to be attached to the Report of Survey)

Report of Survey Employee Information Sheet

(To be kept by employee)

The California State Office Board of Survey is required to follow the guidelines for finding employee accountable, as outlined in the Department Manual 410 DM 114-60.810. All Survey actions are reviewed by the CASO Deputy State Director for Support Services.

The Board of Survey is made up of CASO employees from all areas of the organization in order to maintain impartiality. Board members may not act upon survey actions originating in their branch/office. If there is a disagreement among Board members regarding liability, the employee may be asked for more information. The final decision is made by consensus.

If an employee is found liable for damages, the employee still has the option to appeal the findings at the Department level. A notice of appeal must be filed with the Director, Office of Hearings and Appeals (4015 Wilson Bld., Arlington, Va 22203) within 30 days of receiving this letter. Appeal procedures are found in 43 CFR 4.700 - 4.704. Appeals will normally be decided by an ad hoc board of appeals at the Department's Office of Hearing and appeals. All findings by the ad hoc board of appeals are final for the Department in accordance with 43 CFR 4.1(b)(4). Should you decide to appeal a copy of your appeal letter should be forwarded to the National Business Center (BC610) P.O. Box 25047 Denver, Colorado 80225-0047 to ensure billing procedures will not be implemented until the appeal is decided.

Survey Board actions are to make restitution to the Government for the fair market or depreciated value of property loss only. Any information regarding personnel actions against an employee is confidential and is not included in the Report of Survey. If an employee is held liable for property loss or damage, such information is strictly financial and does not affect official personnel action in any way.

Liability for vehicle accidents resulting from simple negligence is limited to \$200. This limitation, however, does not apply to cases of gross negligence, which can be determined when the damage is a violation of the law, or when the vehicle has been used for other than official purposes.