



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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CA- 944

EMS TRANSMISSION: 8/31/01
Information Bulletin No. CA-2001-45 (Change 1)

To: ACOs
From: DSD, Support Services
Subject: Receiving Officers

There have been some changes to IB-2001-45 which was originally sent out on 7/26/01. Please note the addition of some names to the CA Receiving Officer Designations in the attachment.

It is the Department of the Interior and Bureau policy to document the receipt of all personal property and services, regardless of the method of acquisition (including purchase card transactions), or source. This includes, but is not limited to, property and services which are acquired from commercial sources, and property which is fabricated in Government shops, donated, recovered or obtained by transfer from another Government agency. Property and services received by Property personnel shall be recorded on a receiving report to: (1) provide a record of receipt, (2) provide a document of entry to the records and accounts, (3) provide an audit trail, and (4) substantiate the disbursement voucher.

Receiving documents shall be prepared immediately upon completion of inspection, acceptance and receipt procedures. Handling shall be expedited for receiving reports involving prompt payment discounts.

Each State is now responsible to officially designate individuals who are responsible to receive property. The National Business Center (NBC) is no longer maintaining records of individuals designated as Receiving Officers. A Receiving Officer is an individual designated in writing by the Accountable Officer to receive all property at a location.

In California, we will use the following procedures:

< Designation of Receiving Officers: The designation of Receiving Officers is delegated to the State Director, DSD, Support Services, District Manager, and Field Managers. The designation of Receiving Officers must be made in the official position description, by memo or other written document.

- < *Bank card Holders:* Bankcard holders will be the Receiving Officer for their own purchases unless otherwise directed. Bankcard holders cannot purchase accountable/sensitive property unless authorized.

- < *Duties of the Receiving Officer:* The duties of a Receiving Officer, as described in the Interior Property Management Directives are as follows:
 - C Under no circumstances will the employee designated as Receiving Officer for property also be the individual who makes the procurement award. Procurement officials can be the Receiving Officers for items purchased by other procurement officials.

 - C Acknowledging receipt of property and services: The Receiving Officer (including purchase card holders) is responsible for the inspection and receipt of personal property and services, and for ensuring that the required documentation is processed. All incoming shipments shall be physically counted and inspected to insure the quantity ordered has been delivered and that articles received adhere to the specifications.

 - C All apparent defects or damages to the property shall be noted on the receiving document at the time of inspection.

- < *Establishing initial accountability for property:* The Receiving Officer for accountable/sensitive property is accountable for property received until the item is placed on the property records of the Accountable Officer, or the Accountable Officer or Custodial Officers signs a receipt for such property. Purchase card holders are accountable for property they purchase until or unless accountability is formally transferred to another.

In the interest of keeping things simple and bringing our records up to date, attached is a list of all individuals throughout the entire State who are officially designated as Receiving Officers. This memorandum along with the attachment serves as the official documentation required for the designation of Receiving Officers in California. A copy of this memorandum is to be provided to individuals designated as Receiving Officers, as well as all bankcard holders. In the future, each Accountable Officer is responsible to designate individuals as Receiving Officers in writing, with a copy of the designation being sent to the Division of Support Services (CA-944). The State Office Property Management Staff will maintain a current list of authorized Receiving Officers for the entire State and issue an annual memorandum as appropriate.

Questions regarding this memorandum may be referred to Russ Miles at (916) 978-4531.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:
California Receiving Officer Designations (1 pg)

Distribution:
All CASO Procurement Officers

California Receiving Officer Designations

<i>California Desert District (CDD)</i>			
<u>District Office</u> Annie Williamson Connie Quarterman Barbara Leon-Guerrero Arzie Shelton	<u>Ridgecrest Field Office</u> Patsy Eisenhower Loretta Pedersen Robin Mohen David Sjaastad Dan Anderson Craig Beck Randall Masner Glenn Harris Alex Neibergs	<u>Palm Springs Field Office</u> Flora Paulino Young Ellis	<u>El Centro Field Office</u> Gill Fritzsche David Hernandez
<u>Barstow Field Office</u> Rich Rotte Birgit Hoover	<u>Needles Field Office</u> John Lester Elaine Downing		
<i>Central California</i>			
<u>Bakersfield Field Office</u> Joyce Barreto Sharon Ruth Cheryl Lewis Joaquin Martinez Michael Minnick	<u>Hollister Field Office</u> Teresa Alberts Lenore AvilaPino Robert Beehler Dave Slibsager	<u>Bishop Field Office</u> Doug Dodge Kris Landers Sammy Joe Stanford	<u>Folsom Field Office</u> Rick Cooper Louis Cutajar Michele Hall Dan Lusby
<i>NORCAL</i>			
<u>Alturas Field Office</u> Dolly Enderlein Diana Milton Timothy Burke	<u>Arcata Field Office</u> Dan Averill Clarence Killingsworth Lynda Roush Sky Murphy Daniel Averill John Price	<u>Ukiah Field Office</u> Kirk Hargreaves Diane Knox Gregg Mangan Steve Myers Valerie Parker Michael Williams	<u>Eagle Lk. Field Office</u> Judith Davis Billy Farris Anita Rubio Nadine Miller Karen Packwood Videll Retterath
<u>Redding Field Office</u> Patrick Mikesell Francisco Velarde William Crothers Tracy Hallstrom Stace Hallstrom Kelley Williams Joe Tyler Walter Herzog Mike Truden Gary Mullett	<u>Surprise Field Office</u> Wynarda Erquiaga Diana Milton Dino Borghi Roger Farschon Alan Uchiade Rob Jeffers Rudy Tafoya Garth Jeffers Ernie Noel Alex Erving Joe Aragon	<u>Norcal Support Team (CA-310)</u> Arlene Brown Leona Parker Janet Wages Joseph Fontana Willam Houck Linda Stewart Kathy Simmons	<u>Support Services (CA-944)</u> Jerry Moore Richard Erickson Dona Maxcy Russ Miles