



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
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Sacramento, CA 95825
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February 17, 2006

In reply refer to:
1535 (CA-944) P

EMS TRANSMISSION: 2/17/06
Instruction Memorandum No. **CA-2006-021**
Expires: 09/30/07

To: All Field Office Managers

From: State Director

Subject: FY2006 Capitalized Real Property Inventory and Certification **DD: 4/28/06**

Please find the attached copy of Instruction Memorandum No. BC-2006-006, describing the procedures and requirements for conducting the FY-2006 Capitalized Real Property Inventory and Certification Process.

A copy of the Fixed Asset Report (FA300) for the Real Property located within the boundaries and/or operated and maintained within your Field Office area will be forwarded to you under separate cover. You must validate the completeness and accuracy of the information contained in the FA300 Report. Annotate any changes, additions, or deletions on the FA300 report for each item at each site. Remember deleting items from the system is just as important as adding items.

Real Property sites that are currently not in the Fixed Asset System must be added. This will require the following documentation:

- Acquisition documents
- Copies of Receiving Reports (with acquisition date information)
- 1310-11 (Project Completion Form)
- 1530 Property Forms (as applicable)
- Financial Payment Documents

The Real Property Inventory must be completed, certified, and submitted to the State Office no later than COB on **April 28, 2006**. It is important to note that capitalized real property inventories can be completed at any time between now and the due date. Please direct any questions to Wilma Kominek at 916-978-4511.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:
IM No. BC-2006-006 (2 pp) (*The 5 Attachments are listed separately*)



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047

October 26, 2005

In Reply Refer To:
1530 (BC-653) P

EMS TRANSMISSION: 10/26/05

Instruction Memorandum No. **BC-2006-006**

Expires: 9/30/2007

To: All Field Officials
Attn: State and Field Office Property Managers

From: Director, National Business Center

Subject: FY 2006 Capitalized Real Property Inventory and Certification **DD: 05/12/06**

Program Area: Real Property Management

Purpose: This Instruction Memorandum (IM) sets forth procedures and requirements for conducting the FY 2006 Capitalized Real Property inventory and certification process.

Policy/Action: All Bureau of Land Management (BLM) offices that have accountability for capitalized real property assets must conduct their FY 2006 Real Property inventory. This inventory should be accomplished utilizing information found in the FA300, Real Property Management Inventory report. Specific responsibilities are outlined in Attachment 1, while Attachment 2 lists procedures and steps for conducting real property inventories. Real Property inventories must be certified using Attachment 3, Capitalized Real Property Inventory Certification. Attachment 4 lists the facilities that need to be inventoried in each state.

In addition to the annual inventory process, correct addresses for each capitalized asset are required as we move forward toward Financial and Business Management System (FBMS) implementation. Attachment 5 contains a sample format for submitting the address data, with examples illustrated. Please submit address information along with inventory documents to BC-653 no later than May 12, 2006. While most of our capitalized assets will have valid addresses, some do not. Assets at recreation sites may all have the same address. Some assets will not have a street address available. Complete the address information for capitalized assets to the greatest level of detail possible. Contact BC-653 with specific questions as you work through this new part of the inventory process.

The real property capitalization threshold changed to \$100,000 per item effective October 1, 2003. Assets acquired after this date should be held to this new threshold for capitalization purposes.

Timeframe: This IM is effective upon receipt. All supporting documents for data corrections, additions, disposals, and the inventory certification must be submitted to BC-653, Property Operations Branch, no later than May 12, 2006.

It is important to note that capitalized real property inventories can be completed at any time between now and the due date. BC-653 will accept and validate inventory certifications at any time.

Budget Impact: The effect on the budget is minimal.

Background: During the FY 2004 audit, the BLM received a Notice of Finding and Recommendation (NFR) focusing on untimely additions and deletions in Real and Personal Property. This was a repeat finding from the FY 2003, FY 2002, and FY 2001 financial audits. Continued emphasis and attention is needed to ensure timely accounting for all new property assets and the efficient disposal of obsolete assets.

Close coordination among several different program areas within individual offices is required to ensure the effectiveness of the annual inventory. Your diligent attention is needed to help ensure that our assets are properly accounted for and that adjustments to Bureau records are made efficiently. A thorough and complete inventory will help the Bureau maintain its unqualified or "clean" audit opinion for the FY 2006 financial statements audit.

Manual/Handbook Sections Affected: BLM Manual 1530, Real Property Management, and BLM Handbook, H-1530-1, Real Property General Operating Procedures.

Coordination: This document was coordinated with the National Business Center's (NBC's) Financial Programs and Investments Branch (BC-612) and Property Operations Branch (BC-653).

Contact: If there are any questions regarding the inventory or certification process, please contact Andra Gerstenkorn at (303) 236-9403 or David Carroll at (303) 236-9426.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Terri Jeffries
Management Assistant

5 Attachments: (See separate files)

- 1 – Capitalized Real Property Inventory Responsibilities (2 pp)
- 2 – Procedures and Steps for Conducting Capitalized Real Property Inventories (2 pp)
- 3 – Capitalized Real Property Inventory Certification (1 p)
- 4 – Capitalized Real Property Inventory Facilities (6 pp)
- 5 – Capitalized Real Property Inventory Asset Address Template (1 pp)