



**United States Department of the Interior**  
**BUREAU OF LAND MANAGEMENT**

California State Office  
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January 27, 2009

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

EMS TRANSMISSION: 1/27/09  
Instruction Memorandum No. **CA-2009-011**  
Expires: 09/30/2010

To: CA Field Managers  
Attn: CA Property Managers

From: State Director

Subject: FY2009 Capitalized Real Property Inventory and Certification

**DD: 05/01/09**

This memorandum transmits Instruction Memorandum No. OC-2009-003 and attachments, which describe procedures and requirements for conducting the FY2009 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 additions.

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)
- Form 1310-11 (Project Completion Form)
- Form 1530 Property Forms (as applicable)
- Financial Payment Documents

The Real Property Inventory must be completed, signed/certified, and submitted to the State Office no later than COB on **May 1, 2009**. 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 Dona Maxcy at 916-978-4314 or Wilma Kominek at 916-978-4511.

Signed by:  
Karen Barnette  
Acting State Director

Authenticated by:  
Richard A. Erickson  
Records Management

Attachments – 4

- 1 – OCIM2009-003 (2 pp)
- 2 – Capitalized Real Property (RP) Inventory Responsibilities (2 pp)
- 3 – Procedures and Steps for Conducting Capitalized Real Property (RP) Inventories (2 pp)
- 4 – Capitalized Real Property (RP) Inventory Certification – Fiscal Year (FY) 2009 (1 pp)