



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

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October 17, 2008

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

EMS TRANSMISSION: {10/22/2008}
Instruction Memorandum No. OC-2009-003
Expires: 09/30/2010

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

From: Director, National Operations Center

Subject: Fiscal Year (FY) 2009 Capitalized Real Property (RP) Inventory and Certification
DD: 05/15/2009

Program Area: RP Management

Purpose: This Instruction Memorandum (IM) sets forth procedures and requirements for conducting the FY 2009 RP inventory and certification process.

Policy/Action: All Bureau of Land Management (BLM) offices that have accountability for capitalized RP assets must conduct their FY 2009 RP inventory. This inventory should be accomplished utilizing information found in the Fixed Asset 300, RP Management Inventory Report. Specific responsibilities are outlined in Attachment 1, while Attachment 2 lists procedures and steps for conducting RP inventories. RP inventories must be certified using Attachment 3, Capitalized RP Inventory Certification.

Timeframe: This IM is effective upon receipt. All supporting documents for data corrections, additions, disposals, and the inventory certification must be submitted to the Property Operations Section, OC-653, by May 15, 2009.

Please note that capitalized RP inventories can be completed at any time between now and the due date. Asset address data is also welcome at any time. OC-653 will accept and validate inventory certifications at any time.

Budget Impact: The effect on the budget is minimal.

Background: During prior years' financial audits, the BLM received a Notice of Finding and Recommendation focusing on untimely additions and deletions in Real and Personal Property. 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 multiple program areas within individual offices is required to ensure the effectiveness of the annual inventory. Your diligent attention is needed to help ensure our assets are properly accounted for and that adjustments to the BLM records are efficient. A thorough and complete inventory will help the BLM maintain its unqualified or "clean" audit opinion for the FY 2009 financial statements audit.

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

Coordination: This document was coordinated with the National Operations Center's Financial Programs and Investments Section, OC-612, and Property Operations Section, OC-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:
Lynda B. Stelzer
Director, National Operations Center

Authenticated by:
Linda G. Hill
Records Administrator

3 Attachments:

- 1 – Capitalized RP Inventory Responsibilities (2 pp)
- 2 – Procedures and Steps for Conducting Capitalized RP Inventories (2 pp)
- 3 – Capitalized RP Inventory Certification (1 p)

Attachment 1 - 2
