

Capitalized Real Property (RP) Inventory Responsibilities

General Responsibilities:

Inventory responsibilities must be shared between field office property management staff, fire/recreation employees as applicable, and engineering personnel.

State Office Property Managers:

- Upon receipt of the Instruction Memorandum (IM), inform the field office managers of in-state timelines for completion to meet the May 15, 2009, deadline.
- Collect the inventory and updates from the field office(s); review, certify, and then forward individual inventories, as received, to the Property Operations Section, OC-653, for input into the Fixed Asset (FA) Personal/RP Management System. Do not hold individual inventories while waiting for the entire state to complete. OC-653 will process individual inventories at any time as received.

Field Office Managers:

- Establish an "Inventory Team" consisting of the field office property manager, field office engineer, fire resource manager as appropriate; recreation personnel as appropriate; and other personnel as needed to complete the inventory.
- Review final supporting documentation for completeness and accuracy, and ensure the inventory is conducted in a timely manner to meet deadlines set forth by the state office property manager.
- Sign the certification and submit it to the state office property manager by the due date.

Field Office Property Manager:

- Coordinate and conduct the RP inventory. Work with engineers, fire resource managers, and others, as needed, to obtain an accurate inventory and certification.
- Certify that the inventory has been completed.
- Provide a copy of the FA-300, certification cover sheet with proper signatures, and any addition or deletion supporting documents to the state property manager.

Field Office Engineer/Fire Resource Manager and Recreation Personnel (as appropriate):

- Cooperate with state and field office property managers to ensure completion of the inventory and necessary paperwork for additions/deletions.
- Certify that the inventory has been completed.

OC-653 Real Property Staff:

- Review the submissions from each state office and determine what assets need corrective action in the system.
- Monitor the status of all field office property management inventories for the Washington Office and ensure that property management inventories are submitted by field offices.