

Procedures and Steps for Conducting Capitalized Real Property (RP) Inventories

1. Print RP inventory records (Fixed Asset (FA)-300 Report).
 - Go to <http://mis.blm.gov/>
 - Choose Property, Space, and Vehicle
 - Click on your state
 - Scroll down to the FA RP Reports
 - Choose the FA-300 Brio report
 - Highlight the location code appropriate for your inventory
 - Choose “Click to Select the FA-300 Report”
 - Print these records for inventory validation

2. All capitalized sites must be visited to validate the completeness and accuracy of the Capitalized RP Inventory. The physical site makeup must be compared to the FA-300 inventory information.

3. Look for discrepancies between the FA-300 and your own records regarding acquisition costs, acquisition dates, or descriptions. Suggested changes should be annotated directly on the FA-300 report that will be turned into OC-653. While the focus is on current capitalized sites, please consider sites that are not currently in the Capitalized RP Inventory. These sites may also contain new buildings, structures, or improvements that need to be added to the RP records based on the \$100,000 per item capitalization threshold. Special attention should also be paid to items that need to be removed from the FA records.

Some of the assets in the FA have a number in the Serial Number Field. The number housed in this field of FA represents the Equipment Number for that asset in the Facility Asset Management System (FAMS) system. This cross-reference may prove to be helpful in identifying assets. This cross-reference is an on-going effort and not all assets have been updated.

4. Additions over the \$100,000 per item threshold will require the following supporting documentation:
 - Acquisition Documents
 - Copies of Receiving Reports (with acquisition date information)
 - 1310-11 Completion Form
 - 1530 Property Form
 - Financial Payment Documents

Submittal of asset addition documentation should be sent to OC-653 immediately, do not hold for inventory submittal. Timing of additions to FA is critical for continued audit success.

5. Items listed on the FA-300 that no longer exist must be properly disposed of. Appropriate disposal documents must be forwarded with the inventory and certification. Submittal of asset disposal documentation should be sent to OC-653 immediately, do not hold for final inventory submittal. Timing of disposal actions is critical for continued audit success.

6. When the physical inventory is complete, the field office property manager, the field office engineer, recreation personnel/fire resource manager when appropriate, and field office manager must sign off on the inventory certification (Attachment 3). The certified inventory (annotated FA-300 report) with all supporting documents related to corrections, additions, and/or deletions should then be forwarded to the state office property manager for final certification.

The state office property manager should review the inventory for completeness, certify the inventory, and then forward the complete package to OC-653. Copies of all corrections, additions, and/or deletions, along with supporting documents, must be forwarded with the inventory and certification.

Note: Information and guidance regarding the RP policy and procedures can be referenced on the property web site main page, <http://web.nc.blm.gov/property/realprop/realprop.html>.