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BUREAU OF LAND MANAGEMENT  
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To: All Oregon/Washington Employees  
From: Deputy State Director for Management Services  
Subject: Employee Responsibility for Government Personal Property

**Do you know what your responsibilities for government property are?** As an Employee, you are responsible for the proper care, safeguard, maintenance and use of government property in your custody at all times, in accordance with Bureau of Land Personal Property Management Manual G-1520-1, General Operation Procedures. Any property you have in your possession must have a signed and dated Receipt for Property (DI-105). If you are in possession of the property, you are the end user, otherwise known as Cognizant Employee (CE). You are required to report all incidents of damage, loss, or theft immediately to your supervisor.

The DI-105 form must be initiated each time property changes hands. The DI-105 must be dated and signed by all parties to the transfer and a copy provided to the Custodial Property Officer (CPO).

At the conclusion of the personal property inventory each year, a DI-105 reflecting all corrections to the inventory must be dated and signed by the CE as well as the CPO. The original copy of the DI-105 must be retained by the CPO for audit purposes and the CE should retain a copy as well.

**When is a DI-105 Required?** The DI-105 must be used and capture transactions affecting the Bureau of Land Management's (BLM) investment and must maintain control and accountability for the government owned property, i.e., personal computers, printers, fax machines, copiers, cameras, hand held Global Positioning System (GPS) units, and electronic communications equipment.

Any time the property is moved or the disposition of the property changes, the CPO must relieve the CE of responsibility for the signed DI-105. The DI-105 must be updated with dates and signatures in order to document the movement of the property and maintain accountability. In addition, the CPO must provide the Property Specialist a copy of all DI-105s in order to maintain the integrity of the Fixed Asset (FA) System.

**What are the responsibilities of the Information Resource Manager (IRM)?** IRMs are responsible for managing certain types of property such as computers and servers. The IRM must inform the CPO and CE when property has changed locations. In some cases, the IRM is the CPO.

**What happens when an Employee transfers to another District or leaves the employment of the Federal Government?** The CPO must inventory property held by the CE. At the conclusion of the inventory, and prior to the transfer or exit, the CPO must relieve the CE of responsibility for the property in their possession. The CPO shall sign a DI-105 and provide a copy to the CE.

**Are you the CPO and what are your responsibilities as a CPO?** You are a CPO if you have been designated in writing by the Accountable Officer (State Director or District Manager). You, as a CPO, are responsible for ensuring that any CE who has possession of government property has signed and dated the DI-105. This is to be updated each fiscal year as part of the annual personal property inventory. The CPO is to retain DI-105s for audit purposes.

If you dispose, transfer, or the disposition of the property changes in your control, it is your responsibility to ensure the DI-105s in your possession are current. Specific information regarding the duties of the CPO may be found in the 1520 Personal Property Management Manual.

For additional information, please contact Dee Morrison, Property Management Specialist, at 503-808-6414.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by  
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for John Keith  
Associate Deputy State Director  
for Management Services

Authenticated by  
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