

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208**

In Reply Refer to:
1520 (OR-959) P

October 17, 2003

EMS TRANSMISSION 10/21/2003
Instruction Memorandum No. OR-2004-008
Expires: 9/30/2005

To: All Oregon/Washington Employees
From: State Director
Subject: Employee Responsibility for Government Property

Program Area: Property Management

Purpose: To remind employees of their responsibility and potential liability for the loss, damage, destruction or theft of government property under their control. It is each employee's responsibility to use government vehicles, equipment and property appropriately and to properly care, safeguard and maintain all government property under his/her custody.

Policy/Action: As specified in 1520.06 of the Personal Property Management Manual, each employee has a personal responsibility for the use, care, security and return of property within their control or under their supervision. If property items are lost, damaged or stolen, you may be held financially liable. You should refer to the attached table of minimally acceptable procedures if you have any questions regarding your responsibilities.

In the event that government property under your control is lost, damaged or stolen, the incident must be documented on a Report of Survey (DI-103). It is the responsibility of the Oregon State Office Board of Survey to investigate the incident and consider the possibility you were negligent and/or responsible for the loss, damage, or destruction (410 DM, 60.805). More information regarding the Report of Survey process can be found at <http://web.or.blm.gov/or959/Disposal/rsurvey.htm>. Additional directives issued on property management are available at <http://web.or.blm.gov/or959/State/policy.htm>.

Timeframe: Ongoing

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Budget Impact: Increased accountability for property will result in a reduction in property losses. A reduction in repair/replacement costs would have a beneficial effect upon funding levels statewide.

Background: In the past two years, Oregon/Washington (OR/WA) Bureau of Land Management (BLM) offices have submitted 74 Reports of Survey documenting loss, damage and theft of government property. The total dollar value of

the items covered by these reports exceeded \$500,000. Thirteen of these survey actions resulted in findings of employee liability.

Manual/Handbook Sections Affected: In accordance with BLM Manual 1520.04 (D), all accountable officers are responsible for ensuring that all employees are aware of their roles and responsibilities, and personal liability resulting from improper use and/or care of items assigned to them.

Coordination: Incidents which involve the submission of accident reports are to be coordinated with the local safety manager. Incidents involving theft are to be reported to a local Law Enforcement staff.

Contact: If there are any questions concerning the above information, please contact your local property management staff, or call Dee Morrison at (503) 808-6414.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum 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
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Table of Minimally Acceptable Procedures](#) (1p)

Distribution

WO-853 (Room 1075,LS)

TABLE OF MINIMALLY ACCEPTABLE PROCEDURES:

In the office:	On the road or in the field:
<p>Sensitive equipment: Laptop computers, handheld computers, radios, cameras and cellular telephones, etc., are especially susceptible to theft and should be stored in secured, locking cabinets or desks when not in use. Laptops that are stored in docking stations need to be locked in the docking station or attached via a security cable. If secured cabinets are not available, you may: call a locksmith and have a lock changed or a key made; contact your warehouse staff to determine if locking furniture is available; or make arrangements to acquire furniture necessary to provide security.</p> <p>Always transfer accountability of property to others using a DI-105 (Receipt for Property) or similar form.</p> <p>Contact your property manager and/or custodial property officer if you want to permanently transfer accountability of property to someone else. Government property used by volunteers, contractors or cooperators should be assigned through volunteer coordinators, contracting Officers, or Assistance Officers.</p>	<p>Equipment should be inventoried frequently while in use to ensure that a loss has not occurred. If a loss occurs, notify your supervisor and take immediate steps to find the equipment. Use of vest pockets to hold small field-going equipment, is not recommended unless the pockets are secured.</p> <p>Always lock the vehicle when you park it. If a locking truck box or car trunk is not available, store equipment out of sight or under the seat. Remove equipment from the vehicle if you are parking the vehicle overnight, if other employees are going to use the vehicle, or when leaving the vehicle with vendors.</p> <p>When operating a government vehicle: Remain alert and fully aware of vehicle and road conditions. Eliminate potential distractions (e.g. cell phones, pets). Take frequent breaks. Allow plenty of time for you to get where you need to go. If you become drowsy, change drivers or take a break. Take a few minutes before you start to find all controls and make all adjustments necessary. If you need to use a cell phone, pull off the road in a safe place before engaging in conversation. Pets of any kind riding in a government vehicle are not authorized unless written authorization is given by the accountable officer.</p>
<p>During an office move: inventory all equipment you are responsible for both before and after the move.</p> <p>Contact your local property manager to get authorization for any trade-ins and before you cannibalize any government property.</p> <p>If you acquire property on your bank card, refer to IM Number OR-2002-052.</p> <p>(http://web.or.blm.gov/records/im/2002/IM-OR-2002-052.htm)</p>	<p>When in official travel, keep sensitive property with you whenever possible. Airlines and motels do not assume responsibility for lost or stolen valuables. Do not check sensitive equipment as baggage on airlines. Use a motel safe if one is available. If you must leave sensitive property in a motel room while you are out of the room, the use of security cables is recommended. If use of security cables is not feasible, leaving sensitive property out of sight is minimally acceptable. See IM OR-2002-034 (http://web.or.blm.gov/records/im/2002/IM-OR-2002-034.htm) for additional guidance on laptop computers.</p>