

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

In Reply Refer to:

1524, 9260 (OR-959, OR-914) P

November 5, 2003

EMS TRANSMISSION 11/06/2003
Instruction Memorandum No. OR-2004-014
Expires: 9/30/2005

To: All District Managers

From: State Director

Subject: Reporting Loss or Theft of Security Sensitive Items

DD: December 1, 2003

Program Area: Property Management and Law Enforcement.

Purpose: To implement reporting and tracking procedures for lost or stolen items deemed sensitive to the security and safety of government employees and property.

Policy/Action: The following items have been identified as security sensitive and, if lost or stolen, must be reported immediately to your supervisor, the Property Office and the local Bureau of Land Management (BLM) Law Enforcement Office:

- Official Identification
- Badges
- Facility/Office Keys
- Access Cards
- Key Code Numbers
- Vehicle Access Placards/Decals
- Government License Plates
- Government/Emergency Vehicles
- Safe Combinations

All Field Offices are to search the records for any incidents of missing property, as identified above, for the past year. A consolidated report of all missing items shall be sent to the Oregon State Office, Attention: Robert Magill, Special Agent-in-Charge by December 1, 2003. The BLM Law Enforcement Office will forward incident reports of loss or theft to the Department of the Interior 24-hour Watch Office. The local Bureau law enforcement officer will determine if a criminal case and investigation should be opened.

The Property Office will generate a Report of Survey for review by the Survey Officer or Board of Survey. A copy of the report of lost or stolen items and incident report, if available, shall be included with the survey documentation.

Timeframe: Immediate

Budget Impact: None

Background: It has been directed, through Memorandum dated October 9, 2001 from P. Lynn Scarlett, Assistant Secretary - Policy, Management and Budget, lost or stolen items that are sensitive to security shall be reported immediately to the Department of the Interior 24-hour Watch Office. Also, as prescribed in BLM Manual 1520-1, Chapter 6, property items that are lost, stolen, damaged, or destroyed must be documented on a Report of Survey.

Manual/Handbook Sections Affected: 1520 and Law Enforcement General Orders

Coordination: This policy has been coordinated with the Property Management and Law Enforcement Offices.

Contact: Dee Morrison, Property Management Specialist at (503) 808-6414 or Jim Huff, State Staff Ranger at (503) 808-6410

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
Kathy Eaton
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution
WO-850 (Marge Mascher)