United States Department of the Interior

BUREAU OF LAND MANAGEMENT
National Operations Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047

October 25, 2011

In Reply Refer To:
1530 (OC-653) P

EMS TRANSMISSION: 10/27/2011
Instruction Memorandum No. OC-2012-005
Expires: 09/30/2013

To: All Bureau of Land Management Field Officials
Attn: State and Field Office Property Managers

From: Director, National Operations Center

Subject: Fiscal Year (FY) 2012 Capitalized Real Property Inventory and Certification
DD: 05/25/2012

Program Area: Real Property Management.

Purpose: This Instruction Memorandum (IM) sets forth procedures and requirements for conducting the FY 2012 Real Property inventory and certification process.

Policy/Action: All the Bureau of Land Management (BLM) offices that have accountability for capitalized Real Property assets must conduct their FY 2012 Real Property inventory. This inventory should be accomplished utilizing information found in the Financial and Business Management System, Business Warehouse, and Enterprise Management Information System. Specific responsibilities are outlined in the following attachments:

Attachment 1, Capitalized Real Property Inventory Responsibilities,
Attachment 2, Procedures and Steps for Conducting Real Property Inventories, and
Attachment 3, Capitalized Real Property Inventory Certifications.

Timeframe: This IM is effective upon receipt. All supporting documents for data corrections, additions, disposals, and the inventory certification must be submitted to OC-653, Property Operations Branch, by May 25, 2012.

Please note that capitalized Real Property inventories can be completed at any time between now and the due date. The Property Operations Branch, OC-653, will accept and validate inventory certifications upon receipt of completed physical inventory.

Budget Impact: The effect on the budget is minimal.

Background: During prior years' financial audits, the BLM received a Notice of Finding and Recommendation focusing on untimely additions and deletions in Real and Personal Property. Continued emphasis and attention is needed to ensure timely accounting for all new property assets and the timely disposal of obsolete assets.

Close coordination among multiple program areas, within individual offices, is required to ensure the effectiveness of the annual inventory. Your diligent attention is needed to help ensure that our assets are properly accounted for and that adjustments to the BLM records are made timely. A thorough and complete inventory will help the BLM maintain its unqualified or "clean" audit opinion for the FY 2012 financial statements audit.

Manual/Handbook Sections Affected: The BLM Manual 1530, Real Property Management and the BLM Handbook, H-1530-1, Real Property General Operating Procedures.

Coordination: This document was coordinated with the National Operations Center's Financial Programs and Investments Branch (OC-612) and Property Operations Branch (OC-653).

Contact: If there are any questions regarding the inventory or certification process, please contact William David Carroll, at 303-236-9426.

//Signed/lbs/10-25-2011//

Signed by:
Lynda B. Stelzer
Director, National Operations Center

Authenticated by:
William Mills
Records Administrator

3 Attachments
- 1 – Capitalized Real Property Inventory Responsibilities (1 p)
- 2 – Steps for Retrieving Inventory Reports and Conducting Inventories (2 pp)
- 3 – Captitalized Real Property Inventory Certification – Fiscal year (FY) 2011 (1 p)

Distribution:
OC-110, William Mills
OC-650, Frank Tisby