



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: All Wyoming Employees

From: State Director

Subject: Wyoming Statewide Policy on Property Use and Retention

This Information Bulletin provides guidance to all Bureau of Land Management Wyoming employees regarding their personal responsibility and accountability for property entrusted to their care. In accordance with the BLM Manual 1520, Personal Property Management, property accountability is the responsibility of all employees, with each employee being responsible for the proper care, safeguard, maintenance, and use of government property.

- Although limited personal use of government property such as personal computers, printers, fax machines, copiers, and telephones, is now authorized under certain conditions during non-duty hours, personal use of government vehicles and most other equipment is specifically prohibited. For specific guidelines, please refer to the BLM Manual 1520.04, on the Property Operations Section Guidance Homepage at: [http://nbcweb.blm.gov/bc653/guidance/guid\\_manual.html](http://nbcweb.blm.gov/bc653/guidance/guid_manual.html).
- The Custodial Property Officer (CPO) must approve property items being removed out of a government facility by signing a Property Pass DI-1934 or DI-105 form. A copy of the DI-1934 or DI-105 form must accompany the property item when it is being taken off-site.
- Any equipment that is highly susceptible to theft, such as laptop computers, portable radios, cameras, cellular telephones, etc., must be kept in a locked room, locking cabinet, or locked desk, or secured with a security cable when not in use.
- Immediately report all incidents of damage, loss, or theft to the CPO and your supervisor.

- If you purchase sensitive property with a government bank card, it is your responsibility to ensure that sensitive property is taken to your District or State Office Property Manager (PM) to be entered into the property records. All government property that is not expendable must be marked as BLM property.
- You can be held liable for property loss unless you have transferred accountability of the property by using a DI-105 or similar form. However, accountability of the property can be transferred only temporarily to other BLM employees using this method. You must contact your District or State Office PM and/or CPO if you want to permanently transfer accountability of property to someone else.
- Property can be declared unserviceable when it can no longer be used properly or it becomes obsolete. At this time, the District or State Office PM must be contacted to complete the appropriate paperwork declaring the property unserviceable.
- Parts from unserviceable or obsolete property may be used as spare parts provided the District or State Office PM is notified prior to doing so and the appropriate paperwork is completed.
- Only individuals designated as Receiving Officers may sign for and receive government property. If property is delivered to individual work area, employees should promptly contact their District or State Office PM, who will process the property.
- It is the responsibility of all managers/supervisors to assure employee's under their supervision are informed of and follow property use and retention procedures.

This Information Bulletin is not intended to be all-inclusive but rather provide guidance for basic property use and retention. There are a number of DOI and BLM Manuals and Handbooks that provide extensive detail on government property use however, should you need further information or have questions regarding property use and retention please contact David Garcia, State Asset Manager, at 307-775-6053.

Signed by:  
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State Director

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