

# INDIAN AFFAIRS MANUAL

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Part 23

Property Management

Personal Property Identification & Property Tag Distribution Procedure

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- 1.1 Purpose.** This chapter establishes Indian Affairs' (IA) policy on the identification of government furnished personal property, tag distribution, and tagging procedures. For the purposes of property management, "personal" property is property that the Federal Government owns that is movable or not fixed, such as computers, phones, printers, scanners, vehicles, etc.; this is why it needs to be inventoried and tagged.
- 1.2 Scope.** This policy applies to all offices under the Assistant Secretary - Indian Affairs (AS-IA), including offices reporting to the AS-IA, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).
- 1.3 Policy.** It is IA's policy to ensure proper classification, identification, use, maintenance, care, accountability, inventory, and disposition of all personal property under IA control, regardless of where the property originated or what type of funding is used to acquire the property. All employees, contractors, and other individuals are responsible for the proper control, care, use, and accountability of IA property whether it is assigned for the exclusive use of employees, other individuals, or shared by employees or units. IA personal property should be used for official business purposes only.
- 1.4 Authority.**
- A. Statutes and Regulations.**
- 1) P.L. 81-152, Federal Property and Administrative Services Act of 1949, as amended
  - 2) 41 CFR 101, Federal Property Management Regulations
  - 3) 41 CFR 102, Subchapter B, Federal Management Regulation (FMR) - Personal Property
- B. Guidance.**
- 1) 410 Departmental Manual (DM) 1 - 2: Personal Property Management
  - 2) Interior Property Management Directive (IPMD) 114-60.4 - Classification of Property
  - 3) IPMD 114-60.6 - Identification of Personal Property

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## C. Handbooks.

- 1) Department of the Interior (DOI) Museum Property Handbook Volume II: Documentation of Museum Property

## 1.5 Responsibilities.

- A. Deputy Assistant Secretary – Management (DAS-M)** is responsible for administering this policy.
- B. Directors, BIA, and BIE** ensure this policy is implemented throughout BIA and BIE in compliance with all applicable laws, regulations, policies, and procedures. The Directors also designate BIA and BIE Property Administrators (PAs).
- C. Deputy Bureau Director (DBD), Office of Justice Service (OJS), BIA** ensures this policy is implemented throughout OJS offices in compliance with all applicable laws, regulations, policies, and procedures. The DBD, OJS also designates OJS PAs.
- D. Director, Office of Facilities, Property, and Safety Management (OFPSM), DAS-M** has overall responsibility for the IA Property Management Program, including policy and oversight, and serves as the IA Property Management Officer (PMO).
- E. Chief, Personal Property Management (PPM), OFPSM** is responsible for implementing the Property Management Program, and for ensuring IA is in compliance with property management policies and procedures consistent with the General Services Administration (GSA) and DOI regulations and requirements.
- F. PA** is responsible for implementing this policy and related procedures, and for providing advice and guidance on day-to-day property operations to the office(s)/their management that they support.
- G. Accountable Property Officer (APO)** provides operational guidance to all program offices within his/her geographical jurisdiction and executes the functional responsibilities of property management. Additionally, APOs designate Custodial Property Officers (CPOs) and Receiving Officers (ROs) in cooperation with the appropriate supervisor approval. The APO or Regional Property Officer (RPO) is responsible for acquiring and distributing property tags and motor vehicle license plates.

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- H. RPO** oversees the Property Management Program in his/her respective region, including implementing and executing BIA property management policies and procedures to ensure compliance. The RPO is also responsible for:
- 1) providing advice and guidance on day-to-day personal and real property matters to the respective regional offices; and
  - 2) acquiring and distributing property tags and motor vehicle license plates, and for placing tags on capitalized property.

- I. CPO** is responsible for:

- 1) managing day-to-day property operations, including personal and real property management entrusted to his/her program through the CPO designation letter; and
- 2) placing and removing property tags, excluding capitalized property, and for maintaining a log documenting the issuance of each accountable tag and license plate.

The CPO's property management responsibilities cannot be re-designated, re-assigned, or re-delegated to another individual unless done by the APO/RPO upon direction from his/her Program Manager/supervisor.

- J. RO** is responsible for:

- 1) receiving all incoming shipments, and physically inspecting and inventorying the received property to ensure the quantity ordered has been delivered and the articles received adhere to the ordered asset's specifications;
- 2) certifying the assets were inspected and received by completing and signing the Receiving Certification portion of the BIA-4311, Receiving Report form, and obtaining the signature of the CPO for acceptance certification; and
- 3) submitting the completed BIA-4311, Receiving Report to the Financial and Business Management System (FBMS) Acquisition Contracting Officer Representative (COR)/Receiving Official and to the APO/RPO for processing.

Under no circumstances will the employee designated as the RO for accountable and sensitive property be the same individual who makes the procurement award or processes the payment. Designations must be in the official position description, by memorandum, or by another written document. Purchase card holders will normally be the RO for their own purchases, unless otherwise directed by their office.

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## 1.6 Definitions.

- A. Accountable property** is non-expendable property with a useful life of two years or more for which detailed accountability or property control records are maintained, and which may or may not be charged to a general ledger (GL) control account. Accountable property includes system-controlled, bureau-managed, capitalized, non-capitalized, leased, contractor-held property, and sensitive equipment regardless of cost.
- B. Acquisition cost** is the original purchase price of an item. Installation, shipping and handling, and configuration costs are included as part of the original acquisition value and are capitalized.
- C. Capitalized property** means accountable personal property (not including museum property) with an original cost to the Federal Government of \$25,000 or more. Real property is capitalized at \$250,000.
- D. Expendable property** is non-sensitive property with an average life expectancy of less than two years, such as office supplies, printer cartridges, copy paper, etc.
- E. Heavy equipment** is self-powered, self-propelled, or towed mechanical devices, equipment, and vehicles of the nature customarily used for commercial purposes such as tandem axle trucks, graders, backhoes, tractor trailers, cranes, bulldozers, excavators, scrapers, wheel loaders, dump trucks, and all-terrain forklifts but excluding automobiles.
- F. Motor vehicle** is a Federal Government-owned, leased, or rented motor vehicle and/or privately owned, leased, or rented motor vehicle, with a gross vehicle weight rating (GVWR) of less than 26,000 pounds, designed to transport up to 16 people (including the driver), and which does not haul hazardous materials or towed vehicles with a GVW of 10,000 pounds or more (e.g. sedans, light trucks, Sports Utility Vehicles (SUVs), All Terrain Vehicles (ATVs), and Utility Terrain Vehicles (UTVs)).
- G. Non-capitalized property** is personal property with an acquisition cost of \$5,000 to \$24,999.99. This does not apply to property deemed “sensitive”.
- H. Non-expendable property** is personal property that is defined as having a continuous use, is not consumed in use, is durable, has an expected service life of two or more years, may be sensitive property, or may not be charged to a GL control account, and for which accountability or property control records are maintained.

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- I. Personal property** is government furnished property of any kind or an interest therein, except: (1) real property, (2) records of the Federal Government, and (3) naval vessels of the following categories: battleships, cruisers, aircraft carriers, destroyers, and submarines. Specifically, personal property includes all Federal Government furnished equipment, materials and supplies, and museum objects. It does not include property that is incorporated in, or permanently affixed to, real property (i.e., land or a building).
- J. Police dog** is a dog that is specifically trained to assist law enforcement personnel.
- K. Property tag** is an inventory tag that is a physical identifier placed on personal property for the purpose of identification, tracking, and accountability.
- L. Real property** is any land, buildings and other structures, fixtures, and improvements of any type located thereon. The term “real” should be associated with realty, land, or something attached thereto. Real property may also include heritage assets and land.
- M. Sensitive property** is personal property, which is controlled, regardless of value, by detailed property accountability records and is determined to be sensitive because of its high probability of theft, misuse, or misappropriation; or, because it has been designated as “sensitive” by management. Sensitive property designated by IA includes motor vehicles, trailers, tablets, laptops, desktops, servers, radio communication equipment (RCU), weapons, ballistic vests, ammunition, and explosives.
- N. System-controlled property** is property with an original acquisition cost of \$5,000 or more, and sensitive property, regardless of cost. System-controlled property must be recorded and controlled in a bureau/office property management system.
- O. Watercraft** are vehicles used in water, including boats, ships, hovercraft, and submarines.

## 1.7 Requirements and Procedures.

IA property is considered Federal Government property, unless exempted below in A., and will be marked to indicate Government Ownership of Personal Property with some form of tag or permanent marker. Museum property is tagged according to procedures in the DOI Museum Property Handbook Volume II.

### A. Personal Property Exempt from Tagging or Marking

- 1) Small or delicate items that cannot be tagged or marked permanently without damage to the property. The serial number assigned to the system-controlled

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property will be recorded in the FBMS.

- 2) Law enforcement vehicles are accounted for, tracked, and controlled with the license plate number (I-plate). The assigned I-plate number is recorded in FBMS.
- 3) Weapons are accounted for, tracked, and controlled by their serial number. The assigned serial number is recorded in FBMS.
- 4) Ballistic vests are accounted for, tracked, and controlled by their serial number. The assigned serial number is recorded in FBMS.
- 5) Law enforcement dogs are accounted for, tracked, and controlled by their names.
- 6) Expendable property.

### **B. Items Requiring Special Identification**

- 1) Motor vehicles - All bureau-owned or GSA-leased vehicles must display prescribed identification markings as required in 41 CFR 102-34 Subpart B, except when exempted in accordance with existing GSA and DOI guidance and regulations.
- 2) Police dogs - Dogs will be accounted for in FBMS by their name. Identification chips may be implanted into the animal.
- 3) Watercraft - Bureau identification should be conspicuously displayed on all watercraft except those used in law enforcement work. The RPO is responsible for coordinating the assignment of a name to inboard power boats 7.925 meters (26 feet) in length and longer. Safety markings will also be displayed in accordance with criteria established by the IA Office of Safety and Health.
- 4) Heavy equipment - Heavy equipment is tagged with the standard BIA property numbered tag inside the cab. The tag number should also be marked with 1 ½ inch size lettering on the outside of the equipment. The use of stencils or decals is acceptable.
- 5) Leased equipment - Property that is leased should have a label that reads “LEASED PROPERTY”.

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## **C. BIA Property Tag Distribution**

RPOs and APOs will acquire and distribute property tags and motor vehicle, ATV/UTV, trailer, and heavy-duty license plates. A log documenting the issuance of each accountable tag and license plate must be maintained by the RPO or CPO.

## **D. Property Tagging Procedures**

Property tags should be placed by the CPO, or his/her designated RO, in locations for ease in identification when performing physical inventories. For example, computers, printers, calculators, and other small items should be tagged on the side facing the operator. Desks, cabinets, systems furniture, and tables should be tagged on the side where doors and drawers are located.

## **E. BIA Property Tag Assignment Guidelines**

- 1) Capitalized property with an acquisition cost of \$25,000 or more must be tagged with yellow property tags. Assets that have capitalized property tags (for property with a cost of less than \$25,000) do not need to be changed to a BIA numbered property tag in order to adhere to the increased capitalized threshold of \$25,000.
- 2) Accountable system-controlled property with an acquisition cost of \$5,000 to \$24,999.99 is tagged with regional, Central Office, or BIE numbered property tags.
- 3) Sensitive property is tagged with regional numbered property tags (regardless of cost) if not captured as capitalized or accountable property already.
- 4) Non-controlled property (i.e., assets with an acquisition cost of 1 to \$4,999.99) are tagged with "BIA" tags.

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## F. Sample of Property Tags and License Plates

			
<p>BIA property tag. Any color is acceptable</p>	<p>BIA numbered property tag. Each BIA region has an alpha designator, e.g., “K” designates the Central Office.</p>	<p>BIA numbered property tag for capitalized property. All tags are yellow and distributed by the RPO.</p>	<p>All IA-owned vehicle license plates start with an “I”. Trailer plates end with “T” and ATV/UTV end with “M”.</p>
<p><b>To be Used on:</b> Non-expendable, non-sensitive and non-capitalized personal property.  Threshold: &lt; than \$5,000.00</p>	<p><b>To be Used on:</b> Accountable, system-controlled, and sensitive property.  Threshold for sensitive property: N/A  Threshold for accountable, system-controlled property: \$5,000.00 - \$24,999.99</p>	<p><b>To be Used on:</b> Capitalized, system-controlled property.  Threshold: ≥ than \$25,000.00</p>	<p><b>To be Used on:</b> Vehicles, trailers, and ATVs/UTVs.  Threshold: NA</p>

## G. Transfer of Property

When vehicles and equipment are transferred to another region/agency within the BIA, the tags and/or license plates, lettering, numbering, and decals will *not* be removed.

## H. Removal of Identification Markings

When equipment, materials, and supplies are disposed of, sold, or transferred outside of IA, all identification markings such as tags, labels, license plates, etc., which indicate that the property was previously owned by IA or marked “USBIA”, must be removed prior to final disposition. License plates must be returned to UNICOR.

## I. Expired Vehicle License Plates

All DOI-owned Federal Government license plates must be returned by the CPO to the RO or other IA Property staff, who will send the plates to UNICOR disposal.



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## 1.8 Reports and Forms.

The BIA-4311, Receiving Report form is located on the IA Online Forms webpage here:  
<https://www.bia.gov/policy-forms/online-forms/specific-forms-and-guidance>.

### Approval

**JASON FREIHAGE** Digitally signed by JASON  
FREIHAGE  
Date: 2023.12.01 12:48:18 -05'00'

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Jason Freihage  
Deputy Assistant Secretary – Management (DAS-M)

Date