

INDIAN AFFAIRS MANUAL

Part 23

Property Management

Chapter 10

Property Classification

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- 1.1 Purpose.** This chapter establishes the Indian Affairs (IA) policy for personal property classification.
- 1.2 Scope.** This policy applies to all programs and offices under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including AS-IA offices, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).
- 1.3 Policy.** This chapter implements procedures outlined in Department of the Interior (DOI) 410 Department Manual (DM) 1-2, Personal Property Management. Classification of personal property is determined by its characteristics as to whether it is expendable or non-expendable. It is further classified to indicate whether it is accountable, non-accountable, system controlled, sensitive, capitalized, or non-capitalized. The Budget Object Class (BOC) is used to identify property classifications and determine whether an item is or is not system controlled.

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 DM 1 – 2, Personal Property Management
- 2) 411 DM 1, Policy and Management Responsibilities for Museum Property
- 3) DOI Museum Property Directive 1: Introduction to Managing Museum Collections

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 across their programs and offices in compliance with all applicable laws, regulations, policies, and procedures.

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- C. Deputy Bureau Director, Office of Justice Service (OJS), BIA**, ensures this policy is implemented throughout OJS offices in compliance with all applicable laws, regulations, policies, and procedures.
- D. BIA Regional Directors** are responsible for implementing this policy and related procedures and providing advice and guidance on day-to-day property operations to the offices they support and their management.
- E. BIE Property Management Branch (PMB)** oversees the BIE Property Management Program, including implementing and executing IA property management policies and procedures to ensure compliance.
- F. Director, Office of Facilities, Property and Safety Management (OFPSM)** provides oversight of the IA Property Management Program and serves as the IA Property Management Officer (PMO).
- G. Chief, Division of Property Management (DPM), OFPSM** provides oversight of the IA Property Management Program and serves as the IA Property Management Officer (PMO).
- H. Property Administrators (PA)** provide oversight of the Property Management Program within their jurisdiction and disseminate information to subordinates. The PA works in concert with the Regional Property Officer (RPO)/Accountable Property Officer (APO) and the BIE RPO/APO to ensure that the Property Management Program operates according to established policies and procedures to protect the Federal Government from waste, fraud, and abuse. Furthermore, the PA protects and properly maintains the Property under their control and designates an APO(s) for their program offices.
- I. Regional Property Officers (RPOs)** oversee the Property Management Program in their respective region, including implementing and executing BIA and BIE property management policies and procedures to ensure compliance. The RPO also provides advice and guidance on day-to-day personal and real property matters to the respective regional offices.
- J. Accountable Property Officers (APOs)** provide operational guidance to all program offices within their geographical jurisdiction and execute the functional responsibilities of property management. Additionally, APOs designate Custodial Property Officers (CPOs) and Receiving Property Officers in cooperation with the appropriate supervisor approval.

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- K. CPOs** are responsible for day-to-day property management operations, including personal and real property entrusted to their program through the CPO designation letter. CPOs are accountable for property under their control.
- L. Property Assignee** is any employee who utilizes Federal Government property and therefore is responsible for the proper and reasonable care, use, safekeeping, and return of such property.

1.6 Definitions.

- A. Asset** is personal and real property acquired by IA that has been physically received, paid for, or accepted from an external transfer, incoming donation/in-kind gift, or grant. Capitalized, sensitive and system controlled assets are recorded at their original acquisition cost.
- B. Budget Object Class (BOC)** are required codes on all spending transactions to classify obligations and expenditures according to the nature of the services or items purchased. The DOI has a standard BOC listing that all bureaus and offices are to use to post transactions in the Financial and Business Management System (FBMS).
- C. Contractor Loaned Property** is property (including Federal Government-Furnished Equipment) acquired by, or in possession of, a contractor or subcontractor under a contract, compact, grant, cooperative agreement, concessions contract, or memorandum of understanding, according to the contract terms of where the title is vested in the Federal Government. Contractor records of Federal Government property established and maintained under the terms of an agreement are the Federal Government's official property records. However, Property Managers must maintain records of capitalized Federal Government personal property provided to a contractor under the terms of a contract and report such property to the general ledger financial accounts.
- D. Damaged Property** Is personal property that is unserviceable yet may be repaired. If it is not repaired, it will be designated as damaged.
- E. Excess Personal Property** is any personal property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the Agency head or designee.
- F. Lease Property** is property such as copiers, building vehicles, etc., that are acquired through a contractual lease arrangement calling for the user to pay the owner for the use of an asset.

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- G. Lost Property** is any IA personal property asset that cannot be found after a reasonable search and is determined to be lost.
- H. Promethean Board** is an interactive whiteboard that allows you to project an image from a laptop or computer. Anything done on a computer monitor can be replicated on this interactive whiteboard, which becomes viewable by an entire classroom.
- I. Property Accountability** means the assigned responsibility and liability associated with the management of Federal Government property. It includes the responsibility for establishing and maintaining property records, safeguarding property, and ensuring its proper use, as well as submitting required reports. It also includes the liability associated with loss, theft, damage, or destruction of said property.
- J. Property Assignee** is any individual affiliated with IA who is assigned/issued/loaned IA personal property through their employment. These individuals include, but are not limited to, employees, interns, fellows, volunteers, contractors, or other individuals otherwise affiliated with IA.
- K. Property Responsibility** means the obligation of an individual to properly use, care for, and safeguard property entrusted to their possession or under their direct supervision.
- L. Unrecorded Property** is any property item found during an inventory that meets the requirements for accounting and control as defined for capitalized, sensitive and system controlled property, and which asset is not included on the inventory listing. After appropriate investigation to establish the item's ownership, it must be added to the custodian's property records.
- M. Surplus Personal Property** is any excess personal property not required for the needs and the discharge of the responsibilities of all Federal agencies, as determined by the Administrator of the General Services Administration or designee.

1.7 IA Property Classification.

- 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 may or may not be charged to a general ledger control account. The accountable property includes system controlled, bureau-managed, capitalized, non-capitalized, leased, and contractor-held property.
- B. Bureau-Managed Property** is personal property with an original acquisition cost of less than \$5,000, excluding sensitive property, managed according to bureau/office policy.

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- C. Capitalized Property** is accountable property (not including museum property) with an original cost of \$25,000 or more to the Federal Government. Installation, shipping and handling, and configuration costs are included as part of the original acquisition value and are capitalized. Real property is capitalized at \$ 250,000 or more. Property converted to ownership at the end of a lease period may be capitalized.
- D. Expendable Property** is generally consumable. It loses its identity or becomes an integral part of other property when used. These items consist of materials and supplies that must be replaced often because they are no longer useful after a very short period. Some materials in this category have a service life of less than one year because they are easily broken. Expendable property usually has an acquisition cost of \$300 or less.
- E. Museum Collection** (previously called "museum property") is a standardized term used by museum professionals to describe museum objects, and which consists of an assemblage of objects representing the disciplines of archeology, art, biology, ethnography, geology, history, and paleontology that are retained for long-term preservation, study, and interpretation consistent with statutory requirements, the relationship to BIA's mission, or other appropriate factors. A museum collection consists of all accessioned, unaccessioned, cataloged, and uncataloged objects which meet the criteria in the respective Scope of Collection Statement. Museum collections do not include items used for displaying museum objects, such as exhibit cases, dioramas, lighting, graphics, replicas, etc. BIA museum collections must be cataloged in JCMS (see DOI Museum Property Directive 1: Introduction to Managing Museum Collections for detailed information.).
- F. Non-Accountable/Non-Sensitive Property** is a property with an acquisition cost of \$4,999 and below. The costs for this type of property are recorded at the program level. Non-accountable property is not encoded into FBMS but is controlled by the CPO. This property is usually identified with a "Property of Department of Interior, Bureau of Indian Affairs" tag (USBIA).
- G. Non-Expendable Property** has a continuing use, is not consumed in use, is durable with an expected service life of two or more years, and has an acquisition cost of \$300 or more, or is identified as sensitive property.
- H. Personal Property** is property of any kind or 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 equipment, materials and supplies, and museum objects. It does not include property incorporated in or permanently affixed to real property.

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- I. Real Property** is any property and improvements of any type permanently attached to or permanently affixed to land, including the land itself. The term "real" should be associated with realty, land, and all structures integrated or affixed to the land, including buildings, wells, dams, roads, and heritage assets. Real property is capitalized at \$250,000 or more.
- J. Sensitive Property** is property controlled, regardless of value, by detailed property accountability records and determined to be sensitive because of its high probability of theft or misuse, or misappropriation, or because it has been designated as sensitive by management. Sensitive property designated by IA includes weapons, vehicles, trailers, Tablets/iPads, Tasers, Laptops, Promethean Boards, Central Processing Units (CPUs), Radio Communication Equipment (RCU), Ballistic Vests, Weapons, Ammunition, and Explosives.
- K. System Controlled Property** means 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.

Approval

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