

INDIAN AFFAIRS MANUAL

Part 23
Chapter 5

Property Management
Receipt of Property

Page 1

- 1.1 Purpose.** This chapter establishes the policy and procedures for processing Receiving Reports and Goods Receipts for goods acquired by Indian Affairs (IA) under simplified acquisition or schedule ordering procedures.
- 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 document the receipt of all personal property, regardless of the method of acquisition (including purchase card transactions) or source, and to prepare such receiving documents immediately upon completion of inspection, acceptance, and receipt procedures. This includes, but is not limited to, property which is acquired from commercial sources; fabricated in Federal Government shops; donated; recovered; or obtained by transfer from another Federal Government agency. Formal receiving documents are not required for micro-purchases of non-sensitive, non-accountable items made by purchase card.

1.4 Authorities.

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
- 4) 48 CFR 1, Federal Acquisition Regulation (FAR)

B. Guidance.

- 1) FAR Subpart 13.4 - Fast Payment Procedure
- 2) FAR 52.212-4 Contract Terms & Conditions - Commercial Products and Commercial Services
- 3) 410 Departmental Manual (DM) 1 - 2: Personal Property Management
- 4) Interior Property Management Directive (IPMD) 114-60.5 - Receipt of Property & Services

INDIAN AFFAIRS MANUAL

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. **BIA Regional Directors** are responsible for implementing this policy and related procedures, and for providing advice and guidance on day-to-day property operations to the offices they support and their management.
- E. **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).
- F. **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 Department of the Interior (DOI) regulations and requirements.
- G. **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.
- H. **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.
- I. **RPO** is responsible for:
 - 1) designating an individual(s) to receive all accountable and sensitive property at each location in their area of accountability;

INDIAN AFFAIRS MANUAL

- 2) providing advice and guidance on day-to-day property operations;
- 3) reviewing the BIA-4311, Receiving Report form and the supporting documents; and
- 4) ensuring that property is encoded in the Financial and Business Management System (FBMS) once the BIA-4311, Receiving Report form has been processed. The asset receipt date will be the date entered in the FBMS when recording the asset.

J. Requisitioner is a program/office employee responsible for:

- 1) requesting the procurement of a service and/or a broad range of products, supplies, and equipment for Federal Government use;
- 2) tracking the status of requisitions, contracts, and orders using automated or manual files and contacts with vendors, supply technicians, inventory managers, etc.;
- 3) coordinating with the RPO to ensure that the Universal Product Code (UPC) is correct; and
- 4) reviewing and processing the Goods Receipt/Service Entry Sheet (GR/SES) in FBMS.

K. CPO is responsible for:

- 1) reviewing and signing the Acceptance Certification portion of the BIA-4311, Receiving Report form;
- 2) issuing the property to the cognizant employee using a DI-105, Receipt for Property form; and
- 3) maintaining accountable records for property received and issued.

L. 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 form to the FBMS Acquisition Contracting Officer Representative (COR)/Receiving Official and to the APO/RPO for processing.

INDIAN AFFAIRS MANUAL

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.

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. Goods receipt** validates the process of the BIA-4311, Receiving Report. This is accomplished by executing the goods receipt transaction in FBMS.
- C. GSA Product Service Codes (PSC)** are used by the United States government to describe the products, services, and research and development purchased by the Federal Government.
- D. Non-accountable property** is non-sensitive property with a normal life expectancy of less than two years and an acquisition cost of less than \$300. It is generally consumed in the normal course of its use or becomes an integral part of another item.
- E. 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.
- F. Purchase Request (PR)** is a formal electronic purchase request form that is entered in FBMS for obtaining a product or service through an approval process for goods and services above micro purchase thresholds.
- G. Receiving Report** is the BIA-4311 form used for documenting inspection, receipt, acceptance, and placed into service of articles paid for using official funding sources.
- H. Requisition** is a PR, documented via the BIA-4314, Requisition form; this form is used for purchases up to the micro-purchase threshold, and only when using a government purchase card.

INDIAN AFFAIRS MANUAL

- I. 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.
- J. Universal Product Code (UPC)** is a code used to describe a product, service, and/or research and development purchased by the Federal Government. The UPC is an 8-digit code which begins with the Federal Supply Classification (FSC) Group (first 2 digits) and Class (second 2 digits). The first four digits of the UPC are used to group products into logical equipment and service families for management purposes within the general ledger.

1.7 Requirements and Procedures.

Basic receiving principles should guide the receipt of Federal Government property and must be observed when assigning responsibilities related to this function. These principles include:

- 1) **Acknowledging Receipt.** The RO is responsible for the inspection and receipt of personal property and for ensuring the BIA-4311, Receiving Report form is processed.

All incoming shipments will be physically counted and inspected to ensure the quantity ordered has been delivered and that articles received adhere to the specifications of the ordered assets. Apparent defects or damages to the property will be noted on the BIA-4311, Receiving Report form at the time of inspection. The signature of the RO serves as the certification that the property or services listed therein have been received; it also serves as the basis for the expenditure of Federal Government funds.

- 2) **Issuing the Property.** Accountability for property will be maintained during the receipt process. Once any property/goods are received, the RO will notify and issue the goods to the CPO. Purchase charge cards are not allowed to purchase any accountable, sensitive, or system managed property.

The RO will provide one copy of the BIA-4311, Receiving Report form to the CPO and the APO/RPO. The DI-105, Receipt for Property form will be used by APO/RPO to issue to the CPO. The CPO will use the DI-105 form to issue the property to the cognizant employee.

INDIAN AFFAIRS MANUAL

Part 23
Chapter 5

Property Management
Receipt of Property

Page 6

- 3) **Establish Initial Responsibility for Property.** The RPO and CPO are required to maintain records of all accountable property. The CPOs are required to sign a DI-105, Receipt for Property form for the accountable property under his/her area of responsibility.

1.8 Reports and Forms.

- 1) Form 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>
- 2) Form BIA-4314, Requisition form is located on the IA Online Forms webpage here: <https://www.bia.gov/policy-forms/online-forms/specific-forms-and-guidance>
- 3) DI-105, Receipt for Property form is the DOI form used for assigning asset accountability to the end user of all accountable, sensitive, and non-expendable property. This form is located on the DOI webpage here: <https://www.doi.gov/eforms> (click on the “Official Files for Production” link).

Approval

JASON FREIHAGE

Digitally signed by JASON
FREIHAGE
Date: 2023.12.05 12:22:33 -05'00'

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

Date