

PROPERTY AND SUPPLY MANAGEMENT

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SUPPLEMENTS TO 43 BIAM

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5	Space Management
6	Reserved
7	Reserved
8	Personal Property Administration Handbook

Other Agency Directives Which Apply

Federal Property Management Regulations

Federal Acquisition Regulations

General Accounting Office Policy and Procedures Manual for Guidance of
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PROPERTY AND SUPPLY MANAGEMENT

General

1. GENERAL

1.1 Purpose. The Bureau of Indian Affairs is entrusted with responsibility and accountability to the general public and Federally recognized Indian tribes to properly, faithfully, and efficiently acquire, use, and dispose of the real estate, equipment, supplies, and materials necessary to its official mission. This manual part is published in the Bureau manual system in order to provide the policies, directives, and procedures necessary to ensure compliance with governing statutes and regulations and fulfillment of prudent responsibility and accountability.

1.2 Authority. The property management authorities of the Bureau of Indian Affairs and limitations thereon, are set forth in this part and in applicable chapters, parts and sections of:

- A. the Federal Property and Administrative Services Act as amended (Title 40 U.S.C.);
- B. Indian Affairs Legislation (Title 25 U.S.C.);
- C. the General Accounting Office Manual (Title 2, Section 12.5);
- D. the Federal Property Management Regulations (Title 41 CFR, Chapter 101);
- E. the Departmental Manual (205 DM 9 and 10), and Interior Property Management Regulations (Title 41 CFR, Chapter 114); and
- F. applicable Executive Orders and Office of Management and Budget Circulars, all of which are incorporated in this Bureau manual part by reference and made a part hereof.

1.3 Scope. The Property Management Program of the Bureau encompasses management oversight and accountability for acquisition, utilization, control, security, and disposal of all types and classes of Bureau-owned real and personal property other than property held in trust for Indian tribes. The program also includes management oversight for: utilization of space in Bureau-owned and leased buildings and facilities; acquisition approval and utilization of printing and duplicating equipment subject to regulations of the Congressional Joint Committee on Printing and the Government Printing Office, and management and control of small purchasing functions including procurement and acquisition from directed Federal supply sources. The specific directives applicable to each of the above Property Management Program functional areas are set forth in remaining chapters of and/or supplements to 43 BIAM.

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Responsibilities and Organizational Relationships

2. RESPONSIBILITIES AND ORGANIZATIONAL RELATIONSHIPS

2.1 Commissioner. The Commissioner of Indian Affairs' is its principal accountable property management official and, as such, is responsible for assuring the effective and efficient operation of the Property Management Program throughout the Bureau. This is accomplished by means of "sharing" Property Management Program accountability through delegations to subordinate Bureau officials.

2.2 Director, Office of Administration. The Director, Office of Administration has been delegated the authorities and responsibilities with regard to overall property management program oversight and development of related policies and directives for issuance by the Commissioner. Specific requirements and limitations with regard to the exercise of the Director's authority are set forth in this manual part and supplements hereto, and in Part 10 of the Bureau Manual.

2.3 Assistant Director, Management Services. The Assistant Director, Management Services, is the principal assistant to the Director, Office of Administration, for property management program oversight including development of related procedures and directives.

2.4 Chief, Division of Property Management. Under the general administrative direction of the Assistant Director, Management Services, is responsible for technical guidance and leadership on a nationwide basis for the effective performance of property and supply management functions of the Bureau. The Division also provides liaison with officials, of the Office of Policy, Budget and Administration, the Office of Acquisition and Property Management, and the Office of Administrative Services of the Department of the Interior, in order to keep Bureau officials apprised of developments in the management of property and supply activities. It is also responsible for the direction and monitoring of the day-to-day activities in carrying out assigned responsibilities.

2.5 Branch of Policy and Program Review. This Branch is responsible for development of Bureau-wide regulations to implement applicable legislation and Federal and Departmental supply, property management, procurement, space, as well as printing and publications regulations and directives. The activity encompasses:

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A. Acquisition, receipt, custody, issuance, utilization, accountability, and disposal of all Government-owned real and personal property, excluding the construction and maintenance of buildings, structures, and other facilities.

B. Inventory and analyses of Bureau-administered Government quarters incident to the establishment of rental rates for Bureau-furnished housing and charges for Bureau-furnished services.

C. Acquisition, allocation, utilization, and management of space provided by the General Services Administration and obtained by direct Bureau lease.

2.6 Area Directors. The Area Directors have been delegated accountability authorities and assigned responsibilities with regard to operation and management oversight of the property management program throughout their geographical areas of jurisdiction, including Agency Offices, other Area field offices and schools and programs and/or administrative field offices of the Office of Indian Education Programs. Specific requirements and limitations with regard to the Area Directors' authorities are set forth in this manual part, supplements hereto, and in Part 10, Chapter 3 of the Bureau Manual. The Director, Office of Administration, has been delegated the above Property Management Program authorities and responsibilities for the Bureau's Central Office, Washington, D.C. The Albuquerque Area Director's area of jurisdiction shall include Central Office field locations west of the Mississippi River.

2.7 Area Property Accountable Officers. Each Area Director shall designate, in writing, an Area Property Accountable Officer, who shall be charged with the responsibilities and authorities, subject to such limitations and requirements as the Area Director shall include in the designation, for overall management oversight and accountability for all Property Management Program functions as set forth in Section 1.3 Scope - of this Part. The Director, Office of Administration, shall designate one "Area level Property Accountable Officer", for Central Office locations east of the Mississippi River. Copies of all Area level Property Accountable Officer designations, and all withdrawals or changes thereto shall be furnished to the Chief, Division of Property Management, and those designees shall be the principal contact and liaison points between their respective jurisdictions and the Bureau's Division of Property Management.

A. Agency/Field Level Property Accountable Officers. Area Directors shall designate Agency/Field level Property Accountable Officers at each Agency office, field location, or other installation where the amount of property inventory exceeds \$100,000 in original acquisition value in order to assist Area Property Accountable Officers in assuring accountability and prudent property program management in compliance with 43 BIAM. Such designations should be made through the Agency Superintendent or

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Officer-in-Charge of the field activity or installation who shall be equally accountable with the Property Accountable Officer designees under their supervision for accomplishment of property management functions in compliance with 43 BIAM.

B. Accountable Officers for Property in the Custody of Contractors and Grantees. The cognizant Contracting and Grants Officers shall be the Accountable Officers for all Bureau-owned property furnished for the use of their Contractors or Grantees, whether such property is Bureau-held or acquired from excess sources at the time it is furnished and for all property acquired by Contractors with contract funds. (See 19 BIAM Supplement).

2.8 Area and Agency Property Management Staff. Area Directors shall provide sufficient organizational staffing, budget resources, and technical expertise to all designated Property Accountable Officers, in order to assure full compliance with this Bureau manual part, supplements hereto, and the laws and regulations incorporated by reference herein. Members of the staff shall make periodic visits to operation locations in the Area to review property management activities, assure compliance with regulations and procedures, determine effectiveness of local operations, assist field personnel in correcting deficiencies and train such personnel in the detailed operations and methods best suited to accomplish the objectives. Area staff members shall report their observations, recommendations, and corrective actions through the Area Director to the Director, Office of Administration, so that management may be constantly informed of the effectiveness of the Property Management Program. Area Offices will report matters of interest, particularly those indicating necessity for policy or procedural changes, to the Commissioner, together with specific recommendations. The Property Management Staff of each Area and field office may include any personnel available regardless of payroll designation, job description, or other duties that may be assigned to them. Special attention shall be given to training and supervision of any employees assigned part-time to the Property Management Staff.

PROPERTY AND SUPPLY MANAGEMENT
Small Purchasing and Directed Source Procurement

3. SMALL PURCHASING & DIRECTED SOURCE PROCUREMENT

3.1 Objectives. The primary small purchasing and directed source procurement objective of the Bureau is to obtain the maximum use of funds through acquisition of the Bureau's goods and service needs at fair and reasonable prices commensurate with required quantities and requisite quality. The above objective must be accomplished in a manner to insure that the interests of the United States are safeguarded and that each procurement action is above reproach and not deserving of unfavorable criticism.

3.2 Authority. The procurement authority of the Bureau is provided in the Administrative Services Act of 1949, implementing regulations set forth in Title 41 CFR, Chapters 1, 14, 14H, 101 and 114 and the Departmental Manual Delegations of Authority (205 DM 11), Part 200 DM, the Departmental "Contracting Officer's Warrant System Manual" and BIA implementing directives, 10 BIAM, as well as 43 BIAM.

A. Special Legislation. The Act of June 25, 1910 (so called "Buy Indian Act") (36 Stat. 861), provides the Secretary of the Interior with additional procurement authority. Section 23 of that Act as codified in 25 U.S.C. 47 reads: "So far as may be practicable Indian labor shall be employed and purchase of the products of Indian industry may be made in the open market in the discretion of the Secretary of the Interior."

B. References to, and implementation of, the "Buy Indian Act" for small purchases are set forth in Supplement 2, Section 114H-26.107, and in Supplement 3 of this manual part.

3.3 Policy. This section, along with Supplement 3 of this manual part prescribe basic policies and procedures governing the Bureau's small purchasing and directed source procurement function. It shall be used in conjunction with Federal, Departmental and Bureau Procurement and Property Management Regulations (i.e., FPR, IPR, FPMP, IPMP applicable sections and Supplements to 19 BIAM and the BIAPMP which are hereby incorporated and made a part hereof by reference).

3.4 Delegations of Authority. It is the policy of the Bureau to limit the number of procurement points and their dollar authorities to the minimum extent necessary to assure timely and cost effective acquisition of the goods and services necessary to mission accomplishment. Delegations of procurement authority are provided directly via contracting officer warrants (certificates of appointments) from the head of the Bureau to individual employees in accordance with the Department's "Contracting Officer's Warrant Systems Manual" and the Bureau's implementing directives as set forth in 19 BIAM Supplements. Requests for warrants shall include any desired authority limitations and must be signed by the cognizant Area Director. Subsection 3.5 below provides further guidance and authority limitations suggestions.

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3.5 Redelegation of Authority.

A. Small Purchasing and Directed Source Procurement Authority. This provides authorization for designated officers possessing Level I or above Contracting Officer Warrants to issue purchase orders, delivery orders or requisitions for items or services, the total value of which does not exceed \$10,000 or the published maximum order limitations when procuring items or services from Federal Supply Services, Federal Supply Schedule, contracts, or other Federal Agencies' requirement type contracts where Bureau use is authorized.

(1) Designation of Purchasing Agents.

(a) Area Directors shall request, in writing, Level I contracting officer warrants for Purchasing Agents in their respective Area, Agencies and other field offices including those determined necessary in Office of Indian Education Programs field offices.

(b) Written requests shall specify dollar limitations commensurate with the needs of the office in which the designee is located and with the ability of the individual designee, but may not exceed the limitations set forth in 3.5A above.

B. Small Purchasing Requirements. In requesting delegations of authority, Area Directors should not hesitate to restrict the authorization, as purchasing agents should be delegated only such authority as is commensurate with their individual training and/or experience. Therefore, to protect the best interests of the Government, each potential designee's training and/or experience should be fully examined before being delegated authority to purchase. Since the degree of expertise required for various small purchasing requirements is usually commensurate with dollar thresholds established by legislation and procurement regulations, the following levels should be considered when establishing limitations on delegations: \$500; \$2,500; \$5,000; and \$10,000. Also, since maximum order limitations for Federal supply sources and other Agency contracts are often as high as several hundred thousands of dollars, requests should also be specific as to desired limitations with regard to procurements from those sources.

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Donations

4. DONATIONS

4.1 Acceptance of Donations.

A. Policy. Under the Act of June 8, 1968 (82 Stat. 171) (25 U.S.C. 451), the Bureau of Indian Affairs may accept donations of cash or property to be used for the benefit of Indian people. Upon receipt of an offer of a donation, sincere interest in the proposal should be indicated to the prospective donor. Heads of operating offices at all Bureau locations shall be responsible for seeing that this policy is carried out.

B. Procedures for Equipment, Materials, and Supplies.

(1) The point of first contact will accept custody of the donation on an immediate basis. Only those donations that will be of particular use to the Bureau will be acceptable. Those donations which must be declined shall be handled in accordance with the provisions in 42 BIAM 1.14.1B(1).

(2) Equipment, materials and supplies shall be accounted for in accordance with 43 BIAM Supplement 2 and any use or disposal restrictions required by donors.

(3) Instructions for delivery of donations as close to the potential source of use as possible are to be given a prospective donor in the first communication following receipt of an offer. Transportation costs for donated goods should be borne by the donor if possible. Exceptions may be made if deemed desirable by authorized officials.

4.2 Disposition of Donations.

A. Responsibility and Jurisdiction. The responsibility for and jurisdiction over the management of donations of equipment, materials, and supplies will be exercised in accordance with 42 BIAM 1.14.2A.

B. Procedure for Disposition of Designated Donations. Determination of jurisdictional responsibility shall be made immediately on the basis of who the beneficiaries are to be. Equipment, materials, and supplies are to be held at the point of receipt pending disposition instructions from the office holding jurisdiction.

C. Procedure for Disposition of Undesignated Donations. Donations which have not been designated for specific purposes by donors will be handled in accordance with the provisions of 42 BIAM 1.14.2C.

PROPERTY AND SUPPLY MANAGEMENT
Property Management Program Reports

5. PROPERTY MANAGEMENT PROGRAM REPORTS

5.1 Purpose. There are several regularly scheduled Property Management Program reports required by law or regulation to be submitted through the Department of the Interior to the Congress, Office of Management and Budget or to other Federal agencies. Illustration 1 of this Bureau manual part is a listing of the regularly scheduled reports. The listing includes, for each report, the frequency, date due for receipt by the Bureau's Division of Property Management, the report form number or format, number of copies required and specific regulatory or Bureau manual cites where instructions for data collection and report form completion may be found. Occasionally, it is necessary to request the special reporting of Property Management Program data which is not included in the regularly scheduled reports. In such cases, specific instructions and formats for data collecting and reporting will be provided to all Area Property Accountable Officers via memoranda.

5.2 Policy. Each Area Director shall ensure that the Area Property Accountable Officer collects the necessary data from all Agency and field locations including any Office of Indian Education Programs activities within the Area's geographical jurisdiction and submit the necessary consolidated reports for receipt by the Bureau's Division of Property Management on or before the date each report is due. Area Directors shall further ensure that all reports are thoroughly reviewed for completeness and accuracy before submission. The type of data required in all regularly scheduled reports is information that is constantly essential to sound Area level management decision making and therefore, late or obviously incomplete or inaccurate submissions shall not be tolerated.

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Personal Property Administration Handbook

8. PERSONAL PROPERTY ADMINISTRATION HANDBOOK

8.1 Purpose. The purpose of this chapter is to present the Bureau of Indian Affairs (BIA) personal property administration and accountability structure, including general authorities and responsibilities.

8.2 Scope. This chapter shall cover all employees of the Bureau of Indian Affairs at all locations.

8.3 Authority. The basic authority for carrying out property management activities is contained in the Federal Property and Administrative Services Act of 1949, as amended. Other authorities are contained in 5 USC 301; 40 USC 486(c); Federal Property Management Regulations; Interior Property Management Regulations; 205 DM 9; and 410 DM.

8.4 Policy. The policy of the Bureau shall be for every employee to be responsible for the proper use and care of all Government personal property, including artwork and artifacts.

A. Employees shall notify the Custodial Officer of any lost, damaged, or stolen property so corrective actions can be initiated.

B. Employees may be required to reimburse the Government for lost, damaged, or stolen property that is charged to their use and custody if it is determined that the loss, damage, or theft resulted from carelessness or neglect.

C. Employees having items such as artwork and artifacts charged to their use and not wishing to have custody will be given the opportunity to make arrangements with the Accountable Officer to have the item(s) picked up and relocated.

8.5 Responsibility. Each Bureau of Indian Affairs employee shall be responsible for implementing these procedures as set forth in this policy.

A. Custodial Officers. The Custodial Officer shall have a key role in helping the Property Management Officer and the Property Accountable Officer effectively maintain accurate and physical accountability of personal property.

B. Bureau Employees. All Bureau employees are responsible for the proper use and care of Government property including artwork and artifacts.

8.6 Procedures. Procedures are published in 43 BIAM, Supplement 8.

8.7 File and Records Maintenance. See the General Records Schedule for required reports and recordkeeping requirements and specific information for records retention.

PERSONAL PROPERTY REPORTS

<u>Title of Report</u>	<u>Frequency</u>	<u>Date Due</u> <u>Div. of</u> <u>Prop. Mgt</u>	<u>Form</u>	<u>No. of</u> <u>Copies</u>	<u>Authority &</u> <u>Instructions</u>
Agency Report of Motor Vehicle Data	A	Nov. 10	SF-82	2	FPMR 101-38.102 IPMR TR #14 Rev. IPMR 114-38.102 BIAPMR 114H-38.102
D.O.I. Plan for Acquisition of Agency Held Motor Vehicles	A	Nov. 1	DOI Memo	2	FPMR 101-38.1306-07 BIAPMR 114H-38,1376
Report on Utilization and Disposal of Excess and Surplus Personal Property	A	Nov. 1	SF-121	3	FPMR 101-43.102, 43.319 IPMR 114-43.4701 BIAPMR 114H-43.47
Report of Personal Property Furnished to Recipient other than a Federal Agency (Sec. 3-P.L. 94-519)	A	Nov. 1	Memo	2	FPMR 101-43-4701 IPMR 114-43.4701 BIAPMR 114H-43.47
Report of Personal Property Replaced Pursuant to Exchange/Sale Authority	A	Nov. 1	SF-365	2	FPMR 101-46.407 IPMR 101-46.407 BIAPMR 114H-46.407
Annual Report on Utilization of Foreign Excess Property	A	Nov. 15	SF-365	2	FPMR 101-43.4901 IPMR 114-43.4701 BIAPMR 114H-43.47

PERSONAL PROPERTY REPORTS (cont.)

<u>Title of Report</u>	<u>Frequency</u>	<u>Date Due</u> <u>Div. of</u> <u>Prop. Mgt.</u>	<u>Form</u>	<u>No. of</u> <u>Copies</u>	<u>Authority &</u> <u>Instructions</u>
Report on Recovery of Silver	S	April 15 Oct. 15	SF-291	2	FPMR 101-42.301.1 IPMR 114-42.301 BIAPMR 114H-42.301
Report of Motor Vehicles Exempted from Use of U.S. Government Tags and Other Official Identification	A	Dec. 1	Memo	2	FPMR 101-38.606 FPMR 101-38-607 IPMR 114-38.607 BIAPMR 114H-38.601
Tonnage Report	-	10th of Month following shipment, as ship- ments occur.	Appendix I IPMR 114-40.307	2	FPMR 101-40.307 IPMR 114-40.307 BIAPMR 114H-40.307
Motor Vehicle Management Report	A	May 1	BIAPMR Memo Format	2	FPMR 114-38. IPMR 114-38.101 BIAPMR 114-38.101
Cross-Servicing Arrangements for Motor Vehicle Fuel and Oil	S	Jan. 20 July 20	Memo	2	GSA Bulletin FPMR No. G-23 IPMR 114-28.50 BIAPMR 114H-28.50

REAL PROPERTY REPORTS

<u>Title of Report</u>	<u>Frequency</u>	<u>Date Due</u> <u>Div. of</u> <u>Prop. Mgt.</u>	<u>Form</u>	<u>No. of</u> <u>Copies</u>	<u>Authority &</u> <u>Instructions</u>
Annual Report of Real Property Owned by U.S.	A	Nov. 15	GSA Forms 1166 & 1209	3	FPMR 101-3.204 FPMR 101-3.4901 IPMR 114-3.206 BIAPMR 114H-3.2
Annual Real Property Utilization Report	A	Nov. 15	IPMR Temporary Regulation No. 31	3	FPMR 101-47.802 IPMR 114-47.802.54 BIAPMR 114H-47.8
Annual Report of Real Property Leased by U.S.	A	Nov. 15	GSA Forms 1166A & 1209A	3	FPMR 101-3.3 BIAPMR 114H-3.3
Report of Administration of Uniform Relocation Assistance Policies Act - 1970	A	Nov. 1	GSA	3	IPMR 114-50.1200 BIAPMR 114H-50.1200
Status Report for Federally Funded Buildings Accommodating Physically Handicapped	A	Sept. 5	Reverse of GSA Form 2974	1	IPMR 114-19.607 IPMR 101-19.607 BIAPMR 114H-19.6

JOINT COMMITTEE ON PRINTING REPORTS

<u>Title of Report</u>	<u>Frequency</u>	<u>Date Due</u> <u>Div. of</u> <u>Prop. Mgt.</u>	<u>Form</u>	<u>No. of</u> <u>Copies</u>	<u>Authority &</u> <u>Instructions</u>
Printing Plants Except Plants Primarily Concerned in Map and/or Chart Reproduction	S A	May 1 Nov. 1	JCP 1	2	Gov't Printing & Binding Regulations Title IV 48
Note: April-Sept. Report to include Part I "Cost Information" for entire year (by Nov. 1)					
Commercial Printing Report	S A	May 1 Nov. 1	JCP 2	2	Gov't Printing & Binding Regulations Title IV
Acquisition of Power- operated Collators for use in Facilities other than Printing Plants		10 days after acq.	JCP 3	2	Gov't Printing & Binding Regulations Title IV 50
Plants Primarily Concerned in Map and/or Chart Reproduction	A	Nov. 1	JCP 4	2	Gov't Printing & Binding Regulations Title IV 51
Annual Plant Inventories	A	Nov. 1	JCP 5	2	Gov't Printing & Binding Regulations Title IV 52

JOINT COMMITTEE ON PRINTING REPORTS (Cont.)

<u>Title of Report</u>	<u>Frequency</u>	<u>Due Date:</u> <u>Div. of</u> <u>Prop. Mgt.</u>	<u>Form</u>	<u>No. of</u> <u>Copies</u>	<u>Authority &</u> <u>Instructions</u>
Stored Equipment	A	Nov. 1	JCP 6	2	Gov't Printing & Binding Regulations Title IV 53
Excess Equipment	-	10 days after disposal	JCP 7	2	Gov't Printing & Binding Regulations Title IV 54

SPACE REPORTS

<u>Title of Report</u>	<u>Frequency</u>	<u>Due Date</u> <u>Div. of</u> <u>Prop. Mgt.</u>	<u>Form</u>	<u>No. of</u> <u>Copies</u>	<u>Authority &</u> <u>Instructions</u>
Projected Space Costs	A	Dec. 31	Printout & Memo	2	DM 425.2.2
Space Assignment & Personnel Data	S	April 30 Oct. 31	Printout & Memo	2	DM 425.4.1