

INDIAN AFFAIRS MANUAL

Part 23

Property Management

Chapter 6

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
- C. Handbooks.**
- 1) DOI Museum Property Handbook Volume II: Documentation of Museum Property

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1.5 Responsibilities.

- A. **Deputy Assistant Secretary – Management (DAS-M)** is responsible for administering this policy for government furnished personal property identification and tagging.
- 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, Division of Property Management, OFPSM, DAS-M** 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** provides oversight of the Property Management Program within his/her jurisdiction and disseminates information to subordinates. He/she works in concert with the Regional Property Officer (RPO)/Accountable Property Officer (APO) to ensure the Property Management Program operates pursuant to established policies and procedures to protect the government from waste, fraud, and abuse. Furthermore, he/she protects and properly maintains the property under his/her control and designates an APO(s) for his/her program offices.
- G. **RPO** oversees the Property Management Program in his/her respective region, including implementing and executing BIA property management policies and procedures to ensure compliance. He/she also provides advice and guidance on day-to-day personal and real property matters to the respective regional offices. The RPO is responsible for acquiring and distributing property tags and motor vehicle license plates, and for placing tags on capitalized property.
- H. **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

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Property Officers in cooperation with the appropriate supervisor approval. The APO also designates Awarding Officials (AO). The APO is responsible for acquiring and distributing property tags and motor vehicle license plates.

- I. **CPO** is responsible for the day-to-day property management operations, to include personal and real property management, entrusted to his/her program through the CPO designation letter. The CPO's property management responsibilities cannot be re-designated, re-assigned, or re-delegated to another individual unless done by the RPO/APO upon direction from his/her Program Manager/supervisor. The CPO is responsible for placing and removing property tags, excluding capitalized property, and for maintaining a log documenting the issuance of each accountable tag and license plate.

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 stores property. All museum property is accountable with no dollar threshold. Sensitive property, regardless of cost, is considered accountable property and is recorded in the Financial and Business Management System (FBMS).
- B. **Acquisition Cost** is the original purchase price of an item.
- C. **Capitalized Property** means accountable personal property (not including museum property) with an original cost to the Federal Government of \$25,000 or more. Installation, shipping and handling, and configuration costs are included as part of the original acquisition value and are capitalized. Real property is capitalized at \$100,000.
- 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.

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- 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 (UTV's)).
- 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.
- I. Police Dog** is a dog that is specifically trained to assist law-enforcement personnel.
- J. 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).
- K. Property Tag** (bar-code) is a series of short black lines of varied thickness usually accompanied by alphanumeric digits. A laser reader or scanner can translate the bar codes with the corresponding alphanumeric digits to an identification number used to uniquely identify an asset. The asset's identification number is used as the basis for the inventory.
- 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** means 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; misappropriation; or because it has been designated as "sensitive" by management. Sensitive property designated by IA includes weapons, vehicles, trailers, tablets/iPads, tasers, laptops, Central Processing Units (CPUs), radio communication equipment (RCU), ballistic vests, ammunition, and explosives.

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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 property tag number assigned to the system-controlled property will be recorded in the FBMS, and the physical tag will be maintained in the property file.
- 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) Tribally-owned property or property held in trust located or used within IA installations should be marked indicating Tribal ownership for inventory clarification.
- 7) Expendable property.

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B. Items Requiring Special Identification

- 1) Motor vehicles - All bureau-owned or GSA-leased vehicles must display prescribed identification markings as required in FMR 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”.

C. BIA Property Tag Distribution

RPOs and APOs will acquire and distribute property tags and motor vehicle 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

Tags should be placed by the CPO in eye-catching 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 must be tagged with yellow property tags.

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- 2) Accountable system-controlled property with an acquisition cost of \$5,000 to \$24,999.99 is tagged with regional numbered property tags. If property has a numbered tag based on an earlier threshold less than \$5,000, the CPO will remove the tag and replace it with an IA tag.
- 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.

F. Sample of Property Tags and License Plate

			
<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”.</p>
<p>To be Used on: Non-expendable, non-sensitive and non-capitalized personal property.</p> <p>Threshold: < than \$5,000.00</p>	<p>To be Used on: Accountable, system-controlled property.</p> <p>Threshold: \$5,000.00 - \$24,999.99</p>	<p>To be Used on: Capitalized, system-controlled property.</p> <p>Threshold: ≥ than \$25,000.00</p>	<p>To be Used on: Vehicles</p> <p>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.

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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 by the CPO prior to final disposition. License plates must be returned to UNICOR.

I. Expired Vehicle License Plates

Expired license plates must be returned by the CPO to UNICOR.

Approval

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Date