1.1 Purpose. This chapter establishes Indian Affairs (IA) policy for managing stolen, lost, damaged, or destroyed personal property, including museum property. It sets forth the procedures for reporting missing, damaged, or destroyed IA personal property; and establishes the responsibilities of Property Assignees, Regional Property Officers (RPOs), Accountable Property Officers (APOs), and Custodial Property Officer (CPOs) for reporting missing, damaged, or destroyed assets.

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) Acquisition, Assistance, and Asset Policy (DOI-AAAP); specifically, DOI-AAAP-0111 - Stolen, Lost, Damaged, or Destroyed DOI Personal Property.

1.4 Authority.

A. Statutes and Regulations.

1) P.L. 81-152, Federal Property and Administrative Services Act of 1949, as amended

2) 18 U.S.C. 641, Public money, property or records

3) 31 U.S.C. 3711, Collection and compromise

4) 41 CFR 101, Federal Property Management Regulations

5) 41 CFR 102, Subchapter B, Federal Management Regulation (FMR) – Personal Property

6) 43 CFR Subtitle A, Part 4, Department Hearings and Appeals Procedures

7) 48 CFR 45.104, Responsibility and liability for Government property

B. Guidance.

1) 355 Departmental Manual (DM) 2, Policy for Investigating Complaints and Referrals

2) 370 DM 752, Discipline and Adverse Actions

3) 410 DM 1 – 2: Personal Property Management

4) 411 DM 1, Policy and Management Responsibilities for Museum Property

5) DOI-AAAP-0111, Stolen, Lost, Damaged, or Destroyed DOI Personal Property and related Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed DOI Personal Property

6) Principles of Federal Appropriations Law, Third Edition, Volume II, Chapter 9 – Liability and Relief of Accountable Officers, U.S. Government Accountability Office (GAO), GAO-06-382SP

C. Handbooks.

1) Department of the Interior Motor Vehicle Management Handbook, current version

1.5 Responsibilities.

A. Deputy Assistant Secretary – Management (DAS-M) is responsible for administering this policy.

B. Directors, BIA and BIE and Principal Director for Justice Services and Law Enforcement (PDJLE) ensure this policy is implemented across their programs and offices in compliance with all applicable laws, regulations, policies, and procedures.

C. Deputy Bureau Directors (DBD), BIA and BIE ensure this policy is implemented throughout their respective offices in compliance with all applicable laws, regulations, policies, and procedures.

D. Regional Directors, BIA 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 manage.

E. Chief, Property Management (PM), BIE is responsible for implementing the Property Management Program for BIE, and for ensuring BIE is in compliance with property management policies and procedures consistent with the GSA, DOI, and IA regulations and requirements.

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, Personal Property Management (PPM), OFPSM is responsible for implementing and overseeing this policy across IA regional offices and the Central

Office.

H. **Regional Property Officers (RPO)** oversee the Property Management Program in their respective regions, including implementing and executing BIA property management policies and procedures to ensure compliance, and assume the functions of an Accountable Property Officer (APO). They also provide advice and guidance on the procedures for reporting missing, damaged, or destroyed IA personal property.

I. **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) in cooperation with the appropriate supervisor approval. They are also responsible for requesting relief of accountability for property loss, damage, theft, destruction, or unserviceability of property by initiating a Report of Survey (form DI-103), or a Certificate of Unserviceable Property (form DI-103A).

J. **CPO** is responsible for day-to-day property management operations, including personal and real property entrusted to his/her program through the CPO designation letter. CPOs are accountable for property under their control. They ensure that all employees are aware of their responsibilities and are held responsible for the proper use and care of Federal Government-owned or leased property in their possession. Federal Government property should be used for official purposes only.

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 the CPO’s Supervisor.

K. **Standing Board of Survey** includes a Chairperson and at least two members. All Survey Board designations must be in writing and be made by the RPO/APO, with supervisory consent of the selected members. Members of the Survey Board are held responsible for investigating the loss of Federal Government property, completing a Report of Survey (form DI-103) by documenting the investigation, arriving at findings, and determining the disposition of the property and financial liability for the loss. The Chairperson is responsible for presiding over the Board’s meetings and helping the Board reach consensus regarding its decision(s) about findings and determinations.

L. **Local Survey Officer** has the same responsibilities as a Standing Board of Survey member and can only be appointed to investigate the loss of non-sensitive Federal Government property with an original acquisition cost of less than $25,000.

M. **Traveling Survey Officer** has the same authorities, responsibilities, and restrictions as a Standing Board of Survey member, and acts in lieu thereof. A Traveling Survey

Officer may be appointed when the APO is responsible for the property at separate geographic locations, and it has been determined that the use of a Traveling Survey Officer is required.

N. **Special Boards of Survey** are responsible for investigating unusual losses such as those resulting from major incidents (e.g., fire, flood, earthquakes, etc.). Special Boards of Survey have the same responsibilities and authority as Standing Boards of Survey. No limits are imposed upon the membership or size of the Special Board, but all members must be appointed by the APO.

O. **Property Assignee** is any employee who utilizes Federal Government owned or furnished property and therefore is responsible for the proper and reasonable care, use, safekeeping, and return of such property.

P. **Government Technical Monitor (GTM)** may be appointed by the Contracting Officer to assist the Contracting Officer's Representative (COR) in monitoring a contractor's performance due physical proximity to the contractor's work site, or because of special skills or knowledge necessary for monitoring the contractor's work.

1.6 Definitions.

A. **Certificate of Unserviceable Property (form DI-103A)** is used to report excess property or property that was cannibalized for parts.

B. **Contracting Officer (CO)** is a person with the authority to enter, administer, or terminate contracts and make related determinations and findings.

C. **Contracting Officer Representative (COR)** is also referred to as a Contracting Officer Technical Representative (COTR), and is a person designated by the CO to assist in the technical monitoring or administration of a contract. Procedures vary from agency to agency, but a COR must generally be designated in writing with a copy furnished by the contractor and the contract administration office. The designation does not include any authority to make any commitments or changes that affect price, quality, quantity, delivery, or other terms and conditions of the contract.

D. **Damaged property** is personal property that is impaired or unserviceable yet may be repaired. If it is not repaired, it will be designated as excess.

E. **Destroyed property** is personal property that is rendered inoperative or beyond repair.

F. **Gross negligence** is an act or omission that constitutes misconduct according to 370 DM 752, or a wanton and reckless disregard for the property.

G. **Lost property** is any IA personal property asset that cannot be found after a reasonable search and is determined to be lost.

H. **Museum property** is a subset of personal property, and includes objects, works of art, or archives retained for long-term preservation, study, and interpretation consistent with statutory requirements, relationship to the respective bureau/office mission, or other appropriate factors.

I. **Negligence** is the failure to behave with the level of care that someone of ordinary prudence would have exercised under the same circumstances. The behavior usually consists of actions but can also consist of omissions when there is some duty to act for the proper use and care of IA's personal property. Examples of negligent behavior include, but are not limited to, disregarding the safety and care of IA's personal property and displaying a lack of respect towards the overall accountability of IA's personal property.

J. **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.

K. **Property assignee** is any individual affiliated with IA who is assigned/issued/loaned IA personal property through his/her employment. These individuals include, but are not limited to, employees, interns, fellows, volunteers, contractors, or other individuals otherwise affiliated with IA.

L. **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 that is incorporated in, or permanently affixed to, real property.

M. **Property responsibility** means the obligation of an individual to properly use, care for, and safeguard property entrusted to his/her possession or under their direct supervision.

N. **Report of Survey (form DI-103)** is used to report lost, damaged, or destroyed property. It is also used to document the results and recommendations of survey investigations, findings, and determinations.

O. Reviewing Official is also the RPO/APO and provides technical and procedural guidance to Boards of Survey/Survey Officers.

P. Sensitive property means property, which is system-controlled, regardless of value, by detailed property accountability records and is determined to be sensitive because of its high probability of theft or misuse, misappropriation, or being designated as “sensitive” by management. Sensitive property designated by IA includes weapons, vehicles, trailers, smartphones, tablets/iPads, tasers, laptops, Central Processing Units (CPUs), radio communication equipment (RCU), ballistic vests, ammunition, and explosives.

Q. Simple negligence is the failure to exercise the degree of care that a prudent person would exercise under the circumstances.

R. Survey action is the official action taken by a Board of Survey or a Survey Officer involving the investigation into the loss, theft, damage, or destruction of Federal Government property; or the determination of unserviceability of Federal Government property.

S. 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.

1.7 Standards, Requirements, and Procedures.

A. Reporting Lost, Damaged, or Destroyed Personal Property.

All property assignees are responsible for immediately reporting to their respective supervisor, Government Technical Monitor (GTM), and respective program’s CPO or RPO/APO, of any IA personal property assets believed or known to be lost, damaged, or destroyed. When a property assignee is a contractor or contractor’s employee, notification should be made to the COR and to the property assignee’s respective CPO. Damage to motor vehicles should be immediately reported in accordance with the DOI Motor Vehicle Management Handbook.

- An explanation of what occurred to cause the loss, damage, or destruction of the property.
- Who or what was involved?
- How it occurred?
- Where it occurred?
- Approximate date and time of the occurrence.

The absence of any required information will result in the DI-103 or DI-103A form being returned to the property assignee by the CPO or RPO/APO.

The CPO (or RPO/APO) should then sign the completed DI-103 or DI-103A form using the applicable signature block (i.e., RPO/APO signs in the Accountable Officer block and CPO signs in the Custodial Officer block) attesting to the findings and resolution regarding the personal property loss, damage, or destruction, and then provide the completed signed form to the RPO/APO.

Additionally, the property assignee must take the actions listed below when reporting these specific types of lost, damaged, or destroyed personal property:

1) Incidents involving a motor vehicle accident: Complete the Motor Vehicle Accident Investigation Report. If the documentation indicates that negligence or abuse is involved, or a claim against the government is possible, complete a “Report of Survey” (form DI-103).

2) Incidents involving theft, ongoing unauthorized use, or vandalism of personal property: Report the incident to BIA OJS, DOI, local, and/or state law enforcement authorities within 24 hours and, as appropriate, to facility security forces.

3) Incidents involving lost or stolen laptop or desktop computers, tablets, and notebooks: Report the incident to the DOI Computer Incident Response Center within 24 hours and adhere to any additional bureau or office-specific policy.

4) Incidents involving theft, loss, damage, or destruction of personal property by a contractor or subcontractor: Refer to FAR Part 45.104.

5) All incidents involving museum property, to include museum property housed by, or on loan to, non-federal repositories: Report the incident to the Museum National/Chief Curator or designee.

6) All incidents involving lost or stolen firearms, including museum firearms and less-than-lethal weapons (e.g., tasers), or any negligence: Report the incident to BIA OJS and to local or state law enforcement authorities within 24 hours and, as appropriate, to facility security forces.

7) Incidents involving fraud, waste, or misuse: Report the incident to the Office of Inspector General (OIG) when suspected.

B. Survey Actions.

A survey action involves the investigation into the loss, theft, damage, or destruction of Federal Government property; or the determination of unserviceability of Federal Government property. A survey action is required for relief of accountability, except as permitted in DOI's Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed DOI Personal Property for items valued at or above the $5,000 accountability threshold. A survey action is also required for all sensitive property.

When circumstances require convening a Survey Authority, the RPO/APO for the property to be surveyed will immediately notify the Board of Survey Chairperson or Survey Officer.

Survey actions must be initiated by the Board of Survey Chairperson or Survey Officer within 30 days of the discovery of the loss. The Board of Survey/Survey Officer has 30 business days after receipt of the DI-103 form to complete the review and investigation (if applicable). Delays must be explained in writing and attached to the survey document.

Survey actions are *not* required in the following circumstances:

1) To document the loss of non-expendable, non-sensitive property with a depreciated value of less than $5,000. CPOs are responsible for documenting losses of non-expendable, non-sensitive property with an original acquisition cost of less than $5,000, in accordance with IA policy.

2) For damage to a motor vehicle when such damage is clearly not the result of employee negligence, and there is no possibility of a claim against the Federal Government (e.g., broken windshields from flying debris, minor dents while appropriately parked, damaged tires resulting from road hazards, etc.).

3) When a "Certificate of Unserviceable Property" (form DI-103A) is used in accordance with the DOI Technical Operating Procedures for Stolen, Lost, Damaged or Destroyed DOI Personal Property.

If the documentation or conditions indicate a pattern of unacceptable losses for low-value property, the RPO/APO or CPO may refer the incident, regardless of the original acquisition cost, to a Survey Authority for further investigation. See section F. Property Irregularities for more details.

C. Types of Survey Authority and Limitations.

When survey action is required, it will be conducted by one of the following methods: a Standing Board of Survey, a Traveling Survey Officer, a Local Survey Officer, or a

Special Board of Survey. Board members and Survey Officers must be Federal Government employees. Contractors or other non-government personnel may not be appointed, although they may participate in an advisory capacity.

Survey authority will be appointed, in writing, by the RPO/APO. Survey appointments will be for a period of at least one year and not more than three years. In the event of a change in the RPO/APO (i.e., transfer, retirement, death), existing appointments will remain in effect until a new RPO/APO is appointed. RPOs/APOs and the employees responsible for the property (i.e., property assignees) to be surveyed may not be Survey Authorities. RPOs/APOs and Property staff shall not participate as board members.

Boards of Survey and Survey Officers will limit their activities to surveying Federal Government property. Loss of private property, even if it directly results from the actions of an employee, is not the concern of Boards of Survey or Survey Officers but is handled through the tort claims process.

D. Reviewing Authority for Reports of Survey.

The Reviewing Authority for "Reports of Survey" is the RPO/APO. If the RPO/APO is also the CPO of the surveyed property, the Reviewing Authority will be at the next higher reporting level. A Reviewing Authority may not be a member of the Board of Survey who acted in the case under consideration. Under no circumstances will a Reviewing Authority include the RPO/APO for the property involved. Copies of all actions must be forwarded to the RPO/APO.

E. Authority to Overturn Findings and Determinations.

The Reviewing Authority or the RPO/APO cannot overturn the Board of Survey or Survey Officer's findings and determinations. The Reviewing Authority may only return a "Report of Survey" to the Survey Officer or Board of Survey for reasons of technical insufficiency or inadequate documentation.

If the Reviewing Authority disagrees with the Board of Survey's or Survey Officer's findings and determinations, he/she will prepare a written statement outlining the reasons for such disagreement and attach it to the "Report of Survey." The "Report of Survey" will then be forwarded to the next higher organizational level for resolution.

F. Property Irregularities.

Boards of Survey/Survey Officers will also investigate property irregularities if requested by the RPO/APO based on his/her review of the DI-103/DI-103A documentation, and the facts and circumstances provided surrounding the lost, damaged, or destroyed personal property.

Property irregularities include:

1) Loss of Federal Government property in which the total is more than $5,000, either in the aggregate for a single incident or a single item.

2) Repetitive losses of a particular type of property or recurring losses at a given location.

3) Losses of a suspicious nature.

4) Evidence of serious misconduct or irregularity (i.e., fraud, falsification of records, etc.).

5) Known, suspected, alleged fraud, waste or abuse, or misappropriation of Federal Government property.

6) Loss or theft of a firearm or weapon, ammunition, explosives, hazardous materials, or a controlled substance.

If there is evidence of property irregularities during the investigation, Boards of Survey/Survey Officers will refer the findings to the Reviewing Authority, as outlined in DOI's Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed DOI Personal Property, Section 5, Table 5. The Reviewing Authority will review the findings to determine whether the case merits a referral to the OIG. When it is determined that property irregularities exist, the initial findings and all pertinent documentation will be forwarded to the Assistant Inspector General for Investigations, OIG. A copy of each case referred to the OIG will be provided to the RPO/APO and the DOI Director, Office of Acquisition and Property Management (PAM), for review. No further investigations or disciplinary actions will be taken pending the outcome of the OIG review. The OIG will review all "Reports of Survey," conduct investigations, and provide the Director, PAM, with the results and recommendations.

G. Determining Employee Liability.

The RPO/APO, Survey Officer, and/or Board of Survey will not hold an employee liable for any property loss attributable to inherent defects in the property. The loss of Federal Government property alone does not automatically indicate negligence. If the Survey Authority cannot prove negligence based on facts or convincingly demonstrate in a written argument that the employee acted in an imprudent manner, it cannot arrive at a determination of negligence.

Under circumstances other than the above, employees will be held financially liable when a thorough investigation determines that:

1) Property loss was a result of use for other than official purposes;

2) Property loss was due to simple or ordinary neglect or negligence, which is an act or omission of the employee in which he or she failed to exercise the degree of care, precaution, attention, and vigilance which a prudent person would exercise under normal circumstances;

3) Property loss resulted from a supervisor or manager who failed to provide an employee with adequate instructions or authorized the use of the property by an employee unfamiliar with its operation (in such cases, the supervisor or management official may be found negligent); or

4) Property loss was due to gross negligence, which is an act or omission which constitutes misconduct in accordance with 370 DM 752, or a wanton and reckless disregard for the property.

Use of Federal Government property by non-government personnel must be authorized by a legal instrument such as a contract, cooperative agreement, etc. that contains the required property clauses. No survey action is required when such use of Federal Government property is properly authorized. Where Federal Government property is lost, damaged, or destroyed, a determination of liability and amount due, if any, will be made by the Contracting Officer or other designated Federal Government representative for the contract, memorandum of understanding, cooperative agreement, etc.

Unauthorized use of Federal Government property by non-government personnel is illegal (see 18 U.S.C. 641). If a Federal Government employee permits unauthorized use, the action should be considered a property irregularity and must be reported to the OIG in accordance with DOI-AAAP-0111, Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed DOI Personal Property, Section 5, Table 5.
Any other illegal use should be reported to law enforcement authorities in accordance with DOI-AAAP-0111, Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed DOI Personal Property, Section 5, Table 5.

H. Assessing Financial Liability.

Any deliberation as to the question of an employee's financial liability must be separate and apart from, and without prejudice to, any personnel action that may be under consideration (e.g., admonishment, reprimand, suspension, reassignment, demotion, etc.). The assessment of financial liability is not to be used in lieu of or as a form of disciplinary action. Boards/Officers cannot recommend personnel actions and must confine their recommendations to recovering Federal Government losses and correcting the cause of the incidents.

When the Board of Survey/Survey Officer finds that an employee should be held liable for property loss, damage, or destruction, the Board/Officer will determine and specify in writing the exact dollar amount of financial liability for which the employee should be held liable. More than one employee may be found negligent for an incident involving a piece of property, but the dollar amount must be prorated equally among the negligent employees. For example, if two employees are equally to blame for a loss, then the total amount of loss should be divided between them. The amount of financial liability assessed the employee is determined as follows:

1) Simple negligence: in cases where property loss, damage, or destruction was the result of simple or ordinary negligence, the amount of liability is calculated as follows:
    a) Damage: The estimated or actual cost of repairs for damage that resulted from the incident, regardless of whether the property was repaired; or the replacement cost for a comparable item, whichever is less.
    b) Loss or theft: The amount of liability for Federal Government property that was lost or stolen as a result of simple negligence will be the estimated or fair market value of the property computed by subtracting the accumulated depreciation from the acquisition value or the replacement cost of a comparable item, whichever is less.
    c) Destruction: The amount of financial liability for Federal Government property which was destroyed as a result of simple negligence will be the estimated or fair market value of the property computed by subtracting the accumulated depreciable amount; or the replacement cost of a comparable item, whichever is lowest.
    d) In no case involving simple negligence will the employee be assessed more than $250, or one-month’s disposable pay, and always the lesser amount. Under no circumstances should associated costs such as towing, storage, damage to private property, etc., be part of the liability assessed.

2) Gross negligence: in cases where an employee should be held liable for loss, theft, damage, or destruction of property, including vehicles and heavy equipment resulting from gross negligence, the amount of liability is calculated as follows:

   a) Damage: The amount of financial liability for property damage will be the lower of the replacement cost of a comparable item or the estimated or actual cost of repairs, regardless of whether the property is repaired.

   b) Loss or theft: The amount of financial liability for property loss or theft of Federal Government property resulting from gross negligence will be the lesser of the replacement cost of a comparable item or the estimated or fair market value of the property computed by subtracting the accumulated depreciation from the acquisition value.

   c) Destruction: The amount of financial liability for destruction of Federal Government property resulting from gross negligence will be the lesser of the replacement cost of a comparable item or the estimated or fair market value of the property computed by subtracting the accumulated depreciation from the depreciable amount.

   d) Under no circumstances should associated costs such as towing, storage, damage to private property, etc., be part of the liability assessed.

Once the survey action is completed, the "Report of Survey" will be signed by the Survey Authority(s) and submitted through channels to the Reviewing Authority. If approved, the original Report of Survey will be used as authority to adjust the property records. "Report of Survey" files must be retained for six years and then destroyed.

I. Employee Notification of Findings and Determinations and the Appeals and Billing Process.

The Board of Survey Chairperson or Survey Officer will send written notification to the employee who may be held liable for property loss and allow the employee to present a written statement of facts surrounding the loss. Any such statement must be presented to the Board of Survey/Survey Officer by the employee within 10 business days of the date of the notification. The statement(s) will become a part of the Report of Survey and will be considered in the investigation and determination of financial liability. The employee may orally address the Board within the same time frame but must provide an accompanying written statement of any facts he/she wishes the Board to include in the "Report of Survey."

Once the survey action has been completed and approved, the Board/Survey Officer will notify the employee immediately of the findings and determinations. A copy of the signed, reviewed, and approved Report(s) of Survey, including the findings and determinations as well as appeal information will be provided to the employee as part of this notification process.

If the employee chooses to appeal the findings and determinations of the Board of Survey/Survey Officer, he/she may file an appeal with the Director, Office of Hearings and Appeals (OHA) within 30 days of the date of the decision transmitted by the notification letter (see DOI-AAAP-0111, Technical Operating Procedures for Stolen, Lost, Damaged, or Destroyed DOI Personal Property, Section 4, Table 4.3 for the filing procedure). A copy of the appeal letter must be forwarded to the applicable property office to ensure billing procedures are not implemented until the appeal is decided.

Billing procedures will be suspended pending the outcome of a timely appeal. Billing will be reinstated if the OHA finds in favor of the Federal Government, or when the Director or an Appeals Board provides that a decision or any part of it should be in full force and effective immediately (see 43 CFR 4.21).

Within 10 business days of receipt of a copy of the notice of appeal, the official whose decision is being appealed should ensure that the entire original official file on the matter is transmitted to the Director, OHA (43 CFR 4.702). The official file cannot be a photocopy, and copies of photographs are not acceptable. The official file should be organized in a logical, chronological order, and bound or stapled to ensure that it does not become disorganized during the transmittal process.

When it is determined by the Board/Survey Officer that an employee should be held financially liable for Federal Government property loss, damage, or destruction, and that determination has been approved by the Reviewing Authority, then the Federal Government will establish its claim against the employee by billing the employee once 21 business days have passed since the determination was approved. Payment does not convey title to the property; rather, payment should be viewed simply as restitution to the Federal Government for losses suffered.

Amounts owed by the employee resulting from a survey action may be voluntarily remitted or collected by administrative offset in accordance with 31 U.S.C. 3716 (1988). Employees may replace lost, stolen, or destroyed items with a comparable item or have damaged items repaired upon written approval by the RPO/APO.

Because of the costs associated with the collection process, offices may elect not to collect small amounts in simple negligence cases. If the amount is less than the estimated cost to affect the collection and does not exceed $100, the appropriate Finance Officer may waive it. All other requirements of DOI-AAAP-0111, 6.0, Technical Operating Procedures for Stolen, Lost, Damaged or Destroyed DOI Personal Property remain in full force and effect.

It should be noted that when an appeal decision favors the employee, no adverse actions will be taken against the employee. Copies of the final decision will be provided to the respective property assignee and all Survey Board members, as well as to the Director/Office Head, as appropriate. All decisions rendered are final. It is the responsibility of the RPO/APO to ensure that decisions transmitted by the Survey Board and the Director, OHA are communicated to all applicable individuals and enforced.

J. Relief from Accountability.

Relief from accountability basically means absolving a CPO, RPO/APO, and property assignee from liability from the loss, damage, theft, destruction, or unserviceability of property. The CPO or RPO/APO begins this process by ensuring he/she receives a completed, signed "Report of Survey" (form DI-103) or a "Certificate of Unserviceable Property" (form DI-103A) from the property assignee, and that all supporting documentation is attached. The form should contain the information listed below (if applicable):

1) All findings (facts and evidence) about the incident that were discovered through the inquiry process.

2) Findings that the missing, damaged, or destroyed property resulted from the property being used for other than appropriate and official purposes.

3) A determination of whether the incident resulted from negligence or willful misconduct, and whether the property assignee or unit is liable.

4) The decision of the Survey Officer or Board of Survey as to whether restitution is due to the IA as a result of the property assignee's negligence or willful intent.

5) Recommendations to the CPO to minimize future incidents of loss, damage, or destruction to IA personal property.

6) Any advice from the RPO/APO or the Chief, Division of Property Management.

If the CPO receives the form first, he/she has must complete his/her review of the form and the supporting documentation within five business days and then forward the form and any supporting documentation to the RPO/APO. The RPO/APO must then complete his/her review within 15 business days of receipt of the form from the CPO. If the RPO/APO receives the form first from the property assignee, the same process applies regarding the 15-day review. Once the RPO/APO has completed his/her final review of the form and documentation, he/she will finalize the process by providing the CPO and property assignee with a copy of the findings, results, and recommendations.

K. Removal of Surveyed Property from Accountability Records.

Stolen, lost, damaged, and destroyed property will not be removed from the property accountability records in the Financial and Business Management System (FBMS) until the Reviewing Authority has approved the DI-103 or DI-103A form.

1.8 Reports and Forms.

A. "Certificate of Unserviceable Property" (form DI-103A) may not be used for motor vehicles, firearms, or museum property. Motor vehicles and firearms must be reported on a "Report of Survey" (form DI-103). The Board of Survey procedures are applicable for vehicles and firearms lost, stolen, damaged, destroyed, or unserviceable assets.

B. As noted above in section 1.7, the approved original "Report of Survey" will be used as authority to adjust the property records in FBMS. "Report of Survey" files must be retained for six years and then destroyed.

C. The RPO/APO will sign the "Report of Survey" (form DI-103) within three business days after the Report of Survey process is completed. The RPO/APO will sign the "Certificate of Unserviceable Property" (form DI-103A) within three business days of receiving the form. The RPO/APO will use the signed forms as the supporting documentation to make the administrative adjustments in FBMS.

These forms are located here: https://www.doi.gov/eforms (click on the 'Official Files for Production' link as these forms are accessible only to DOI employees on the Virtual Private Network).

1.9 Workflow Process of a Report of Survey using a Standing Board of Survey Action.

MEASURE	CE/CPO/BOS/RA	APO	RPO
Report SLDD property.	CE submits a statement of circumstances (SOC) to the CPO within 24 hours (explaining who, what, where, when, how).		

MEASURE	CE/CPO/BOS/RA	APO	RPO
Initiate "Receipt for Property" (DI-105) & include SOC & any other supporting documentation.	CPO requests relief of accountability within 2 workdays & submits to the APO.		
Initiating the "Report of Survey" (DI-103).		The APO prepares the DI-103 within 2 workdays, completes sections A & B, submits to the BOS Chairperson & include all supporting documentation.	
Conduct initial Board of Survey meeting.	Board meets, reviews documentation, Chairperson initiates & sends employee notification letter & supporting documentation within 30 calendar days of discovery of SLDD.		
Response to Notification letter.	CE has 10 business days from receipt of letter to further explain to the Board.		
Conduct another meeting to investigate additional information, & complete the F&D.	Board investigates all additional information within 2 workdays after receipt of CE letter or 10 business days if there is no response. Completes DI-103 section C & provides to the RPO.		
Supporting documentation is completed, to include DI-103, SOC, F&D & additional documents.			RPO reviews for completeness & submits within 2 workdays to RA.

MEASURE	CE/CPO/BOS/RA	APO	RPO
Approves, or returns due to technical insufficiency or inadequate documentation, or disagrees & returns.	RA reviews DI-103 & determines a response to F&D within 2 workdays, completes section D, & submits to RPO. If RA returns for technical insufficiency or disagrees with BOS, then must provide written statement explaining & completes section E.		
Immediately submits to Chairperson.			RPO immediately provides all supporting documentation to Board Chairperson.
Employee notification of F&D & appeal letter.	BOS Chairperson initiates, sends employee notification of F&D & appeal letter within 2 workdays to CE. CE has 10 business days from date of letter to review, acknowledge & return to chairperson. Chairperson immediately provides copies to RPO. If CE is found negligent, Chairperson must wait 30 calendar days after the date of the appeal letter to bill CE.		RPO routes documentation to APO & CPO to complete section F, if to be destroyed, abandoned, or disposed.
Billing employee letter.	BOS Chairperson notifies RPO after 30 calendar days to bill CE.	Ensures section F is complete.	RPO will initiate the billing employee letter within 2 workdays to the CE. If CE chooses to appeal, billing procedures will be suspended pending outcome of appeal.

MEASURE	CE/CPO/BOS/RA	APO	RPO
Completed documents updated in FBMS & distribute.			RPO will retire asset in FBMS within 5 workdays of receipt, complete section G, & provide copies to APO & CPO. If real property, forward to Asset Accountant & provide final documents to Regional Facilities.

Approval

Jason Bruno 8/7/26

Jason M. Bruno
Deputy Assistant Secretary – Management

Date