

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1520 (BC-653)P

September 2, 2003

EMS TRANSMISSION

Instruction Memorandum No. BC-2003-058

Expires: 9/30/2004

To: All Washington Office and Field Office Officials
Attn: Property Managers, Survey Board Members and Local Survey Officers

From: Director, National Business Center

Subject: Revised Requirements for Survey Procedures and Employee Liability (Simple Negligence)

Program Area: Personal Property Management

Purpose: This Instruction Memorandum (IM) sets forth revised requirements for the survey of Government assets that are lost, stolen, or damaged. Specifically, it redefines the amount of financial liability for employees found negligent for the loss, damage, or destruction of assets in their custody (410 DM 114-60.808-4.)

Policy/Action: All property loss or damage that is not fair wear and tear must be documented by a Report of Survey, DI-103, and investigated by a local survey officer or survey board, whichever is appropriate. Employees found financially liable for loss, damage, or destruction due to simple negligence will now be assessed no more than \$250.00, or one-month's disposable pay, whichever is considered the lesser amount. This also includes personal liability assessment for damage to or destruction of a government vehicle.

Timeframe: This IM is effective immediately upon receipt.

Budget Impact: There could be some budget impact to the Bureau, based on custodial property officer accountability and control.

Background: The Department of the Interior, Acquisition and Property Management Office, issued new policy that changes the financial liability assessed for simple negligence to an amount not to exceed \$250.00 for all property losses due to simple negligence. Prior to this new policy, financial liability for simple negligence causing damage or destruction to a Government vehicle was capped at \$200.00. However, financial liability for loss due to simple negligence for Government assets other than vehicles was calculated by the depreciated value or fair market value.

Manual/Handbook Sections Affected: BLM Guidebook G-1520-1, Chapter Six, Property Disposal.

Coordination: This IM was coordinated within the National Business Center's Property Operations Branch, BC-653.

Contact: Questions regarding this new policy or any operational issues should be addressed to Gwen Rush, Property Utilization Specialist, BC-653, at (303) 236-9465; for further questions regarding this policy, please contact Jim Crews, BC-653, at (303) 236-4676.

Signed by:
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