

Department of the Interior Departmental Manual

Effective Date: 1/8/76

Series: Property Management

Part 400: General

Chapter 1: Promulgation of Regulations

Originating Office: Office of Acquisition and Property Management

400 DM 1

1.1 Scope. This part describes the authority for, and the system of promulgating policies and regulations governing the acquisition, utilization, management, and disposition of real and personal property by the Department of the Interior.

1.2 Authority. The authority to prescribe regulations relating to the custody, use, management, and disposal of property is vested in the Secretary (5 U.S.C. 301, 40 U.S.C. 486(c), and 42 U.S.C. 1892). Under a delegation system, authority to take specific actions has been delegated by the Secretary to the heads of bureaus and offices in 205 DM 9 and 205 DM 10.

1.3 Regulations.

A. General Services Administration. The Federal Property and Administrative Services Act of 1949, as amended, authorizes the Administrator of General Services to prescribe policies and methods of procurement and supply of personal property and nonpersonal services, including related functions such as storage, issue, property identification and classification, transportation and traffic management, repairing and converting, and management of public utility services. The Act also provides that the Administrator of General Services shall prescribe policies and methods governing the utilization and disposal of excess and surplus real and personal property within the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Trust Territory of the Pacific Islands. The Administrator has established the Federal Property Management Regulations System (FPMR) which are published in the Federal Register and codified in the Code of Federal Regulations as Chapter 101 of Title 41, Public Contracts and Property Management.

B. The Department. Separate chapter numbers have been assigned to departments and agencies to identify implementing and supplementing issuances published by individual agencies. The Department of the Interior has been assigned Chapter 114 (41 CFR 114).

C. Bureaus and Offices. Bureaus and offices may issue further supplementations, if necessary, using the following alphabetical codes after the Departmental Chapter number.

CHAPTER		BUREAU
114	A	Office of the Secretary
114	B	Office of Management Operations
114	C	Mining Enforcement and Safety Administration
114	D	Fish and Wildlife Service
114	E	Bureau of Mines
114	F	Geological Survey
114	G	Reserved
114	H	Bureau of Indian Affairs
114	J	Bureau of Land Management
114	K	National Park Service
114	L	Office of Territorial Affairs
114	M	Alaska Power Administration
114	N	Bureau of Outdoor Recreation
114	O	Office of Aircraft Services
114	P	Office of Manpower Training and Youth Activities
114	R	Office of Water Research and Technology
114	S	Bureau of Reclamation
114	T	Bonneville Power Administration
114	U	Southeastern Power Administration
114	W	Southwestern Power Administration
114	Z	Defense Electric Power Administration

1.4 Responsibilities of Bureaus and Offices. It is the direct responsibility of the head of each bureau and office to issue instructions governing the actions of all officials to whom authority for acquisition, utilization, management, and disposition of property has been redelegated. The instructions will set forth the general authorities and responsibilities of such officials and shall contain policies, procedures, and directives issued in accordance with applicable laws and regulations, including the Federal Property Management Regulations, the Departmental Manual, the Interior Property Management Regulations (IPMR), and other authorized directives. Except to the extent that it is necessary to clarify implementing or supplementing instructions, material published in the Federal Property Management Regulations, the Departmental Manual or the Interior Property Management Regulations (IPMR), will not be repeated, paraphrased, or restated in bureau and office issuances.

1.5 Departmental Regulations (IPMR - 41 CFR 114). The Departmental regulations will be published in the Federal Register and codified under 41 CFR 114. After publication, these regulations will be reprinted in looseleaf form on light green paper, punched for three-ring binders, and distributed to bureaus and offices. Bureaus may add their own supplementary material, using whatever color paper they may find appropriate.

A. Looseleaf reprints of the IPMR (41 CFR 114) will be regarded as additions to the Departmental Manual; designated as A400 DM Additions to FPMR@; issued under a separate series of numbered Manual transmittals prefixed by AIPMR@ to be signed by the Director, Office of Management Consulting.

B. Appendix 2 to this chapter - 400 DM 1 lists the property management directives removed from the Departmental Manual and cites references as to where they were transferred in the IPMR.

C. The Parts and Subparts of the Federal Property Management Regulations which are subject to codification in 41 CFR 114 (IPMR) are as follows:

Subparts:	101-1.1 101-3.1 101-3.2 101-19.6 101-35.2
Parts:	101-25 through 101-31 101-38 through 101-47

Appendix 2
400 DM 1

LIST OF DEPARTMENT MANUAL CHAPTERS TRANSFERRED TO THE IPMR (41 CFR 114)

<u>PART AND CHAPTER</u>	<u>TITLE</u>	<u>TRANSFERRED TO</u>
400 DM 2	Reports on Identical Bids and Use of Non-collusive Certifications In Sales of Property	IPMR 114-45.3 and 114-47.3
403 DM 6	Petroleum Products - National Credit Cards	IPMR 114-26.4
407 DM 6	Housing - Cost Limitation and Standards	IPMR 114-51.1

410 DM 5	Traffic Management - Claims for Shipping Losses	FPMR 101-40.7
411 DM 1, 2 and 3	Personal Property Management	IPMR 114-60.1 thru 3
412 DM 1,2,3,4,5,6,7,8 and 9	Personal Property Management	IPMR 114-50.4 thru 9
413 DM 1	Aircraft	IPMR 114-38.53
416 DM 1 and 2	Motor Vehicle Management	IPMR 114-38.50 and 54
418 DM 4	Scientific Research Equipment	IPMR 114-60.10
419 DM 1,2 and 3	Surplus Personal Property	IPMR 114-43 thru 45
422 DM 1	GSA Annual Inventory of owned Real Property	IPMR 114-3.1 and 2
423 DM 1 and 2	Utilization - Real Property	IPMR 114-47.1,2, and 8
424 DM 1,2,3 and 4	Provision and Assignment of Quarters and Furnishings	IPMR 114-51.1 thru 3
424 DM 5,6,7,9, and 10	Establishment of Quarters Rental Rates	IPMR 114-52.1 thru 5
429 DM 1,2 and 3	Surplus - Real Property	IPMR 114-47.3

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