

Department of the Interior Departmental Manual

Effective Date: 6/18/86

Series: Property Management

Part 410: Personal Property Management

Chapter 1: Scope, Policies, and Responsibilities

Originating Office: Office of Acquisition and Property Management

410 DM 1

1.1 **Purpose.** This Chapter prescribes policies, procedures and responsibilities governing the receipt, accountability, recordkeeping, management and survey of personal property in the Department of the Interior.

1.2 **Authority.** Section 202(b) of the Federal Property and Administrative Services Act of 1949 requires that each executive agency maintain adequate inventory controls and accountability systems for property under its control. Title 31 of the U.S. Code requires that each executive agency establish and maintain a system of accountability for all property for which it is responsible, including adequate monetary property accounting records. Requirements for the management and maintenance of museum properties are established by 16 U.S.C. 18f. Title 2 of the General Accounting Office Policy and Procedures Manual contains requirements dealing with the acquisition and retirement of Government-owned property. The Secretary of the Interior has the primary authority and responsibility for providing major policy decisions, directions and supervision of all activities of the Department. Authority to carry out Departmental functions for property management is delegated by the Secretary to the Assistant Secretary B Policy, Budget and Administration. The Director, Office of Acquisition and Property Management is responsible for the promulgation and maintenance of the Interior Property Management Regulations (IPMR) and related handbooks.

1.3 **Scope.** The provisions of the IPMR apply to all bureaus and offices of the Department of the Interior, and to all organizational entities under the jurisdiction of the Secretary of the Interior.

1.4 **The Departmental of the Interior Property Management Regulations (IPMR).**

A. The IPMR is issued as part of the DM and replaces provisions formerly included in 41 CFR 114. Additional Parts of the IPMR will be issued on a periodic basis and will also become a part of 410 DM. As revisions to 41 CFR 114 are completed, they too will be withdrawn from 41 CFR 114 and become a part of the IPMR as issued in 410 DM. The IPMR (a Departmental Manual issuance) and revisions thereto will be issued as a part of the DM, but will be available as a separate handbook.

B. The IPMR is available from the Division of Printing and Publications, Office of Administrative Services, Department of the Interior, Washington, D. C. 20240.

C. The IPMR and its revisions will be prepared by the Office of Acquisition and Property Management. Revisions and supplements thereto will be approved by the Director, Office of Acquisition and Property Management.

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