

OM 009-2004 (4400) PROPERTY MANAGEMENT TECHNICAL REFERENCE MANUAL



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# Operations Memorandum

**OPI:** ADM/PCB  
**NUMBER:** 009-2004 (4400)  
**DATE:** 6/8/2004  
**SUBJECT:** Property Management  
Technical Reference  
Manual

**EXPIRATION DATE:** 8/8/2004

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1. **PURPOSE AND SCOPE.** To incorporate numerous changes to the Property Management Technical Reference Manual which provides the instructions and reference materials, including forms used to control Bureau-owned real and personal property.
2. **DIRECTIVES AFFECTED**
  - a. **Directive Rescinded**

T4401.03 Property Management TRM (8/13/01)
  - b. **Directive Referenced**

P4400.05 Property Management Manual (5/26/04)
3. **SUMMARY OF CHANGES**
  - a. Table of Contents was revised to change "Report Calendar" to Chapter 15, and a new chapter 14 entitled "Bureau Employee Transit Subsidy (BETS) Program" was added.
  - b. Chapter 5, page 1, 2 was revised to provide additional guidance regarding the preparation of the Justification Memorandum and the subsequent reporting of lost/stolen/missing controlled personal property.
  - c. Chapter 6, page 2 was revised to provide additional TRO/TRI guidance.
  - d. Chapter 7, page 1 was revised to provide new instruction regarding the preparation of the Report of Gifts received from or Given to Foreign Individuals.

e. Chapter 8 was revised to:

- (Page 1, 2, and 3) Provide additional instruction in the preparation of the Annual Report of Real Property (1166);
- (Page 4, 5, 6, 7, 9, and 10) Clarify that the PO obtains land costs from the Central Office Business Office's Asset Recognition Forms (ARF);
- (Page 8 and 9) Identify the types of Structures/Facilities which are to be recorded in the SENTRY Real Property Management System; and
- (Page 16 and 17) Provide additional instruction in the maintenance of the ARF files.

f. Chapter 9, Attachment A, page 1 - Report of Survey (BP-S111.044), was revised as follows:

- Property Officer's signature block modified to read:  

**"I certify the listed property was disposed of as recommended, and I witnessed the disposal".**
- Addition of a block to record the Board of Survey's recommendations to the Chief Executive Officer.
- Addition of blocks as follows:
  1. "Date discovered Lost/Stolen/Missing"
  2. "Date reported to Property Officer"
  3. "Date disposed in the SPMS"
  4. Signature blocks for the Computer Specialist and Security Officer

g. Chapter 10, page 1 was revised to provide new procedures for providing indigent inmates with confiscated postage stamps.

h. Chapter 14 entitled, "Bureau Employee Transit Subsidy (BETS) Program" was added, which includes the requirements and responsibilities of the Bureau and Bureau staff for the use, maintenance, and administration of the BETS program.

i. "Report Calendar", previously Chapter 14, was changed to

Chapter 15.

4. **DISTRIBUTION.** This Technical Reference Manual is available on BOPDOCS.

5. **EFFECTIVE DATE.** This Operations Memorandum is cancelled on the date indicated above; however, the Property Management Technical Reference Manual is valid until any further changes are transmitted via Operations Memorandum.

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for Administration