

INDIAN AFFAIRS MANUAL

- 6.1 Purpose.** This chapter provides information on the identification of personal property, tag distribution and tagging procedures. The table below provides a summary of tagging requirements for the different classification of property.
- 6.2 Scope.** This policy applies to Offices under the Assistant Secretary – Indian Affairs (AS-IA), including BIA organizations reporting to AS-IA Directors, the Bureau of Indian Education (BIE), and programs that are contracted under Pub. L. 93-638.
- 6.3 Policy.** All Government property unless exempted below, will be marked to indicate Government Ownership of Personal Property with some form of tag, permanent marker, stenciling, and/or engraving in accordance with the procedures outlined in this section.
- The following items are exempt from marking:
- A.** Very small or delicate items which cannot be marked in a permanent manner without damage to the property. However, the number assigned to system controlled property will be recorded in FAS and the physical tag shall be maintained in the property file.
 - B.** Museum Property. Follow the tagging procedures outlined in the BIA Museum Property Handbook.
 - C.** Law Enforcement vehicles being operated as “Undercover” with non-government license plates should have one I-plate inside the vehicle trunk and the other one retained in the asset file.
 - D.** Weapons will be controlled by their serial number. (See Chapter 9 – Firearms)
 - E.** Tribally-owned or property held in trust located or used within BIA installations should be marked indicating Tribal ownership to avoid confusion during inventory.
- 6.4 Tag Distribution.** Regional APOs will acquire and distribute property tags and motor vehicle license plates. A log documenting the issuance of each accountable tag and license plate must be maintained.
- 6.5 Tagging Procedures.** Tags should be placed in eye-catching locations for ease in identification when performing physical inventories. For example, computers, printers, calculators, and other small items should be tagged on the side facing the operator. Desks, cabinets, systems furniture, and tables should be tagged on the side where doors and drawers are located.
- 6.6 Missing Property Tags.** Property found with missing tags shall be retagged with the original number assigned. Blank tags will be obtained for this purpose.

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- 6.7 Items Requiring Special Identification.** The following items of property must display special identification:
- A. Motor Vehicles.** All Bureau owned or GSA leased vehicles must display prescribed identification markings as required in FMR 41 CFR 102-34 Subpart B, except when exempted in accordance with existing GSA and Department regulations.
 - B. Police Dogs.** Dogs will be accounted for in FAS by their name. Identification chips can be implanted into the animal.
 - C. Watercraft.** Bureau identification shall be conspicuously displayed on all watercraft except those used in law enforcement work. The Regional property Officer is responsible for coordinating the assignment of a name to inboard power boats 7.925, meters (26 feet) in length and longer. Safety markings will also be displayed in accordance with criteria established by Office of Safety and Health.
 - D. Heavy Equipment.** Tag heavy equipment with the standard BIA numbered tag inside the cab. The tag number should also be marked with 1 1/2" in size lettering on the outside of the equipment. The use of stencils or decals is acceptable.
 - a. Leased Equipment. Property that is leased shall have a label reading:

“LEASED PROPERTY”

Property that is leased-to-own shall be marked with the appropriate tag.

- 6.6 Transfer of Property.** When vehicles/equipment are transferred to another Region/Agency within the IA, the tags and/or license plates, lettering, numbering and decals will not be removed.
- 6.7 Removal of Identification Markings.** When equipment, materials, and supplies are disposed of, sold or transferred outside of IA, all identification markings such as tags, labels, license plates, etc., which indicates that the property was previously owned by the IA or marked “USBIA”, must be removed prior to final disposition. License plates must be returned to UNICOR. See Property Management Handbook for instructions.
- 6.8 Expired Interior Vehicle License Plates.** Expired license plates must be returned to UNICOR. See Property Management Handbook for instructions.