



Forest
Service

Apache-Sitgreaves
National Forests

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Route To:

Date: June 8, 2015

Subject: Clarification on Responsibilities of Accountable Property Officer

To: Carol Telles; Ed Holloway, Jr

As Line Officers for Apache-Sitgreaves National Forests, you have been delegated as Accountable Property Officers (APO) for your respective Districts. In accordance with FSM 6400 – Property Management, Chapter 6410 – Personal Property Management, WO Amendment 6400-2002-1, you shall also be responsible for the following in addition to those responsibilities identified in your APO memo:

1. The procurement, removal, maintenance, care, and other activities necessary to ensure the livestock and the livestock management plan provide for the safety and wellbeing of the livestock and employees using said stock.
2. Delegation in writing of the livestock program manager. As of this date, Allen Graves is the livestock program manager for the Clifton RD and Ron Mortensen is the manager for the Alpine RD.
3. Management of the livestock, tack, and equipment so that it is not misused, abused, or used for unofficial purposes.
4. Responsible for reporting the sale, trade-in, or transfer of livestock on Form AD-107, Report of Transfer or other Disposition or Construction of Property.
5. Report excess on Form SF-120, Report of Excess Personal Property.
6. Report unserviceable, lost, stolen, damaged, or destroyed livestock on Form AD-112, Report of Unserviceable, Lost, or Damaged Property.
7. Periodically review and update or amend as needed the Apache-Sitgreaves National Forests Livestock Management Plan.

WARREN ABBOTT
Property Management Officer

cc: file



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