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BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1520 (BC-653)P

September 20, 2002

EMS TRANSMISSION

Instruction Memorandum No. BC-2002-079

Expires: 9/30/2003

To: All Washington Office and Field Office Officials
Attn: Fleet and Property Managers

From: Director, National Business Center

Subject: Working Capital Fund (WCF) Vehicle and Heavy Equipment Procedures

Program Area: Personal Property Disposal of WCF Vehicles and Heavy Equipment

Purpose: This Instruction Memorandum (IM) transmits a new form, Form 1520-57, to be used to certify the condition of vehicles and heavy equipment prior to reporting the vehicles for disposal.

The new Vehicle Disposal Checklist, Form 1520-57 (Attachment 1), must be completed for each vehicle and accompany each Available Property Report (Form 1520-34). A copy of the Form 1520-57 should be kept with the vehicle and checked by the buyer or Bureau of Land Management (BLM) office receiving the vehicle. Any discrepancies should be annotated in the comments area of the form.

The new form should be available from Printed Materials Distribution Services (PMDS) in about 10 weeks. Please order your forms via fax or email from the PMDS on BLM Form 1556-001. Please order your forms via fax or regular mail. The PMDS Lotus Notes email address is BLM_NCS_PMDS. The PMDS cannot accommodate telephone orders. If you have questions about publication ordering procedures, please contact your forms/publications ordering personnel or see the PMDS Website at: <http://ncweb.sc.blm.gov/pmids/>.

Timeframe: This IM is effective immediately upon receipt.

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Budget Impact: There will be only minimal costs to implement these actions. There is a potential revenue increase to the WCF from sales because our fleet will be in better condition and we will be providing the public with accurate descriptions of vehicles being sold. More significantly, our BLM employees will be traveling in safe, properly working vehicles, reducing costs related to potential accidents and breakdowns.

Background: The BLM continues to experience claims from the public resulting from inaccurate descriptions and undisclosed mechanical defects on vehicles being sold. In some cases, BLM employees have been using potentially unsafe vehicles prior to them being made available for transfer or sale. Field offices are then turning these unsafe vehicles in for transfer to other BLM offices or selling them to the public without making repairs. If proper maintenance is not done, we are subjecting BLM employees to unsafe working conditions and are putting the Bureau in a position of liability for having unsafe vehicles on the road. Additionally, when vehicles are repaired “after the fact,” the repairs must be funded by the benefitting subactivity.

The BLM has had instances where buyers have traveled long distances, only to find the vehicle they have purchased is not in the condition advertised. The customer either drives home in an unsafe vehicle, loses time while the vehicle is being repaired, or goes home without a vehicle, all at the accountable office’s expense. This lack of attention to our fleet disposal process not only places employees and customers in danger, but also creates a bad image of the BLM in the eyes of our customers.

Manual/Handbook Sections Affected: BLM Manual 1520 and 1525.

Coordination: This IM was coordinated with Property, Acquisition & Headquarters Services (WO-850), Property Operations (BC-653), Business Practice (UT-950), Prineville District Office (OR-050), Salem District Office (OR-080), and Medford District Office (OR-110).

Contact: Please contact Gwen Rush, Property Utilization Specialist, BC-653, at 303-236-9465 if you have any questions or concerns.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment

1 - Form 1520-57 Vehicle Disposal Checklist (1 p)

Distribution

WO-850

BC-652

ST-150, BLM Library