

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Washington, D.C. 20240  
October 17, 2001

In Reply Refer To:  
1510-7.102 (WO-850) P

EMS TRANSMISSION 10/23/01  
Instruction Memorandum No. 2002-016  
Expires: 09-30-2003

To: All Washington Office and Field Officials  
Attention: Procurement Personnel

From: Assistant Director, Business and Fiscal Resources

Subject: Fiscal Year (FY) 2002 Advanced Procurement Plan (APP) DD: 11-16-2001

**Program Area:** Acquisition

**Purpose:** This Instruction Memorandum requires all offices to enter initial forecasted FY 2002 acquisition data into the Department of the Interior APP at the internet site <http://web.blm.gov/nataqc>. Quarterly updates are also required.

**Policy/Action:** Enter data for all current approved, fire and non-fire, projects (contracts, grants or cooperative agreements) estimated to exceed \$2,500. Entering data at this threshold facilitates management analysis of workload, resource allocation and requirements consolidation. Please include all projects for which the Bureau of Land Management (BLM) has increased funding; such as:

- Fuels treatment projects;
- Emergency fire rehabilitation projects;
- Communication tower replacement projects;
- Communication site buildings/facilities replacements;
- Sites requiring radio frequency hazard analysis;
- Fire Facility and other construction;
- Deferred maintenance projects;
- Rural fire department assistance;
- Energy projects; and
- Land use support contracts.

In addition, identify the Project Manager for each action, as this information will be used to determine individuals requiring Contracting Officer Representative training. The State and Center Procurement Analysts must ensure accurate submission of all data.

**Timeframe:** Data must be entered by November 16, 2001, for the first quarter, and updated quarterly thereafter.

**Budget Impact:** Accurate planning enables procurement officials to better allocate resources. Procurement personnel are able to develop acquisition strategies to meet customer needs efficiently and at lower cost.

**Background:** Section 501 of the Business Opportunity Development Reform Act (Public Law 100-656) requires Federal agencies to prepare a forecast each FY of contracting opportunities that small and disadvantaged businesses are capable of performing. The Office of Small and Disadvantaged Business Utilization publishes this data and makes it available to small businesses.

The APP data will also be used to ensure our compliance with specific Congressional direction for the National Fire Plan. This direction includes use of contracts, grants or cooperative agreements for training and monitoring hazardous fuels reduction activities to enhance local and small business employment opportunities for rural communities. Using local contract personnel to conduct fuels treatments (i.e. prescribed fire, mechanical removal, mulching, and application of chemicals) whenever possible and enhancing fire protection capability for rural fire assistance is also congressionally mandated. In addition, the BLM managers may use the APP forecast to plan workload, budget and develop appropriate acquisition strategies.

**Manual/Handbook Sections Affected:** The BLM Manual Section 1510, Acquisition, addresses this requirement (1510-7.102).

**Coordination:** Not required.

**Contact:** Project Managers should contact their State or Center Procurement Analyst for additional information concerning submission of procurement data.

Signed by:  
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Assistant Director, Business  
and Fiscal Resources

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