In Reply Refer to:
5400 (OR-930) P

January 14, 2004

EMS TRANSMISSION 01/15/2004
Instruction Memorandum No. OR-2004-036
Expires: 9/30/2005

To: All District Managers

From: State Director

Subject: Initiation of New Timber Sale Appraisal Software

Program Area: Forest Management - Timber Sale Appraisal

Purpose: Initiate the use of the Timber Sale Appraisal System (TSAS)

Policy/Action: In an effort to develop a single automated timber sale appraisal system for all of the Westside districts in Oregon, the Bureau of Land Management (BLM) Oregon State office (OSO) contracted for the development of the TSAS. The TSAS application will replace all automated and hardcopy advertised timber sale appraisal applications and forms for the Lakeview, Salem, Eugene, Roseburg, Medford, and Coos Bay Districts (Westside districts). For the Burns, Vale, Prineville, and Spokane Districts, use of the TSAS is optional, yet still encouraged if it can be effectively utilized.

Timeframe: For the Westside districts, all advertised timber sale appraisals started after January 1, 2004, shall be completed utilizing the TSAS. Other appraisal systems may be utilized in conjunction with TSAS from January 1, 2004, until June 1, 2004. Beginning on June 1, 2004, all advertised timber sale appraisals shall be accomplished using the TSAS. All other advertised timber sale appraisal systems will be archived at that time.

Budget Impact: There should be no short-term budget impact. By replacing a variety of timber sale appraisal applications, TSAS should result in a long-term increase in efficiency.

Background: In the early 1990s, the Coos Bay, Medford, and Salem Districts developed separate electronic advertised timber sale appraisal applications, utilizing Lotus1-2-3. The other Westside districts were either using one of these Lotus appraisal applications or the old paper appraisal forms. In 1999, the Westside Cruiser/Appraiser Committee determined that a single advertised timber sale appraisal application should be developed for use on all of the Westside districts. The OSO then contracted to develop this new appraisal application.

Manual/Handbook Sections Affected: None

Coordination: The OSO (OR-931), the State Cruiser/Appraiser, and the Westside District Cruiser/Appraisers
**Contact:** Mike Finegan, State Cruiser/Appraiser, at (503) 315-5922

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Barron Bail
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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