



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
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Instruction Memorandum No. NM-2001- 001
Expires: 9/30/2002

To: FM's, DSD's, Chief-OEA and EEO Manager

From: State Director

Subject: Computer and Telecommunications Hardware/Software Acquisition Policy for the Bureau of Land Management New Mexico/Oklahoma/Texas (BLM NM/OK/TX)

Program Area: Information Resources Management

Purpose: This Instruction Memorandum (IM) implements review and approval procedures prior to the purchase of any Information Technology (IT) assets with U.S. Government charge cards. For the purposes of this IM, IT assets include any telecommunications equipment (including hardware and software), computer hardware and software, video conferencing equipment, computer peripherals (including Palm Pilot and backup devices, printers, scanners, projectors, etc.), telephones (e.g., satellite push/talk, cellular, pager, etc.) and all radio equipment. This Policy also applies to portable telephones and laptops as well as those residing on the desktop.

Policy/Action: Effective immediately, only procurement and IRM personnel are authorized to use credit cards to acquire computer and telecommunications hardware and software. IRM personnel are limited and must adhere to the \$2,500 or less threshold per action for credit card usage. Technical review and approval must be obtained from the New Mexico State Office's (NMSO) Designated Agency Representative (DAR), located on the Information Resources Management (IRM) Team, NM (95300), prior to purchase of any IT asset. For your information, the NMSO, IRM Organization's DAR is Ray I. Gonzales, (505) 438-7618.

Again, technical review and approval must be acquired prior to the requisitioning and/or purchase of any computer and telecommunications hardware and software. Typically, and in the case of credit card purchases, technical review/approval is acquired via EMAIL request to the DAR. In the case of a requisition, the requisition itself is routed to the DAR for technical review/approval, prior to submission of the requisition to the Administrative Support Center.

The Technical Representative will verify the equipment meets Bureau Configuration Management standards, Federal Information Processing Resources Acquisition requirements, and Field Office Multi-Year Procurement Planning objectives. This Policy enables IRM to ensure that purchases are integrated into the State IRM portfolio for tracking of hardware, software, and service/maintenance requirements.

Cardholders are reminded that approved Bureau Blanket Purchase Agreements (BPA's), and other national agreements should be used as a first source for any acquisition. The Bureau of Land Management (BLM) maintains a list of BPA's and similar procurement processes at its National Acquisitions Website. The address for that site is: <http://web.blm.gov/natacq>

Time Frame: Effective Immediately

Budget Impact: None

Background: The IT Reform Act of 1996 requires that agencies of the Federal Government establish a method of ensuring that the IT assets they purchase are managed properly. Acquisition of those assets is to be completed through a capital planning process in which the business requirements of the agency is taken into account in selecting those assets, managing and evaluating IT assets, and in replacing those assets when required. The assets will be managed through the agencies' Chief Information Officer and his/her IRM staff, whose role is to provide technical review and approval of proposed acquisitions prior to their purchase. The review will ensure that the proposed IT acquisition is conducted in accordance with the statutes governing such practices and the General Accounting Office's criteria for best IT practices. This Policy enables the BLM NM/OK/TX Organization to manage its assets in accordance with the Act, ensure configuration management standards, integrate those assets into the Bureau Architecture, and provide quality customer service.

Manual/Handbook Sections Affected: None

Coordination: Field Office management should ensure that these procedures are coordinated within their organizations.

Contact: Questions should be addressed to Laura Bostwick, IRM Team Leader, or Ray Gonzales, Planning and Applications Development Team Leader, NMSO IRM, NM (95300), at (505) 438-7584 or (505) 438-7618, respectively.



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