



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 11/21/02
Instruction Memorandum No. CA-2003-009
Expires 09/30/2004

To: State Management Team

From: State Director

Subject: Transmittal of Fiscal Year (FY) 2002 Program review of Acquisition and Property Management at the California State Office (CSO) and Field Offices **DD: 01/15/03**

Attached you will find the final reports of the Acquisition and Property Management reviews conducted at the CSO and several field offices. The reviews were conducted during the period of April 8-18, 2002.

Acquisition Reviews were conducted at two field offices and the CSO. There were five evaluation work sheets for Acquisition. These worksheets address: inadequate documentation; sole source justifications; requests for wage determinations; use of clauses; and use of acquisition streamlining initiatives. The worksheet recommendations apply to all offices. All offices with Procurement staff must reply and indicate what measures they have taken or plan to take to ensure that these recommendations are implemented. Your responses should be as specific as possible.

The Property Review of 12 California field offices acknowledged the positive efforts of the majority of the property technicians. However, nine worksheets were issued for six offices for their immediate action. The worksheets distributed were due to the failure to record acquisitions in the Fixed Assets property system as well as the lack of expediency in disposing of excess property.

The CASO property manager will be conducting follow-up visits to some of the Field Offices that received the worksheets in order to offer assistance as well as to confirm compliance to the WO directive. All offices reviewed must reply and indicate what measures they have taken or plan to take to ensure that these recommendations are implemented. Your responses should be as specific as possible. Because all of the property worksheets were initially numbered identically, they have now been annotated as CASO - 01 through CASO - 09, in the worksheet # block. The Property worksheets were placed throughout the Property evaluation document. To facilitate locating the worksheets, they are located on the following pages: 5, 6, 25, 26, 27, 28, 31, 37 and 57. Please refer to the CASO worksheet number when responding to this memorandum.

Please submit your responses by COB, **January 15, 2003** to Karen Barnette, DSD, Support Services.

Questions regarding the Acquisition review may be directed to Dave Peeples, State Procurement Analyst at (916) 978-4525, questions regarding the Property review may be directed to Dona Maxcy, Property Manager at (916) 978-4314.

Signed by:
Richard B. Grabowski
Acting State Director

Authenticated by:
Richard A. Erickson
Records Management

2 Attachments:

- 1- Evaluation Transmittal Memorandum (2pp) & Attachment: FY 02 CA Acquisition Mgmt. Rpt. (25 pp)
- 2- FY 2002 California Property Management Report (58 pp)