

**United States  
Department of  
Agriculture**

**Forest Service R-6/  
PNW**

**OR/WA**

**Bureau of Land  
Management**

**United States  
Department of  
Interior**

**Reply Refer To:** 1300-7130 (FS)/1525(BLM) (OR-950)P

**Date:** March 19, 2003

**EMS TRANSMISSION 03/26/03**

**FS-Memorandum**

**BLM-Information Bulletin No. OR-2003-114**

**To:** Forest Service Regional Leadership Team and Station Leadership Team; Bureau of Land Management OR/WA Leadership Team; Regional Vice President, National Federation of Federal Employees

**Subject:** Competitive Sourcing Studies – R6/PNW/BLM Fleet Maintenance Activities

Under the terms of OMB Circular A-76, the Forest Service Pacific Northwest Region and Pacific Northwest Research Station, and the Bureau of Land Management Oregon/Washington announce the start of express studies to determine if fleet maintenance work activities should be retained in-house or converted to a commercial service. A tentative decision will be released by the end of September.

Fleet maintenance includes the following essential elements necessary to support light vehicles, heavy equipment and project equipment; availability to customers; inspection and field preparation of new vehicles; identification and attention to warranty repairs, recalls and Technical Service Bulletins; preventative maintenance; scheduled and unscheduled maintenance and repair; maintenance of agency-owned (WC)/leased shop facilities in compliance with federal and state safety and environmental regulatory guidelines; facilitation of sub-contract repairs; and asset sale preparation. This work is currently being performed by approximately 26 FTEs at various locations in Oregon and Washington.

Forests that have in-house fleet maintenance facilities will be bundled together for study as shown in the table below. Ten studies will be accomplished. This reflects a change to the Umatilla and Wallowa Whitman National Forests from the 1300 letter dated February 14 from the Regional Forester and the Station Director. Also, the Rogue River-Siskiyou National Forests will be doing direct conversions.

<u>Forest/Area</u>	<u>Team Lead</u>	<u>Team Member</u>
Colville	Shonni Hanks	Dan Wilson
Deschutes/Ochoco	Shonni Hanks	Connie Weathers
Fremont/Winema/Lakeview BLM	Connie Weathers	
Malheur	Shonni Hanks	
Mt Hood	Bill Bush	Eddy Nelson
Okanogan/Wenatchee	Kerry Lackey	
Olympic/Mt Baker Snoqualmie	Bill Bush	Dan Wilson
Umatilla	Kerry Lackey	
Umpqua	Connie Weathers	Dan Wilson
Wallowa Whitman	Kerry Lackey	

Each forest/area has a study team lead that will schedule time with the Forest Fleet Manager and WCF Clerk. More details on data collection will be presented to the affected forests at a meeting on March 20. The impact to Forest Fleet Managers and WCF Clerks in the data-gathering phase is recognized, but is important to the process. In addition to the study team leads and members, advisors from Human Resources, Financial Management, Acquisition

Management, Communications and the Bargaining Unit need to be available to support each study team.

Study team members are expected to dedicate their time to the competitive sourcing effort. Please ensure an understanding on your units that the people involved have a new assignment and will not be available to perform their regular duties. We appreciate the extra effort necessary to accomplish the workload and the willingness of everyone to work together.

Information specific to studies is procurement sensitive. The general rule is to strictly avoid any conflict of interest or the appearance of a conflict of interest in Government-contractor relationships. Study team leads, team members and advisors will be required to sign the enclosed Conflict of Interest and Non-disclosure Agreement.

If you have any questions about these studies, please discuss them with your unit competitive sourcing point of contact.

*/s/ Charles E. Wassinger, for*

ELAINE M. BRONG  
State Director, OR/WA  
USDI Bureau of Land Management

*/s/ Jim Golden, for*

LINDA GOODMAN  
Regional Forester, Region 6  
USDA Forest Service

*/s/ Marty Santiago, for*

THOMAS M. QUIGLEY  
Station Director, PNW Res. Sta.  
USDA Forest Service

Authenticated by:  
Cindy Fredrickson

1 Attachment

1 - [Conflict of Interest and Non-Disclosure Agreement](#) (1pg.)

BLM Distribution

DOI-OES (Room 7220 MIB)  
OR-950 (John K. Keith)

cc: All employees, Cheryl Emch

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Pacific Northwest Region/Station, USDA Forest Service  
A76 STUDY

CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT

1. In the course of my performance of duties related to this Competitive Sourcing, A-76 study, I may be given access to or entrusted with "covered information" that cannot be disclosed to or discussed with any person who has not executed a copy of an individual non-disclosure agreement or who has not been granted specific access by the responsible Contracting Officer.
2. Promises
  - a. Non-Disclosure. As a condition of receiving access to covered information, I promise not to discuss with, disclose, release, reproduce or otherwise provide or make available the information, or any part thereof, to anyone unless and until such person has executed a copy of an individual non-disclosure agreement like this one, or has been granted specific access by the responsible Contracting Officer. Furthermore, I agree to safeguard the covered information and use it solely to accomplish duties related to this A-76 study.
  - b. Reporting. In the event that I disclose any covered information, I agree to so notify the Contracting Officer as soon as practicable. Similarly, I agree to notify the Contracting Officer of any other person's actual or suspected unauthorized use, disclosure, release, or reproduction of covered information of which I am now or may become aware. Those notifications will identify the person(s) to whom the information was divulged and the content of the divulged information.

- c. Conflicts of Interest. I promise to report to the Contracting Officer all employment contacts and financial interests that I, or a member of my family or household, have with a person or business entity that is a potential source to perform, either as a prime or subcontractor, any portion of the function being studied.

3. Definitions.

Person includes other Government employees, as well as business organizations, other entities and the employees thereof.

Covered Information includes, but is not limited to: Source Selection Information as defined under FAR 3.104; any aspects of the Management Plan, the Most Efficient Organization or "MEO," any acquisition/procurement strategy, source selection or evaluation plan; the cost estimate for the Government performance; the identity and number of contractors or Government personnel involved; the schedule of key technical and procurement events in the source selection process; and any other information considered or marked as proprietary, source selection sensitive, or competition sensitive.

- 4. Acknowledgements. I acknowledge that the confidentiality observed by participants concerning A-76 study activities and procedures is a significant factor in the proper completion of such studies, and that failure to comply with this agreement may compromise the study. I acknowledge that my breach of the promises made in paragraph 2 may result in the termination of my participation in the A-76 study, and possible initiation of criminal, civil, and/or administrative action. I further acknowledge that my obligations under paragraphs 2(a) and 2(b) continue after completion of my involvement in the study and/or after my employment with the Government.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Administrative Unit: \_\_\_\_\_