

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, OR 97208**

**In Reply Refer to:**

1510 (OR-952) P

June 13, 2003

EMS TRANSMISSION June 18, 2003  
Information Bulletin No. OR-2003-184

To: DSDs, Staff and Branch Chiefs

From: Chief, Branch of Procurement Management

Subject: Procurement Plan Update and Procurement Support for Remainder of DD: 07/03/2002  
FY03 and Beginning of FY04

To manage procurement support workload for the remainder of FY03 and the beginning of FY04, please update your FY03 procurement plan by July 3, 2003. The procurement plan is located at <http://ideasec.nbc.gov/app> or via a link from the OR/WA Procurement web page. Procurement requests for FY03 contracts and FY04 contracts and agreements to be awarded by October 1, 2003, must be received by OR952 no later than July 3, 2003 to meet year-end closing of obligations and awards of September 25, 2003.

Procurement administrative lead times (PALTs) are outlined in the Buying Made Easy Guide at <http://www-a.blm.gov/natacq/tools/buyeasy.html>. Refer to the Buying Made Easy Guide in planning your project lead times, and assure that program leaders are apprised of the PALTs so that project work can be accomplished to meet program missions.

Exceptions to the above lead-time references may be applicable to Jobs-in-the-Woods, as they are exempt from advertising in the FedBizOpps and may be subject to reduced soliciting timeframes. Contact the cognizant Contracting Officer for individual procurements where exceptions are sought.

If you have questions, please call Dawn Higgins, Acquisition Systems Manager, at (503) 808-6228.

**Districts with Unions** are reminded to notify their unions of this IB 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  
Martina See  
Acting Chief, Branch of Procurement Management

Authenticated by  
John Hamil  
Staff Assistant

Distribution

WO-850 (1075-LS)

OR-952 (Robert Heaton)