

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

**In Reply Refer to:**

9100 (OR-959) P  
Manual 1315  
Manual 1525

August 29, 2003

EMS TRANSMISSION 09/03/2003  
Instruction Memorandum No. OR-2003-108  
Expires: 9/30/2004

To: All Oregon/Washington District Managers  
From: State Director  
Subject: Oregon/Washington Non-Fire Heavy Equipment Management

**Program Area:** Heavy Equipment Management.

**Purpose:** This Instruction Memorandum (IM) is to reiterate existing policy for management of Oregon/Washington (OR/WA) non-fire heavy equipment. It is also a reminder for the Districts to reexamine their heavy equipment program to insure that it is properly managed.

**Policy/Action:** The following conditions and procedures must be met for all non-fire heavy equipment:

1. All non-fire heavy equipment in OR/WA is to be managed by the OR/WA Equipment Committee. The Equipment Committee will approve **all** acquisitions of non-fire heavy equipment, with value over \$25,000.00. This equipment will be placed in the Working Capital Fund (WCF) account and must be utilized at a minimum rate per month to make it economical to retain. The Equipment Committee will review this utilization on a regular basis and make recommendations to better utilize or dispose of under-utilized equipment.
2. All equipment recommended for disposal either because of replacement or under-utilization must be reported through the committee to the National Business Center as available property. This must be done promptly to maximize the dollar amount available for OR/WA in the WCF account. All changes in the equipment inventory which affect OR/WA's dollar amount in the WCF account will be monitored by the committee to ensure that OR/WA equipment fleet is maintained in a safe condition and utilized economically. There are no exceptions to this requirement.

**Timeframe:** Immediately.

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**Budget Impact:** This IM is reiterating existing policy and therefore should have no impact on existing budgets.

**Background:** In 1996 the Washington Office (WO) took steps to improve management of the Bureau of Land Management's (BLM) heavy equipment program. One of the major issues was to assure that BLM was managing the most efficient program we could. Subsequently, OR/WA was tasked to implement a pilot to evaluate and develop recommendations for BLM to better manage the non-fire heavy equipment program. In 1998 WO administered guidelines and policy that reflected the recommendations in the pilot and OR/WA BLM chartered a statewide heavy equipment committee to manage our program. It has become evident that some of the districts are not following the procedures identified in our policy. Some have purchased equipment on their own without approval of the OR/WA heavy equipment committee, not putting all equipment into the WCF, or keeping equipment that should be disposed or does not meet utilization requirements. These issues and concerns will be monitored in order for the OR/WA BLM heavy equipment to operate at a high level of trust throughout the Bureau and OR/WA.

**Manual/Handbook Sections Affected:** BLM Manuals 1315, Vehicle Utilization and Maintenance, and 1525, Working Capital Fund.

**Coordination:** This IM is reiterating existing policy.

**Contact:** If you have any questions regarding this IM or the OR/WA equipment committee and how it operates, please contact the chairpersons of the equipment committee: Bruce Sconce in Roseburg at 541-464-3470; or Dave Evans in Vale at 541-473-6257. If you have any questions about the WCF, the acquisition of new equipment, or the excess of old equipment, please contact Billie Boerste, WCF Coordinator in Roseburg at 541-464-3373; or Dee Morrison, Property Management Specialist, Branch of Engineering and Facilities in the Oregon State Office at 503-808-6414.

**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  
Judy Ellen Nelson  
Acting Associate State Director

Authenticated by  
Jennifer Davis  
Staff Assistant

Distribution  
WO-880 (Rm. 1025)