



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208



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To: District Managers, Deputy State Directors, Staff and Branch Chiefs
From: Deputy State Director for Management Services
Subject: Property Management Responsibilities at the OR/WA State Office DD:

The purpose of this Information Bulletin is to provide clarification to the property management staffs in the field offices and to our customers within the State Office as to the roles and responsibilities of the Property Management Staff:

Dee Morrison, Property Management Specialist, State Lead, (503) 808-6414
Doug Woodward, Property Management Specialist, (503) 251-1503
Shawn Stanfill, Property Management Specialist, (503) 808-6208
Don Weckner, Civil Engineering Tech, (503) 808-6101
Doug Baird, Civil Engineer, (503) 808-6099

Statewide Property Management Oversight

- | | |
|------------------------------|---------------|
| • Fleet Management | Dee Morrison |
| • Mail Management | Doug Woodward |
| • Personal Property Disposal | Doug Woodward |
| • Quarters | Dee Morrison |
| • Real Property | Dee Morrison |
| • Space Leasing | Dee Morrison |
| • Training | Dee Morrison |
| • Warehouse Management | Doug Woodward |

Statewide Property Management Points of Contact

- Certificates of Unserviceable Property Doug Woodward
- Fixed Asset System Approval of Certificates
Of Unserviceable Property Doug Woodward
- Fixed Asset system Approval of Reports
Of Survey Dee Morrison
- Quarters Doug Baird
- Real Property Doug Baird
- Fleet/Equipment Don Weckner
- Reports of Survey Dee Morrison
- Transfers to and from the Oregon State Office Doug Woodard/
Shawn Stanfill

State Office Property Management Points of Contact

- Excess Acquisition Doug Woodward
- Facilities Management Shawn Stanfill
- Fleet Management Shawn Stanfill
- Mail Room Services Contract Doug Woodward
- Personal Property Annual Inventories Shawn Stanfill
- Personal Property & Fleet Disposal Doug Woodward
- Reports of Survey Shawn Stanfill
- Smart Card Coordination Shawn Stanfill
- Supply Room Doug Woodward
- Systems Furniture Shawn Stanfill
- Warehouse Services Contract Doug Woodward
- Warehouse Security Doug Woodward

For further information please view the Property Management web site at:
<http://web.or.blm.gov/or959>

Districts with Unions are reminded to notify their unions of this Information Bulletin 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
/s/ John Keith
Associate Deputy State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution
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