



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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To: DMs, DSDs, Staff and Branch Chiefs
From: Chief, Branch of Procurement Management
Subject: Supplemental Guidance to IM No. BC-2004-03,
Change 1 - Intra-Governmental Transactions (IGTs)

On November 7, 2003, the Department of Interior (DOI) issued Instruction Memorandum (IM) No. BC-2004-003, Change 1, entitled Intra-Governmental Transactions (IGT), which outlined departmental requirements for processing agreements for goods and services between federal agencies. IGTs encompass two lines of business, buying and selling. If the BLM is buying goods or services from another federal agency, an Intra-Governmental Order (IGO) is issued.

This Information Bulletin (IB) is supplemental guidance to the IM, and is intended to help clarify requirements for the development and processing of IGO's for Oregon/Washington BLM offices. This IB provides guidance on the administration of IGOs, including the role of technical contacts and their verification of Intragovernmental Payment and Collection system billings. In addition, this IB also includes guidance on utilization of the Service First authority rather than the Economy Act when entering into IGOs with other Service First participants.

For questions concerning this IB, contact OR952, Branch of Procurement Management, by calling Velvette Clayton at 503-808-6252, or Pam Sterling at 503-808-6221.

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.

/s/ Stephanie Coleman
Stephanie Coleman
Chief, Branch of Procurement Management

Mary O'Leary
Management Assistant

6 Attachment(s)

- 1 - [Guidance for Processing Intra-Governmental Orders](#) (3pp)
- 2 - [Economy Act Determination Template](#) (1pp)
- 3 - [Sample Justification Format for Other than Economy Act Authority](#) (1pp)
- 4 - [Quick Review Guide for Processing IGOs](#) (1pp)
- 5 - [IGO Articles Template](#) (5pp)
- 6 - [IPAC Verification Form](#) (1pp)