

**United States Department of the Interior**  
**BUREAU OF LAND MANAGEMENT**  
Office of Fire and Aviation  
3833 S. Development Ave.  
Boise, ID 83705-5354

January 9, 2001

In Reply Refer To:  
1263 (FC-210) P

Director's Office Information Bulletin No. 2001-002

To: All BLM NIFC Employees

From: Director, Office of Fire and Aviation

Subject: BLM NIFC Information Technology (IT) Purchase Procedures

This information bulletin clarifies the process for requesting Information Technology(IT) related purchases. As outlined in the attached Instruction Memorandum No. 2000-174, IT assets include "telecommunications equipment, computer hardware and software, video conferencing equipment, computer peripherals, computer software, telephones and radio equipment. This applies to portable phones, computers, and radios as well as those residing on the desktop." Copy machines with printer/fax capabilities are also included in this definition.

After an employee receives supervisory approval for an IT purchase, the request is forwarded to the Office of Fire and Aviation (OF&A) Help Desk. This may be an e-mail to the Help Desk, phone call (x5734), Form 1510-18 Purchase Requisition/Oral Order, or a Purchase Request in IDEAS. If Form 1510-18 is used, the form is forwarded to the Help Desk. If the unit wishes to enter the request into IDEAS for tracking purposes, the request must FIRST be routed to the NIFC IRM Team cabinet, located in the IDEAS menu. All requests will be reviewed for adherence to our current hardware/software baseline. If the item/service requested is outside of the baseline, the request will be forwarded to the NIFC-BLM Configuration Management Board (CMB) for approval. If this occurs, the requester will be notified by the Help Desk so they can participate in the CMB meeting. If the request is within our baseline, the purchase request will be routed to the appropriate offices for completion.

Please be aware that any request over \$2500 may require product comparisons and other background information be compiled before the request is submitted to the Procurement office. ***Requests should be submitted in a timely fashion to ensure adequate time for processing, routing, and expected delivery dates.***

Employees are permitted to purchase their own IT supplies, such as tapes, printer cartridges, diskettes, etc. If you have any questions about purchasing the correct types of supplies, please call the Help Desk.

Please direct any questions about these procedures to Carol Saras at x5738.

/s/Lee F. Englesby  
Acting

1 Attachment  
Instruction Memorandum No. 2000-174 (2 pp)

**Distribution**

Cyndie Hogg, NARTC  
Jay Thietten, 5651 MIB

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
August 14, 2000

In Reply Refer To:  
1263/1512 (550/800) P

EMS TRANSMISSION 08/14/2000  
Instruction Memorandum No. 2000-174  
Expires: 09/30/2001

To: All WO and Field Officials  
Attn: Credit Card Holders and Approving Officials

From: Assistant Director, Information Resources Management

Subject: Information Resources Management Review and Approval Prior to the Purchase of Information Technology Assets

**Program Area:** Information Resources Management

**Purpose:** This Instruction Memorandum (IM) implements new review and approval procedures prior to the purchase of Information Technology (IT) assets with the U.S. Government charge card. For purposes of this IM, IT assets include telecommunications equipment, computer hardware and software, video conferencing equipment, computer peripherals, computer software, telephones and radio equipment. This applies to portable phones, computers, and radios as well as those residing on the desktop.

**Policy/Action:** Effective immediately, all cardholders with purchase authority must obtain approval from your State/Center Information Resources Management (IRM) office prior to the purchase of IT assets. This policy enables IRM offices to ensure that such purchases can be integrated into the State IRM portfolio, and that they are able to provide maintenance and repair services for their customers. The process is as follows:

-For card purchases under \$2,500: Cardholders, through their supervisors, must request to purchase new software and hardware from the IRM offices having jurisdiction over the cardholder's office. Communication can be by telephone, e-mail, or other appropriate means as long as it is documented and the documentation indicates the IRM Office's approval of the transaction. The State/Center can designate certain items as not requiring specific approval but, in all cases, the IRM Offices need to be notified of the purchase so that it is included as part of the IT portfolio for that State/Center.

-All offices must follow the approval process detailed in WO IM No. 99-135, and 99-135, Change 1, for any card purchases over \$2,500.

Cardholders are reminded that approved Bureau Blanket Procurement Agreements (BAAS), and other national agreements should be used as a first source for any acquisition. The Bureau of Land Management (BLM) maintains a list of BAAS and similar procurement vehicles at its National Acquisitions website. The address of that site is <http://web.blm.gov/natacq>.

**Time frame:** Effective Immediately

**Budget Impact:** None

**Background:** The IT Reform Act of 1996, requires that agencies of the Federal government establish a method of ensuring that the information assets they purchase are managed properly. Acquisition of those assets is to be through a capital planning process in which the business requirements of the agency are taken into account in selecting the assets to be acquired, in managing and evaluating IT assets, and in replacing those assets when needed. The assets are managed through the agency Chief Information Officer and the IRM staff, whose role it is to provide a technical review of proposed acquisitions prior to their purchase. Such a review ensures that the proposed IRM acquisition is conducted in accordance with the statutes governing such practice and the General Accounting Office's criteria for best IT practices. This policy enables the BLM to manage its assets to fulfill the requirements of the Act, integrate those assets into the Bureau Architecture, and provide quality customer service.

**Manual/Handbook Sections Affected:** None

**Coordination:** States should make certain that these efforts are coordinated with their Field Offices.

**Contact:** Questions should be addressed to Jim Horan, IRM Investment Group (WO-550), at (202) 452-5023.

Signed by:  
W. Hord Tipton  
Assistant Director  
Information Resources Management

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560