

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
2850 YOUNGFIELD STREET
LAKEWOOD COLORADO 80215-7093
August 29, 2003**

**In Reply Refer To:
1500/1534/1535
(CO-951) (P)**

EMS Transmission 08/28/2003
Instruction Memorandum No. CO-2003-039
Expires: 09/30/2004

To: Center and Field Office Managers

From: State Director, Colorado

Subject: Designation of Real Property, Space, and Quarters Managers
DD: 09/05/2003

On-the-ground management of real property, leased space, and the quarters program is the responsibility of Center and Field Offices. To aid in statewide planning and coordination of these activities, please designate employees responsible for managing these functions and indicate any formal training requirements, if known at this time.

If your facility is leased from a private property owner, an employee in that office should be designated as Contracting Officers Representative (COR). Formal COR designation is given by the National Business Center (NBC) Contracting Officer and is given only after completion of the bureau specific building lease COR training.

Bureau owned administrative facilities are Real Property assets. The real property manager designee will have responsibility for the entire function, which includes administrative sites.

Housing Managers are required for management of bureau quarters. Their responsibilities are outlined in Chapter 2 of the "BLM-Housing Managers Handbook".

Please provide to Gene Kelleher (CO-951) by September 5, 2003, the names of the designated;

- 1) COR for leased space,
- 2) Real Property Manager, and
- 3) Housing Manager for BLM quarters.

Also, indicate any training needs of these individuals to serve as managers of the different functions.

If you have questions, please contact Gene Kelleher @ 303.239.3637, or Glenn Bessinger @ 303.239.3762.

Signed by
Douglas M. Koza
Acting State Director

Authenticated by
Don Snow
EMS Operator