



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
National Business Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

IN REPLY TO:

1510 (BC-680B) P

December 2, 1997

EMS Transmission

Instruction Memorandum No. BC-98-011

To: All Field and WO Officials

From: Group Administrator, Property Management and Procurement Systems

Subject: FY 1998 Advanced Procurement Plan (APP) Actual

Information Bulletin No. BC-97-044, dated July 7, 1997 requested the submission of advanced procurement plans (APP) for the procurements to be initiated during FY 1998, as required by Business Opportunity Development Reform Act (P.L. 100-656) and DM 404. In August, 1997 APP forecasts for FY 1998 procurement actions were submitted, as required by the IB.

This IM requires that the actual APP (which is a revision of the forecast) be submitted to the Department 30 work days after the enactment of the Department's Appropriations Act. **Therefore, the FY 1998 (actuals) must be completed by December 19, 1997, so that we may meet this 30 work day requirement for submittal to the Department.**

As a result of a recently completed automation process for the Bureau, advanced procurement planning will now be accomplished through the Intranet at <http://web.blm.gov.natacq/appform.html>.

An input form is now available that includes pull-down menus and look-up tables for such things as product service codes. Tied to this input form is a database which allows you to query the data that you have input as well as make revisions to that data. The database has been populated with the FY 1998 APP forecast data. Field personnel may now directly input their acquisition plans and update as often as required. Please make any revisions to this database that are necessary to update the forecast by 12/19/1997. At close of business on that date we will forward the information onto the Department and update our APP on our external Acquisition Home page.

We stress the importance of the APP for acquisition work load planning and the development of acquisition strategies so that the Bureau can not only save monies in our procurements, but also improve upon the quality and customer service that we provide in acquisition. Program offices will also find this automated system useful in their budget and workload planning. We suggest that program offices update their APP data at least on a quarterly basis, but you may want to update as often as each month.

As this is a new system, we ask that you take notes and contact John Sherman of BC-680B at 303 236-9441 for any recommended improvements that we can make so that this APP automation process works better for all of us.

Signed by:  
Robert Palmer  
Group Administrator  
Property Management and Procurement Systems

Authenticated by:  
John Sherman  
Procurement Analyst

Distribution  
RS-150A, BLM Library