

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
P.O. BOX 25047
DENVER, COLORADO 80225-0047**

In Reply Refer To:
1520 (BC-680A) N

January 26, 2001

EMS TRANSMISSION

Instruction Memorandum No. BC-2001-018

Expires: 09/30/2002

To: All Field Officials

From: Director, National Business Center

Subject: Procedures for Reporting Working Capital Fund (WCF) Vehicles/Heavy
Equipment for Sale

Program Areas: Property Management and Fleet Management

Purpose: To provide instructions on reporting Bureau of Land Management (BLM) vehicles and heavy equipment for disposal to the National Business Center (NBC). New procedures for the sale of BLM WCF vehicles and heavy equipment which have resulted in changes in reporting procedures and disposal actions, were implemented in October 2000.

Policy/Action: One of the methods of sale is through the Internet on eBay. BLM reports the vehicles to eBay through the Oregon State Agency for Surplus Property (ORSASP), which acts as BLM's agent. BLM's vehicles/heavy equipment are being viewed worldwide, so we need to be especially conscientious when we place our advertisements and pictures on eBay. In order to accomplish this task, ORSASP and the BLM NBC's Disposal Team are requesting digital pictures of each vehicle or piece of heavy equipment.

As soon as a vehicle has been replaced and/or is no longer needed by the accountable office, it should be prepared for disposal in the following manner:

1. The vehicle should be detailed and any damages fixed prior to taking the digital pictures. Do not record the odometer reading for the available report until after the vehicle has been repaired and detailed. Remove any BLM signs or emblems (see 1527 Manual) and repair or paint any marks or damage from removing the signs. Make any necessary minor repairs such as replacing flat tire(s) or repairing cracked or broken windshields. The vehicle should be safe to operate. If you have any questions about what repairs should be done, consult the Fleet Management Handbook or contact the BLM Fleet Manager. WCF will pay for routine repairs on vehicles in a replacement class. Any body damage beyond minor scratches, chips, rubs, or dings must be repaired at benefitting activity expense. Any body damage resulting in broken paint must be repaired and paid for by the benefitting activity. For vehicles not in a replacement class, no repairs are required to be completed, but the condition of the vehicle must be accurately reported. **ALL** vehicle deficiencies must be reported. The better the vehicle's appearance on eBay, the greater the proceeds!
2. The license plate(s) are to remain on the vehicle until it is sold. Once the vehicle is sold, the license plates are removed by the Accountable Office prior to the vehicle leaving their custody. Please see No. 8 below.
3. We have listed suggestions on what digital pictures to submit with the Available Property Report (1520-34) to the Disposal Team. Set your digital camera to 72 dots per inch (dpi). These pictures will mainly be used for the web, so there is no need to set the camera at a higher number for a better resolution or quality. The digital pictures should be in jpg format. Because BC-680A Disposal Subteam handles hundreds of vehicle photos, please rename the digital picture files by I-tag number and brief abbreviations (shown below). For example: I123456_frt.jpg Frt is the front view of the vehicle. The digital pictures should consist of:
 - A. Front - showing the I-tag plate (frt)
 - B. Rear - showing the I-tag (rr)
 - C. Side taken from either driver's or passenger's:
 - Left side (ls)
 - Right side (rs)
 - D. Inside taken from either driver's or passenger's side
 - Interior from the driver's side (int_ds)
 - Interior from the passenger's side (int_ps)
 - E. Under the hood (eng)
 - F. Close-ups of any damages (dam); if more than one picture (dam#)

4. Do not to have any distractions in the pictures such as tall grass that may hide the tires, other vehicles in the background, or pictures taken in a garage with other property items not being sold showing in the picture.

5. When preparing the Available Property Report, Form 1520-34, do not record the meter reading until after the vehicle has been repaired and detailed. The following information is required on the Available Property Report:
 - A. Body Type:
 - B. Manufacture:
 - C. Manufacture Year:
 - D. Model:
 - E. VIN or Serial No. (read from the vehicle)
 - A. 4x4 or 4x2
 - A. GVWR:
 - H. Number of cylinders:
 - I. CID (engine size)
 - J. Fuel Type:
 - A. Wheelbase:
 - A. Transmission: Type and number of gear ratios
 - A. Color:
 - A. Accessories such as cruise control, intermit wipers, radio, cassette or CD player, power windows/doors/seats, etc. (Please don't use uncommon abbreviations;, spell them out.)
 - A. Needed repairs:
 - A. Odometer or hour meter readings, as well as the actual miles or hours:
 - R. Major components replaced and meter reading at replacement:
 - S. Additional information required for heavy trucks or construction equipment:

Engine manufacturer, differential ratio for heavy trucks, cab type and accessories on construction equipment, description of ground engagement tools on construction equipment such as bucket or blade size, extendable dipper stick, multipurpose bucket, percent wear on ground engagement tools, size and manufacturer of dump box on dump trucks, percent wear on tires for rubber tired equipment or undercarriage wear for tracked equipment, and oil consumption, if known.
 - T. Original acquisition cost
 - U. Condition code

6. Submit the digital pictures and the electronic available report via e-mail to Sheri Johnson (BC-680) at s30johns@blm.gov with a copy to Judy Reck (BC-680) at jreck@blm.gov, or send a hard copy of the Available Property Report. Digital pictures should be stored on a CD, if available, as a CD can store more pictures. Floppy disks are acceptable, but you may need to use two or three disks.

7. When a copy of the Available Property Report is received by the BC-680 Fleet Subteam, the vehicle will be deleted from the AFMS, and a suspense file will be kept by the Disposal Subteam pending final disposal and receipt of the license plates.
8. Vehicles placed on an Available Property Report are to be taken out of service and driven only for detailing or repairs. A final odometer reading will be requested prior to finalizing a sale for the transfer of title. Additional FOR (if applicable) and USE rates will be charged back to the accountable office on vehicles that have additional miles (in excess of 50 miles) from odometer reading originally submitted on the Available Property Report, or that are sold without the license plates being returned in a timely manner.
9. To observe your vehicles/heavy equipment on eBay, go to <http://tpps.das.state.or.us/surplus/index.html>. This address will take you to Oregon Surplus Property Agency's web site. Click on "Online Sales" and then click on the group listed as "Federal Government Surplus Nationwide." You will need to click on each item number to obtain the location and other information on the excess/exchange sale item, as well as more photographs.
10. The item number remains the same throughout the entire period of time the item is on eBay. Item numbers are assigned by eBay Auction.
11. ORSASP will fax a sale notice to the Accountable Office and Disposal Team when a vehicle or heavy equipment has been sold. When the property is being picked up, be sure to remove the license plates and send them to Judy Reck at BC-680A.
12. The Disposal Team will initiate a FD document when the proceeds of the sale are received.

Some offices may prefer to use GSA or the local auction house instead of the new eBay procedures. Annotate this preference in the body of the Available Property Report.

Budget Impact: No impact.

Background: In the past, the sale of BLM's exchange-sale vehicles and heavy equipment has been performed exclusively by the General Services Administration (GSA) through the respective regional office sales branches. The Disposal Subteam at BLM's National Business Center has spent many hours following up on property items that were reported for sale and sold but for which BLM did not receive the proceeds, or for which the proceeds were received but BLM was later charged back with no explanation. In some instances the WCF did not receive the proceeds due to misdirected funds to another Federal agency. Vehicles that had been sold could not be removed from FA for over a year from the date of the sale because the GSA did not send the proceeds in a timely manner. BLM was not only losing proceeds to the WCF, but was losing productive personnel time in oversight and follow-up.

Manual/Handbook Sections Affected: No BLM Manual is affected by this policy.

Coordination: Coordination took place between the Disposal Subteam and the Fleet Subteam at the National Business Center (BC-680A), and with the Oregon Surplus Property Agency.

Contact: Gwen Rush, National Utilization Officer, at (303) 236-9465; or Tom Jatko, Equipment Specialist, at (303) 236-9456.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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RS-150A, BLM Library