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Description of document: Bureau of Land Management (BLM) Interior Department Manual/Handbook Sections:

BLM Manual H-1530-1 Real Property General Operating Procedures Handbook (Internal) 2009 (PDF pg 4)

BLM Handbook 1541-1 BLM Correspondence and Document Management (Internal) 2013 (PDF pg 33)

BLM Manual H-1541-2 Desk Reference Guide Handbook 2004 (PDF pg 217)

BLM Handbook H-1684-1 Fund Code Handbook (Internal) 2018 (PDF pg 269)

Requested date: 10-June-2019

Release date: 28-May-2024

Posted date: 10-June-2024

Source of document: FOIA Officer
Bureau of Land Management
Attn: FOIA Office (WO-640)
1849 C St. N.W.
Washington, DC 20240
Fax: 202-245-0050
E-mail: rwitt@blm.gov
[Department of Interior FOIA Public Access Link \(PAL\)](#)

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United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240
<http://www.blm.gov>

May 28, 2024

In Reply Refer To:
1278-FOIA (640)
FOIA# 2019-000973

Via email

This letter is a final response to your Freedom of Information Act (FOIA) request, dated June 10, 2019. The tracking number is 2019-000973. In your letter, you asked for the following:

“Request H-1541-1 BLM Correspondence and Document Mgmt, H-1541-2 BLM Desk Reference Guide Handbook, H1530-1 Real Property General Operating Procedures Handbook, H-1684-1 Fund Code Handbook.”

We have enclosed **675** pages, which are being released to you in their entirety.

Ryan Witt, Bureau of Land Management (BLM) FOIA Officer, is responsible for this release.

We do not bill requesters for FOIA processing fees when their fees are less than \$50.00, because the cost of collection would be greater than the fee collected. *See 43 C.F.R. § 2.37(g)*. Therefore, there is no billable fee for the processing of this request.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See 5 U.S.C. § 552(c) (2006 & Supp. IV (2010))*. This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

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Contact information for the Department's FOIA Public Liaison, who you may also seek dispute resolution services from, is available at <https://www.doi.gov/foia/foiacenters>."

If you have any questions regarding this request, please contact Kenneth Perry, BLM Government Information Specialist, at (720) 281-1649 or via email at BLM_WO_FOIA@blm.gov.

Sincerely,
Ryan Witt
FOIA Officer
Bureau of Land Management

Form 1221-2
(June 1969)



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Release: 1-1717

Date: 04/16/2009

MANUAL TRANSMITTAL SHEET

Subject

H-1530-1 -- Real Property General Operating Procedures Handbook (Internal)

1. Explanation of Materials Transmitted: This release updates the Bureau of Land Management real property procedures to comply with Executive Order 13327 (Feb. 4 2004) and to improve accountability in the Federal Real Property Profile. It also improves direction to field offices in order to avoid material weaknesses that have been identified in recent audits.

2. Reports Required: None

3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.

4. Filing Instructions: File as directed below

REMOVE

All of H-1530-1 (Rels. 1-1688)
(Total: 19 Sheets)

INSERT

H-1530-1
(Total: 28 Sheets)

/s/ Janine Velasco
Assistant Director, Business and Fiscal Resources

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Glossary of Terms**Illustration 1 – Asset Acquisition Business Plan****Illustration 2 – Constructed Asset Decision Tree**

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Chapter I - PLANNING

The Asset Management Plan (AMP) is a multi-year plan to ensure an asset inventory that is maintained to support the Bureau of Land Management's (BLM) mission and goals. The AMP is reissued annually and provides the overall structure, policy, and mission for managing the Bureau's assets. The policies and procedures outlined in the AMP will determine how other asset planning processes are developed within the BLM.

A. Site Specific Asset Business Plans

The site specific asset business plan (ABP) is an annual action plan created by field office (FO), district office (DO), state office (SO), and center asset managers to articulate the decision-making process they use to direct resources where they best support the BLM mission. The use of the ABP is designed to promote a proactive management approach to effectively address and articulate the life-cycle issues and characteristics of a site's asset portfolio. The ABP is required for all assets reported in the Federal Real Property Profile (FRPP) and all General Services Administration (GSA) assigned facilities.

Desired outcomes of the ABP are:

- Maintaining the good condition of current inventory;
- Using existing assets effectively;
- Making informed decisions regarding acquisitions; and
- Creating a more efficient portfolio through asset disposition.

An ABP provides facility and regional managers with a micro-level view of a site's assets, projecting up to five years into the future, using the performance metrics of the Asset Priority Index (API), the Facility Condition Index (FCI), utilization, operations and maintenance, and component renewal costs to help make informed investment decisions. The ABP also provides an opportunity to measure progress in improving the condition of the assets.

B. The Deferred Maintenance and Capital Improvement Planning Process

The BLM currently has a *Five-Year Deferred Maintenance and Capital Improvement Plan* which includes the programs listed below. All costs associated with a construction project should be captured and the completed project must be entered into the records in a timely manner.

Program	Old Subactivity	Functional Area (FBMS)
Deferred Maintenance	1653	L16530000.000000
O&C Deferred Maintenance	6253	L62530000.000000
Capital Improvement	2110	L21100000.000000
Deferred Maintenance for Wildland Fire	2813	LF33000DM.000000
Capital Improvement for Wildland Fire	2813	LF33000NW.000000

H-1530-1 - REAL PROPERTY GENERAL OPERATING PROCEDURES (INTERNAL)**C. Establishing a Project Code (Work Breakdown Structure)**

In order to track budget costs effectively, a project code or Work Breakdown Structure (WBS) should be assigned prior to expending any funds on the project. Assignment of the project number should be done by the appropriate budget office in coordination with affected programs.

Deferred Maintenance Projects that are approved through the appropriations process are assigned project numbers through the BLM Washington Office during the Annual Work Plan cycle. Only capital improvement projects are assigned project numbers at the SO level.

BLM Form 1310-20, Project/Subproject Number Assignment and Information must be completed by the local project manager and sent to the National Operations Center (NOC) property operations before any project spending begins.

D. Developing an Asset Acquisition Business Plan (AABP)

Each office planning or anticipating the acquisition of real property constructed assets is responsible for establishing a business plan that identifies the projected costs of the property, both initially and in the future. All constructed assets, even donated assets, have associated costs and value. Any FO manager considering acquisition of real property should refer to BLM Handbook H-2101-4, *Pre-Acquisition Environmental Site Assessments (ESA) Handbook*. FO managers are reminded that potential historic significance of any asset will affect both long-term and short-term plans.

The establishment of an AABP is required in order to bring long-term operation and maintenance costs associated with constructed assets into alignment with funding and effectively manage BLM's asset portfolio. A copy of the correct format to use when creating an AABP can be found in Illustration I. The completion of the AABP must be approved by the State Director and the Branch Chief, Engineering and Asset Management Policy (WO-854).

The FO should either arrange for the disposition of the constructed asset prior to the completion of the transaction or exclude the constructed asset from the transaction all together. Otherwise, immediate disposal/demolition of constructed assets upon completion of the realty transaction may be necessary (refer to Chapter V, Disposition, Page 10). Constructed assets that are excluded before the acquisition or destroyed immediately after the acquisition should not be included in the valuation of the property.

Occasionally, the FO Manager may choose to acquire a constructed asset because it fulfills an existing mission requirement. Then the AABP must establish that 1) An internal reallocation of resources through disposal of existing constructed assets will result in an equivalent savings to the Government; or 2) A partnership supports the long-term costs of the asset and is not dependent upon increased appropriations or reallocations of funds between States within the BLM.

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Chapter II - ACQUISITIONS

A. Establishing Accountability

Facilities Asset Management System (FAMS) is the source record for input of owned constructed assets into the FRPP. All assets added to or removed from FAMS have to be documented in order to preserve the integrity of the FRPP inventory. In order for this to happen, the real property manager in each office must be notified of the status of pending and ongoing projects. It may become necessary for this individual to be provided access to the FAMS.

All assets with an acquisition cost exceeding the capitalization threshold, as described below, are also put into the BLM's Finance and Business Management System (FBMS). Both systems are necessary to the process of establishing accountability of the BLM's real property. Prior to the completion of FBMS implementation, FAMS will be replaced with a Department of the Interior (DOI) single platform system, which will interface with FBMS.

In order to maintain accountability of all owned constructed assets (buildings, structures, and improvements), it is critical that the asset be entered into FAMS at the time the asset is received or construction is complete. This applies to all owned constructed assets, regardless of the acquisition cost or maintenance responsibility.

According to the Federal Land Policy and Management Act (43CFR 1601), the term "public land" refers to any lands or interest in lands owned by the United States and administered by the Secretary of the Interior through the BLM (except lands located on the Outer Continental Shelf and lands held for the benefit of the Indians, Aleuts and Eskimos). Public lands are, by definition, stewardship assets. Therefore, land associated with a real property site is only reported to FRPP if the BLM determines, at the time of disposition, that the land and the constructed assets associated with it cannot be separated and, therefore, must be disposed together as real property.

B. Capitalization Threshold

In accordance with the *DOI Real Property Financial Management Policy*, dated April 30, 2003, the BLM has established the capitalization threshold of \$100,000 per item. This capitalization threshold applies to all new assets (buildings, improvements, roads, bridges, and dams), including modifications and improvements to existing real property assets. Specific information regarding this policy can be found in the *DOI Real Property Financial Management Guide*.

Assets found on inventory will be held to the capitalization threshold based upon the appraised value or estimated fair market value for determining proper accounting treatment.

Since most of the BLM's new real property is constructed, the establishment of a project number (WBS), as described in Chapter I, Section C, Page 2, is used to track and collect the total costs of the asset and determine if the asset should be capitalized. In rare circumstances, real property

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assets may be acquired using an acquisition document without a project number. In general, any universal product code used in an FBMS acquisition document that generates a BOC beginning with 32 and has an acquisition cost equal to or greater than \$100,000 will automatically place the asset into the capitalized real property records.

Costs resulting from pre-construction work (e.g. site visits, design contracts, site preparation, etc.), that are incurred prior to the assignment of the project number need to be documented and submitted at the time of the project completion.

1. Capital Improvements. It is important to differentiate between what costs are considered repair, maintenance, or operational expenses and what costs are capital improvements. As a general rule, capitalized improvements increase useful life or functionality of the underlying asset, or expand the capacity of the asset.

Work that is defined as maintenance does not upgrade the facility or extend its useful life in any way. Maintenance is not a capital improvement and will not be added to the value of the asset. However, BLM Form 1310-11, Construction Project Completion Report, should be submitted to ensure correct timing of expenses.

Any project that exceeds the capitalization threshold and adds to the value of the real property site (e.g., larger heating, ventilation, air conditioning systems, improved insulation, etc.) or adds to the useful life of the asset (e.g., a 30-year roof), needs to be added to the real property records. The Construction Project Completion Report, BLM Form 1310-11, and at least one real property form must be sent to the NOC for all additions to the capitalized real property records.



To establish whether an asset or capital improvement is capitalized, the dollar values for modifications are not added to the value of the original asset. The asset acquisition and the capital improvement are treated as separate transactions and the capitalization criteria are applied separately to each transaction.

2. Sites (Capitalized and Stewardship). Sites containing buildings, structures, or improvements can be acquired by purchase, exchange, lease, cooperative agreement, or collocation. A site may contain buildings, structures, roads, bridges, or other improvements.

3. Land. Land itself will only be considered for capitalization if the land value meets or exceeds the capitalization threshold and it contains buildings, structures or improvements or is acquired for the intent of building such improvements on the land. Stewardship land is not considered for capitalization. Only the portion of the land containing constructed assets will be considered for capitalization.

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C. Modular Buildings, Trailers, and Portable Hazardous Material Buildings

All owned modular buildings, trailers, and portable hazardous materials buildings will be put into FAMS whenever the building is affixed to the site. When applied to this handbook, “affixed” means that it has site enhancements (e.g. footings, concrete pads, plumbing, sewer, and/or electrical connections) which “affixed” the asset to a BLM-owned or leased site. In addition, these assets will be put into the FBMS real property asset records when acquisition costs exceed the capitalization threshold.

Modular buildings, trailers and hazardous materials buildings (i.e. assets that are not affixed) that do not meet the above criteria will be entered into the personal property records (if they meet the personal property acquisition cost threshold for BLM-tracked property described in BLM Guidebook G-1520-1, General Operating Procedures, Chapter V-C or require a license plate as prescribed in BLM Manual 1525.06E. The assets will only be capitalized if they meet the personal property capitalization threshold. It is important to note that the determination of real (affixed) versus personal (non-affixed) property is determined before the corresponding threshold is applied for capitalization purposes. The cost of the asset does not determine what type of property it is.

D. Heritage Assets

Heritage assets are property, plant and equipment that possess historical or natural significance; cultural, educational, or aesthetic value; or significant architectural characteristics. Heritage assets are always reported as stewardship assets in the financial records, but they are only capitalized in the financial records if they are multi-use assets. Multi-use heritage assets are those assets that, although they have a heritage characteristic, the predominant use is in general government operations (e.g., a historical office building that serves as an administrative office). Multi-use heritage assets are capitalized if they are valued above the capitalization threshold.



Historic properties as defined in the National Historic Preservation Act are heritage assets that are National Historic Landmarks, or listed or eligible to be listed on the National Register of Historic Places (NRHP). Historic properties are not necessarily considered real property for the purposes of reporting them to the FRPP. The BLM may decide to invest resources to improve and/or maintain these assets. This is done in order to preserve and protect them, to enhance the public’s ability to appreciate them, or to make them functional and occupiable for administrative or visitor uses. Once this is done, then those assets may need to be included in FAMS and, if the improvements are capitalized, the FBMS real property inventory.

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For clarification purposes, some types of real property assets and improvements are described and categorized on the following table.

Heritage Asset Description	Capitalized	Not Capitalized	Reported to FRPP	Not Reported to FRPP
Ruins, trails, archaeological or paleontological sites, etc, that have not been maintained, changed, enhanced or stabilized in any way.		X		X
Improvements to enable visitor access and/or prevent deterioration of ruins, archaeological or paleontological sites, or trails (kiosks, sidewalks, parking lots & shelters)	Yes, if \$100K or more	If under \$100K	X	
Ruins or archaeological sites, standing historic structures (cabins, lighthouses, ranger stations, mining sites, etc.), in which the BLM and/or its partners have invested maintenance dollars or volunteer time to stabilize, repair, or mitigate hazards.		X	X	
An administrative building that has historic significance.	If \$100K or more (multi-use asset)	If under 100K	X	
Natural Heritage Assets or Special Management Areas* that have not been changed, enhanced, or improved.		X		X
Improvements to Natural Heritage Assets or Special Management Areas* that are maintained at established recreation sites	If improvement is 100K or more	If improvement is under 100K	X	

The real property systems (FAMS and FBMS) both have historic status fields to record and track real property assets that have historic significance, according to National Landmark and National Register criteria. A cultural resources staff member must be consulted to complete the NRHP evaluations for historic status.

*National Monuments, National Conservation Areas, Cooperative Management Protection Area, National Recreation Area, Outstanding Natural Areas, Wilderness Areas, National Wild and Scenic Rivers, Headwaters Forest Reserve, National Historic Trails, National Scenic Trails and National Recreation Trails, National Natural Landmarks.

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Chapter III - RECEIVING

A. The Process

Every time an individual constructed asset is put into service, BLM Form 1310-11, Construction Project Completion Report, should be sent to the NOC, along with the appropriate real property form (See Section III-D, Page 8).

A printed copy of the FBMS input document will be sent back to the FO for review and notification after the asset is added to the real property asset records in FBMS. However, it is the responsibility of the FO to verify the accuracy of the information. The FO can contact the NOC real property operations staff at any time throughout the year, if there are concerns regarding updates and/or corrections to the inventory.

B. Establishing the Acquisition Value for Capitalized Real Property Assets

When property is donated, transferred, or found on inventory, the acquisition value, date of acquisition, and useful life of the asset need to be established. When original supporting documents cannot be located, an engineering estimate of the value of the constructed asset may be sufficient to establish acquisition value for capitalization. An independent appraisal to determine the value of the acquired land associated with real property may need to be provided if value cannot be obtained from purchase or transfer documents.

C. Audit Requirements

It is critical, in order to obtain a clean audit opinion, that real property receiving documentation be submitted and entered into the real property records within 60 days of completion of the project. An asset's acquisition date is the date the asset is put into service, is in use, or is capable of being in service. The acquisition date of the property must be entered on the receiving documentation. The acquisition date determines the start of depreciation.

Financial Accounting Standards require that the BLM's financial statements accurately reflect the capitalized assets within the BLM. Expenses can be inappropriately reported, if property is not entered into the records in a timely manner. In addition, real property depreciates at a rate based upon its useful life. When real property is entered into the real property records late, then the BLM's assets, expenses, and depreciation are misstated or misrepresented.

D. The Forms

The following forms are required at the time the project starts:

- 1310-20 Project/Subproject Number Assignment and Information Form

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This form is used by property and finance to establish the project in FBMS, allowing the project number to receive expenses and obligation to be recorded. The following forms are required at the time of the project completion and must be submitted within 60 days:

- 1310-11: Construction Project Completion Report (for any construction project)
- 1530-17: Land Record (the project involves a new or expanded site)
- 1530-18: Building Record (a new building has been added or an existing building has been improved or upgraded)
- 1530-19: Structures Record (a new structure has been added or an existing building has been improved or upgraded)
- 1530-20: Site Improvement Record (site improvements have been made)
- Procurement document (always)

All of the real property forms are electronic and can be accessed on the BLM intranet at <http://web.blm.gov/blmforms/>. Only registered users of e-forms are able to access the forms.

E. FBMS Real Property Numbers

The NOC real property operations staff will assign the FBMS real property asset inventory numbers upon receipt of the above documents and enter that number into the FAMS record at the same time. The equipment number from FAMS should be referenced on all real property forms in all cases possible. This number is cross referenced in FBMS and vice versa.

Real property inventory numbers begin with "LR", followed by a four digit sequential site number, a decimal point, and a three digit improvement type number:

- 200-299 land description
- 300-399 buildings
- 400-499 other structures
- 500-599 improvements

The old metal property number plaques that were placed on many of BLM's real property assets will not be reissued. Eventually, smaller and less evident real property number tags will be issued. The old metal plaques should be removed from real property assets that are no longer capitalized, or prior to disposition.

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Chapter IV – MAINTAINING ACCOUNTABILITY

A. Condition Assessment Process

The BLM's condition assessment process establishes standards for assessing and inventorying the BLM's assets, and identifies and prioritizes the BLM's maintenance needs.

Information regarding the condition assessment procedures and requirements are provided in the *Comprehensive Asset Management Reference Guide*, which can be accessed on the NOC Asset Management website.

B. Capitalized Real Property Inventory Process

An annual inventory to physically verify the presence and condition of all of the BLM's capitalized real property will be performed in addition to the cyclical condition assessments. Real property annual inventories and cyclical condition assessment processes should be coordinated and performed concurrently, at the FO levels between the real property, engineering specialists, recreation, fire management, and cultural resources specialists, as applicable.

Specific instructions regarding the inventory requirements are reissued annually. It is the responsibility of the FO real property manager to verify that the inventory changes have been made to the records. It is important to note that inventory changes can be made at any time, not exclusively during the annual inventory process.

H-1530-1 - REAL PROPERTY GENERAL OPERATING PROCEDURES (INTERNAL)**Chapter V – DISPOSITION****A. Consideration of Real Property for Disposition**

Identification of real property Assets that are candidates for disposition is updated every year as part of the ABP. During that process, each FO needs to assess the condition, utilization, mission priority, and cost of operating and maintaining each asset in its inventory. Examples of assets to consider as candidates for disposition are:

- Assets that are in such poor condition they will take extensive repairs to make them usable for their intended purpose.
- Assets that were originally intended to be used for a specific mission that is no longer a priority, or is no longer a priority at that location.
- Assets which were acquired as part of a land acquisition or exchange, but for which no funding was identified for the maintenance and operations of the asset.

A decision tree that will walk the local manager through this process is provided (Illustration 2). The decision about the disposition of a real property asset can only be made at the local level. Factors to be considered regarding the disposition process can be found in the AMP.

All candidates for disposition must be evaluated for historic status as described in Chapter IID, Heritage Assets (Page 5), and reported in the ABP, as well as FAMS and FRPP. If candidates for disposition are listed, or eligible for listing on the NRHP, then the FO Manager must determine if the proposed disposal will have an adverse impact on the asset, and follow appropriate cultural resource compliance procedures under Section 106 of the National Historic Preservation Act. Upon completion of this review, the FAMS historical data should be updated. More information can be found in the BLM Manuals 8110, Cultural Resource Identification, and 8140, Protection of Cultural Resources, as well as in the *DOI Asset Management Plan*.

All proposed disposal projects are also subject to National Environmental Policy Act (NEPA) Compliance. According to NEPA, Federal Agencies are required to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions. More information regarding NEPA can be found in the BLM Handbook H-1790-1, National Environmental Policy Act.

B. Disposals of Constructed Assets with Land

The land associated with real property in the BLM is part of the public land and, therefore, reverts to public land status when all buildings, structures, and improvements have been removed. In rare circumstances, it may be considered advantageous to the government to dispose of the land associated with real property. Due to the unique nature of Federal law that governs the BLM, prior to making any decision that includes the disposal of BLM-owned land, FO realty staff should be contacted. The transaction should be consistent with the requirements of the BLM Manual 2101, Acquisition Management, and the local Land Use Management Plan.

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Any proposed sale or transfer of land to other than another Federal entity may trigger the requirements of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 120h. According to CERCLA, the Federal Government is required to give notice of hazardous substance activity, include a covenant in the deed that all remedial action necessary to protect human health and the environment regarding any substance remaining on the property has been taken before the date of the sale or transfer, include a deed covenant that the United States will return and perform any additional action that may be required in the future, and retain right of access necessary to do such additional actions.

To initiate the disposal of a real property site with land, the FO should submit Standard Government Form SF-118, Report of Excess Real Property, to the NOC. The disposal team will work with the local real property manager to ensure that the proper forms are completed to report the excess property to GSA and to comply with the McKinney-Vento Homeless Assistance Act (Public Law 100-77, as amended, 42 U.S.C. 11301).

H-1530-1 - REAL PROPERTY GENERAL OPERATING PROCEDURES (INTERNAL)**C. Disposals of Constructed Assets without Land**

Method of Disposal	FAMS (Non-capitalized Real Property) Documentation	FBMS (Capitalized Real Property) Documentation
Approved Destruction	Procurement document or other agreement documenting destruction is usually sufficient. This is retained for FO records only.	In addition to the FAMS documentation, complete and submit a DI-103a, Certificate of Unserviceable Property for capitalized real property, to reviewing authority for approval. The asset can be destroyed after approval.
Incident of Damage or Destruction	The submission of a DI-103 is required only if there is a need to determine employee liability.	A DI-103, Report of Survey, is required if the incident involves capitalized real property. Documentation should be initiated within 30 days of the incident.
Offsite Removal		
Internal transfer (DOI)	Form DI-104, Transfer of Property, should be submitted to the NOC for action.	
External transfer	The FO should submit an SF-118, Report of Excess Real Property to the NOC. The contact of the Federal Agency can be identified on the form.	
Donation	Complete and submit a DI-103a, Certificate of Unserviceable Property, to reviewing authority for approval. The FO should specify the name and contact of the donee, and identify that this asset be made available for donation.	
Sale	The FO should complete and send BLM Form 1520-34, Available Property Report, to the NOC, identifying the intent to make this asset available for sale and off-site removal.	



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D. Removal from Property Records

In order to remove an asset from the FAMS database, FAMS State and FO data stewards are requested to move the asset to a suspended area where the history of the asset will be maintained. All assets shall remain active until such time that their disposition can be reported in the FRPP and/or their permanent deletion is approved by the FAMS national data steward. Guidance and direction to the FAMS users on how to move the assets can be found at <http://web.lrp0.blm.gov/elearning/>.

All capitalized real property disposition documentation must be sent to the NOC at the time the disposal is accomplished in order to ensure that both FAMS and FBMS asset records correctly reflect the disposal action. Requests for disposal of capitalized real property shall be submitted by the asset manager in the FO to an approving authority at the SO. The approval is given by signature and returned to the FO for disposal action. Disposal document entries in FBMS for real property are created and approved by the NOC real property operations staff. Original documentation for capitalized real property disposals must be completed and provided to the NOC real property operations staff within 10 business days of the completed disposal action.

Completion of disposal action(s) occurs when title is transferred; the asset is demolished, abandoned, or destroyed. Real property disposals can take varying amounts of time to complete after the approval due to the nature of the assets. It is imperative that disposal documentation be provided promptly for processing once the disposition takes place. Please note that all FBMS entries for capitalized real property transactions are entered by the NOC real property operations staff.

Chapter VI - PROPERTY REVIEWS

Real property business practices, procedures, and policies will be reviewed during cyclical internal control reviews or asset management reviews performed by BLM property teams. Asset managers at the SO are required to schedule cyclical reviews of their real property business practices, procedures, and policies as well. Processes that will be reviewed include:

- Inventory accuracy,
- Use of the ABP as a decision-making tool,
- Real property manager's knowledge of real property forms,
- Documentation, including completion of environmental compliance requirements, during acquisition, disposal, demolition and construction processes,
- Electronic Management Information System (EMIS) tools/website information,
- Communication between the cultural resources, recreation, fire management, engineering, and real property staffs, and
- Status of outstanding construction in progress.
- Specific information regarding checklists used to validate the real property program is posted on the NOC web site.

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Glossary of Terms

-A-

Accountability: Property accountability includes responsibilities for such tasks as tracking the movement of assets, recording changes in physical condition, and verification of physical counts. The property managers must exercise this responsibility and maintain proper control over an organization's assets through recordkeeping, effective policies and procedures, and appropriate security controls.

Accountable Officer: Accountable Officers are responsible for ensuring accountability of real property under their control and that accurate real property records are maintained. Accountable Officers are managers (usually FO or DO) with direct management oversight over the real property.

Accountable Real Property: Accountable real property assets are assets that are determined to be important because of their use, value, or significance in meeting the BLM's mission and fiduciary responsibilities.

Acquisition Cost: The acquisition cost of a real property asset includes all expenses incurred to bring the asset to a form and location suitable for the asset's intended use. For example: amounts paid to vendors; transportation charges; labor costs; engineering and architectural salaries or design costs; acquisition and preparation costs for buildings, structures, and site improvements; costs for all labor and government furnished supplies or materials; costs for inspection, supervision, and contract administration; legal, recording fees, and claims; fair value of donations; and material amounts of interest paid.

Acquisitions: Acquisition of real property within the BLM occurs in many ways, including, but not limited to, construction, procurement, donation, transfer, and exchange.

Administrative Site: A BLM owned, managed, and/or maintained collection of constructed assets (buildings, structures, roads, bridges, and/or other site improvements), within a specified boundary that is used primarily for other than recreational purposes (e.g. administrative, wild horse and burro, housing, and fire management/suppression, etc.)

Asset Acquisition Business Plan (AABP): The AABP provides a 10-year projection of an asset being considered for acquisition using the performance metrics identified and described in the *BLM Asset Management Plan* to make informed investment decisions. An AABP is to be used as a tool to determine whether the FO or DO has the resources to operate and maintain a proposed new asset for the foreseeable future.

Asset Business Plan (ABP): The ABP is an annual action plan created by FO, DO, SO and center asset managers to articulate the decision-making process they use to direct resources where they best support the Bureau of Land Management's (BLM) mission.

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Asset Management Plan (AMP): The AMP provides the overall structure, policy, and mission for managing the Bureau's assets. The AMP is a multi-year plan to ensure an asset inventory that is maintained to support BLM's mission and goals. The policies and procedures outlined in the AMP will determine how ABPs are created within the BLM.

Asset Priority Index (API): The API, as adopted within BLM, is used to rank assets in order from most to least important to the BLM's mission. The ability to prioritize assets assists management in aligning funding and resource allocation with those assets that are most mission-critical. API has two important components that identify priority; mission dependency criteria and asset substitutability.

-B-

Bridges: Bridges for purposes of this document are defined as those bridges that meet the engineering standards for minimum length and width and that are expected to comply with the bridge safety inspection standards in the BLM Manual Section 9100, Engineering. Culvert crossings are not considered bridges. Bridges are capitalized if the capitalization threshold is met.

Buildings: Any building has a roof and more or less completely enclosed by walls, designed for storage, human occupancy, shelter for animals, or other purposes. Buildings are distinguished from assets not designed for occupancy (e.g. fences or bridges) and from assets not intended for use in one place (e.g. boats or trailers) even though they may be subject to occupancy. Some building types include administrative, cabin/lookout, vault toilet, visitor center, etc. Fixed equipment that is permanently attached to and a part of the operation of the building and cannot be removed without cutting into the walls, ceilings, or floors, is also included. Examples of fixed equipment include plumbing, heating, lighting equipment, elevators, central air conditioning systems and built-in safes and vaults.

-C-

Capital Improvements: Capital improvements are modifications to existing real property which (1) extend its useful life by at least two years or (2) enlarge, improve or otherwise upgrade it to serve needs different from, or greater than, those originally intended. Capital improvements, which meet the capitalization threshold, are capitalized and recorded in the general ledger.

Capital Lease: A capital lease which meets at least one of the following criteria will be added to the real property records: (1) Transfers ownership of the real property to the BLM at the end of the term of the lease; (2) Provides a bargain purchase option at the end of the term of the lease; (3) The base period of the lease, including option periods, is equal to 75 percent of the estimated economic useful life of the real property; or (4) The present value of the lease payments over the base period, plus option periods of the lease term, is equal to or exceeds 90 percent of the fair market value of the leased property.

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Capitalization: Capitalization is defined as recording the total acquisition cost of an item in the general ledger of financial accounts. The intent of capitalization is to provide an accurate reflection of the BLM's investment in real property over time and to provide information on operating performance by allocating costs to the periods benefited.

Capitalized Real Property: Items to be capitalized include land and land rights, land improvements, buildings, building improvements and renovations, lease-hold improvements, roads, bridges, and utility systems. When determining whether any real property item will be capitalized, the following criteria must be considered: 1) An asset designated as stewardship or heritage is not capitalized; 2) An asset that has an estimated useful life of less than 2 years is not capitalized; 3) An asset that has an acquisition cost below the capitalization threshold is not capitalized. All capitalized real property in the BLM must be inventoried every year.

Condition Assessment (CA): Cyclical assessment of existence, inventory condition, and value of constructed assets. A CA falls into two categories: Periodic Review and Comprehensive. Corrections to facilities, property, and finance records result from CAs.

Construction-In-Progress (CIP): The CIP (also called Asset Under Construction) includes costs incurred during the construction of real property for which the agency will be accountable, including engineering studies and surveys, design, direct labor or material, overhead and other costs incurred during construction. Upon completion, on the date that the asset is placed in service, these costs will be transferred to the capital asset account as the acquisition cost of the asset. Capitalization of CIP will not be delayed pending final acceptance of residual closeout work.

-D-

Dam: A dam is a human-created barrier erected to detain, retain, or divert the flow of water that is six feet or greater in hydraulic height and has a capacity of fifteen acre feet or more.

Deferred Maintenance: Deferred maintenance is the plan for and cost of facilities corrections required due to maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period.

Depreciation: Capitalized property, including buildings, structures, and improvements, is depreciated over time in order to allocate the costs of assets to the activities and time periods expected to benefit from the use of the property. Depreciation is an important component of the full cost of activities for financial and performance reporting. In addition, management is expected to consider depreciation, along with other cost elements, when establishing reimbursable agreements and repayment contracts.

Disposal: Real property must be disposed of when the asset becomes obsolete, destroyed, damaged, no longer meets the BLM's mission, or needs to be replaced. Real property

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can be removed from the real property records in many ways: Approved destruction, donation, sale, transfer, trade-in, or the report of survey process.

-E-

Earthen Dams: Earthen dams are composed of earth and similar materials that retain water. . Earthen dams related to stewardship land and permanent improvements to stewardship land are expensed as acquisition of stewardship land. Earthen dams related to BLM operations that meet the capitalization threshold are capitalized and depreciated.

-F-

Facilities Asset Management System (FAMS): The common facility management automated system adopted by land managing bureaus within the DOI and tailored to meet the specific needs within the BLM. FAMS is designed to enable the BLM to establish a 5-year deferred maintenance and capital improvement plan, implement a condition assessment program, establish consistent metrics for measuring performance for facility management, implement standard data elements, and increase accountability for facility stewardship. FAMS data is used to meet reporting requirements for FRPP and is considered the system of record for owned constructed real property in the BLM. It is anticipated that a DOI-wide single platform system will replace it and interface with FBMS in FY 2010 or later.

Facility Condition Index (FCI): The relative condition of owned constructed assets is measured using the FCI, which is an accepted industry metric for determining the condition of assets. To calculate the FCI of an asset, the deferred maintenance costs are divided by the Current Replacement Value.

FO Asset Business Plan: See Site Specific Asset Business Plan.

Financial and Business Management System (FBMS): The system of record for capitalized real property assets in the BLM beginning with Fiscal Year 2009. FBMS will become the system of record for all real property assets when the interface with a new single platform facilities management system is complete.

Force Account: For the purposes of real property, force account construction is defined as any construction that is done “in-house” by BLM employees who are being paid to perform the construction. It is critical that all costs associated with force account construction be compiled in a construction-in-progress account, including, but not limited to, salary and fringe benefits, travel and per diem, vehicle and equipment use rates and fixed ownership rates.

-G-

General Ledger: A uniform chart of accounts in which financial data are recorded.

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General Property, Plant and Equipment (PP&E): (Definition from FASAB #6) Property, plant, and equipment consists of tangible assets, including land, that meet the following criteria: they have estimated useful lives of 2 year or more, they are not intended for sale in the ordinary course of operations, and they have been acquired or constructed with the intention of being used or being available for use by the entity. General property, plant and equipment can include land, buildings, structures, and improvements in relation to real property. The cost of general PP&E land is recognized in the financial records in the year that it is acquired. Land does not appreciate or depreciate.

-H-

Heritage Assets: (Definition from FASAB #29) Heritage Assets are property, plant, and equipment that possess one or more of the following characteristics: (1) historical or natural significance; (2) cultural, educational, or aesthetic value; or significant architectural characteristics. Further clarification of how to determine which heritage assets are real property can be found on page 5 of this handbook.

Historic Property: Historic properties as defined in the National Historic Preservation Act are heritage assets that are National Historic Landmarks, or listed or eligible to be listed on the National Register of Historic Places (NRHP).

-L-

Land: Land is the solid part of the surface of the earth. Capitalization rules regarding land are contained in Chapter 2, Section B3 (Page 4). Real property as defined in this handbook includes only non-stewardship land. Non-stewardship land is defined as the land associated with constructed assets such that it would be impractical to try to separate for sale.

Leasehold Improvements: The BLM-funded costs of improvements to land, buildings, and structures, leased by the DOI are capitalized if they meet the capitalization threshold. These assets are capitalized over the remaining life of the lease.

Local Real Property Manager: Local real property managers are persons in each accountable office who are designated to ensure that real property accounts are reconciled, inventories are documented, and all records related to real property are maintained.

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-M-

Maintenance: Maintenance is the act of keeping assets in usable condition, including preventive maintenance, normal repairs or annual maintenance, replacement of parts and structural components, deferred maintenance, and other activities needed to preserve the asset so that it continues to provide acceptable service and achieves its expected life. Maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it in order to serve needs different from or significantly greater than those originally intended.

Modular Buildings: Modular buildings are buildings that are acquired as a unit and moved onto the site rather than constructed onsite. A modular building that is physically affixed to the site by using site enhancements, (e.g. footings, concrete pads, plumbing, sewer, and/or electrical connections) will be placed into FAMS. A module building will also be placed in the FBMS real property records, if it meets the real property capitalization threshold.

-N-

National Historic Preservation Act (NHPA): The NHPA requires Federal Agencies to have a preservation program for the identification, evaluation, and nomination to the NRHP, and protection of historic properties and to take into account the effects of their actions and programs on historic properties, such as buildings, structures, archaeological sites and other places. The law is intended to avoid unnecessary adverse effects on important historic properties such as buildings, archaeological sites, and other places. The NHPA also gives Federal Agencies the responsibility for preserving historic properties in their ownership or control. It calls for agencies to use such properties, where feasible and compatible with their preservation, in preference to acquiring, constructing, or leasing others."

National Environmental Policy Act (NEPA): The NEPA requires Federal Agencies to integrate environmental values into their decision making processes by considering the environmental impacts of their proposed actions and reasonable alternatives to those actions.

Non-Capitalized Real Property: Beginning on October 1, 2003, non-capitalized real property is any real property item having a value less than \$100,000 per asset. Non-capitalized real property is accounted for only in the BLM FAMS system. Inventory of all real property is accomplished with the periodic or comprehensive condition assessment.

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-P-

Primitive Road: A linear route managed for use by four-wheel drive or high-clearance vehicles. These routes do not normally meet any BLM road design standards. Primitive Roads are often not maintained and are not considered real property for the purposes of reporting to FRPP.

-Q-

Quarters: Also known as government furnished quarters or housing. Quarters are Government-furnished buildings, mobile homes and trailers utilized as dwelling units, for the purpose of housing Federal Government employees and volunteers in support of the BLM mission. See BLM Manual 1534, Government Provided Housing, for more information. Buildings used by the public for recreational purposes are not considered quarters. Buildings used as quarters are subject to the same capitalization criteria as all other real property.

-R-

Real Property: Land (within established site boundaries), together with the improvements (buildings, structures, and site improvements), located thereon. For purposes of the real property management program as defined in this handbook, real property does not include stewardship assets or land.

Receiving Officer: The government official responsible for the acceptance of constructed real property is normally the contracting officer, or that officer's designated representative, who is responsible for completing a Construction Project Completion Report (BLM Form 1310-11) and notifying the real property manager of the acceptance at the time the property is put into service. Receiving documentation for real property acquired by acquisition, donation, or transfer needs to be provided to the real property manager. Assets built by volunteers with little or no cost to the government are considered to be donated property. A fair market value or the appraised value can be determined and applied, if an actual value cannot be determined.

Recreation Site: A site that is recognized as significant for recreation purposes and includes any location where management actions are required to provide a specific recreation setting and activity opportunities to protect resource values or to provide visitor safety.

Road: A linear route declared a road by the owner, managed for use by low-clearance vehicles having four or more wheels, and maintained for regular and continuous use. Paved roads and gravel roads are capitalized if the general capitalization criteria are met. Roads on stewardship land are treated in the same manner as paved and gravel roads on non-stewardship land.

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-S-

Site: A BLM owned, managed, and/or maintained land area within a specific boundary and usually containing buildings and/or site improvements. All sites within BLM are either classified as administrative or recreation sites.

Site Improvement: Site improvements include all improvements to a site outside the foundation of buildings and structures, but exclude attached porches or decks. Site improvements consist of such items as sidewalks, roads, trails, bridges, parking lots, utility systems, fences, landscaping, signage or information boards, utilities, and similar items.

Site Specific Asset Business Plan (ABP): The ABP is a multi-year plan for the assets at a site or FO level using the performance metrics identified and described in the BLM AMP to help make informed investment decisions. The ABP is to be used as an action plan to help direct resources to the assets that best support BLM missions and make the best business sense.

Stewardship Assets: Stewardship assets may resemble general PP&E. However, they are associated with the mission responsibilities of BLM as a land manager. Stewardship assets include stewardship land and improvements to the land (e.g. pipelines, wells, and water catchments or tanks; fences, cattleguards, and corrals; stream or habitat improvements; and trails or similar items). These improvements can be structural or non-structural improvements intended to improve program management, increase the usefulness of the land, or protect resources.

Stewardship Land: Stewardship land is any land owned by the Federal Government and not acquired for or in connection with other general PP&E. Any land which came into government ownership as public domain land remains stewardship land regardless of how the land is used by BLM as the cost of this land is not identifiable. For the purposes of this handbook, all of BLM's land is stewardship land. Stewardship land does not have an identifiable financial value and is not recognized in the financial statements.

Structure: A standing real property asset, including one with a roof that is not enclosed on all sides or is not intended for permanent human occupancy. Structures include pavilions, pole barns, hay sheds, covered parking, communication towers, and trail shelters.

-T-

Trail: A linear route managed for human-powered, stock, or off-highway vehicle forms of transportation or for historical or heritage values. Trails are not generally managed for use by four-wheel drive or high-clearance vehicles. Trails are usually stewardship assets. Only trails contained within the boundary of an administrative or recreation site are considered real property improvements as defined in this handbook.

-U-

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Utilization: In general, the utilization rate is defined as the ratio of occupancy to current design capacity. Refer to the AMP or BLM Manual 1535, Space Management, for more specifics on utilization. BLM has further defined utilization in the AMP for the specific types of constructed assets requiring the utilization metrics (offices, warehouses, and housing). BLM may choose to implement additional utilization metrics during the process of implementing the AMP (e.g. number of visitors to a recreation site, number of vehicles driving over a specific section of road, etc.).

ASSET ACQUISITION BUSINESS PLAN

For Acquisition of Constructed Assets

Name of asset being acquired:	Date:
Type of Proposed Acquisition: <input type="checkbox"/> Purchase <input type="checkbox"/> Exchange <input type="checkbox"/> Donation <input type="checkbox"/> Other	State and Office:
<p>Check type of Constructed Asset(s). Check all types that apply: Building: <input type="checkbox"/> Office <input type="checkbox"/> Storage <input type="checkbox"/> Housing <input type="checkbox"/> Visitor's Center <input type="checkbox"/> Other (specify below) Structure or Improvement: <input type="checkbox"/> Dam <input type="checkbox"/> Tower <input type="checkbox"/> Bridge <input type="checkbox"/> Road <input type="checkbox"/> Trail <input type="checkbox"/> Utility <input type="checkbox"/> Other (specify) Additional specification:</p>	
<p>Note: Attach DI-1871, Justification for New or Replacement Quarters if this building is planned to be used as housing, Provide a brief description (size, age, condition, type of construction, etc.) of the constructed asset, including information from the Environmental Site Assessment report. Digital photographs may be attached.</p>	
<p>Has the Proposed Action been evaluated for NEPA Compliance? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the Proposed Action been evaluated in accordance NHPA requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Has an environmental Site Assessment been performed? <input type="checkbox"/> Yes <input type="checkbox"/> No Is Hazard remediation required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Provide an explanation of the proposed mission/anticipated use of the constructed asset. Be specific.</p>	

Illustration 1-2

ASSET ACQUISITION BUSINESS PLAN

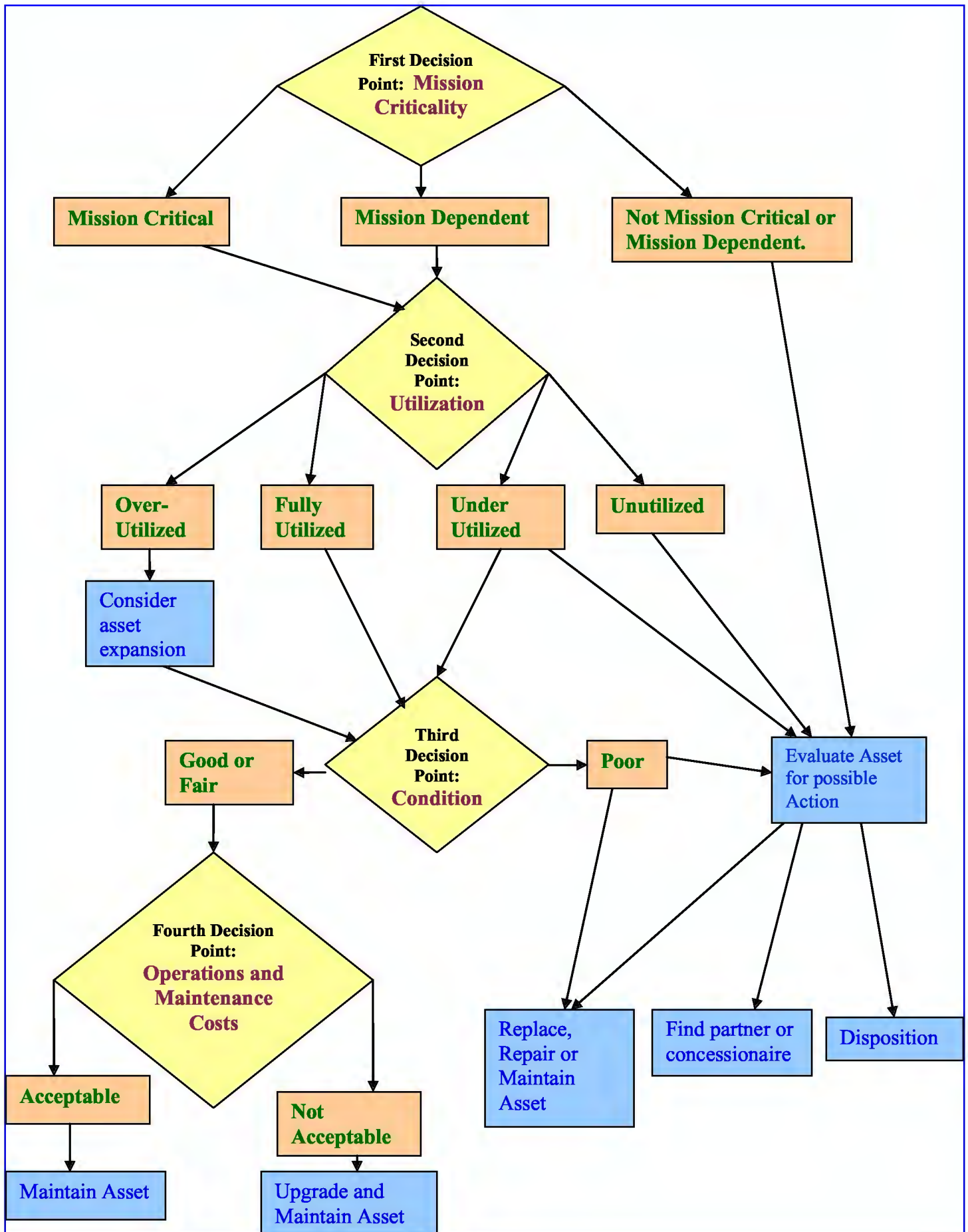
Provide the name of any real property asset being disposed of in conjunction with this acquisition.*			
Provide program(s) and funding sources that will pay for the costs associated with this asset.			
Estimated value (Please circle: Appraised value, market value, net book value, current replacement value or other value of the constructed asset(s)):		Date of Appraisal (if applicable):	
Anticipated Income/Savings		Anticipated Costs	
One-time Income	Amount	Short-term Costs	Amount
Grants		Acquisition costs	
Donations		Condition Assessment costs	
Designated funding		Demolition costs	
*Partnerships		Other Disposal costs	
Local fundraising		Hazard Remediation	
Other (describe)		Construction costs	
		Required Deferred Maintenance costs	
		Other (describe):	
Long-term Income/Savings (Based on anticipated annual income x 10 years)	Amount	Long-term Costs (Based on anticipated annual costs x 10 years)	Amount
Grants		Utilities	
Donations/local fundraising		Janitorial	
Designated funding		Landscaping	
*Partnerships		Security	
Housing rental income		Annual Maintenance	
Savings (asset disposal)		Depreciation (replacement)	
Public recreation fees		Other operational (describe):	
Other (describe):			
Total Income/Savings		Total Costs	
Net Income (Total income less total costs. May be expressed as negative number.)		Income Ratio (Expressed as the net income divided by the appraised value of the asset.)	

*Attach documentation

APPROVAL			
	NAME & TITLE	SIGNATURE	DATE
STATE OFFICE			
WASHINGTON OFFICE (WO-854)			

Routing after approval: Original: Field Office; Copies: State Engineer (all); State Property Manager (all); WO Engineering and Asset Management Branch; NOC BLM Real Property Manager (Assets >\$100K in value); and BLM Housing Manager (housing only)

Illustration 2 – Constructed Asset Decision Tree





UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

HANDBOOK TRANSMITTAL SHEET

Release
1-1747

Date
1/7/2013

Subject:

1541 - BLM CORRESPONDENCE AND DOCUMENT MANAGEMENT (I)

1. Explanation of Material Transmitted: This release transmits H-1541-1, BLM Correspondence and Document Management.
2. Reports Required: None
3. Material Superseded: The BLM Correspondence and Document Management Handbook (H-1541-1) released with MS-1541, BLM Correspondence and Document Management, replaces the WO Correspondence Preparation Supplement (H-1541-1) released March 17, 2006. The release of this manual section and handbook also supersedes Instruction Memorandum (IM) 2012-129, Implementation of Data Tracking System, IM 2011-082, Addressing Mail to the BLM WO, IM 2011-001, Review and Oversight of Documents, and IM 2012-036, WO Controlled Correspondence.
4. Filing Instructions:

REMOVE:
All of H-1541-1 WO Correspondence
Preparation Supplement
Rel. No. 1-1700

INSERT:
H-1541-1 BLM Correspondence
and Document Management
(Total: 183 pages)

Celia Boddington
Assistant Director
Communications

**BLM CORRESPONDENCE AND
DOCUMENT MANAGEMENT
HANDBOOK**

H-1541-1

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CHAPTER I – DOCUMENT PREPARATION**A. Resources**

1. Manual Section 1541, BLM Correspondence and Document Management, contains the Bureau of Land Management’s (BLM) policy for ensuring the quality and consistency of documents produced within the BLM. It describes individual responsibilities for the creation and naming of products, introduces available tools (including this handbook), establishes the Document Quality Panel, addresses controlled correspondence and deadlines, and provides guidelines for determining how to process incoming mail and whom to include in the document naming process.
2. The BLM Correspondence and Document Management Handbook (H-1541-1) provides the detailed procedures that implement this policy. Standard Operating Procedures (SOP) contained in the appendices provide step-by-step instructions for processing specific document types. The BLM can update business processes and include new document types by naming the appendix and the handbook table of contents. The core of the handbook will remain unchanged when the BLM limits handbook revisions to individual document processes.
3. The BLM Correspondence intranet page provides access to tools and useful links. The tools on this site include the BLM Style Guide, pre-formatted templates for letters and memorandums, letterhead, references, signature blocks, and a list of key congressional contacts.
4. The BLM Style Guide contains much of the information originally provided in the Washington Office Correspondence Preparation Supplement (H-1541-1) released March 17, 2006, including the Quick Reference for Common Correspondence Questions. The BLM recognizes the GPO Style Manual as the primary reference for most written products (news releases are a notable exception and use the Associated Press Style Guide). Because there are often differences in individual interpretations of the material contained within the GPO manual, the intranet-based style guide provides a “living” document that allows the BLM to resolve ongoing questions of style and usage. In addition, senior leaders sometimes request style exceptions, and departmental or BLM preferences sometimes affect style conventions. The “living” style guide provides an opportunity to respond to changing direction and annotate exceptions to GPO style and, where possible, provide the reasons behind the exceptions. This style guide applies to all offices within the BLM. Submit comments, questions, and suggestions for additions to the contact provided on the Correspondence intranet page.

B. Formatting (General)

1. **General Requirements.** The Correspondence intranet page lists recommended settings for current word processing software used by the BLM. In general, BLM documents are prepared using—
 - a. Times New Roman 12-point font;
 - b. One-inch margins;
 - c. Left justification;
 - d. Single spacing for body text; and
 - e. Double spacing between paragraphs.
2. **Subparagraphs.** Subparagraphs should only be used when there are at least two parallel subdivisions. The first line of a subparagraph is indented approximately five spaces (if the paragraphs are numbered, the number for the subparagraph should align with the left margin of the text portion of the preceding level). For letters and memorandums, which are typically short, subsequent lines should return to the left margin. Some documents, such as manuals and handbooks, may specify that each subparagraph be “blocked” rather than return to the left margin. This creates white space that helps the reader skim through the outline of a large document.
3. **Orphans and widows.** Avoid *orphans* (printing the first line of a new paragraph as the last line on a page) and *widows* (printing the last line of a paragraph as the first line of a new page). Each page of full text must begin and end with at least two lines. Widows and orphans can be managed with word processing software settings or by inserting a forced page break. Do not correct widows and orphans by inserting forced line returns into early drafts. Changes to the document may create unnatural gaps in text spacing in the final document. The most efficient way to manage widows and orphans is to review the final layout and make corrections at that point, if necessary.
4. **References.** The U.S. Government Correspondence Manual contains guidance for the proper layout of letters and memorandums. [Figures I-1](#), [I-2](#), and [I-3](#) of this handbook contain the first and second pages of a letter and a memorandum annotated with information to illustrate the documents’ basic formatting requirements.
5. **Templates.** Macro-enabled templates are provided on the BLM intranet to simplify and standardize the creation of some document types. Directives templates are available through the Directives intranet site and memorandum and letter templates are located on the Correspondence intranet site. Templates will be updated when there are modifications to formatting or letterhead to ensure consistent materials are available to all BLM users.

6. **Official File Copies.** The originating office retains the official file copy of a document unless specific instructions for that document type state otherwise. The official file should include a copy of the signed and dated document (including enclosures or attachments), any re-written material and background material that led to creation of the document, notes to reviewers, and the printed DTS control slip, clearance sheet, or route sheet identifying the individuals who reviewed and approved the document. The official file copy should be retained in accordance with the appropriate records retention schedule for the specific document type.
7. **Reading File Copies.** Individual offices may establish local policies for reading files, if desired.
8. **Dating.** The date is entered on letters, memos, and other signed documents after the document is signed. It is appropriate to place “prepared by” and a date on most background materials and other unsigned documents. More specific guidance is provided in the SOPs for individual document types.

C. Formatting (Letters)

1. **Letters are used for correspondence with individuals outside the Department of the Interior.** Letters to employees of a personal nature (e.g., condolence, commendation, etc.) are also appropriate. Do not use pre-printed letterhead to prepare draft letters. The appropriate office will print letters on approved, pre-printed stationery when the letter is ready for signature. Use the BLM Washington Office Letter Template located on the Correspondence intranet page to draft all letters signed in the Washington Office or the Department (regardless of the location of the originator). Other offices throughout BLM may specify use of different templates for letters signed within their areas of responsibility.
2. **Figures I-1 and I-2 depict the standard format for BLM letters.** The following paragraphs provide additional details regarding the completion of each section of a letter:
 - a. **Address.** The draft letter begins nine lines from the top (using a 1-inch margin). Use the guidelines for *addresses* contained in the BLM Style Guide to enter the name, title, and address of the recipient. For identical letters addressed to multiple individuals, include the name of the primary recipient or enter the form fields <name>, <title>, <address>, <City>, <ST>, and <ZIP Code> on the draft letter. Attach a table of names and addresses to use for a mail merge once the draft is approved and ready to print for signature.
 - b. **Salutation.** Consult the BLM Style Guide for guidance on selecting the appropriate salutation for an individual requiring a special form of address. If the individual signing the letter personally knows the recipient, they may choose to “line through” the formal salutation and insert a handwritten first name. Do not type the letter with the informal salutation.

- c. **Introductory Paragraph.** The introductory paragraph sets the tone for the overall letter. Regardless of the tone of the incoming letter, a BLM letter should be professional and courteous. The introductory paragraph should briefly summarize the purpose of the letter and acknowledge previous correspondence or discussions. If the letter responds to correspondence addressed to an individual other than the one signing the response, an appropriate introductory paragraph would be: “Thank you for your Month Day, Year, letter to Secretary of the Interior Ken Salazar regarding xxxxx. Secretary Salazar asked me to respond to your letter.”
- d. **Body.** The body of the letter should be brief. Most letters should not exceed 2 pages. Consider attaching tables or complex materials as enclosures to the letter. Also consider who will be signing the letter. Correspondence tasked for the Secretary’s signature should be approximately 2 or 3 paragraphs and generally should not exceed 1 page. Write from the Secretary’s perspective in alignment with the Administration’s policies and concepts. Responses tasked for the BLM Director’s signature generally contain more detail and should reflect a bureau-level perspective. Letters from field offices to individuals requesting specific information or resolution of a problem may require a more detailed, longer response. Regardless of the signature level, the author should strive to communicate factual, responsive information written from the signatory’s perspective, without unnecessary verbiage.
- e. **Closing.** The closing paragraph transitions from the main text to the complimentary closing. Avoid abrupt or impersonal endings. If appropriate, thank the individual for their interest in a particular subject. Consider the context of any incoming correspondence, and do not thank the individual if it may be interpreted as sarcasm. It is appropriate to offer to provide additional information or assistance, as well as appropriate contact information. Do not provide a point of contact in letters signed by the Secretary.
- f. **Signature Block.** A table of BLM correspondence signature blocks is located on the Correspondence intranet page. If a letter will be signed by two individuals, place the complimentary close in its usual position. Create two signature blocks on the line normally reserved for one signature block. The signature block for the initiating signing official should be placed left-justified at the left margin, and the signature block for the second official should be placed left-justified with the longest line of the signature block ending at the right margin. For example:

Sincerely,

[insert 4 blank lines]

Name of initiating signing official
Title

Name of second signing official
Title

- g. **Enclosure.** Add the word “Enclosure” to the letter if one enclosure is included. If more than one item is enclosed, add the word “Enclosures” followed by the number of enclosures in parentheses, for example “Enclosures (3).” Do not individually number the enclosures, but do describe them in the body of the letter.

- h. **Courtesy Copies.** Courtesy copies are visible to the recipient of the original letter and all other recipients of courtesy copies. Individuals outside of the Department receiving courtesy copies should be identified by their names and addresses (as they will appear on the envelopes). If courtesy copies will not fit on the same page as the signature, it is acceptable to add a separate page identifying the courtesy copies. The courtesy copy page should be included with the original letter.
- i. **Blind Copies.** Internal “blind” copies do not appear on the original letter or on copies distributed outside the Department. Insert a page break after the signature block, enclosure, or courtesy copies, whichever comes last. List blind copies vertically, beginning with “LLM” for all BLM recipients, followed by the organizational code, followed by the mail stop (if located in the Washington Office). For example, a blind copy intended for WO-600 Controlled Correspondence would be listed: “LLM:WO-600CC:MIB5070.” A blind copy addressed to the Burns Three Rivers Field Office in Oregon would be listed: “LLM:ORB-050.” The “LLM” designator representing the BLM is located on the Department of the Interior Route Slip (available through the Correspondence intranet page). The route slip lists the designator for other offices and bureaus within the Department, such as “LM” for the Assistant Secretary for Land and Minerals Management, and “SOL-MR” for the Solicitor’s Office of Mineral Resources. The route slip also includes the mail stop.
- j. **Identification Information (Credit Line).** The writer identification information is typed below the “bcc” list and flush with the left margin. It includes—
- (1) “LLM” for the BLM as explained in paragraph I.C.2.i;
 - (2) The organizational code of the author/originator, for example WO-600CC;
 - (3) The author’s initial(s) and last name, for example DLyons;
 - (4) The typist’s initial(s) and last name, if different from the author;
 - (5) The date prepared, for example 10/23/12;
 - (6) ES control number (if Exec Sec Controlled Correspondence);
 - (7) The DTS document control number, such as 012345, when assigned; and
 - (8) The subject code, such as 4000 for Range Management. Alpha and numeric versions of the subject code list (Manual Section 1220, Records and Information Management, Appendix 3) are maintained on the Directives intranet page and can also be linked to from the Correspondence intranet page. The U.S. Government Correspondence Manual identifies the placement of subject codes near the upper left of the letterhead, under “In Reply Refer To.” The Secretary’s office and the BLM Director’s office have discontinued use of this block on letters. To retain the subject code, that field has been added under the credit line.

- k. **Revisions.** The identification information is repeated when correspondence is revised. This information is preceded by the words “retyped” or “rewritten,” as appropriate. The final identifying information may appear as follows:

LLM:WO-600CC:DLyons:10/23/12:ES-42196:012345:4000

RETYPED:LLM:WO-600CC:DLyons:ASandoval:10/25/12:ES-42196:012345:4000

D. Formatting (Memos)

1. Use memos to transmit information only within the Department of the Interior. Generally, memos are produced on electronic letterhead representing the office indicated on the *from* line. Memos addressed to the Secretary or prepared for signature by the Secretary are drafted on plain paper and the final is printed on the appropriate pre-printed stationery. Use the BLM Washington Office Memo Template located on the Correspondence intranet page to draft all memos intended for signature by individuals in the Washington Office. Other offices throughout the BLM may specify the use of different templates for memos prepared for signature by individuals within their areas of responsibility.
2. Transmittal memos must be generated for BLM-initiated material sent to the Assistant Secretary or other Department official for signature. The transmittal memo contains a succinct summary and background information of the issue and explains why the BLM prepared the material for signature. The material for signature becomes an attachment to the cover memo.
3. Figure I-3 depicts the standard format for BLM memos. The following paragraphs provide additional details regarding the completion of each section of a memo:
 - a. **Date.** The date is stamped or typed on the second line below the letterhead’s website **after the last signature** is obtained on the *from* or *through* line of the memo.
 - b. **Subject and Office Codes.** “In Reply Refer To:” appears at the left margin on the third line below the letterhead’s website. Enter the four-digit subject code on the line immediately below “In Reply Refer To.” Alpha and numeric versions of the subject code list (Manual Section 1220, Records and Information Management, Appendix 3) are maintained on the Directives intranet page and can also be linked to from the Correspondence intranet page. Use the code or codes that best reflect the activity or theme discussed in the memo. If more than one subject code is used, separate the entries by a slash (e.g., 4000/1788). Place the originating organization code within parentheses on the same line following the subject code, separated by one space, for example 4000/1788 (WO-620).
 - c. **Memorandum.** Type “Memorandum” four lines below the subject code and the organizational code, flush with the left margin.

- d. **To line.** Type “To:” two lines below the word *memorandum*, flush with the left margin. Align a tab stop even with the end of the word *memorandum* and use it to begin all entries on the *to*, *through*, *from*, and *subject* lines. Enter the **title only** of the addressee. If a name must be identified to reach a specific individual in the office of the title holder, insert “Attn: Name” on the line immediately below the title, beginning at the same tab stop.
- e. **Through line.** Type “Through:” two lines below the last entry, flush with the left margin, whenever one or more organizational levels exist between the sender and the recipient. Beginning at the tab stop, type the name of the individual holding the office at the organizational level immediately below the recipient. Type the title of the individual on the line immediately below the name, also beginning at the tab stop. The Correspondence intranet page contains a table of signature blocks that includes the correct format for titles used in memos. Enter the name and title for each organizational level, in descending order, double spacing between entries. Do not repeat the word *through* at the left margin. Each *through* entry must be signed to the right of each name prior to entering the date, making distribution copies, and delivering the original to the recipient.
- f. **From line.** Type “From:” two lines below the last entry, flush with the left margin. Beginning at the tab stop, type the name of the individual who is sending the memo. Type the title of the individual on the line immediately below the name, also beginning at the tab stop. For memos addressed within the BLM, the Director’s title is entered simply as “Director.” For memos addressed to other offices and bureaus within the Department, use the title “Director, Bureau of Land Management.” The Correspondence intranet page contains a table of signature blocks that includes the correct format for titles used in memos. The *from* line serves as the signature block, and the sender signs to the right of their name.
- g. **Subject line.** Type “Subject:” two lines below the last entry, flush with the left margin. Beginning at the tab stop, type a concise statement that clearly describes the text. If more than one line is needed, begin each line at the tab stop. Capitalize all major words in the subject line; do not capitalize the articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; or the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*.
- h. **Body text.** Single-space the body of the memorandum and double-space between paragraphs.
- i. **Attachments.** Add the word “Attachment” two spaces below the last line of text, flush with the left margin, if one attachment is included. If more than one item is included, add the word “Attachments” followed by the number of attachments in parentheses, for example “Attachments (3).” Do not individually number the attachments, but do describe them in the body of the memo.

- j. **Separate cover.** When sending an attachment separately from the memo, type “Separate Cover:” two lines below the last line of text, flush with the left margin. Identify the material that is being sent separately, along with the number of copies being sent in parentheses even though the material is identified in the text of the memo. For example:

Separate Cover:
Procurement Instructions (3)
User Manual (3)

- k. **Concurrence.** When approval or concurrence of the recipient is requested, type “Concurrence: ___ Nonconcurrence: ___” or “Approved: ___ Disapproved: ___” two lines below the last entry. Four lines down, enter the name and title of the recipient (with a line above for signature), and the date. (See [Figure I-3](#) for an example of a memo requesting concurrence.) A request for actual expense for lodging is an example of a memo requiring approval.
- l. **Second page, courtesy copies, blind copies, identification information, and revisions.** Follow the guidance provided for letters in paragraphs I.C.2(h-k).

Figure I-2 – Washington Office Letter Format, Page 2

Insert page number in header at right margin, Times New Roman, 12-point font. 2

bc:

<bc1Office:Location>	<i>Blind copies should begin on a new page (insert page break). Blind</i>
<bc2Office:Location>	<i>copies are not visible to the recipient of the letter or to those</i>
<bc3Office:Location>	<i>receiving courtesy copies. Type "bc:" at the top of the page flush</i>
<bc4Office:Location>	<i>with the left margin. List all blind copy recipients by office (including</i>
<bc5Office:Location>	<i>location if WO), for example, LLM:WO-600CC:MIB:5070, or</i>
<bc6Office:Location>	<i>LLM:WO-620:LS:401.</i>

LLM:<Org Code>:<Author>:<Typist>:<Date Typed>:<ES-#>:<DCN-#>:<Subject File Code>
Two lines below last blind copy.

CHAPTER II – THE DATA TRACKING SYSTEM

A. Preparing to use the Data Tracking System.

1. Individuals creating, managing, or surnaming documents must—
 - a. Determine the appropriate database to use to enter a document into the DTS (see [Table II-1](#)).
 - b. Request user access to each required database from their DTS administrator (administrators are listed on the Correspondence intranet page).
 - c. Complete the online or classroom training appropriate for their user level.
 - d. Understand their responsibilities and the tools available to them (see MS-1541, BLM Correspondence and Document Management, and this handbook).
 - e. Obtain the appropriate SOP for their document type (located in the appendices to this handbook).
 - f. Ask questions or report problems to their DTS administrator or the WO-600 DTS Lead Administrator.
2. The DTS provides paperless processing throughout a document's lifecycle to the extent possible; however, there are some exceptions. Because the DTS is not uniformly implemented across all levels of the Department, it may be necessary to perform some steps of the DTS process in hardcopy, or through other means. Detailed processes are provided for specific document types in the appendices of this handbook. These processes identify when a document will enter and exit the DTS system, and how to handle the document when paperless processing is not possible. These appendices will be updated to reflect changes as other bureaus and offices are added and new processes are identified.
3. The BLM uses more than one database, and the document types, user permissions, and administrators are unique to each database. [Table II-1](#) indicates which database to use for each document type, as well as which documents to process outside of the DTS. Individuals reviewing a document do not have to differentiate between databases. Individual user inboxes reflect all documents requiring surname, regardless of the database in which they reside.

B. Detailed Instructions

Appendix 1, BLM DTS Desk Guide for Users, provides detailed instructions for accessing and using all BLM DTS databases. Appendix 2, BLM DTS Desk Guide for Managers, provides detailed instructions for using the DTS to review, comment on, and approve documents. Instructions for creating a new record in the DTS and other actions not associated with review and approval are not included in the manager's desk guide. Appendix 3, BLM Desk Guide for Administrators, contains detailed instructions for functions accessible only to those with administrator privileges. Appendix 4, BLM DTS Quick Reference Guide, is a convenient reference to common functions within the DTS. Other appendices provide SOPs for specific document types. The SOP for a specific document type walks the user step-by-step from creating a record in the appropriate DTS database through distribution and filing of the document.

Table II-1 – Databases Used to Process Specific Document Types

Document Type	DTS Database or Method Outside of DTS
90-Day Report (90DAY)	DTS FR Database
Advisory Committee Call for Nominations (CFN)	DTS FACA Database
Advisory Committee Charter Package (CHTR)	DTS FACA Database
Advisory Committee Nomination Package (NOM)	DTS FACA Database
Application for PLO (PA)	DTS Lands Database
Assistance Agreements	Other - PRISM
Awards (AWD)	DTS Sensitive Database
Briefing Paper/Information Memo (as attachment)	Process with parent document
Briefing Paper/Information Memo (as standalone product)	DTS General Database (unless otherwise instructed)
Briefing Paper/Information Memorandum (BP)	DTS General Database
Citation/Honor Award Nomination (CIT)	DTS Sensitive Database
Communication Plan	Other – Contact WO-610 for guidance
Confidential (OGE 450)/ Public Financial (OGE 278) Disclosure Reports	Other - FDOLine (DOI Ethics Office system)
Congressional Document Production (CDP)	DTS General Database
Contracts	Other - FBMS
Controlled Correspondence (Exec Sec) (CC-ES)	DTS General Database
Controlled Correspondence (State Office) (CC-SO)	DTS General Database
Controlled Correspondence (Washington Office) (CC-WO)	DTS General Database
Cooperative Management Agreement (CMA)	DTS General Database
Data Sharing Agreement (DSA)	DTS General Database
Decision Memo (DM)	DTS General Database
Departmental Tasking (DT)	DTS General Database
Dual Compensation Waiver (DCW)	DTS Sensitive Database
Early Alert	Other – Contact WO-610 for guidance
ERB Request (ERB)	DTS Sensitive Database
Fatality Reports/Accident Reports	Other - Hard copy (controlled access)
Federal Register Notice (FRN)	DTS FR Database
FOIA	Other - EFTS – Electronic FOIA Tracking System
Foreign Travel Requests (DI-1175) (FTVL)	DTS General Database
Handbook (HBK)	DTS General Database
Instruction Bulletin (IB)	DTS General Database
Instruction Memorandum (IM)	DTS General Database
Interagency Agreement (IA)	DTS Sensitive Database
Intergovernmental Personnel Act Assignment (IPA)	DTS Sensitive Database

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Invitation (INV)	DTS General Database
IT Waiver Request (IT)	DTS Sensitive Database
Land Exchange Decision Package (LEXD)	DTS Lands Database
Land Exchange Feasibility Package (LEXF)	DTS Lands Database
Legislative Drafting Service and Maps	Other – Contact WO-620 for guidance
Letter (BLM Initiated) (LTR)	DTS General Database
Manual (MAN)	DTS General Database
Meeting Request (MTG)	DTS General Database
Memo (MEM)	DTS General Database
Memorandum of Agreement (MOA)	DTS General Database
Memorandum of Understanding (MOU)	DTS General Database
NDAA Request (NDAA)	DTS Sensitive Database
News Release	Other – Contact WO-610 for guidance
Other Containing Personally Identifiable Information (OTH)	DTS Sensitive Database
Personnel Action	Other - FPPS
Program Management Review (PMR)	DTS Sensitive Database
Public Land Order (PLO)	DTS Lands Database
Questions for the Record (QFR)	DTS Congressional Database
Quickhire Certificates	Other - Quickhire OPM Database
Re-employed Annuitants (ANNU)	DTS Sensitive Database
Request for Retention/Recruitment Incentive (RI)	DTS Sensitive Database
Rule (RUL)	DTS FR Database
Science and Technical Report (S&T)	DTS General Database
Semi-annual report (SEMI)	DTS FR Database
Student Loan Repayment Agreement/Request (STULN)	DTS Sensitive Database
Supplementary Rule (SUPPRUL)	DTS FR Database
Testimony (TEST)	DTS Congressional Database
Travel Authorizations and Vouchers	Other - GOVTRIP
Veteran Pass Overs (VET)	DTS Sensitive Database
Weekly Highlights (WEEK)	DTS General Database
White Paper (WP)	DTS General Database

BLM DTS DESK GUIDE FOR USERS

H-1541-1 Appendix 1

Appendix 1
BLM DTS Desk Guide for Users

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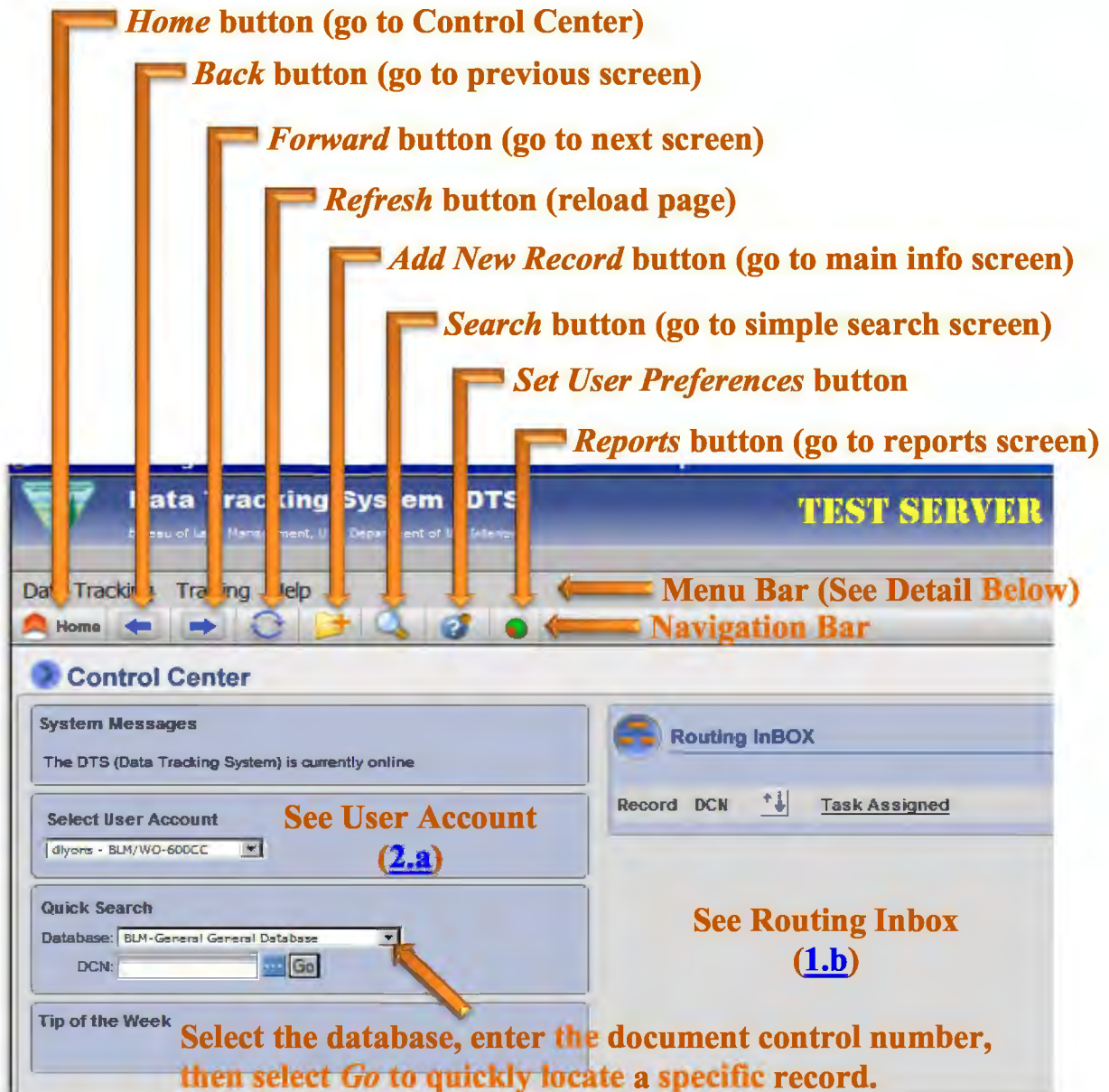
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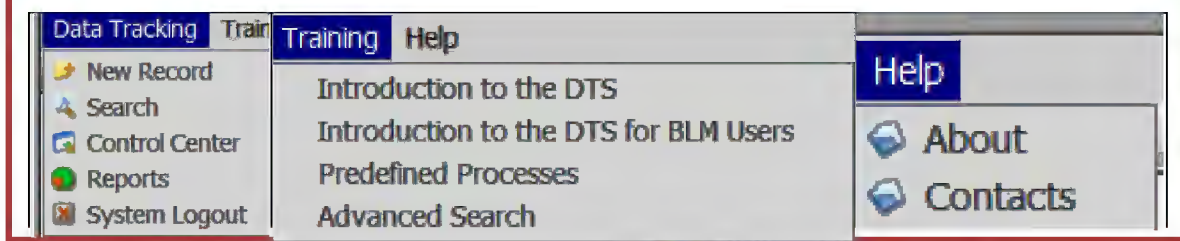
1. What You Will See

- a. Control Center. The *Home* button will take you to the Control Center from any page.

Illustration A1-1 – Control Center Screenshot (Annotated)



Menu Bar Detail



- b. Routing Inbox. Your Routing Inbox displays records with pending actions assigned to your selected user account (either as an individual or as a member of the office).

Illustration A1-2 – Routing Inbox Screenshot (Annotated)

Record (double-click the icon to open a specific record)

Document Control Number (unique number automatically assigned to each record)
 The prefix “BLM” indicates the record is in the BLM Data Tracking System. The next character indicates the database:
 0 = General Database
 C = Congressional Database
 F = Federal Advisory Committee Database
 L = Lands Database
 R = Federal Register Database
 S = Sensitive Database

Up/Down button (reverse order of presentation)

Record	DCN	Task Assigned	Task Due Date	Last Name	Subject
	BLMS000001	11/05/2012 (3)	11/15/2012	WO-700	Award for Jane Doe
	BLMR000001	11/05/2012 (3)	11/30/2012	Federal Register	Test FR Notice
	BLML000001	11/05/2012 (3)	11/08/2012	WO-300	Test of Lands Database
	BLMF000002	11/05/2012 (3)	11/30/2012	Library of Congress	Charter Renewal for Boise RAC TEST
	BLMC000001	11/05/2012 (3)	11/23/2012	House Natural Resources Committee Hearing	QFR DEC 31 Hearing
	BLM0000009	11/05/2012 (0)	11/02/2012	Smith +3	Smith It tracking

A red Task Due Date indicates that your task is overdue.

Last Name is the sender of an incoming or the destination of an outgoing document.

The date indicates when a task was assigned to you or your office for action. The number in parentheses corresponds to the type of action assigned to your office. See [2.c](#) for a complete list of action codes.

A green lock indicates that you have locked the record for editing. A red lock indicates someone else has locked the record.


- c. **Main Information Screen.** The main information screen first appears when you select *Add New Record*  from the Control Center. It will default to the General Database, but you may select any BLM database from the drop-down menu on the right side of the screen. *Note: You will only see the databases you are authorized to access with the User Account that you selected.*

Illustration A1-3 – Main Information Screen (Right Side Screenshot)

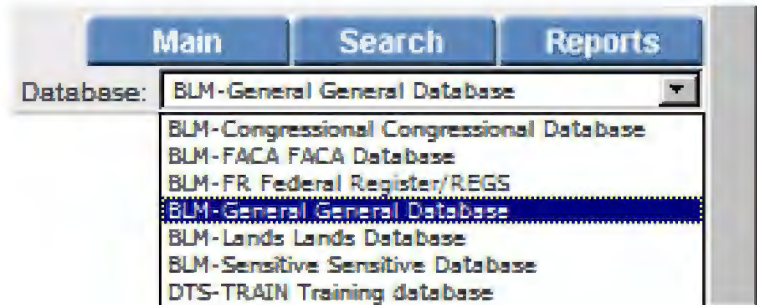
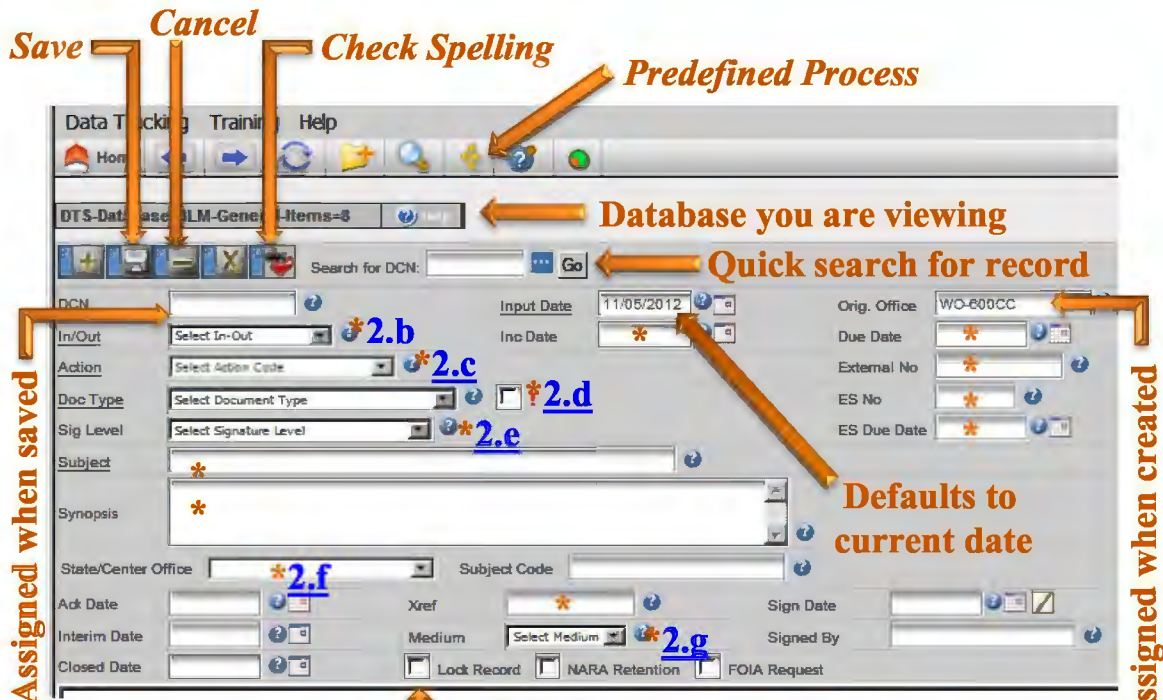


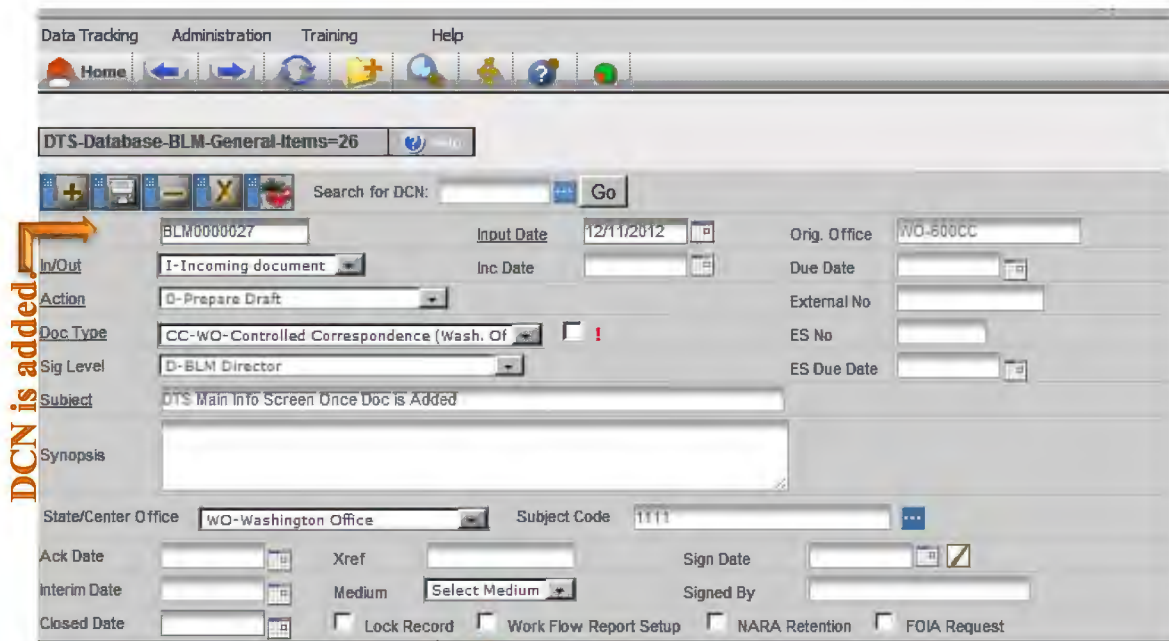
Illustration A1-4 – Main Information Screen (Left Side Screenshot, Annotated)



Lock the record to prevent others from editing while you are working with the document.

***To be completed when adding a record (if the field applies). The designations 2.b through 2.g indicate the sections of this appendix that describe the corresponding drop-down menus.**

Illustration A1-5 – Main Information Screen After Saving New Record

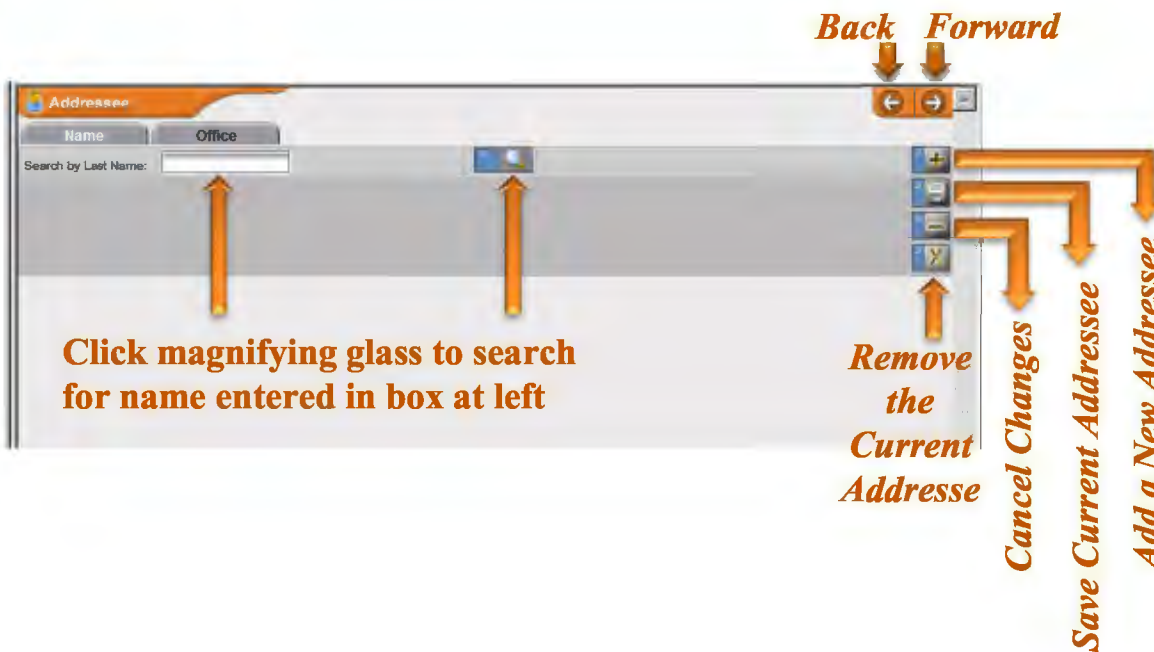


DCN is added

Workflow Report Setup box is added.

- d. Addressee. The addressee box appears on the lower left side of the screen when a new record is saved.

Illustration A1-6 – Addressee Screen with *Name* Tab Selected



Click magnifying glass to search for name entered in box at left

Back Forward

Remove the Current Address

Cancel Changes

Save Current Addressee

Add a New Addressee

Illustration A1-7 – Addressee Screen with *Office* Tab Selected

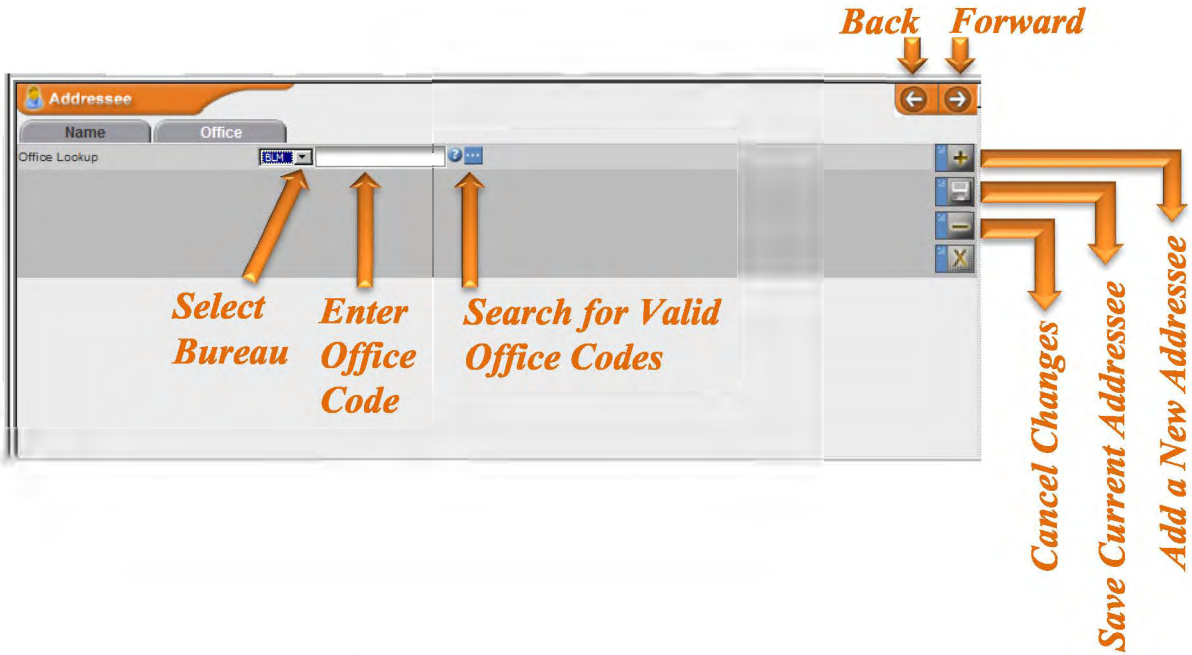


Illustration A1-8 – Addressee Screen After Selecting *Add a New Addressee*

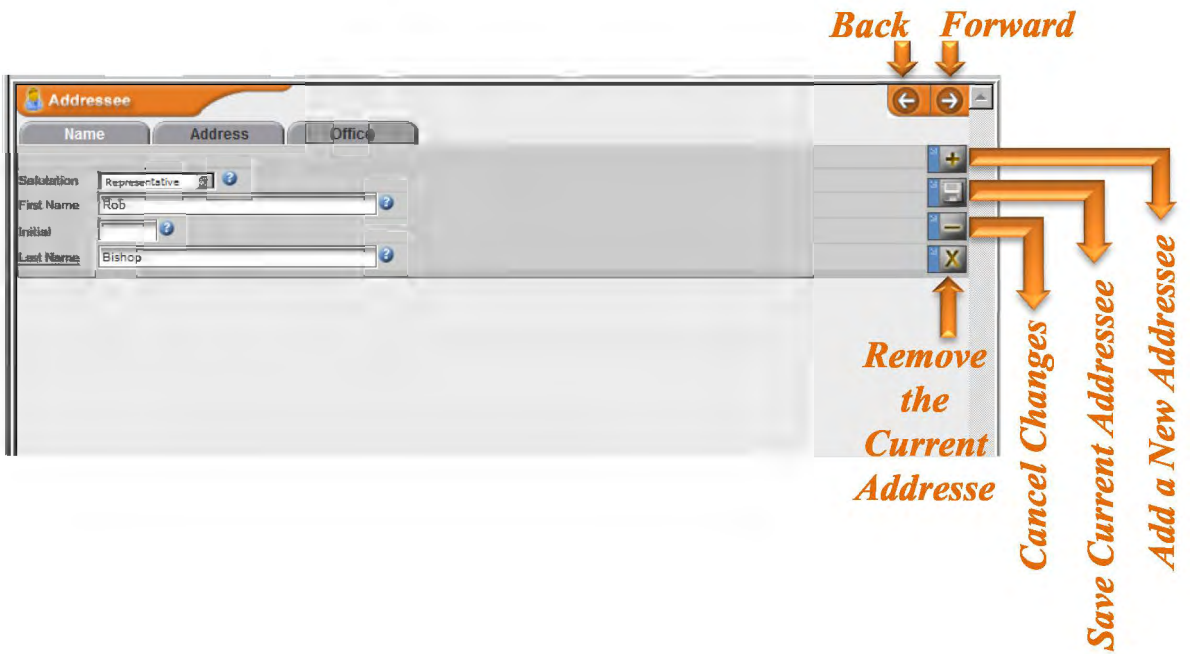
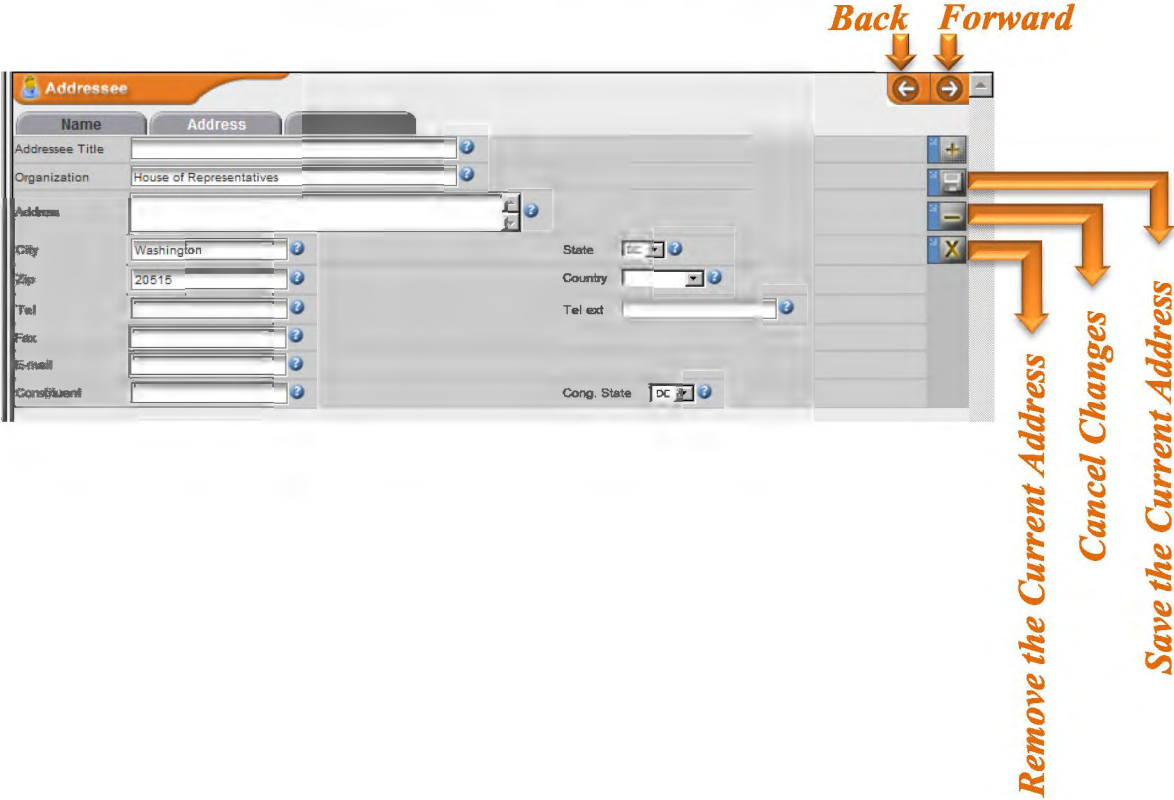


Illustration A1-9 – Addressee Screen with *Address* Tab Selected



- e. Tree View. The tree view appears on the right side of the screen once the addressee is added to a new document.

Illustration A1-10 – Tree View (Annotated)

Comment (open the overall comment screen) (Note: This is different from commenting on specific attachments during surnaming.)

Add Addressee (open addressee screen at bottom left)

Refresh (reload the tree)

Add Routings (open the routing screen at bottom left)

Attachments (open the attachments screen at bottom left)

Control Slip (create a control slip)

Indicates which office currently has action and identifies the action in parentheses (see 2.c).

Indicates who sent an incoming or to whom an outgoing is addressed.

A green check mark indicates a completed assignment. A red check mark indicates the assignment was completed late. A blue folder indicates an active assignment. A red folder indicates a late assignment. A yellow folder indicates the task is not yet assigned to the office.

Indicates who has locked a record. Click on the email address to make contact.

Zero general comments have been made on this record. Comments will appear by name.

The screenshot shows a toolbar with icons for refresh, user, comment, routing, attachments, and control slip. Below the toolbar, a status bar indicates the record is locked by dlyons@blm.gov on 11/05/2012 12:22 PM. The tree view includes folders for Main, Addressees (1), Comments (0), Routings (2), Attachments (3), External Routings (0), and Control Slips (0). The Routings folder contains two items: one with a green checkmark and one with a red checkmark. The Attachments folder contains three document files.


- f. Attachments. The attachments screen (Illustration A1-11) appears when the *Attachments* button  is selected from the tree view. The attachments screen with documents attached (Illustration A1-12) appears when the word *Attachments* (or one of the file names under that heading) is selected from the tree view.

Illustration A1-11 – Attachments Screen (Annotated)

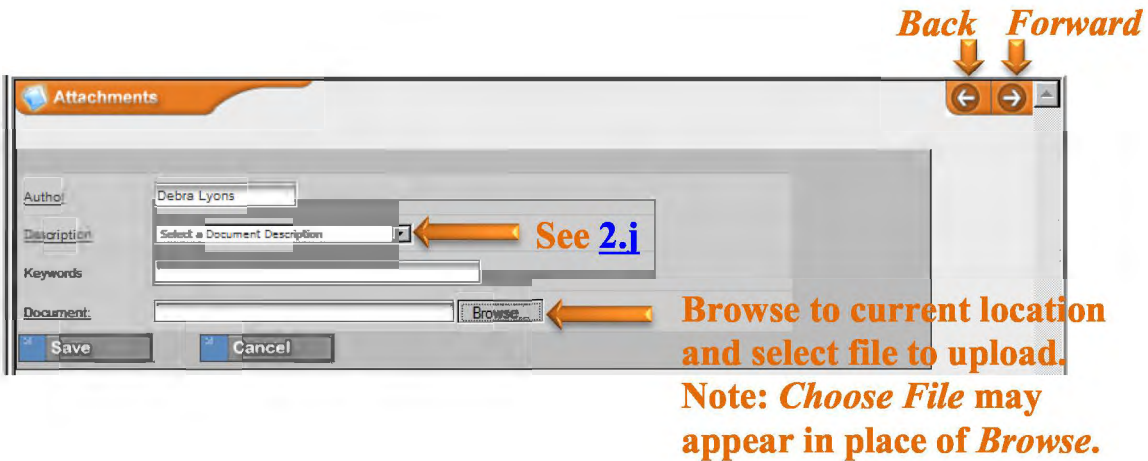
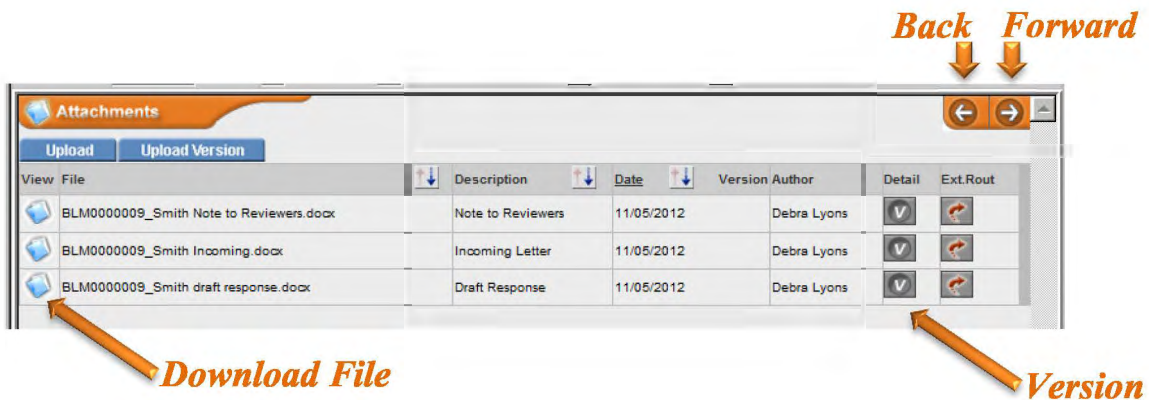


Illustration A1-12 – Attachments Screen with Documents Attached



g. Routing

Illustration A1-13 – Routing Screen with *Routing* Tab Selected

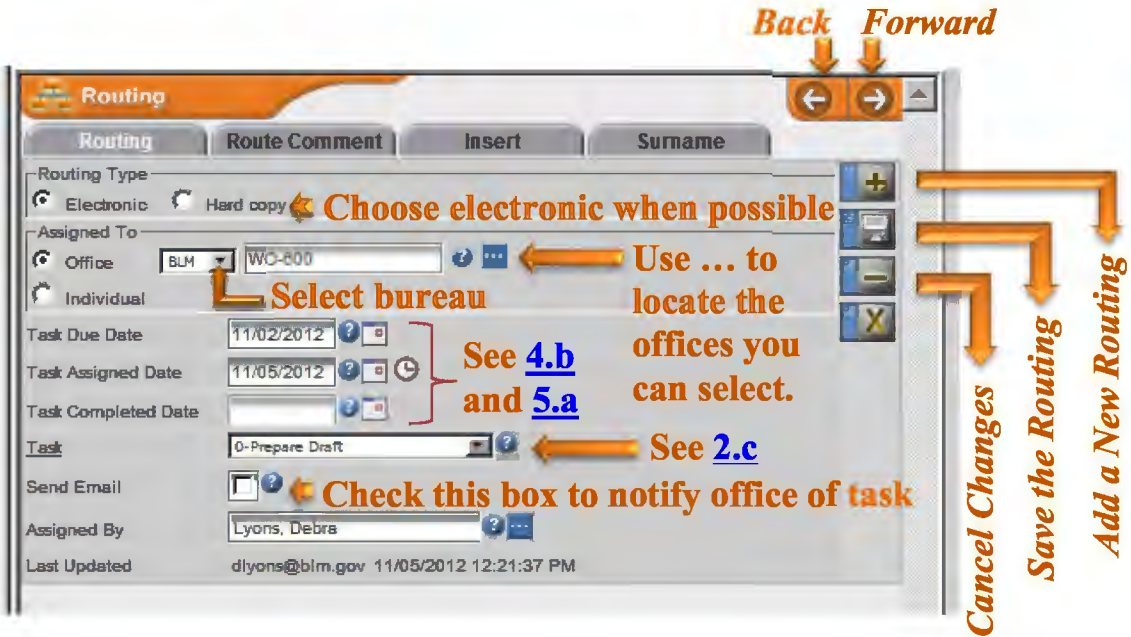


Illustration A1-14 – Routing Screen with *Route Comment* Tab Selected



Illustration A1-15 – Routing Screen with *Insert* Tab Selected

When the *Insert* tab is selected, the new routing is inserted before the current routing. (The *Add a New Routing* button that appears when the *Routing* tab is selected, adds the new routing at the end of the routing tree.)

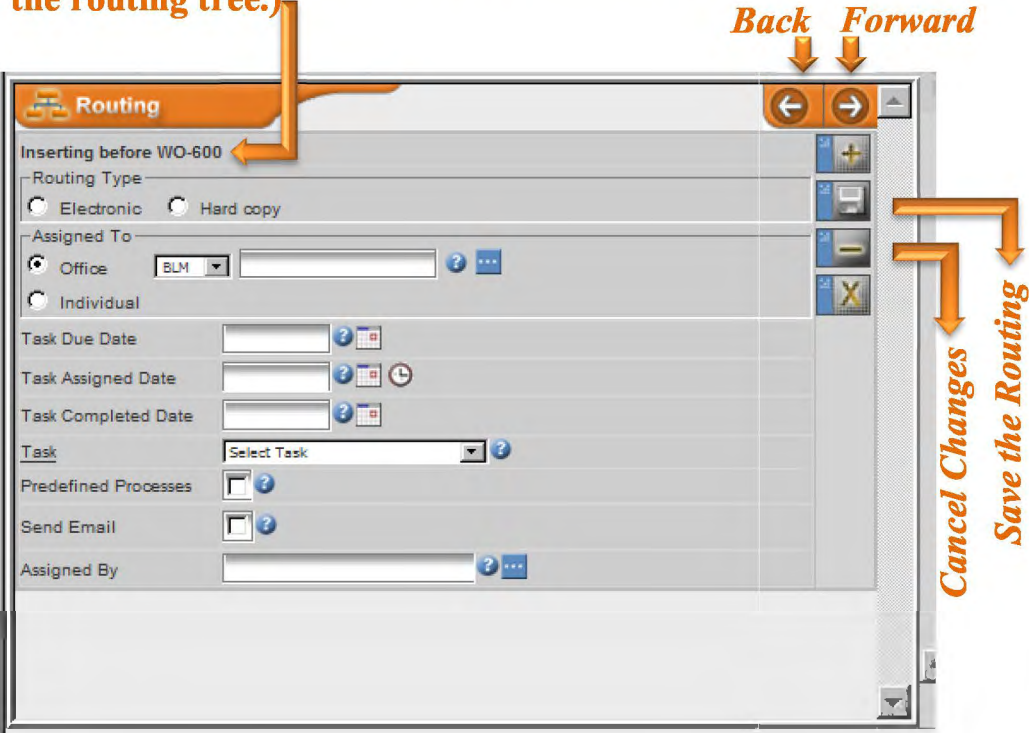


Illustration A1-16 – Routing Screen with *Surname* Tab Selected

Before you surname a document, be sure you have uploaded any new documents or document revisions.

Save the Surname

Cancel Changes

Add a New Surname

Back Forward

Remove the Surname

Check Spelling

Type surname comments here.

Indicates the number of versions to this point for each document.

Upload any new or changed attachments before surnaming.

Routing | **Route Comment** | **Surname**

Surname: Debra Lyons

Title:

Review Date: 11/05/2012

Comments:

Entered By: Debra Lyons

Attachments Surnamed:

Surname	File Name	Description	Version	Date
<input type="checkbox"/>	BLM0000009_Smith Note to Reviewers.docx	Note to Reviewers		11/05/2012
<input type="checkbox"/>	BLM0000009_Smith Incoming.docx	Incoming Letter		11/05/2012
<input type="checkbox"/>	BLM0000009_Smith draft response.docx	Draft Response		11/05/2012

The description helps you navigate through the various documents associated with this record. (See [2.i.](#))

To open a document, click on the file name.

Check only the file(s) you are surnaming. In this example you would read the *Note to Reviewers* and the *Incoming Letter*, but you would surname only the *Draft Response*. Be sure to read the *Note to Reviewers* and *Routing Comments* for additional guidance for this specific record.

- h. **Predefined Process Routing.** Predefined processes allow users to select a predetermined block of routings rather than enter each step individually. To reach the screen below, select the *Predefined Process* button from the navigation bar on the main information screen. After entering a description and selecting the *Save* button at the bottom, three tabs will appear as shown in Illustrations A-18, A-19, and A-20.

Illustration A1-17 – Predefined Process Screen



Illustration A1-18 – Predefined Process Screen with *Process Name* Tab Selected



Illustration A1-19 – Predefined Process Screen with *Routings* Tab Selected

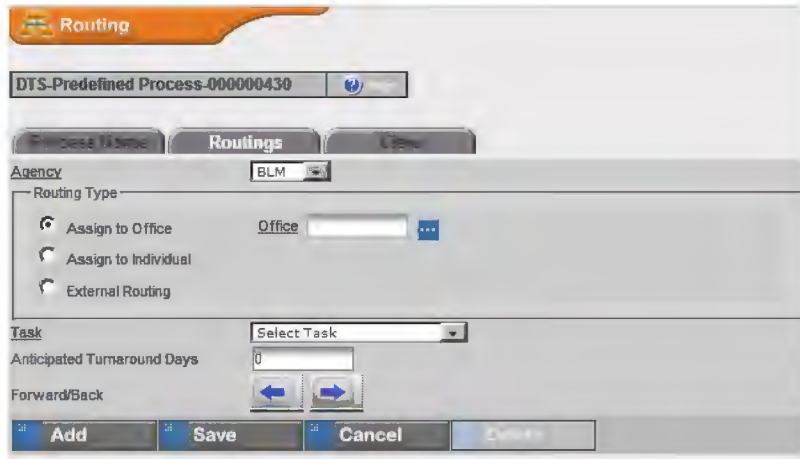
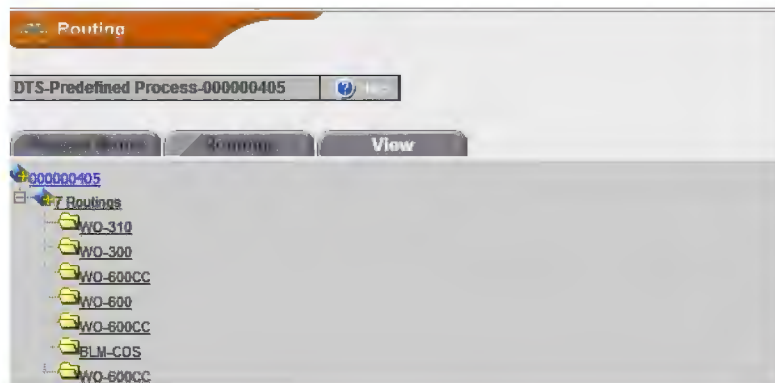
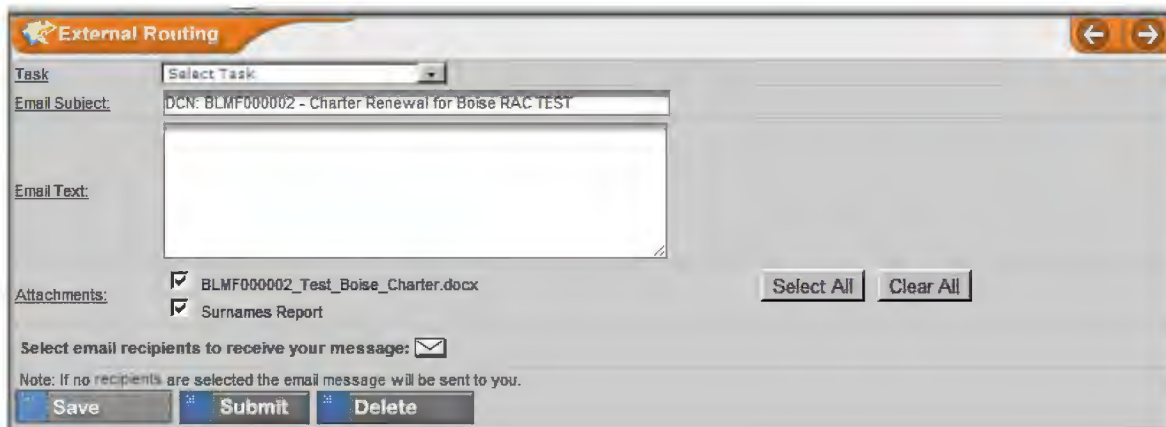


Illustration A1-20 – Predefined Process Screen with *View* Tab Selected



- i. External Routing. Use external routing to send documents via email to users outside of the DTS.

Illustration A1-21 – External Routing Screen




- j. **Control Slips.** Control slips summarize the actions completed and are printed in hardcopy to file with the official record or placed on the cover of a document package prepared for signature or manual surnaming. To reach the screen below, select the *Control Slip* button  from the tree view.

Illustration A1-22 – Control Slip Screen

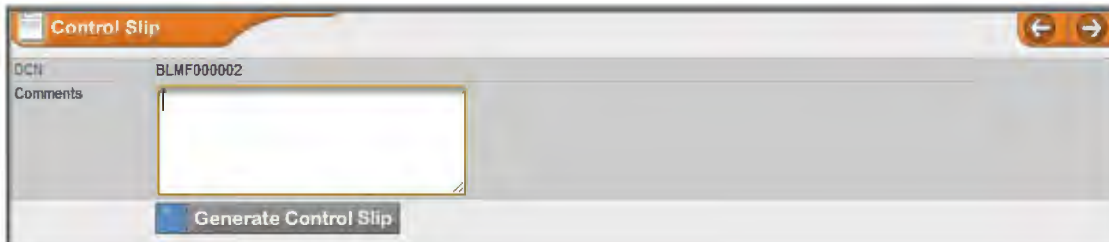


Illustration A1-23 – Control Slip Screen After Generating Control Slip

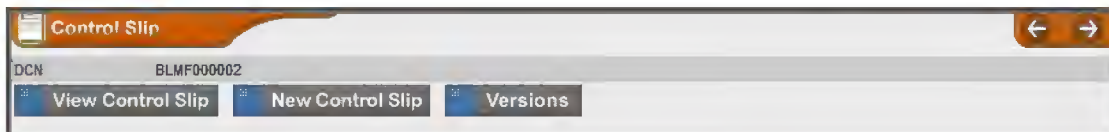



Illustration A1-24 – Control Slip



BUREAU OF LAND MANAGEMENT
DOCUMENT TRACKING CONTROL SLIP

Attach to front of folder

Date: 12/16/2012

DCN: BLMF000002		ESL No:		
Orig Office: WO-600	Input Date: 11/05/2012	Addressee: Library of Congress		
Due Date: 02/15/2013	Signature Level: AD			
Subject: Charter Renewal for Boise RAC TEST				
Comments:				
Task Codes:				
0 - Prepare Draft	6 - Review			
1 - Prepare Direct Response	8 - See Comments			
2 - Appropriate Action	9 - Mail/Distribute/Class/Post/File			
3 - Surname	10 - Prepare Final			
4 - Signature	11 - Simultaneous Surnames			
5 - Review/Comment	13 - Advance Read			
	15 - For Your Information			
Routing:				
Assigned To	Task	Assigned Date	Due Date	Completed Date
WO-600	2 - Appropriate Action	11/05/2012		11/05/2012
WO-600	3 - Surname	11/05/2012	11/30/2012	11/09/2012

Illustration A1-25 – Reports Screen

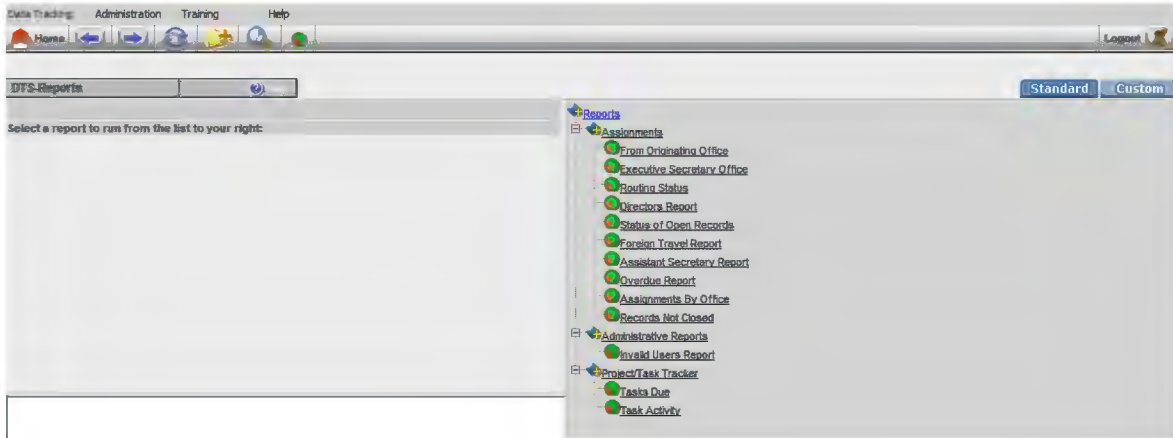


Illustration A1-26 – Search Screen

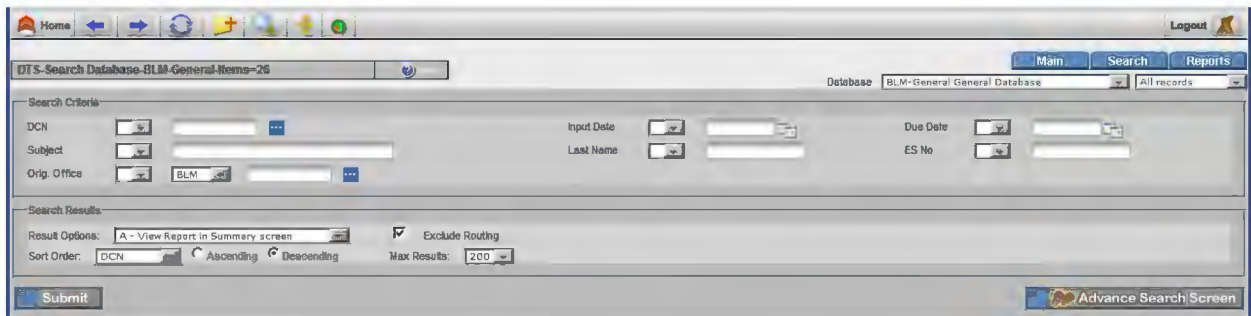
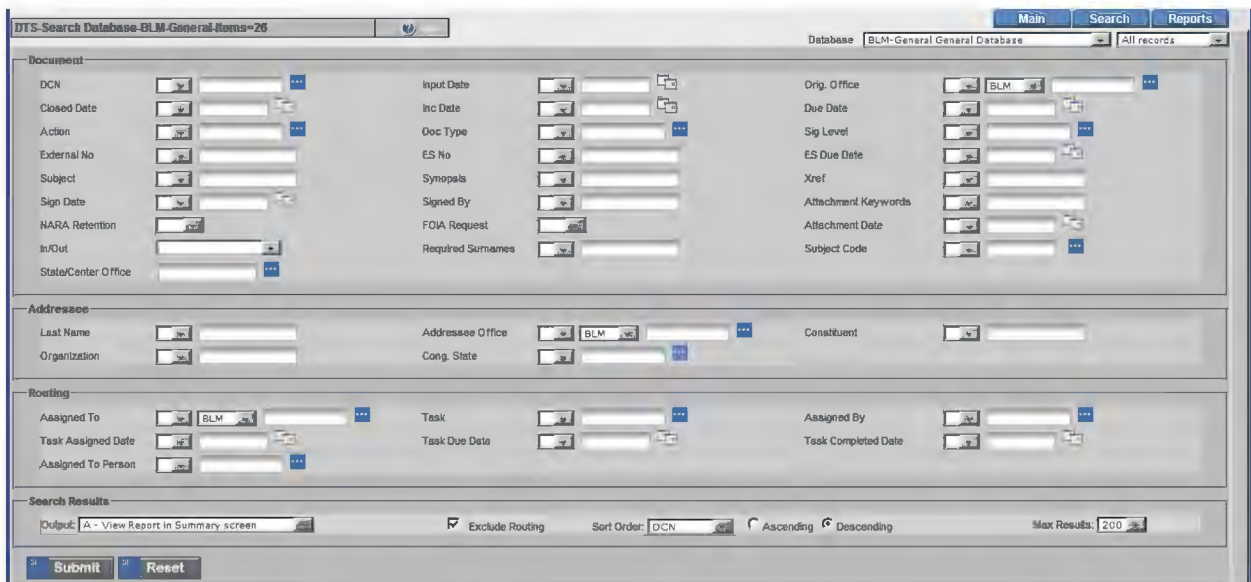


Illustration A1-27 – Advance Search Screen



2. What You Will Choose

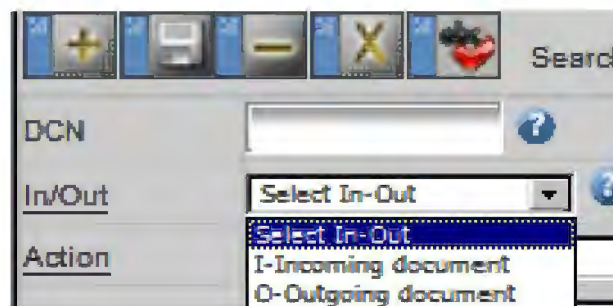
- a. DTS User Account. Some users have more than one account. If you are an administrator, it is likely you will have two accounts. If you are temporarily assigned to another work area, you may have a temporary user account associated with that office and another user account for your home office. Upon log in, select the account you will be using. Your routing inbox will only display documents assigned to the office associated with that account. You can toggle between routing inboxes by alternating your user account selection.

Illustration A1-28 – User Account Drop-Down Menu



- b. In/Out. The In/Out selection is made when a new record is created in the DTS. If the record enters the DTS when a document is received by the BLM, select *I-Incoming Document*. If the record enters the DTS when a document is initiated by the BLM, select *O-Outgoing Document*. Although the BLM may write a letter in response to an incoming document, the outgoing letter remains part of the original document control number identified by the incoming document.

Illustration A1-29 – In/Out Drop-Down Menu



- c. Action. An action code is assigned for each routing entry. An explanation of each action code follows:

0-Prepare Draft – Prepare a draft document based on comments provided with the tasking.

1-Prepare Direct Response – Prepare and sign a response at the office level tasked.

2-Appropriate Action – The office receiving the tasking determines appropriate action. It may be a written or verbal reply, a meeting, adding a comment to an administrative record, or merely reviewing the document for informational purposes.

3-Surname – Review, comment, and approve the draft document.

4-Signature – Sign the final document.

5-Review/Comment – Review and comment on a document in collaboration (does not seek formal approval).

6-Revise – Make the indicated changes (either from the comment section or within the uploaded version of the document).

7-Not used by the BLM

8-See Comments – Read the comments from the routing tree, within the document version, or provided in the routing comments section.

9-Mail/Distribute/Close/Post/File – Execute appropriate final disposition of the document and all copies.

10-Prepare Final – All surnames are complete. Prepare the final document on appropriate stationery.

11-Simultaneous Surname – Two or more offices review, comment, and approve the draft document concurrently. When two or more offices exhibiting “(11)” are grouped together in the routing tree, those offices’ tasks will automatically be assigned at the same time the previous office’s task is recorded as complete.

12-Not used by the BLM

13-Advance Read – This indicates a copy is not only *For Your Information*, but you should expect your office to receive the document later as a formal task.

14-Not Used by the BLM

- d. Doc Type. The Doc Type drop-down menu is unique for each database.

Illustration A1-30 – General Database Doc Type Drop-Down Menu

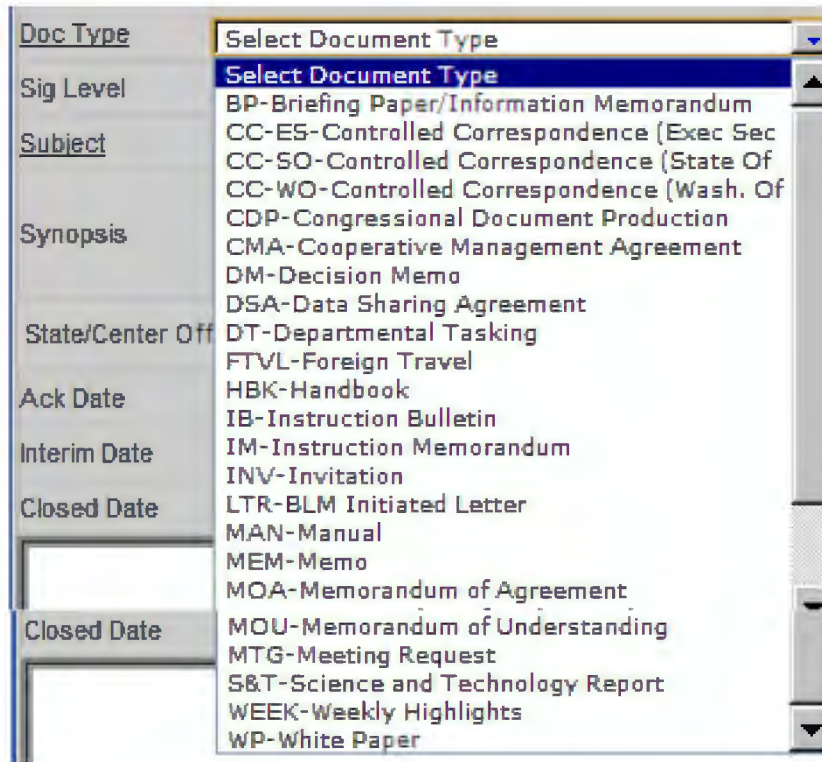


Illustration A1-31 – Federal Register Database Doc Type Drop-Down Menu

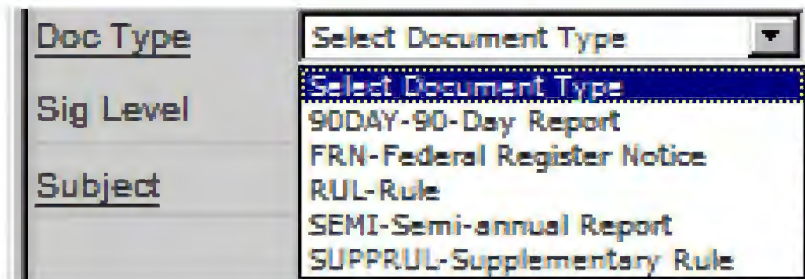


Illustration A1-32 – Federal Advisory Committee Database Doc Type Drop-Down Menu

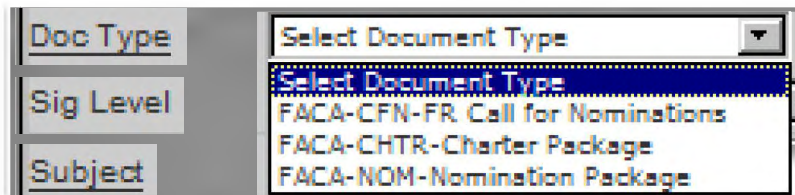


Illustration A1-33 – Lands Database Doc Type Drop-Down Menu

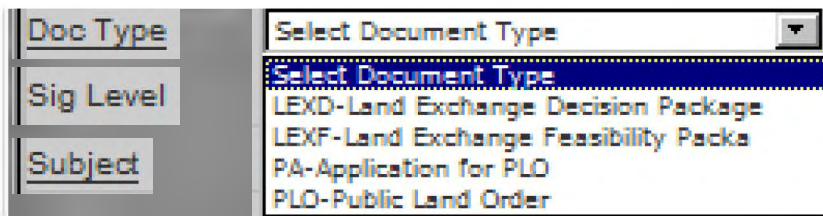


Illustration A1-34 – Congressional Database Doc Type Drop-Down Menu

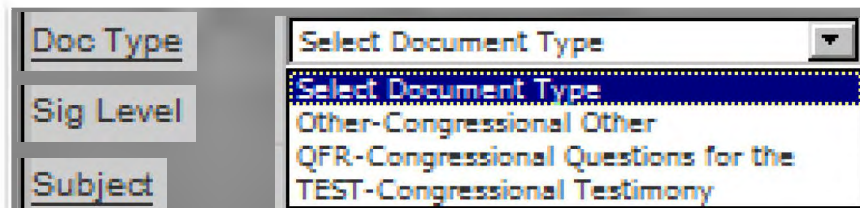
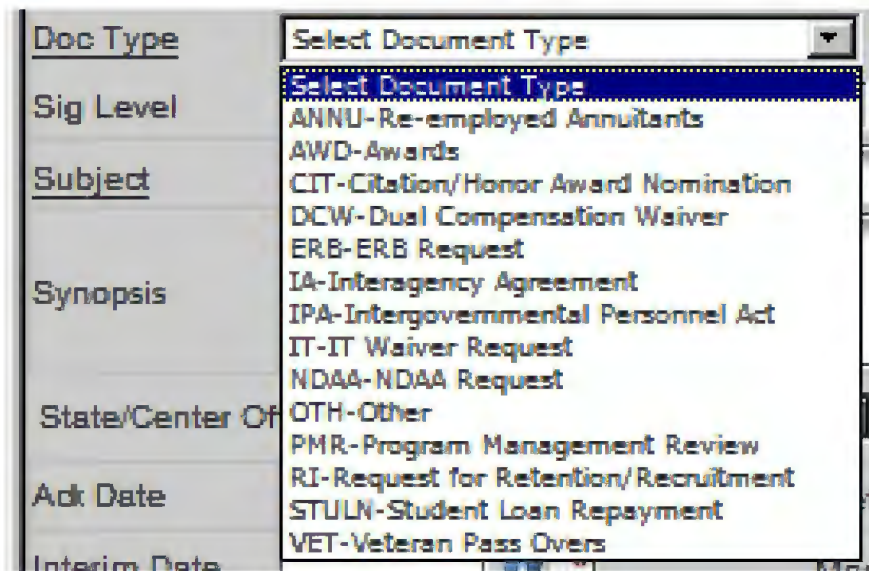
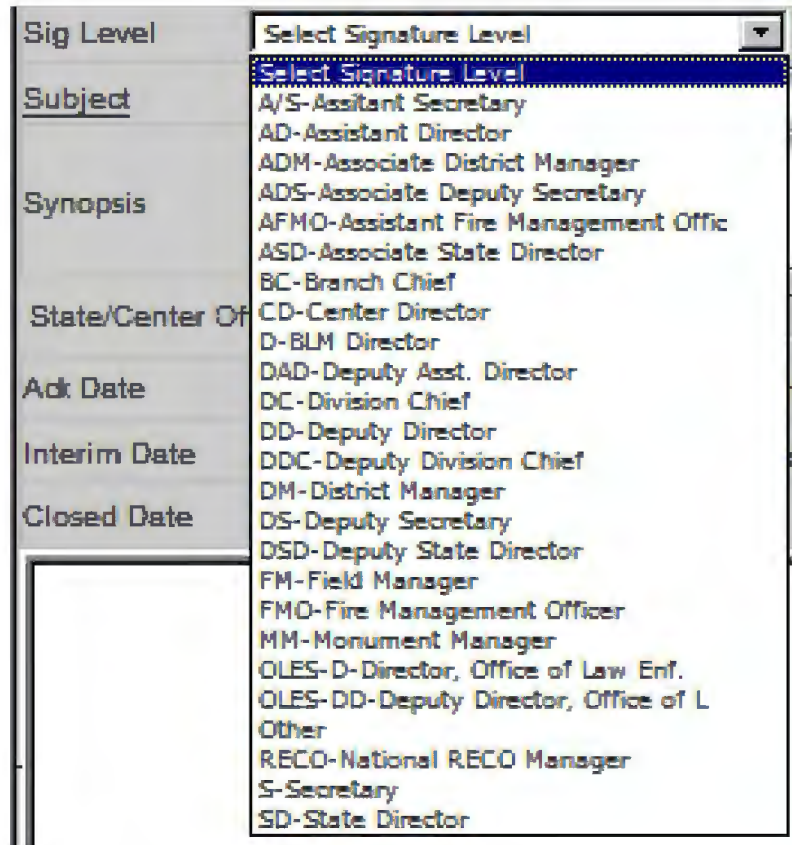


Illustration A1-35– Sensitive Database Doc Type Drop-Down Menu



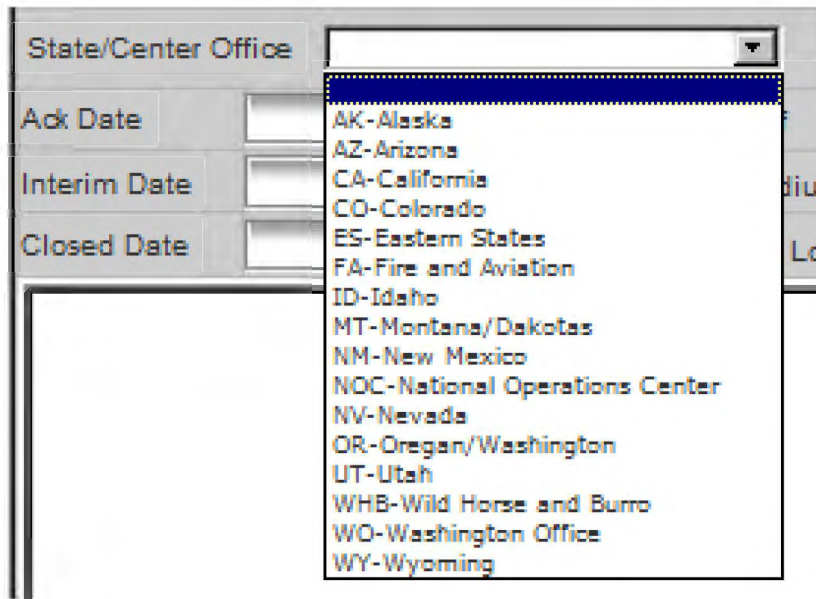
e. Signature Level.

Illustration A1-36 – Signature Level Drop-Down Menu



- f. State/Center Office. The State/Center Office drop-down menu is the same for all databases. It creates a field that allows the BLM to search for documents by a state or center office or by the Washington Office. Because the Federal Advisory Committee Database includes the Wild Horse and Burro Advisory Board, *Wild Horse and Burro* is included as a menu choice under State/Center Office. This office should not be selected when using other databases.

Illustration A1-37 – State/Center Office Drop-Down Menu



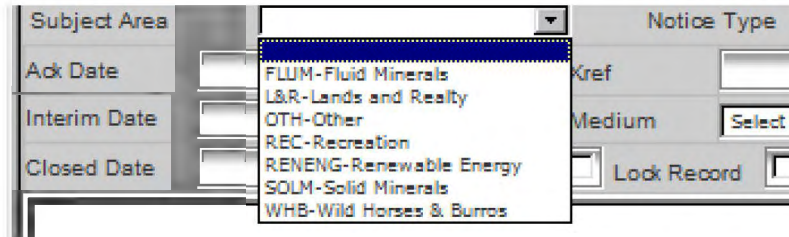
- g. Medium. The *Medium* field only applies to incoming documents. Select the method that reflects how the incoming was received.

Illustration A1-38 – Medium Drop-Down Menu



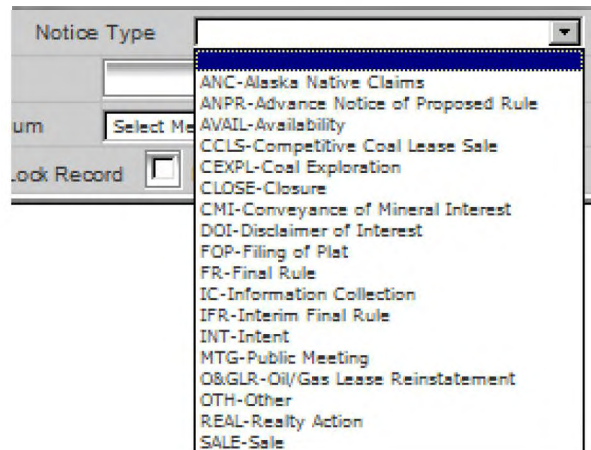
- h. Subject Area. The Subject Area drop-down menu only applies to the Federal Register Database. Selecting the appropriate choice in this field helps with reports and searches.

Illustration A1-39 - Subject Area Drop-Down Menu



- i. Notice Type. The Notice Type drop-down menu only applies to the Federal Register Database. Selecting the appropriate choice in this field helps with reports and searches.

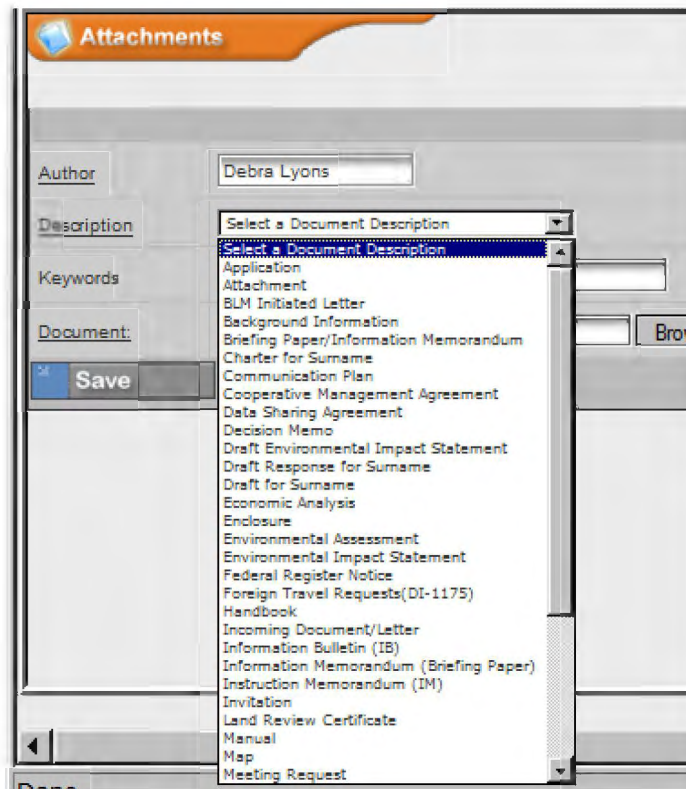
Illustration A1-40 – Notice Type Drop-Down Menu




- j. Document Description. The Document Description drop-down menu is located on the attachments screen. A description is selected for each document contained in the record to help reviewers understand each item they are reviewing. Do not confuse *document description* (individual attachment) with *document type* (overall record).

(The attachments screen appears when the *Attachments* button  is selected from the tree view.)

Illustration A1-41 – Document Description Drop-Down Menu



3. Naming Conventions and Tracked Changes


- a. **Naming Convention.** Begin all file names with the **document control number**, once known (e.g., *BLM000009_Smith_ltr*, or *BLM000010_Payroll_Memo*). By following this convention, you can easily identify each document associated with a record when stored in a location other than the DTS for edits or review.
- b. **Restrict Editing.** When you create a document that you intend others to review, **restrict editing to tracked changes**. Within Word 2010, select the *Review* tab and then select the *Restrict Editing* button.  In Item 2 – Editing restrictions, select *Allow only this type of editing in the Document* and select *tracked changes* from the drop-down menu. Under item 3 – Start enforcement, click *Yes, Start Enforcing Protection*. The menu will provide you with the option to password protect the document or allow only authenticated users. In most circumstances, do not check either of these options and simply click *O.K.* This will not prevent others from accepting or rejecting changes, but it will require a deliberate step to stop enforcement prior to accepting or rejecting changes and will also ensure reviewers automatically use the *tracked changes* option.
- c. **Editing a Document.** When you edit a document, perform all edits in **tracked changes** and **retain the original document name**. For example, if you edit the document *BLM000009_Smith_ltr*, you should retain the name *BLM000009_Smith_ltr*. It is not necessary to alter the file name to include your initials, date, or version number. When you upload the document to the DTS, you will upload the new version, and the date and your initials will automatically be associated with the latest version of the file.
- d. **Describing a Document.** When you upload a file or new version, you will be asked to select a **document description**, such as *Incoming Letter/Document*; *Note to Reviewer*, *Memorandum*, etc. These descriptions are available through the Document Description drop-down menu ([Illustration A1-41](#)). These descriptions will display on the routing screen after the file name and provide reviewers a guide to the various documents contained within the record and a clue as to what each document may require. ([See Illustration A1-16 – Routing Screen with Surname Tab Selected.](#)) For example, *BLM000009_Smith_ltr* may be described as *Incoming Letter, Draft Response for Surname*, or *BLM Initiated Letter*, whichever is appropriate for the document with that file name.

4. Let's Begin




a. Log In.

- STEP 1.** Go to the following link: <https://dts.fws.gov/>.
- STEP 2.** Enter your **email address** and **active directory password**, and then click **O.K.**
- STEP 3.** Press **Enter** or click **Continue** at the Welcome Page.
- STEP 4.** If you have more than one user account, select the one you want to use and press **Enter** or click **Continue**. [[See Illustration A1-28 - User Account Drop-Down Menu.](#)]


b. Add A New Record. The *Add New Record* function is used to generate a unique document control number (DCN) and then track, route, surname, or distribute a document. If you are adding a new document to the DTS and a BLM DCN has already been assigned to the overall record, do not continue—go to [paragraph 4.f – Add an Attachment](#).


- STEP 1.** From the Control Center's main navigation bar, select the **Add New Record** button . [[See Illustration A1-1 – Control Center Screenshot \(Annotated\).](#)]
- STEP 2.** The main information screen will appear. [[See Illustrations A1-3 – Main Information Screen \(Right Side Screenshot\)](#) and [Illustration A1-4 – Main Information Screen \(Left Side Screenshot, Annotated\).](#)]
- STEP 3.** The BLM General Database is the default. If necessary, select a **different database** from the drop-down menu on the right side of the screen. [[See Illustration A1-3 – Main Information Screen \(Right Side Screenshot\).](#)]
- STEP 4.** Do not enter data into the *DCN* field; a unique number will be generated when the new record is saved.
- STEP 5.** The *Input Date* will default to the current date. If necessary, select the calendar to the right of the field and select another date.
- STEP 6.** The *Originating Office* field will default to the office associated with the user account with which you logged in.
- STEP 7.** Select either **I-Incoming Document** or **O-Outgoing Document** to complete the *In/Out* field. If you are starting with a document that was received by the BLM, select **I-Incoming Document**. If you are starting with a document initiated by the BLM, select **O-Outgoing Document**. [[See Illustration A1-29 – In/Out Drop-Down Menu.](#)]

- STEP 8.** Use the calendar to the right of the *Inc. Date* field to select the **date of an incoming document**. Do not use this field when adding an outgoing document to the DTS.
- STEP 9.** Use the calendar to the right of the *Due Date* field to select a **due date for the entire record**. This is the date by which all actions must be complete. Later, when routing is assigned, individual offices will be tasked with earlier deadlines to meet the record's overall due date.
- STEP 10.** Select the appropriate **Action Code for the entire record** from the *Action* drop-down menu. [\[See 2.c for a more detailed explanation of action codes.\]](#)
- STEP 11.** The *External Number* field is optional. Examples of external numbers include RIN numbers for Federal Register documents or GAO numbers for audits.
- STEP 12.** Select the appropriate **Document Type to represent the entire record** from the *Document Type* drop-down menu. This will differ from the *Document Description* associated with individual documents uploaded after the DCN is assigned. [\[See Illustrations A1-30 through A1-35 for a complete list of document types for each BLM DTS database.\]](#)
- STEP 13.** Enter the **numerical portion of the Exec Sec control number** into the *ES No.* field, if applicable.
- STEP 14.** Select the **position of the individual who will sign the final document** for this DCN from the *Sig. Level* drop-down menu. [\[See Illustration A1-36 – Signature Level Drop-Down Menu.\]](#)
- STEP 15.** Use the calendar to the right of the *ES Due Date* field to select the **Exec Sec due date**, if assigned.
- STEP 16.** Enter a **brief description of the subject of the entire record** in the *Subject* field. This is the description that will appear in user inboxes when routing is assigned. Be succinct, but descriptive, e.g. *public ltr requesting fracking info*, or *congress ltr requesting fracking info*, *NOI to sue [topic]*, or *Boise District RAC Charter Package*.
- STEP 17.** You may enter additional information to supplement the subject in the *Synopsis* field. Do not repeat the information entered in the *Subject* field.
- STEP 18.** Select the **office** from the *State/Center Office* drop-down menu. The Wild Horse and Burro choice applies only to the Federal Advisory Committee Database. This field will be used for search and report options. [\[See Illustration A1-37 – State/Center Office Drop-Down Menu.\]](#)

- STEP 19.** Enter **one or more subject codes** in the *Subject Code* field. Use the *Show Pick List for Subject Code* button  to help locate the appropriate subject code. To select more than one subject code, hold down the **Ctrl** button on your keyboard while making your selections. Then click the **Save** button  at the bottom of the window. *Note: You may also manually enter the subject code(s). Separate multiple subject codes with a slash (e.g. 1700/4700).*
- STEP 20.** For Federal Register notices only, select the appropriate **subject area** from the *Subject Area* drop-down menu. [\[See Illustration A1-39 – Subject Area Drop-Down Menu.\]](#)
- STEP 21.** For Federal Register notices only, select the **appropriate notice type** from the *Notice Type* drop-down menu. [\[See Illustration A1-40 - Notice Type Drop-Down Menu.\]](#)
- STEP 22.** Do not complete the *Ack. Date, Sign Date, Interim Date, Signed By, Closed Date, NARA Retention, or FOIA Request* fields when adding a new record.
- STEP 23.** Enter the **numerical portion of other DCNs** into the *Xref* field when records are directly related. For example, if three letters were received from different congressional offices requesting the same information, each record would receive its own DCN, but the other two DCNs should be entered in the *Xref* field.
- STEP 24.** Select the **appropriate medium choice** from the *Medium* drop-down menu indicating how an **incoming document** was received. Do not complete this field for outgoing documents. [\[See Illustration A1-38 – Medium Drop-Down Menu.\]](#)
- STEP 25.** Check the **Lock Record box** to lock the record so others cannot make changes until you have completed your actions and “unchecked” the box.
- STEP 26.** Click the **Save** button  to save your record.
- STEP 27.** The DCN will be assigned and the page will refresh with the address screen appearing at the bottom. [\[See Illustration A1-6 – Addressee Screen with Name Tab Selected.\]](#)

- c. Select/Add Addressee(s). For DTS purposes, addressees are defined as the individual(s) or office(s) to whom an outgoing document is addressed or, in the case of an incoming document, the individual(s) or office(s) that sent the document to the BLM. If your addressee is an office within the Department, go to [paragraph 4.d – Select/Add Office\(s\)](#).

STEP 1. After saving the core information, scroll down to the addressee screen. [\[See Illustration A1-6 – Addressee Screen with Name Tab Selected.\]](#) Type the last name of the addressee in the *Search by Last Name* field and click the *Search* button .

STEP 2. If the correct name is listed, click on the **Last Name** and the addressee and address information will fill in automatically. Then go to [Step 8](#). If the correct name is not listed, click the *Go Back* button , and then go to Step 3.

STEP 3. The addressee screen that appears is the same screen that appears when the *Add a New Addressee* button is selected. [\[See Illustration A1-8 – Addressee Screen After Selecting Add a New Addressee.\]](#)

STEP 4. Select the appropriate **salutation (title)**, and enter the **First Name**, **Middle Initial** (optional), and **Last Name** (required).

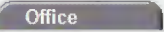
STEP 5. Click the *Save* button  on the right side of the addressee screen.


STEP 6. Click on the *Address* tab .

STEP 7. Complete all known fields with addressee information. *Note: accuracy is extremely important for this step because others will rely on the data you enter when selecting an addressee in the future.* [\[See Illustration A1-9 – Addressee Screen with Address Tab Selected.\]](#)

STEP 8. Click the *Save* button  on the right side of the addressee screen.


- d. Select/Add Office(s).

STEP 1. After saving the core information, scroll down to the addressee screen, and then select the *Office* tab . [\[See Illustration A1-7 – Addressee Screen with Office Tab Selected.\]](#)

STEP 2. In the *Office Lookup* field, **type the first few letters of the office code** and click the **ellipsis** button , and then select the appropriate office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*

STEP 3. Click the *Save* button  on the right side of the addressee screen.

- e. Add a Comment. This comment applies to the overall record. When a new record is created, you must either add a comment for the overall record or upload an attachment before any routing can be assigned. [See [paragraph 4.h](#) to add a routing comment or [paragraph 5.c](#) to add a surname comment.]

STEP 1. In your current record, click the *Comment* button  located over the tree view or click the *Comment* heading in the tree. The comments screen will display below the main information screen.

STEP 2. The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name; **type your comment** in the *Comment* box.

STEP 3. Click the *Save* button  on the right side of the comment screen.

- f. Add an Attachment.

STEP 1. Before adding an attachment, review your document. Does the file name begin with the document control number ([see paragraph 3.a](#))? If the document will receive edits, is the document restricted to tracked changes ([see paragraph 3.b](#))? If you have more than one document, are they organized so they are easy to locate (e.g. one folder for the record)?

STEP 2. Click the *Attachments* button  located over the tree view or click on the *Attachments* heading in the tree.

STEP 2. Click the *Upload* tab  in the attachments screen. [[See Illustration A1-11 – Attachment Screen \(Annotated\).](#)]


STEP 3. The *Author* field will default to your name.

STEP 4. Select the appropriate **Document Description** from the drop-down menu. The document description describes the individual attachment, not the overall record. It is more generic than the file name, and provides reviewers with a guide to help them navigate through several attachments within a single record. If a particular attachment cannot be described by any of the selections on the drop-down menu, select *other* and type in a new description. Try to limit your use of "other" to maximize consistency for reviewers. [[See Illustration A1-41 – Document Description Drop-Down Menu.](#)]

STEP 5. Input **keywords** that will help search for this document.


STEP 6. Click the *Browse or Choose File* button and locate the file you want to attach.

STEP 7. Click the *Save* button  on the bottom of the screen.


STEP 8. Click the *Go Back* button  to return to the attachments screen.

- g. Assign Routing. When you create a record, it will automatically enter your office as the first routing. Once you have completed all steps necessary to begin routing the record outside of your office, you will need to enter a completion date for your office. [\[See paragraph 5.a – Complete the Initial Routing.\]](#) Routings can be added in predetermined blocks by selecting a predefined process, by creating your own predefined process, or by assigning individual routings.

(1) Use a Predefined Process

STEP 1. In your current record, click the *Routing* button  located over the tree view or click on the *Routing* heading in the tree. The routing screen will display below the main information screen. [\[See Illustration A1-13 – Routing Screen with Routing Tab Selected.\]](#)

STEP 2. Click the *Predefined Process* checkbox in the routing screen and select a process from the dropdown list.

STEP 3. Click the *Save* button  on the right side of the routing screen. The routing tree will refresh and display your predefined routings.

(2) Create a Predefined Process

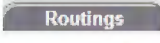
STEP 1. Select the *Predefined Process* button  from the navigation bar on the main information screen. [\[See Illustration A1-4 – Main Information Screen \(Left Side Screenshot, Annotated\).\]](#)


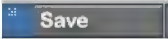

STEP 2. The predefined process screen will appear. [\[See Illustration A1-17 – Predefined Process Screen.\]](#)

STEP 3. Type a description of your process in the *Description* field.



STEP 4. If you wish to reserve the process for your use only, click the *Private Process* checkbox.



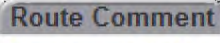

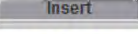

STEP 5. Select the *Save* button  at the bottom and three tabs will appear: *Process Name*, *Routings*, and *View*. [\[See Illustrations A1-18, A1-19, and A1-20, respectively.\]](#)


STEP 6. Select the *Routings* tab . [\[See Illustration A1-19 – Predefined Process Screen with Routings Tab Selected.\]](#)

- STEP 7.** Select the *Add* button  at the bottom of the window to add a new routing to your predefined process.
- STEP 8.** Select an *office*, *task*, and the anticipated *turnaround days* (turnaround days is optional).
- STEP 9.** Select the *Save* button  at the bottom
- STEP 10.** Repeat steps 7 through 9 for each routing in your process.
- STEP 11.** View your process by selecting the *View* tab . Ensure your routings are in the desired order.

(3) Assign an Individual Routing

- STEP 1.** In your current record, click the *Routing* button  located over the tree view or click on the *Routing* heading in the tree. The routing screen will display below the main information screen. [\[See Illustration A1-13 – Routing Screen with Routing Tab Selected.\]](#)
- STEP 2.** Select *Electronic* or *Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual or office is not accessible via the DTS.
- STEP 3.** Type the first few letters-numbers of the office code and click the ellipsis button  to select an office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- STEP 4.** Use the calendar to select a due date for the individual routing, not the overall record.
- STEP 5.** DO NOT enter a date into the *Assigned Date* field. This date will be assigned automatically when the previous routing is complete.
- STEP 6.** DO NOT enter a date into the *Task Completed Date* field when a routing is first assigned.
- STEP 7.** Select the appropriate task for this routing from the *Task* drop-down menu. [\[See paragraph 2.c.\)\]](#)
- STEP 8.** Check the *Send Email* box. This will notify offices when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.

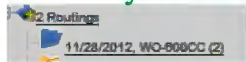
- STEP 9.** Click the *Save* button  on the right side of the routing screen.
- STEP 10.** To add additional routings, click the *Add Routing* button  on the right side of the routing screen and **complete Steps 2 through 9** for each additional routing.
- h. Add a Routing Comment. *Note: This comment applies to a specific routing associated with an individual or office and not to the entire record. [See paragraph 4.e to add a comment to the overall record.]*
- STEP 1.** Click **on the routing** in the tree that you want to add a comment to.
- STEP 2.** Click on the *Route Comment* tab  in the routing screen. [\[See Illustration A1-14 – Routing Screen with Route Comment Tab Selected.\]](#)
- STEP 3.** The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name; type your comment in the *Comment* box.
- STEP 4.** Click the *Save* button  on the right side of the comments screen.
- i. Insert a New Routing Above an Existing Routing.
- STEP 1.** Click **on the routing** in the tree **below** where you want the new routing.
- STEP 2.** Click on the *Insert* tab  in the routing screen. [\[See Illustration A1-15 – Routing Screen with Insert Tab Selected.\]](#)
- STEP 3.** Select *Electronic* or *Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual/office is not accessible via the DTS.
- STEP 4.** Type the first few letters-numbers of the office code and click the ellipsis button  to select an office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- STEP 5.** Use the calendar to **select a due date for the individual routing**, not the overall record.
- STEP 6.** DO NOT enter a date into the *Assigned Date* field. This date will be assigned automatically when the previous routing is complete.
- STEP 7.** DO NOT enter a date into the *Task Completed Date* field when a routing is first assigned.

- STEP 8.** Select the appropriate task for this routing from the *Task* drop-down menu. [\[See paragraph 2.c.\]](#)
- STEP 9.** Check the *Send Email* box. This will notify offices when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- STEP 10.** Click the *Save* button  on the right side of the routing screen.

5. Perform Assigned Tasks

- a. Complete the Initial Routing. Once you have created a record and added addressees, comments, attachments, and routings, you will need to close the initial routing to your office so action can be assigned to the first office on the routing tree you created.


STEP 1. Click on **your office routing to the right of the blue folder** on the routing tree.



[See Illustration A1-10 – Tree View (Annotated).]

STEP 2. The routing screen will appear. [See Illustration A1-13 – Routing Screen with Routing Tab Selected.]

STEP 3. If the *Lock Record* box  *Lock Record* above the *Routing* tab is checked, click on the *Lock Record* box again to unlock the record.

STEP 4. Select the current date from the calendar to the right of the *Task Completed Date* field  .

STEP 5. Click the *Save* button  on the right side of the routing screen.


STEP 6. The DTS will automatically assign the next task on the routing tree.

- b. Complete an Action Other Than Surnaming. Once all actions are completed for your office routing, the task must be marked as completed for the next routing to automatically occur. If the last task for your office is a surname, proceed to [paragraph 5.c](#). If the final task for your office is not a surname, follow the steps below.

STEP 1. Click on **your office routing to the right of the blue or red folder** on the routing tree.  [See Illustration A1-10 – Tree View (Annotated).]

STEP 2. The routing screen will appear. [See Illustration A1-13 – Routing Screen with Routing Tab Selected.]

STEP 3. If the *Lock Record* box  *Lock Record* above the *Routing* tab is checked, click on the *Lock Record* box again to unlock the record.

STEP 4. Select the current date from the calendar to the right of the *Task Completed Date* field  .


STEP 5. Click the *Save* button  on the right side of the routing screen.

STEP 6. The DTS will automatically assign the next task on the routing tree.

STEP 7. View the routing tree to verify the next task is active.

- c. **Surname a Record.** When your office is assigned a record for surname, the individual users in your office designated to receive emails will be notified. The record will also appear in the DTS inbox for all users in your office who are included in your office listing for that database. Individual users may also be assigned personal tasks that will not appear in other users' inboxes. [\[See Illustration A1-2 – Routing Inbox Screenshot \(Annotated\).\]](#)

STEP 1. Review your Inbox. The due date and subject will provide clues to possible priorities. Local office procedures will dictate the individual(s) required to review and surname a document within your office and the order of review.



STEP 2. When it is your turn to review a record, **click on the appropriate record**  on the left side of your inbox. The main information screen, tree view, and routing screen with *Surname* tab selected will appear. [See Illustrations [A1-4](#), [A1-10](#), and [A1-16](#), respectively.]

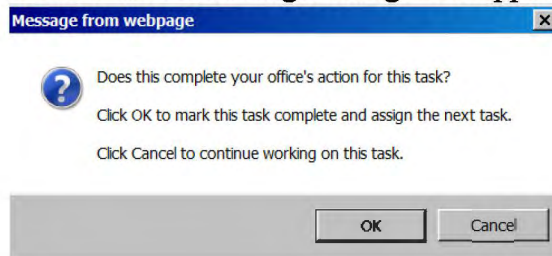
STEP 3. From the tree view ([Illustration A1-10](#)), you can accomplish several things:

- If the record is locked, the tree view will display an email link to the individual who has locked the record. **Click on the email link** to ask the individual to unlock the record if you wish to make changes.
- If you wish to lock the record before you begin, click the **Lock Record** box on the main information screen (just above the *Routing* tab).
- The *Addressee* area identifies who sent an incoming document or who will receive an outgoing document. **Click on an entry under addressee** on the tree to open the addressee screen and view the individual's contact information.
- The *Comments* area shows any comments that have been attached to the general record and who attached them. **Click on the individual's name** to read their comment.
- The *Routing* area shows the sequence of routing, and the current status of the record. If you would like to insert another office prior to your review (or between two other reviewers in the tree), follow the instructions in [paragraph 4.i. – Insert a Routing Above an Existing Routing](#). If you would like to add a routing to the end of the routing tree, follow the instructions in [paragraph 4.g\(3\) – Assign an Individual Routing](#). To add a comment to a particular office's routing, following the instructions in [paragraph 4.h – Add a Routing Comment](#). Be sure to read any comments that have been added to your office's routing before beginning your review of the attachments.
- The *Attachments* area shows the documents that are attached to the record. These documents will also appear on the routing screen to the left when the *Surname* tab is selected. [\[See Illustration A1-16.\]](#)

STEP 4. You will surname documents from the routing screen. [\[See Illustration A1-16 – Routing Screen with Surname Tab Selected.\]](#) The *Document Description* field will help you organize your review. If the record contains a Note to

Reviewers, read that first. The Note to Reviewers should explain each of the attachments, what is expected of you in regards to the attachments, and provide any special instructions.







- STEP 5.** To open a particular document, **click the file name** under *Attachments* or the word *Attachments* on the routing tree. The attachments screen will display with documents attached [[Illustration A1-12](#)] below the main information screen. Click the *Attachments*  button in the *View* column to download the file.
- STEP 6.** To edit a document, first save it to a secure location outside of the DTS. Verify the file name begins with the **document control number** [[paragraph 3.a – Naming Convention](#)] and the file is **restricted to tracked changes** [[paragraph 3.b – Restrict Editing](#) and [paragraph 3.c – Editing a Document](#)].
- STEP 7.** Execute your surname responsibilities as outlined in MS-1541, Correspondence and Document Management, Chapter 5, Surnaming. Add appropriate comments to documents within the record, make edits to documents in tracked changes, and save any files you edit to your secure location outside of the DTS with their original file names.
- STEP 8.** Upload any documents you have edited with the versioning instructions in [paragraph 5.d](#) before proceeding to Step 9. **If no edits have been made, proceed to step 9.**
- STEP 9.** On the routing screen with *Surname* tab selected [[Illustration A1-16](#)], **check the box** beside the documents you wish to surname.
- STEP 10.** Type any comments that pertain to your surnaming of the entire record in the *Comments* box within the routing surname screen.
- STEP 11.** Click the **Save the Surname** button  to the right of the routing surname screen. The following message will appear:



If others in your office need to review the record before the surnaming is complete for your office, click **cancel** at the bottom of the message window. If you are the last (or only) reviewer within your office, click **O.K.**

- STEP 12.** The DTS will automatically assign the next task on the routing tree.

- d. Create a New Version. You must use the *Versioning* feature to upload documents containing your edits into the DTS.

- STEP 1.** Click the *Attachments* button  located over the tree view or **click the word *Attachments*** in the tree. The attachments screen with documents attached [\[Illustration A1-12\]](#) will appear to the left of the tree, below the main information screen.
- STEP 2.** Click the *View Versions* button  in the *Detail* column.
- STEP 3.** Click the *Upload Version* tab .
- STEP 4.** The *Author* field will default to your name.
- STEP 5.** Select the appropriate **Document Description** from the drop-down menu. Choose the document description originally associated with the file if the original description is accurate.
- STEP 6.** Input **keywords** that will help search for this document.
- STEP 7.** Click the *Browse or Choose File* button and locate the file you want to attach. *Note: It should have the same file name as the original document and reside in the secure location you chose outside of the DTS before you began making changes.*
- STEP 7.** Click the *Save* button  on the bottom of the screen.
- STEP 8.** Click the *Go Back* button  to return to the attachments screen. *Note: To view all uploaded versions of a file, click the *View Versions* button  to the right of the file name.*

6. Route Outside of the DTS

Documents can be routed to offices outside of the DTS in two ways: through email or in hardcopy.

- a. Create an External Routing. An external routing is used to send a document through email to someone who does not have access to the DTS.

STEP 1. Click on the *Attachments* heading in the tree view. [\[See Illustration A1-10 – Tree View \(Annotated\).\]](#)

STEP 2. The Attachments Screen with Documents Attached [\[Illustration A1-12\]](#) will display below the main information screen.

STEP 3. Click on the *External Routing*  button to the right of the document.

STEP 4. The external routing screen will appear. [\[See Illustration A1-21.\]](#)

STEP 5. Select the *task* from the drop-down menu and enter the *text* to be sent with your email.

STEP 6. Click on the *white envelope* icon  to select recipients from the *Employee* list or input an email address. After adding all recipients, close the window.

STEP 6. Click the *Submit* button  at the bottom of the external routing screen.

STEP 7. The tree view will refresh and display the external routing.

- b. Generate a Control Slip.

Place a current control slip on the cover of folders routed in hardcopy for signature or surname, and on the official file copy when a record is closed.

STEP 1. *Open the record* for which you wish to generate a control slip.

STEP 2. Click the *Control Slip* button  located on the top menu bar of the tree view. [\[See Illustration A1-10 – Tree View \(Annotated\).\]](#)

STEP 3. *Type control slip comments*, if desired, and then *click the Generate Control Slip* button  at the bottom of the control slip screen.


STEP 4. Click the *View Control Slip* button  to open the generated .pdf control slip. [\[See Illustration A1-24 – Control Slip.\]](#)

STEP 5. If a control slip already exists and you wish to create a new one, click on the *New Control Slip* button  and follow steps 3 and 4 above.

7. Generate or Schedule a Report

a. Setup a Workflow Report.

STEP 1. Check the *Workflow Report Setup* box that appears on the bottom-middle of the main information screen once a new record has been added. [\[See Illustration A1-5 – Main Information Screen After Saving New Record.\]](#) Once checked, a white envelope and a red clock will appear to the right of the checked box.

STEP 2. Click on the white envelope  and **select the names** of the individuals who will receive reports on this particular record. Click the *Save* button and **close** the screen.

STEP 4. Click on the red clock  and select the day and time the above individuals will receive the report. Click the *Save* button and **close** the screen.

STEP 5. When you no longer wish to receive the Workflow Report, open the record and uncheck the checkbox.

b. Generate a Standard Report.

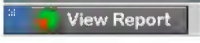
STEP 1. Click on the *Reports* button  on the navigation bar of the main information screen or click the *Reports* tab  above the tree view to open the reports screen. [\[See Illustration A1-25 – Reports Screen.\]](#)

STEP 2. Select a **report** from the tree view of the reports screen.

STEP 3. Select the output format from the dropdown list.

STEP 4. Select the results of *Outstanding as of Today, 5 days, 30 days, or 60 days.*

STEP 5. Click the *Create Report* button .

STEP 6. Click the *View Report* button . You can print or save the report to your computer.

c. Schedule a Report.

STEP 1. Click on the *Schedule Report* checkbox below the *View Report* button.

STEP 2. Enter a **Name** for your report and click the **Save** button.

STEP 3. Click the red clock  to **select the day and time** to receive your report.

STEP 4. Click on the white envelope  to **select the email recipients**.

STEP 5. Add **email text** to send with your report and click the **Save** button.

d. Stop a Report.

STEP 1. Select the report you want to stop receiving from the drop-down box below the *Create Report* button .

STEP 2. Click the **Stop** checkbox to stop the scheduled report for a period of time or click the **Delete** button to eliminate the report entirely.

STEP 3. Uncheck the **Stop** checkbox to resume receiving a scheduled report.

8. Search for Records

a. Search by Document Control Number.

STEP 1. From the Control Center, select the desired database from the drop-down menu under *Quick Search* and enter the DCN of the record you want to view. Click *Go*. [\[See Illustration A1-1 – Control Center Screenshot \(Annotated\).\]](#)

b. Perform a Basic Search.

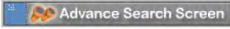
STEP 1. Click on the *Search* button  on the navigation bar of the main information screen or click the *Search* tab  above the tree view to open the search screen. [\[See Illustration A1-26 – Search Screen.\]](#)

STEP 2. Enter the criteria for your search in each applicable *Search Criteria* field. Use the following searching operators to scope your search: = Equal to the value specified; ~ Not equal to the value specified; * Containing the value specified.

STEP 3. Select output and sort order from the appropriate *Search Results* fields.

STEP 4. Click the *Submit* button .

c. Perform an Advanced Search.

STEP 1. From the search screen, select the *Advance Search Screen* button  to select the advance search screen. [\[See Illustration A1-27 – Advance Search Screen.\]](#)

STEP 2. Enter the criteria for your search in the appropriate *Document*, *Addressee*, and *Routing* fields. Use the following searching operators to scope your search: = Equal to the value specified; ~ Not equal to the value specified; * Containing the value specified.

STEP 3. Select output and sort order from the appropriate *Search Results* fields.

STEP 4. Click the *Submit* button .

**BLM DTS DESK GUIDE FOR
MANAGERS**

H-1541-1 Appendix 2

**Appendix 2
BLM DTS Desk Guide for Managers**

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H-1541-1 – CORRESPONDENCE AND DOCUMENT MANAGEMENT

A2-2

ILLUSTRATION A2-23 – EXTERNAL ROUTING SCREEN..... A2-21
ILLUSTRATION A2-24 – EMAIL SCREEN..... A2-22

1. About This Desk Guide

- a. This desk guide for managers provides users with sufficient instruction to log into the DTS, review their inboxes, and take action on their assignments. To help scan through the steps quickly, orange text highlights options or decisions, green text highlights actions, and red text highlights things not to do.
- b. The DTS Desk Guide for Users, H-1541-1, Appendix 1, provides instructions for DTS users beyond the scope of this desk guide.
- c. [The BLM Style Guide](#) is available on the Correspondence intranet site to resolve questions of style and usage.
- d. MS-1541, Correspondence and Document Management, contains the BLM’s policies for correspondence and document management. Table 1-1 of that manual section identifies positions and responsibilities for correspondence and document management. An excerpt of that table containing managers’ responsibilities is provided below for your reference.

**Excerpt from MS-1541, Table 1-1
Responsibilities for Correspondence and Document Management**

Position	Responsibilities
BLM Director	<ul style="list-style-type: none"> • Sign documents representing BLM policy. • Surname documents for departmental signature. • Verify documents convey responsive, accurate information representative of BLM policies and decisions and consistent with departmental and Administration policy.
BLM Deputy Directors and Chief of Staff	<ul style="list-style-type: none"> • Sign documents, as delegated. • Surname documents prior to the Director’s review, as delegated. • Ensure documents clearly communicate BLM policies and decisions and are consistent with departmental and Administration policy. • Ensure documents are consistent with other messaging and express appropriate tone. • Coordinate with WO-100 executive staff to identify the appropriate minimum level of review required within WO-100. • Establish and follow office policies to ensure timely review. • Contact the originating office as early as possible when information or direction is available that may affect documents in development. • Reinforce the use of the DTS by working within the established system and notifying the lead DTS administrator whenever that is not possible.
WO-100 Executive Staff	<ul style="list-style-type: none"> • Receive all documents sent to the Director, Deputy Directors, or Chief of Staff for review or signature.

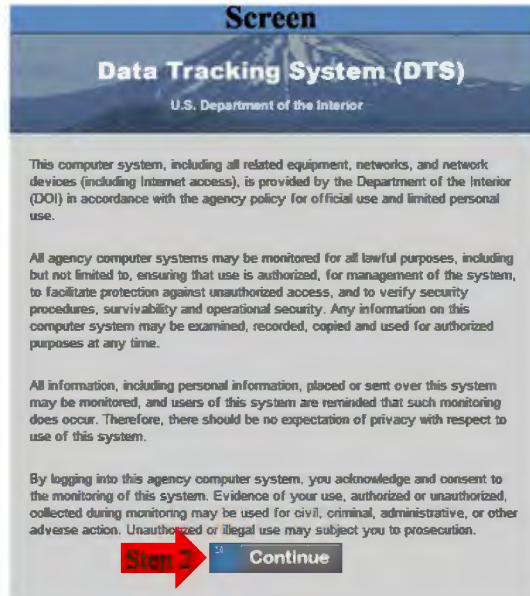
Position	Responsibilities
	<ul style="list-style-type: none"> • Work closely with the Chief of Staff to streamline the review process. • Perform document reviews to the level assigned by office policy. • Assign routing within the DTS to the Director, Deputy Directors, and Chief of Staff. • Monitor document status while in the WO-100 queue and coordinate with originating offices. • Reinforce use of the DTS by working within the established system and notifying the lead DTS administrator whenever that is not possible.
<p>Assistant Directors</p> <p>Center Directors</p> <p>State Directors</p> <p>Deputies (As Delegated)</p>	<ul style="list-style-type: none"> • Sign designated documents. • Surname documents affecting the reviewer’s area of responsibility prior to WO-100 review. • Ensure documents are timely and responsive and reflect the full and balanced interest of the BLM. • Ensure information is accurate. • Concur with decisions or statements affecting the reviewer’s area of responsibility or annotate any concerns. • Verify documents originating within the reviewer’s area of responsibility have been adequately coordinated with other offices. • Ensure staff and office procedures are in place to manage documents within the office in the most efficient and timely manner. • Ensure local written guidance supplements, but does not duplicate or contradict, MS-1541 or H-1541-1. (Appropriate local guidance may include the location of office templates, specific office surnaming procedures, etc.)
<p>Assistant Director for Communications (AD-600)</p>	<ul style="list-style-type: none"> • Oversee the BLM Communications Directorate including DTS administration and oversight; controlled correspondence; congressional correspondence, testimony, and questions for the record; Federal Register notices and BLM regulations; and content management of external communications in all formats. • Review documents for message and tone. • Ensure documents are consistent with communication talking points, testimony, and other previously released material. • Provide feedback to BLM leaders on balancing message content with political awareness, relationship to current events, and other sensitivities.
<p>Division Chiefs, Branch Chiefs, District Managers, Field Managers, and Other Work-Unit Supervisors</p>	<ul style="list-style-type: none"> • Ensure documents generated are accurate and consistent with information recently supplied for other purposes. • Note any issues pertinent to reviewers. • Ensure documents are readable and responsive. • Meet established deadlines. • Balance staff assignments to ensure authors receive clear direction on

Position	Responsibilities
	<p>expected content, coordination requirements, priorities, and due dates.</p> <ul style="list-style-type: none"> • Establish clear office policies that identify staff assistants, DTS administrators, or other personnel within the organizational unit (or at a higher organizational level) who can assist the author with formatting, DTS entry and management, and complying with other requirements of MS-1541 and the BLM Correspondence and Document Management Handbook (H-1541-1). • Surname documents prepared outside the work area, as requested. (Surnaming should focus on reviewing the accuracy of the information regarding the reviewer’s area of responsibility, supplying additional information that may complete the document, and raising important technical and policy questions. The level of focus will shift from technically oriented to policy review as the document climbs the surname “ladder.”)

2. Log Into the Data Tracking System

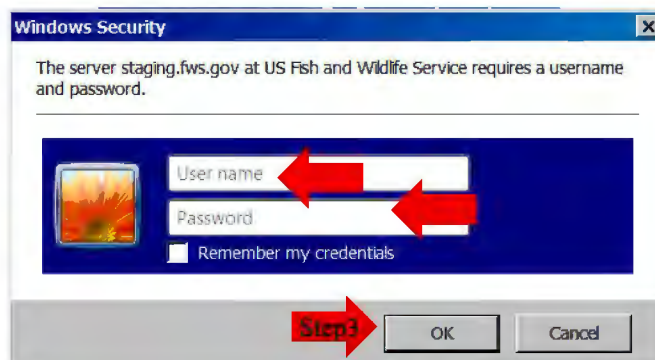
- ❑ **STEP 1.** Access the **BLM Data Tracking System** at: <https://dts.fws.gov/>. The screen below appears.

Illustration A2-1 – DTS Welcome Screen



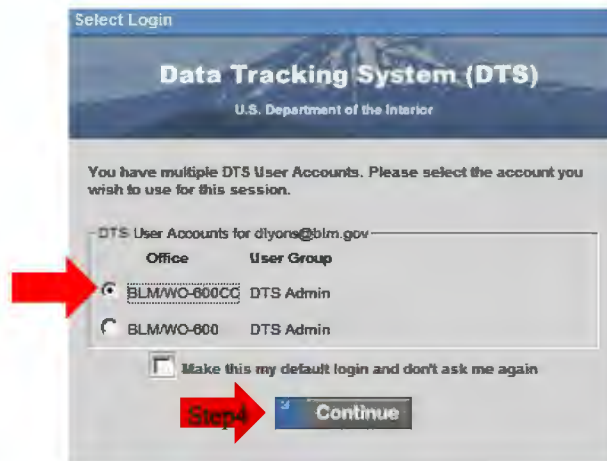
- ❑ **STEP 2.** Click **Continue**. The screen below appears.

Illustration A2-2 – DTS Login Screen



- ❑ **STEP 3.** Enter your email address (User Name) and password, and then click **O.K.** If you have more than one user account, the screen below will appear.

Illustration A2-3 – DTS User Account Screen



- **STEP 4.** Select your appropriate user account and then click *Continue*. The Control Center will open (see below).

Illustration A2-4 – DTS Control Center



3. Review Your In Box

Your DTS Inbox displays records with pending actions **assigned to your selected user account** (either as an individual or as a member of the office).

Illustration A2-5 – DTS Inbox

Record (double-click the icon to open a specific record)

Document Control Number (unique number automatically assigned to each record)
 The prefix “BLM” indicates the record is in the BLM Data Tracking System.
 The next character indicates the database:
 O = General Database
 C = Congressional Database
 F = Federal Advisory Committee Database
 L = Lands Database
 R = Federal Register Database
 S = Sensitive Database

Up/Down button (reverse order of presentation)

Record	DCN	Task Assigned	Task Due Date	Last Name	Subject
	BLM0000028	12/14/2012 (2)	12/28/2012	Smith	Sample WO Controlled Correspondence
	BLM0000027	12/11/2012 (2)	N/A		DTS Main Info Screen Once Doc is Added
	BLM0000026	12/11/2012 (2)	N/A		test workflow report
	TRN0000003	12/04/2012 (2)	N/A	WO-600CC	Welcome to the Data Tracking System
	BLM0000020	11/26/2012 (2)	N/A		subject
	BLM0000018	11/26/2012 (2)	11/30/2012	AZ-SD	Fracking

Last Name is the sender of an incoming or the destination of an outgoing document.

A red Task Due Date indicates the task is overdue.

The date indicates when a task was assigned to you or your office for action. The number in parentheses corresponds to the type of action assigned to your office. (See Illustration A2-6.)

A green lock indicates that you have locked the record for editing.
A red lock indicates someone else has locked the record.

Illustration A2-6 – BLM DTS Inbox Action Codes

0-Prepare Draft – Prepare a draft document based on comments provided with the tasking.

1-Prepare Direct Response – Prepare and sign a response at the office level tasked.

2-Appropriate Action – The office receiving the tasking determines appropriate action. It may be a written or verbal reply, a meeting, adding a comment to an administrative record, or merely reviewing the document for informational purposes.

3-Surname – Review, comment, and approve the draft document.

4-Signature – Sign the final document.

5-Review/Comment – Review and comment on a document in collaboration (does not seek formal approval).

6-Revise – Make the indicated changes (either from the comment section or within the uploaded version of the document).

7-Not used by the BLM

8-See Comments – Read the comments from the routing tree, within the document version, or provided in the routing comments section.

9-Mail/Distribute/Close/Post/File – Execute appropriate final disposition of the document and all copies.

10-Prepare Final – All surnames are complete. Prepare the final document on appropriate stationery.

11-Simultaneous Surname – Two or more offices review, comment, and approve the draft document concurrently. When two or more offices exhibiting “(11)” are grouped together in the routing tree, those offices’ tasks will automatically be assigned at the same time the previous office’s task is recorded as complete.

12-Not used by the BLM

13-Advance Read – This indicates a copy is not only *For Your Information*, but you should expect your office to receive the document later as a formal task.

14-Not Used by the BLM

4. Open a Record


From your Inbox ([Illustration A2-5](#)), click on the record icon  on the left side for the record you wish to open. The main information screen below appears. It includes the core information screen in the upper left ([Illustration A2-8](#)), the routing screen in the lower left ([Illustration A2-9](#)), and the tree view ([Illustration A2-10](#)) to the right.

Illustration A2-7 – DTS Main Information Screen for Record BLM0000028

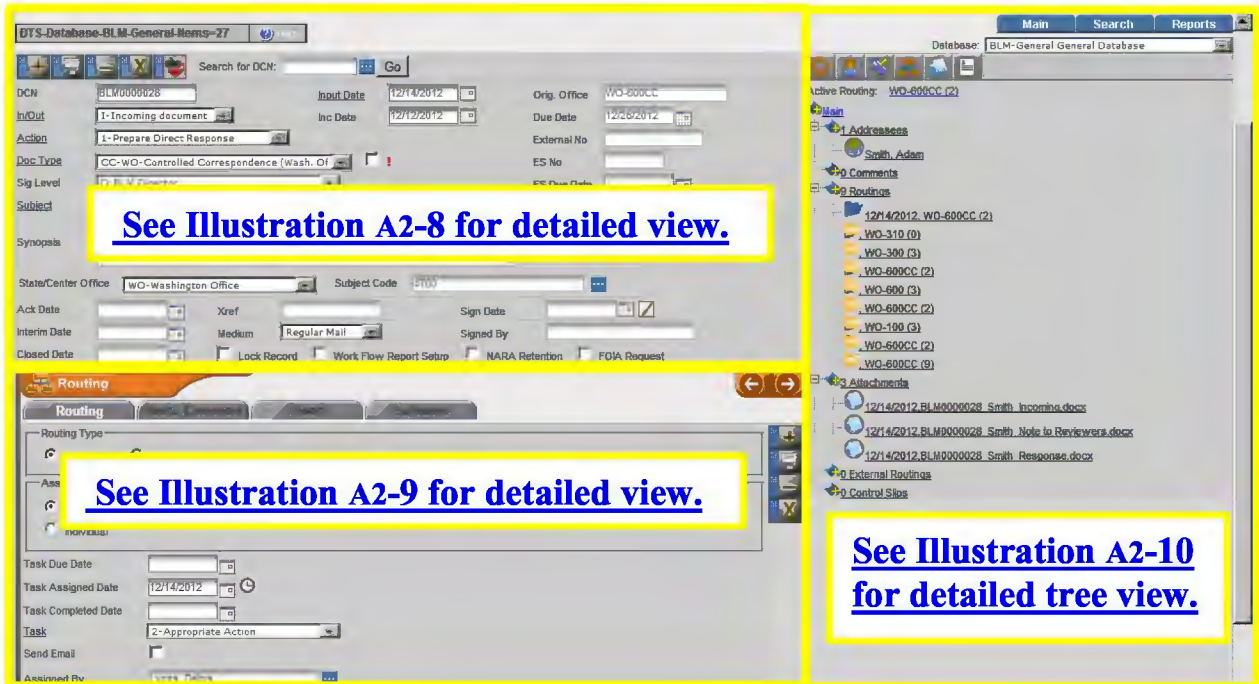


Illustration A2-8 – DTS Core Information Screen for Record BLM0000028

The screenshot shows the 'DTS-Database-BLM-General-Items=27' window. Key fields include:

- DCN: BLM0000028
- Input Date: 12/14/2012
- Orig. Office: WO-600CC
- In/Out: I-Incoming document
- Inc Date: 12/12/2012
- Due Date: 12/28/2012
- Action: 1-Prepare Direct Response
- Doc Type: CC-WO-Controlled Correspondence (Wash. Of)
- Sig Level: D-BLM Director
- Subject: Sample WO Controlled Correspondence
- State/Center Office: WO-Washington Office
- Subject Code: 4700
- Medium: Regular Mail
- Lock Record, Work Flow Report Setup, NARA Retention, FOIA Request: Unchecked

The fields in the screen above apply to the entire record. For example, this screen shows DCN BLM0000028 is controlled correspondence received by the Washington Office and a response will be prepared for the Director’s signature. The date on the incoming letter was December 12, 2012, and it was received by regular mail in WO-600 Controlled Correspondence on December 14, 2012. The response is due by December 28, 2012. The primary responsibility for this record rests with the Washington Office, and the Subject Code is 4700.

Illustration A2-9 – Routing Screen with Routing Tab Selected

The screenshot shows the 'Routing' window with the 'Routing' tab selected. Key fields include:

- Routing Type: Electronic (selected), Hard copy
- Assigned To: Office (selected), BLM, WO-600CC
- Task Due Date: 12/18/2012
- Task Assigned Date: 12/14/2012
- Task Completed Date: (empty)
- Task: 2-Appropriate Action
- Send Email: Unchecked
- Assigned By: Lyons, Debra
- Last Updated: dlyons@blm.gov 12/14/2012 02:00:40 PM

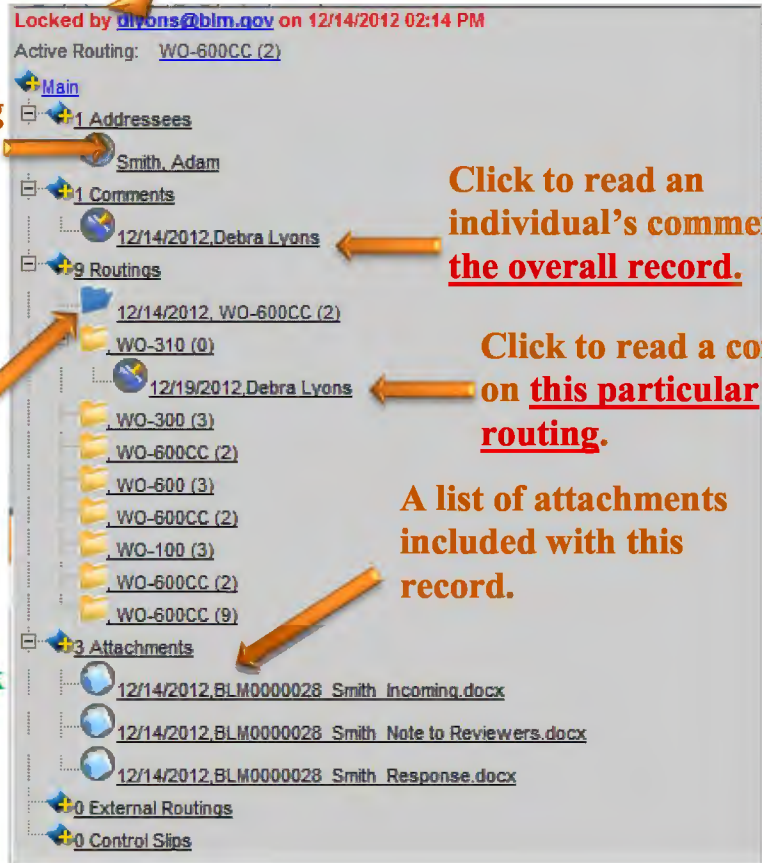
The fields in the screen above apply to your specific routing. For example, this screen shows DCN BLM0000028 was routed to WO-600CC electronically on December 14, 2012, for “appropriate action” which must be completed by December 18, 2012, to meet the record’s overall due date.

Illustration A2-10 – Tree View for Record BLM0000028

If locked, click on the email and ask the individual to unlock the record.

Indicates who sent an incoming or to whom an outgoing is addressed.

A blue folder indicates an active assignment. A red folder indicates a late assignment. A yellow folder indicates the task is not yet assigned. A green check mark indicates a completed assignment. A red check mark indicates the assignment was completed late.



Click to read an individual's comment on the overall record.

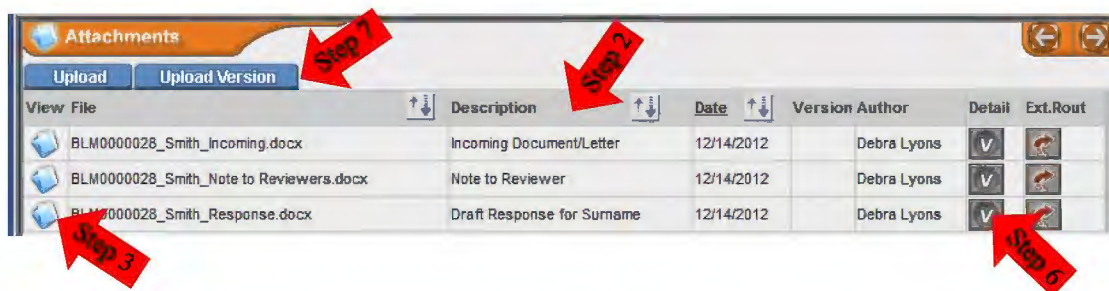
Click to read a comment on this particular routing.

A list of attachments included with this record.

5. Review and Edit an Attachment

- ❑ **STEP 1.** From the tree view ([Illustration A2-10](#)) you can get an overview of a particular record. Some of the information available in this view includes assigned routings/tasks, whether there are comments associated with the entire record, whether there are comments associated with your particular routing, and a list of the attachments. Click the file name under *Attachments* or the word *Attachments* on the routing tree. The Attachments Screen will display below the main information screen (see below).

Illustration A2-11 –Attachments Screen with Features Highlighted










- ❑ **STEP 2.** The *Document Description* field will help you organize your review. If the record contains a Note to Reviewers, read that first. The Note to Reviewers should explain each of the attachments, what is expected of you in regards to the attachments, and provide any special instructions.
- ❑ **STEP 3.** Click the *Attachments* button  in the *View* column to download the file.
- ❑ **STEP 4.** Save the document to a secure location outside of the DTS. Verify the file name begins with the **document control number** and the file is **restricted to tracked changes**. **If the file does not meet these conditions, contact the originator of this record.**
- ❑ **STEP 4.** Edit the document or insert comments in track changes, as necessary, and save the document to your secure location outside of the DTS with its original file name.
- ❑ **STEP 5.** When you are ready to upload your edited document, click the *Attachments* button  located over the tree view or click the word *Attachments* in the tree ([Illustration A2-10](#)). The attachments screen will appear to the left of the tree, below the main information screen ([see Illustration A2-11](#)).
- ❑ **STEP 6.** Click the *View Versions* button  in the *Detail* column.
- ❑ **STEP 7.** Click the *Upload Version* tab . The screen below appears.

Illustration A2-12 –Upload Versions Screen

The screenshot shows a web form for uploading document versions. The form has the following fields and controls:

- Version:** # 2
- Author:** Debra Lyons
- Description:** A dropdown menu with the text "Select a Document Description". A red arrow labeled "Step 9" points to this dropdown.
- Keywords:** An empty text input field. A red arrow labeled "Step 10" points to this field.
- Document:** A file selection area with a "Choose File" button and the text "No file chosen". A red arrow labeled "Step 11" points to the "Save" button below.
- Buttons:** "Save" and "Cancel" buttons are located at the bottom of the form.







- STEP 8.** The *Author* field will default to your name.
- STEP 9.** Select the appropriate **Document Description** from the drop-down menu. **Choose the document description originally associated with the file if the original description is accurate.**
- STEP 10.** Click the **Choose File or Browse** button and locate the file you want to attach. *Note: It should have the same file name as the original document and reside in the secure location you chose outside of the DTS before you began making changes.*
- STEP 11.** **Click the Save button**  on the bottom of the screen.
- STEP 12.** **Click the Go Back button**  to return to the attachment screen. *Note: To view all uploaded versions of a document, click the View Versions button  to the right of the file name.*

6. Surname a Document

When your office is assigned a record for surname, the individual users in your office designated to receive emails will be notified. The record will also appear in the DTS inbox for all users in your office who are included in your office listing for that database. Personal tasks may also be assigned to individual users, and those tasks will not appear in other users' inboxes.

- ❑ **STEP 1.** Review your Inbox. The due date and subject will provide clues to possible priorities. Local office procedures will dictate the individual(s) required to review and surname a document within your office and the order of review.

Illustration A2-13 – Inbox View

Record	DCN	Task Assigned	Task Due Date	Last Name	Subject
	BLM0000028	12/14/2012 (2)	12/28/2012	Smith	Sample WO Controlled Correspondence
	BLM0000027	12/11/2012 (2)	N/A		DTS Main Info Screen Once Doc is Added
	BLM0000026	12/11/2012 (2)	N/A		test workflow report
	TRN0000003	12/04/2012 (2)	N/A	WO-600CC	Welcome to the Data Tracking System
	BLM0000020	11/26/2012 (2)	N/A		subject
	BLM0000018	11/26/2012 (2)	11/30/2012	AZ-SD	Fracking


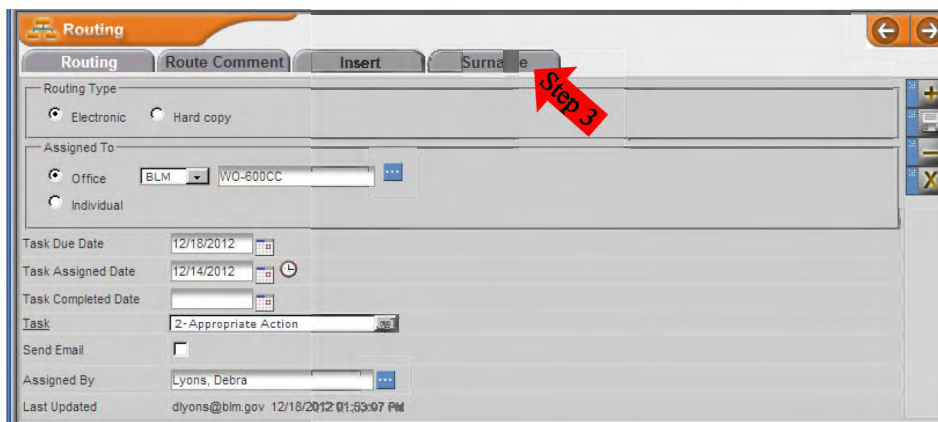
- ❑ **STEP 2.** When it is your turn to review a record, **click on the appropriate record icon**  on the left side of your inbox. The main information screen will appear ([Illustration A2-7](#)). The lower left segment of the main information screen will display the routing screen with the *Routing* tab selected (see below). (Refer to [Illustrations A2-9](#) and [A2-10](#) for help navigating the information on the routing screen and tree view, respectively.)

Illustration A2-14 – Routing Screen with *Routing* Tab Selected



The screenshot shows a web-based routing interface. At the top, there are tabs for 'Routing', 'Route Comment', 'Insert', and 'Surname'. The 'Routing' tab is currently selected. Below the tabs, there are several sections:

- Routing Type:** Radio buttons for 'Electronic' (selected) and 'Hard copy'.
- Assigned To:** Radio buttons for 'Office' and 'Individual'. Under 'Office', there is a dropdown menu showing 'BLM' and a text field containing 'WO-600CC'.
- Task Due Date:** A date field set to '12/18/2012'.
- Task Assigned Date:** A date field set to '12/14/2012'.
- Task Completed Date:** An empty date field.
- Task:** A dropdown menu showing '2-Appropriate Action'.
- Send Email:** A checkbox that is currently unchecked.
- Assigned By:** A dropdown menu showing 'Lyons, Debra'.
- Last Updated:** A text field showing 'dlyons@blm.gov 12/18/2012 01:53:07 PM'.

 A red arrow labeled 'Step 3' points to the 'Surname' tab.

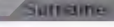
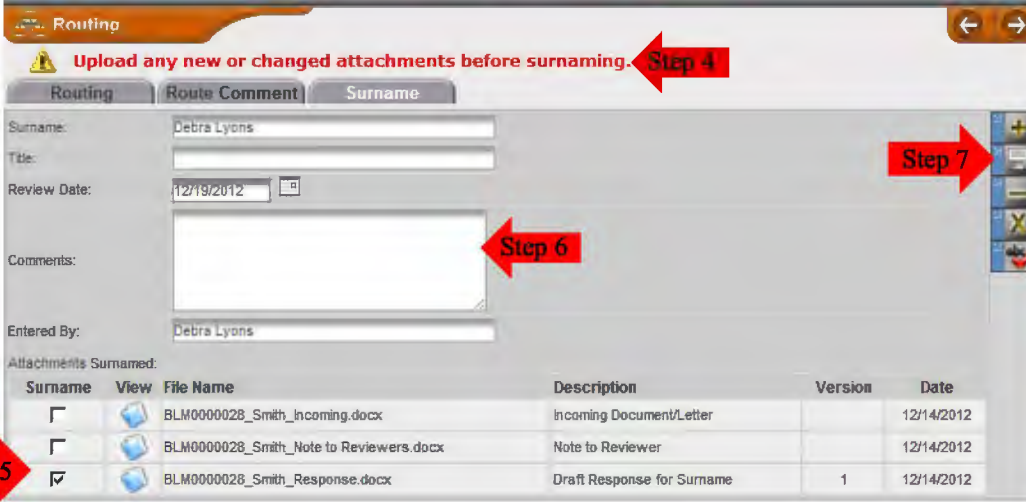
- STEP 3.** When you finish reviewing and editing documents attached to this record (see [Section 5. Review and Edit an Attachment](#)), click the *Surname* tab . The screen below will appear.

Illustration A2-15 – Routing Screen with *Surname* Tab Selected



Routing

Upload any new or changed attachments before surnaming.

Routing | Route Comment | **Surname**

Surname: Debra Lyons




Title:

Review Date: 12/19/2012

Comments:

Entered By: Debra Lyons

Attachments Surnamed:

Surname	View	File Name	Description	Version	Date
<input type="checkbox"/>		BLM0000028_Smith_Incoming.docx	Incoming Document/Letter		12/14/2012
<input type="checkbox"/>		BLM0000028_Smith_Note to Reviewers.docx	Note to Reviewer		12/14/2012
<input checked="" type="checkbox"/>		BLM0000028_Smith_Response.docx	Draft Response for Surname	1	12/14/2012


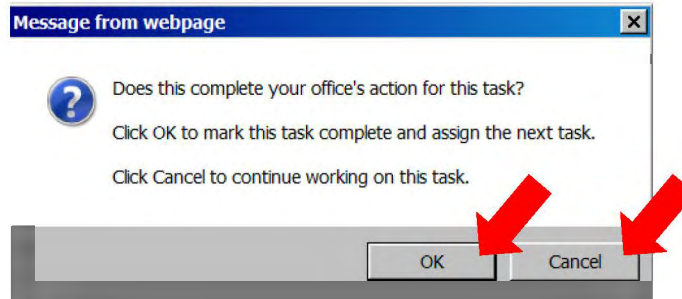
- STEP 4.** A warning will appear at the top of the screen reminding you to upload any new or changed attachments before surnaming. (See [Section 5. Review and Edit an Attachment](#) for instructions on editing an attachment. To attach a new document, refer to H-1541-1, Appendix 1, the BLM DTS Desk Guide for Users.)
- STEP 5.** Click the box in the surname column beside the record(s) you wish to surname. In the example above, you would not surname the note to reviewers or the incoming letter, but you do need to surname the response. These instructions should be contained in the note to reviewers, the routing comments, or the overall record comments.
- STEP 6.** Type any comments that pertain to your surnaming of the entire record in the *Comments* box within the routing surname screen.
- STEP 7.** Click the *Save the Surname* button  to the right of the routing surname screen. The following message will appear:

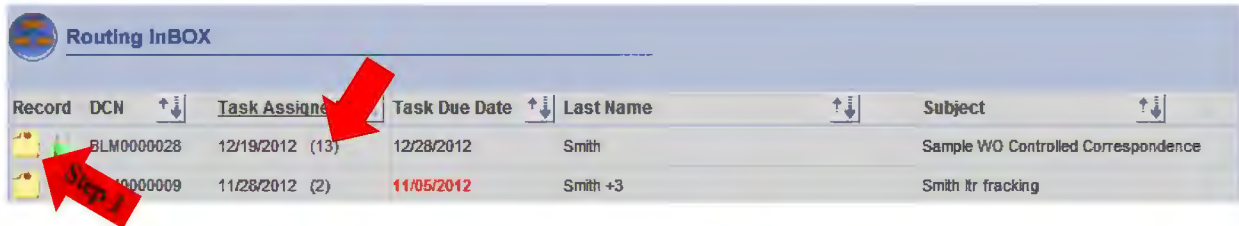
Illustration A2-16 – Message Prior to Surnaming

- ❑ **STEP 8.** If others in your office need to review the record before the surnaming is complete for your office, click *cancel* at the bottom of the message window. If you are the last (or only) reviewer within your office, click *O.K.*
- ❑ **STEP 9.** The DTS will automatically assign the next task on the routing tree.

7. Review an Advance Read Copy

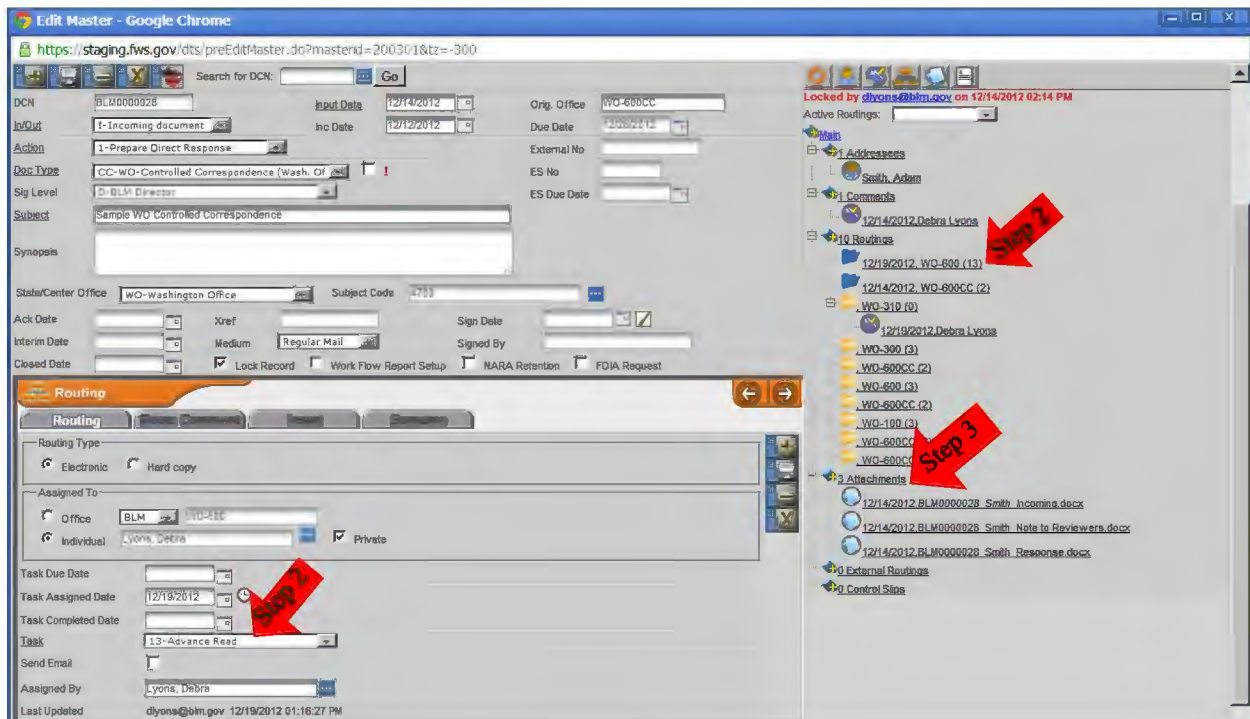
If you receive an *Advance Read* copy, someone has identified that you need to be aware of the incoming document as soon as possible and that you may have information to share prior to the actual surnaming process. You can identify an *Advance Read* routing by the number (13) in the *Task Assigned* column of your inbox (see below).

Illustration A2-17 – Inbox with the Number (13) Appearing in the Task Assigned Column



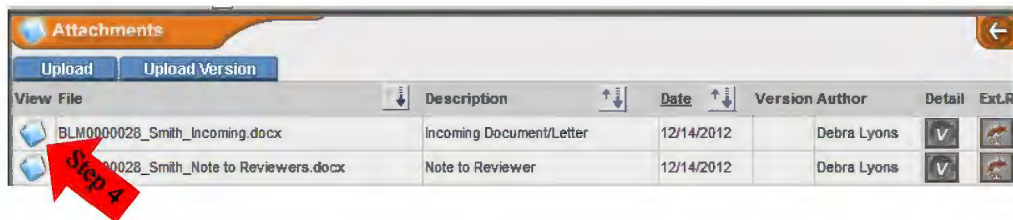
- ❑ **STEP 1.** Click on the appropriate record icon on the left side of your inbox. The main information screen opens for that record (see below).

Illustration A2-18 – Main Information Screen for BLM0000028



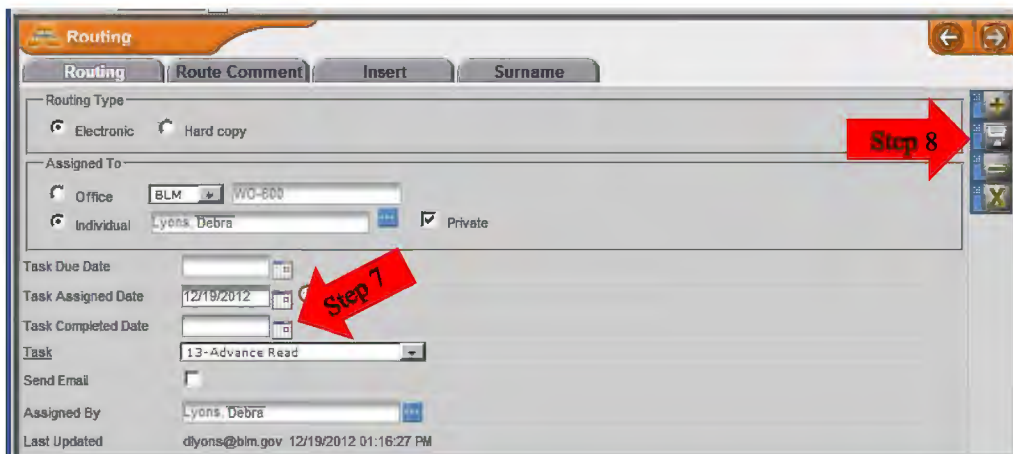
- ❑ **STEP 2.** Note the number (13) appears on the routing tree beside your active routing and 13-Advance Read displays on the routing screen describing this task.
- ❑ **STEP 3.** Click on the word *Attachments* on the routing tree. The attachments screen replaces the routing screen (see below).

Illustration A2-19 – Attachments Screen for BLM0000028



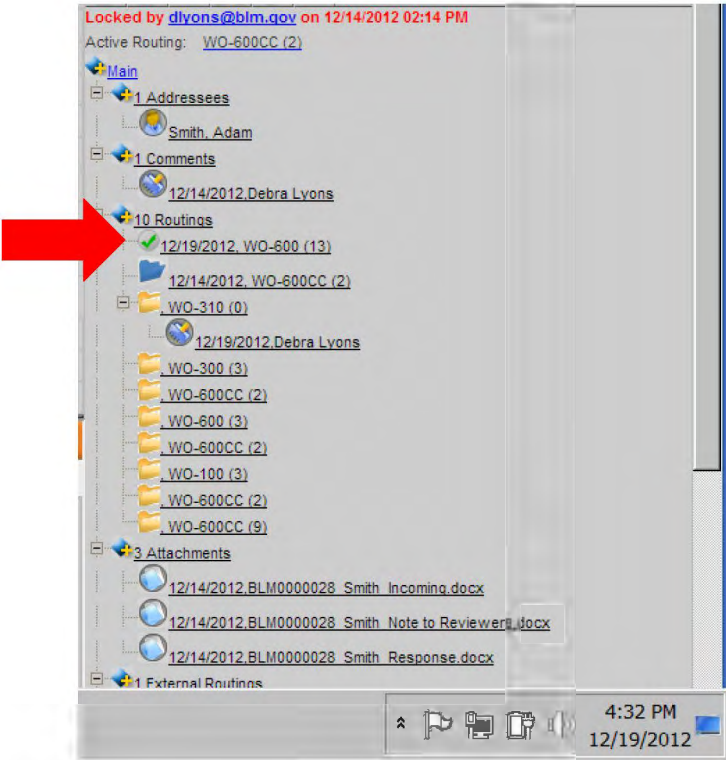
- ❑ **STEP 4.** Click the *Attachments* icon under the *View* column to open or download the document.
- ❑ **STEP 5.** Review the document. If you have additional information or guidance that would assist with developing the draft document, please provide that information now.
- ❑ **STEP 6.** Return to the routing screen by selecting your active routing from the tree view or selecting the *Record* icon from your inbox (see Step 1).

Illustration A2-20 – Routing Screen with *Task Completed* Field Highlighted



- ❑ **STEP 7.** Select today’s date from the calendar to the right of the *Task Completed Date* Field. This indicates you are aware the record is in the DTS system and understand it will be coming to you for surnaming later in the process.
- ❑ **STEP 8.** Click the *Save* icon on the right of the routing screen. The tree will refresh and show a check mark by your routing (see below).

Illustration A2-21 – Tree View with Task Completed



8. **Email a Document to an Individual Outside of the DTS**

An external routing is used to send a document through email to someone who does not have access to the DTS.


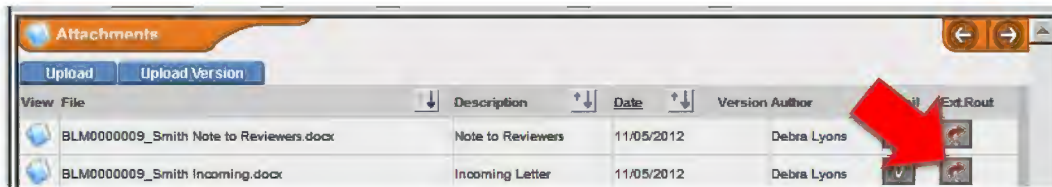
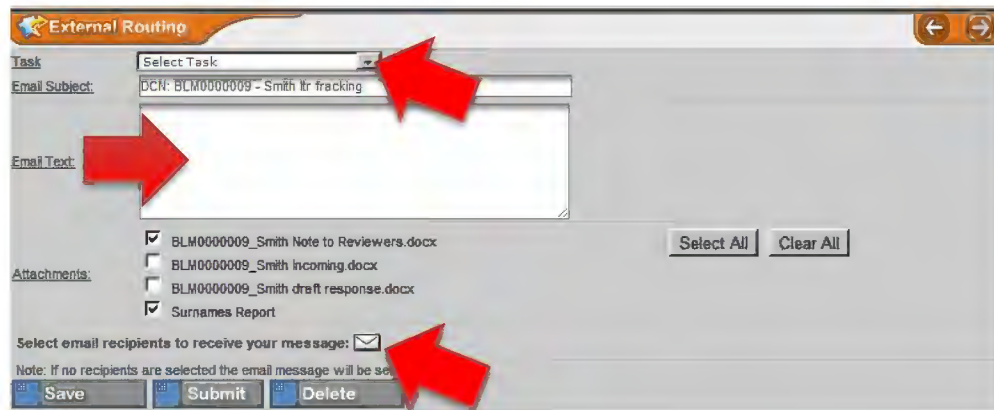
- ❑ **STEP 1.** Click the *Attachments* button  located over the tree view or click the word *Attachments* in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).

Illustration A2-22 – Attachments Screen



- ❑ **STEP 2.** Click on the *External Routing* button  to the right of the document.
- ❑ **STEP 3.** The external routing screen will appear (see below).

Illustration A2-23 – External Routing Screen




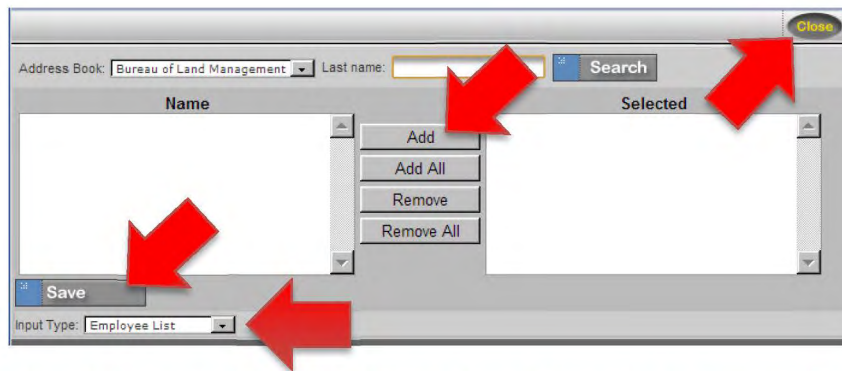

- ❑ **STEP 4.** Select the *task* from the drop-down menu and enter the *text* to be sent with your email.
- ❑ **STEP 5.** Click on the white envelope  and you will see the screen below.

Illustration A2-24 – Email Screen



- ❑ **STEP 6.** Select the names of the individuals who will receive the external routing and add them to the *Selected* column. Individual email addresses may also be inserted by changing the *Input Type* field with the drop-down menu.
- ❑ **STEP 7.** Click the *Save* button and close the screen.
- ❑ **STEP 8.** Click the *Submit* button  at the bottom of the external routing screen.
- ❑ **STEP 9.** The tree view will refresh and display the external routing.

**BLM DTS DESK GUIDE FOR
ADMINISTRATORS**

H-1541-1 Appendix 3

**Appendix 3
BLM DTS Desk Guide for Administrators**

Reserved for Future Publication

**STANDARD OPERATING
PROCEDURE FOR WO MEMOS**

H-1541-1 Appendix 4

**Appendix 4
Standard Operating Procedure for WO Memos**

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Appendix 4
Standard Operating Procedure for WO Memos

1. Using this Standard Operating Procedure.

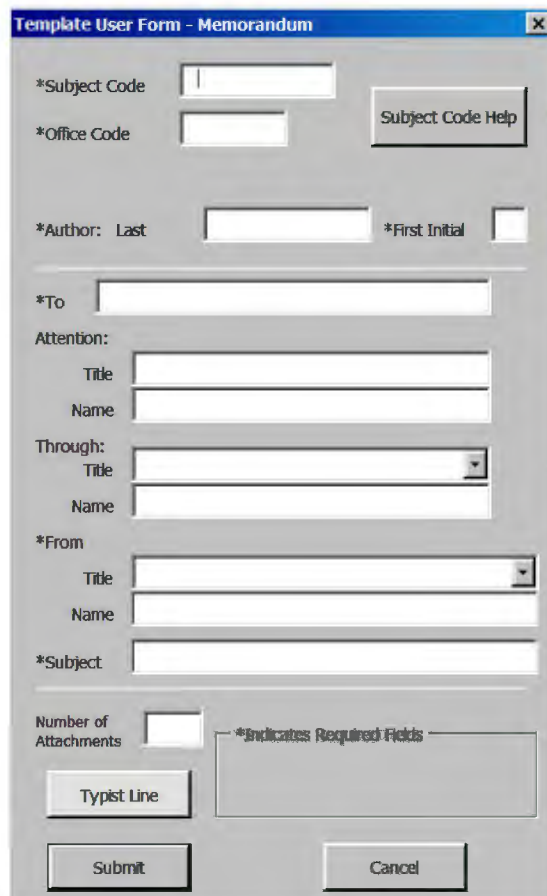
- a. This Standard Operating Procedure (SOP) provides a step-by-step checklist for drafting a memo for BLM WO signature, creating a new record within the Data Tracking System (DTS), tracking the record’s progress, preparing the final memo for signature, distributing the memo and copies, and maintaining the official record. To help scan through the steps quickly, **orange text highlights options or decisions**, **green text highlights actions**, and **red text highlights things not to do**.
- b. This SOP does not address the actual process of collaboration that may be required to prepare a draft memo. Such collaboration may involve meetings, phone calls, using shared drives, electronic workspaces, or other methods to develop a draft. These steps may or may not involve the use of the DTS to task additional assignments, and it is left to the discretion of the individual preparing the draft memo in accordance with local office policies.
- c. This SOP does not address the steps required by individuals surnaming the document. The tools and options available to reviewers are located in Appendix 2 – BLM DTS Desk Guide for Managers.
- d. Excerpts from MS-1541 – Correspondence and Document Management, Table 1-1 – Responsibilities for Correspondence and Document Management, are restated below for the authors and designated support staff who will be performing the steps contained in this SOP. Refer to the manual section for a complete list of user responsibilities.

Position	Responsibilities
Support Staff (As Designated)	<ul style="list-style-type: none"> • Prepare correspondence and other documents as prescribed by MS-1541, Correspondence and Document Management, and the BLM Correspondence and Document Management Handbook (H-1541-1). • Review for format, grammar, spelling, sentence structure, punctuation, and adherence to standards. • Originate, monitor the status, and track the DTS entries within the state, center, or program office. • Process documents received from other offices through the DTS.
Authors	<ul style="list-style-type: none"> • Understand the audience, scope, purpose, and due date of the assignment and seek clarification from a supervisor if necessary. • Carefully research facts and other supporting information and ensure the content of the work is accurate. • Coordinate with other affected parties at parallel organizational levels. • Identify all necessary surnames. • Initially review draft document to ensure it meets the intended

Position	Responsibilities
	<p>purpose, provides the appropriate level of detail, uses active voice, and conforms to the standards contained in MS-1541, Correspondence and Document Management, and the BLM Correspondence and Document Management Handbook (H-1541-1).</p> <ul style="list-style-type: none"> • Supply briefing papers to accompany the document when it is likely reviewers will have additional questions, when the subject is particularly complex or sensitive, when someone specifically requests a briefing paper, or when the document type requires a briefing paper. • Process documents through the DTS (coordinate with designated support staff if necessary).

2. Prepare the Draft Memo

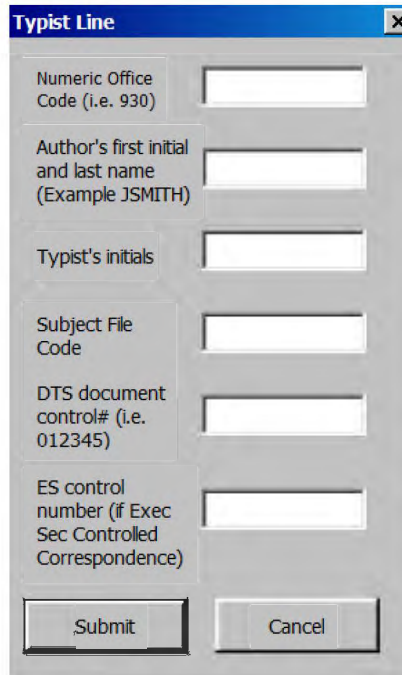
- STEP 1.** Refer to H-1541-1, 1.D, Formatting Memos, and **review expectations for memo content and formatting**. If you have questions on style and usage while developing your draft, refer to the BLM Style Guide located on the Correspondence intranet page.
- STEP 2.** To prepare a draft memo, **navigate to the *Template* section** of the Correspondence intranet page:
<http://web.blm.gov/wo600/correspondence/cortemplates.php>.
- STEP 3.** **If this is your first use of a macro-enabled template from this site, perform the one-time setup instructions.**
- STEP 4.** **Select *Download WO Memo Template***. Upon selecting the document, **you will be prompted to *Open or Save it***. **Save the document** to your selected drive as a **Word Macro-Enabled Document (.docm)**.
- STEP 5.** When the document opens, the *Template User Form* appears (see below).



The screenshot shows a window titled "Template User Form - Memorandum". The form contains the following fields and controls:

- *Subject Code: Text input field.
- *Office Code: Text input field.
- Subject Code Help: Button.
- *Author: Last: Text input field.
- *First Initial: Text input field.
- *To: Text input field.
- Attention:
 - Title: Text input field.
 - Name: Text input field.
- Through:
 - Title: Text input field with a dropdown arrow.
 - Name: Text input field.
- *From:
 - Title: Text input field with a dropdown arrow.
 - Name: Text input field.
- *Subject: Text input field.
- Number of Attachments: Text input field.
- *Indicates Required Fields: Text input field.
- Typist Line: Button.
- Submit: Button.
- Cancel: Button.

- ❑ **STEP 6.** Enter the appropriate information into each of the blanks. (For help locating a subject code, select the *Subject Code Help* button.)
- ❑ **STEP 7.** Select the *Typist Line* button to display the *Typist Line* form (below), and enter the appropriate information into each of the blanks.



The image shows a screenshot of a software form titled "Typist Line". The form is a vertical stack of six text input fields, each with a label to its left. The labels are: "Numeric Office Code (i.e. 930)", "Author's first initial and last name (Example JSMITH)", "Typist's initials", "Subject File Code", "DTS document control# (i.e. 012345)", and "ES control number (if Exec Sec Controlled Correspondence)". At the bottom of the form are two buttons: "Submit" and "Cancel". The form has a blue title bar with the text "Typist Line" and a close button (X) on the right.

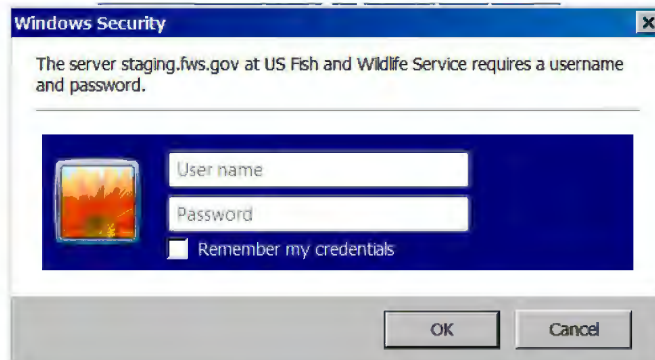
- ❑ **STEP 8.** Click the *Submit* button on the *Typist Line* form, and then click the *Submit* button on the *Template User Form*. The information you entered will automatically generate a draft memo formatted to conform to the BLM Correspondence and Document Management Handbook (H-1541-1).
- ❑ **STEP 9.** Enter appropriate text where indicated.
- ❑ **STEP 10.** Restrict editing to tracked changes. Within Word 2010, select the *Review* tab and then select the *Restrict Editing* button. In Item 2 – Editing restrictions, select *Allow only this type of editing in the Document* and select *tracked changes* from the drop-down menu. Under item 3 – Start enforcement, click *Yes, Start Enforcing Protection*. The menu will provide you with the option to password protect the document or allow only authenticated users. In most circumstances, do not check either of these options and simply click *O.K.* This will not prevent others from accepting or rejecting changes, but it will require a deliberate step to stop enforcement prior to accepting or rejecting changes and will also ensure reviewers automatically use the *tracked changes* option.

3. Create a New Record in the DTS

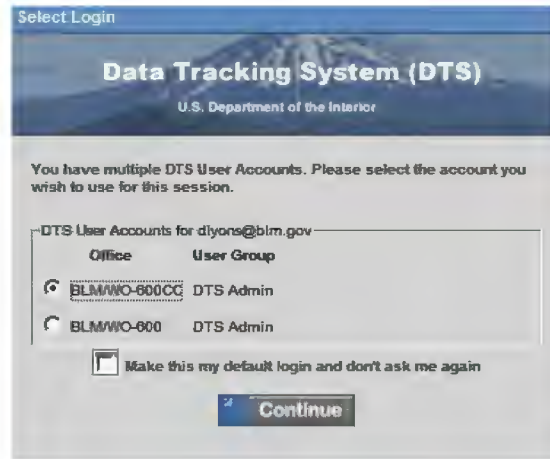
- ❑ **STEP 1.** Access the **BLM Data Tracking System** at: <https://dts.fws.gov/>. The screen below appears.



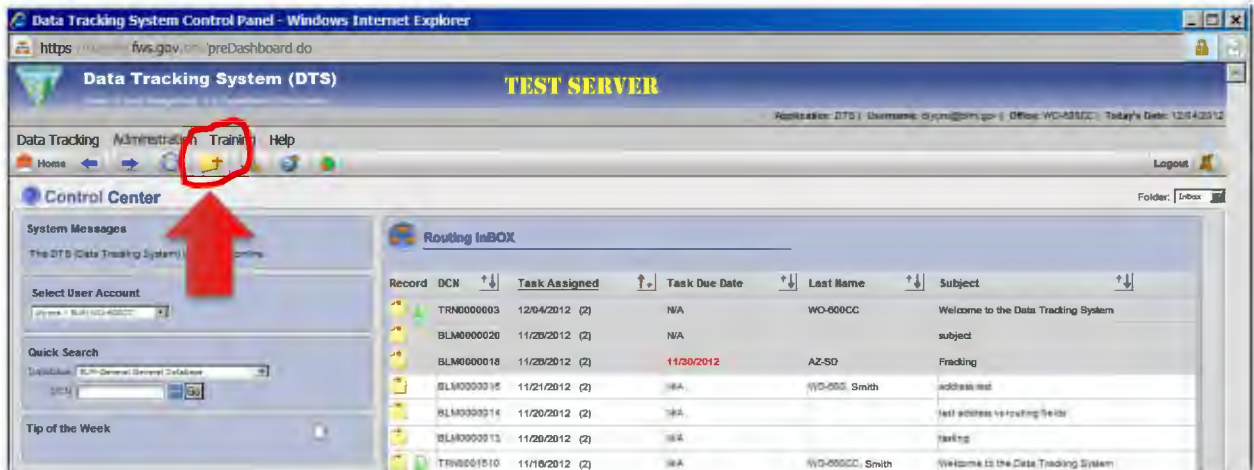
- ❑ **STEP 2.** Click *Continue*. The screen below appears.




- ❑ **STEP 3.** Enter your email address (User Name) and password, and then click *O.K.* If you have more than one user account, the screen below will appear.








- ❑ **STEP 4.** Select your appropriate user account and then click *Continue*. The Control Center will open (see below).








- ❑ **STEP 5.** From the Control Center's main navigation bar, select the *Add a New Record* button . The main information screen will appear (see below).

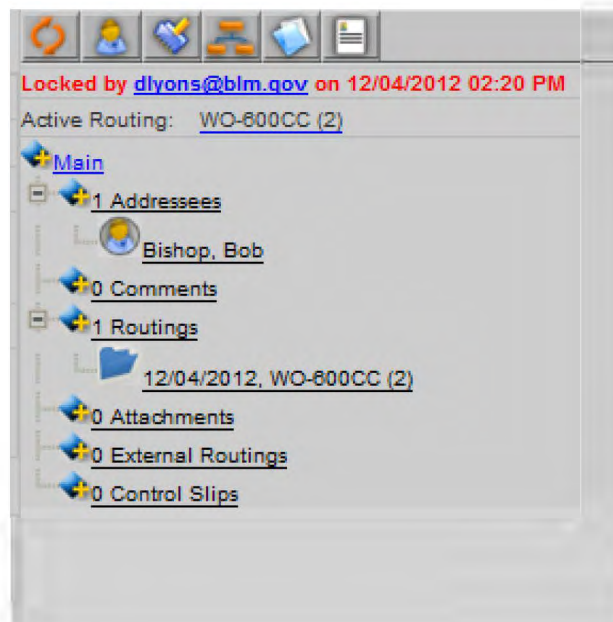
- ❑ **STEP 6.** Do not enter data into the *DCN* field; a unique number will be generated when the new record is saved.
- ❑ **STEP 7.** The *Input Date* will default to the current date. If necessary, select the calendar to the right of the *Input Date* field and select another date.
- ❑ **STEP 8.** The *Originating Office* field will default to the office associated with the user account with which you logged in.
- ❑ **STEP 9.** Select *O-Outgoing Document* from the *In/Out* drop-down menu.
- ❑ **STEP 10.** Do not enter data into the *Incoming Date* field.
- ❑ **STEP 11.** Use the calendar to the right of the *Due Date* field to select a due date for the entire record. This is the date by which all actions must be complete.
- ❑ **STEP 12.** Select the appropriate task for the overall document from the *Action Code* drop-down menu. This describes the entire record, not an individual routing task.
- ❑ **STEP 13.** Insert a number, if appropriate, into the *External Number* field.
- ❑ **STEP 14.** Select *Memo-BLM Memo* from the *Document Type* drop-down menu.
- ❑ **STEP 15.** The *ES No.* field does not usually apply to a BLM memo.
- ❑ **STEP 16.** Select the position of the individual who will sign the final document for this DCN from the *Sig. Level* drop-down menu.

- STEP 17.** *The **ES Due Date** field usually does not apply to a BLM memo.*
- STEP 18.** *Enter a brief description of the subject of the entire record in the *Subject* field. This is the description that will appear in user inboxes when routing is assigned. Be succinct, but descriptive (e.g. *memo to supv. Re: end-of-year leave*).*
- STEP 19.** *You may enter additional information to supplement the subject in the *Synopsis* field. Do not repeat the information entered in the *Subject* field.*
- STEP 20.** *Select the office that has primary responsibility for this memo (most likely your office) from the *State/Center Office* drop-down menu.*
- STEP 21.** *Enter one or more subject codes in the *Subject Code* field. Use the *Show Pick List for Subject Code* button  to help locate the appropriate subject code. To select more than one subject code, hold down the *Ctrl* button on your keyboard while making your selections. Then click the *Save* button  at the bottom of the window. Note: You may also manually enter the subject code(s). Separate multiple subject codes with a slash (e.g. 1700/4700).*
- STEP 22.** *Do not complete the *Ack. Date, Sign Date, Interim Date, Signed By, Closed Date, NARA Retention, or FOIA Request* fields at this time.*
- STEP 23.** *Enter the numerical portion of other DCNs into the *Xref* field if other records directly link to this memo.*
- STEP 24.** *The *Medium* field does not apply to a BLM memo.*
- STEP 25.** *Check the *Lock Record* box to lock the record so others cannot make changes until you have completed your actions and “unchecked” the box.*
- STEP 26.** *Click the *Save* button  to save your record.*
- STEP 27.** *The DCN will be assigned and the page will refresh with the address screen appearing at the bottom left (see below) and the tree view will appear at the right.*

- ❑ **STEP 28.** Enter the office the memo is addressed to or the last name of the individual to whom the memo is addressed in the *Search by Last Name* field and **click the Search button** .
- ❑ **STEP 29.** If the correct name is listed, click on the Last Name, and the addressee and address information will fill in automatically. Then go to [Step 35](#). If the correct name is not listed, click the *Go Back* button , and then go to Step 30.
- ❑ **STEP 30.** The addressee screen that appears is the same screen that appears when the *Add a New Addressee* button is selected (see below).



- ❑ **STEP 31.** Select the appropriate salutation (title), and enter the First Name, Middle Initial (optional), and Last Name (required).
- ❑ **STEP 32.** Click the *Save* button  on the right side of the addressee screen.
- ❑ **STEP 33.** Click on the *Address* tab . The screen below appears.

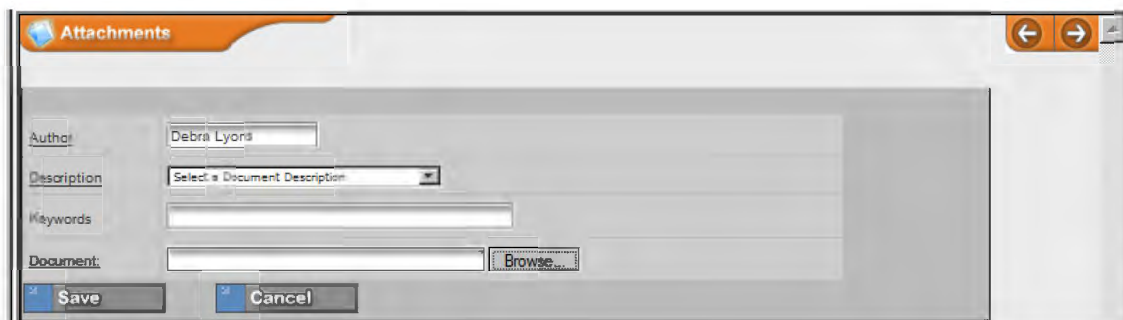
- ❑ **STEP 34.** Complete all known fields with addressee information. *Note: accuracy is extremely important for this step because others will rely on the data you enter when selecting an addressee in the future.* The address block in DTS is only used for memos when the memo is addressed to another bureau or office within the DOI not included in the *Office* listing. Groups of addressees may also be added, such as *All BLM Supervisors, ADs, etc.*
- ❑ **STEP 35.** Click the *Save* button  on the right side of the addressee screen.
- ❑ **STEP 36.** If more than one individual (group) will receive the memo, select the *Add a New Addressee* button  from the right side of the address window. Repeat steps 28 through 36 for each individual (group) that will receive an original signed memo.
- ❑ **STEP 37.** To add comments to the overall record, click the *Comments* button  located over the tree view (see below) or click the *Comments* heading in the tree.





- ❑ **STEP 38.** The comments screen will display below the main information screen (see below).



- ❑ **STEP 39.** The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name; **type your comment** in the *Comment* box.
- ❑ **STEP 40.** **Click the Save button**  on the right side of the comment screen.
- ❑ **STEP 41.** Locate your draft memo, and rename the file: **"BLMXXXXXX_Memo.pdf,"** with "BLMXXXXXX" indicating the BLM document control number assigned to the record.
- ❑ **STEP 42.** **Gather or prepare other materials that need to accompany the memo through the surnaming process** such as attachments, background information, briefing papers, or notes to reviewers. Begin each file name with "BLMXXXXXX_...", with "BLMXXXXXX" indicating the BLM document control number assigned to the record. Replace the ellipses (...) with a phrase indicative of the document, such as "attach2," "brief," "background," etc.
- ❑ **STEP 43.** **Upload the draft memo and other attachments** into the DTS.
For each document you upload, **click the Attachments button**  located over the tree view for the appropriate record **or click on the Attachments heading** in the tree. The attachments screen below will appear.



- ❑ **STEP 44.** The *Author* field will default to your name.




- ❑ **STEP 45.** Select *the most accurate document description* from the *Document Description* drop-down menu (e.g., *Memo, Briefing Paper, Attachment, Note to Reviewers, etc.*).
- ❑ **STEP 46.** Input *keywords* that will help search for this document.
- ❑ **STEP 47.** Click the *Browse or Choose File* button and locate the file.
- ❑ **STEP 48.** Click the *Save* button  on the bottom of the screen.
- ❑ **STEP 49.** Determine the *required surnames*. The Correspondence intranet page contains a Worksheet for Determining Initial Document Routing within the Washington Office.
- ❑ **STEP 50.** In your current record, click the *Routing* button  located over the tree view *or* click on the *Routing* heading in the tree. The routing screen below will appear below the main information screen.






- ❑ **STEP 51.** Select *Electronic or Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual/office is not accessible via the DTS.
- ❑ **STEP 52.** If selecting a *predefined process*, check the *Predefined Processes* box (otherwise go to [Step 54](#)). A field with a drop-down menu will appear to the right of the box (see below).

The screenshot shows a 'Routing' form with the following fields and options:

- Routing Type:** Radio buttons for 'Electronic' and 'Hard copy'.
- Assigned To:** Radio buttons for 'Office' and 'Individual'. The 'Office' field contains 'BLM' and an ellipsis button.
- Task Due Date:** A date input field.
- Task Assigned Date:** A date input field with a clock icon.
- Task Completed Date:** A date input field.
- Task:** A dropdown menu labeled 'Select Task'.
- Predefined Processes:** A checked checkbox and a dropdown menu labeled 'Process Name'. A red arrow points to this dropdown.
- Send Email:** A checkbox.
- Assigned By:** A text input field with an ellipsis button.

- ❑ **STEP 53.** Select the appropriate *Predefined Process* from the drop-down menu and click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 54.** If you **do not** need to add a routing to the bottom of the routing tree, go to [step 62](#). To add an individual routing to the bottom of the routing tree, type the first few memos-numbers of the office in the *Assigned To* field and click the ellipsis button  to select the appropriate office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- ❑ **STEP 55.** Use the calendar to **select a due date for the individual routing**, not the overall record. Consider the number of overall steps required before the memo is signed and mailed when assigning specific task due dates.
- ❑ **STEP 56.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- ❑ **STEP 57.** **DO NOT enter a date into the *Task Completed Date* field when a routing is first assigned.**
- ❑ **STEP 58.** Select the appropriate task for this routing from the *Task* drop-down menu.
- ❑ **STEP 59.** Check the *Send Email* box. This will notify the office when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- ❑ **STEP 60.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 61.** Repeat Steps 85 through 91 for each routing added to the bottom of the routing tree.
- ❑ **STEP 62.** If you **do not** need to insert a routing between two existing routings on the routing tree, go to [step 72](#). To insert a routing **between two existing routings**, Click on the routing in the tree **below where you want to add the new routing**.

- STEP 63.** Click on the *Insert* tab  in the routing screen.
- STEP 64.** Select *Electronic or Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual or office is not accessible via the DTS.
- STEP 65.** Type the first few memos-numbers of the office code in the *Assigned To* field and click the ellipsis button  to select an office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- STEP 66.** Use the calendar to select a due date for the individual routing, not the overall record.
- STEP 67.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- STEP 68.** **DO NOT enter a date into the *Task Completed Date* field** when a routing is first assigned.
- STEP 69.** Select the appropriate task for this routing from the *Task* drop-down menu.
- STEP 70.** Check the *Send Email* box. This will notify offices when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- STEP 71.** Click the *Save* button  on the right side of the routing screen.
- STEP 72.** Setup a *Workflow Report* if you choose to monitor your record's progress through a *Workflow Report*. If you will be tracking the record's progress through other means (e.g., monitoring your outbox, other scheduled reports), proceed to [Step 81](#).
- STEP 73.** Check the *Workflow Report Setup* box that appears on the bottom-middle of the main information screen once a new record has been added.

The screenshot shows a web application interface for document management. At the top, there are navigation tabs: Data Tracking, Administration, Training, and Help. Below these are icons for Home, back, forward, refresh, and search. The main header indicates 'DTS-Database-BLM-General-Items=26'. A search bar is present with the text 'Search for DCN:'. The form contains several fields: DCN (BLM0000027), Input Date (12/11/2012), Orig. Office (WO-800CC), In/Out (I-Incoming document), Inc Date, Due Date, Action (0-Prepare Draft), External No, Doc Type (CC-WO-Controlled Correspondence (Wash. Of)), ES No, Sig Level (D-BLM Director), ES Due Date, Subject (DTS Main Info Screen Once Doc is Added), Synopsis, State/Center Office (WO-Washington Office), Subject Code (1111), Ack Date, Xref, Sign Date, Interim Date, Medium (Select Me), Signed By, Closed Date, Lock Record, Work Flow Report Setup, NARA Retention, and FOIA Request. A red arrow points to the 'Medium' dropdown menu.

STEP 74. Once checked, a white envelope  and a red clock  will appear to the right of the checked box.

STEP 75. Click on the white envelope  and you will see the screen below.

The screenshot shows a window titled 'Address Book' with a dropdown menu set to 'Bureau of Land Management'. There is a 'Last name:' field and a 'Search' button. Below this is a table with two columns: 'Name' and 'Selected'. Between the columns are buttons for 'Add', 'Add All', 'Remove', and 'Remove All'. At the bottom left is a 'Save' button. At the bottom, there is an 'input Type:' dropdown set to 'Employee List'. Red arrows point to the 'Search' button, the 'Add' button, and the 'Save' button.

STEP 76. Select the names of the individuals who will receive workflow reports on this particular record and add them to the *Selected* column.

STEP 77. Click the *Save* button and close the screen.

STEP 78. Click on the red clock  and you will see the screen below.

Day	Start Time
Monday	08:00 AM
Tuesday	08:00 AM
Wednesday	08:00 AM
Thursday	08:00 AM
Friday	08:00 AM
Saturday	
Sunday	

Times shown are for your local time zone. The default time is 08:00 AM Eastern time, Monday through Friday.

Save

- STEP 79.** Select the day(s) and time you want to receive the report.
- STEP 80.** Click the *Save* button and close the screen.
- STEP 81.** When you finish working with the record, uncheck the *lock record* box on the main information screen (see below).

Data Tracking Administration Training Help

Home

DTS-Database-BLM-General-Items=26

Search for DCN: [] Go

DCN: BLM0000027 Input Date: 12/11/2012 Orig. Office: WO-800CC

In/Out: I-Incoming document Inc Date: Due Date: []

Action: 0-Prepare Draft External No: []

Doc Type: CC-WO-Controlled Correspondence (Wash. Of) ES No: []

Sig Level: D-BLM Director ES Due Date: []

Subject: DTS Main Info Screen Once Doc is Added

Synopsis: []

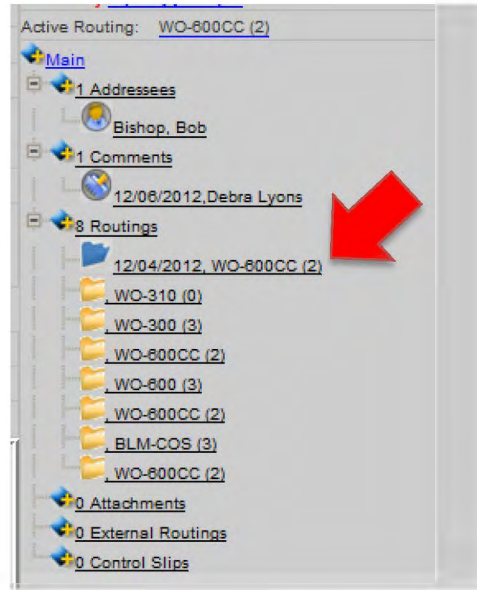
State/Center Office: WO-Washington Office Subject Code: 1111

Ack Date: [] Xref: [] Sign Date: []

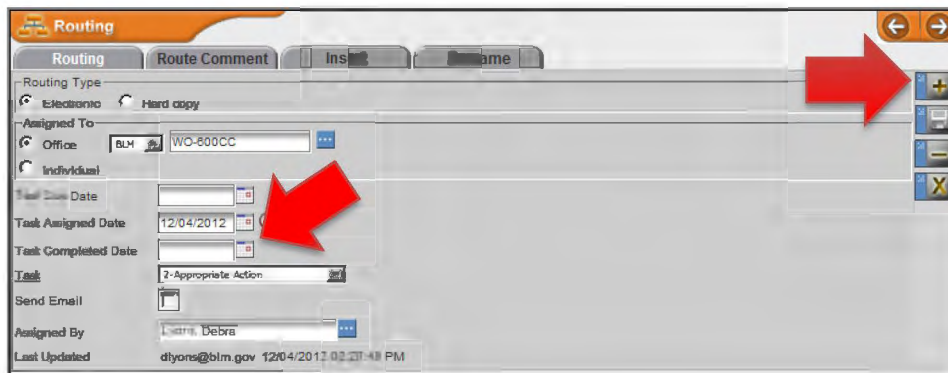
Interim Date: [] Med: [Select Medium] Signed By: []


Closed Date: [] Lock Record Work Flow Report Setup NARA Retention FOIA Request

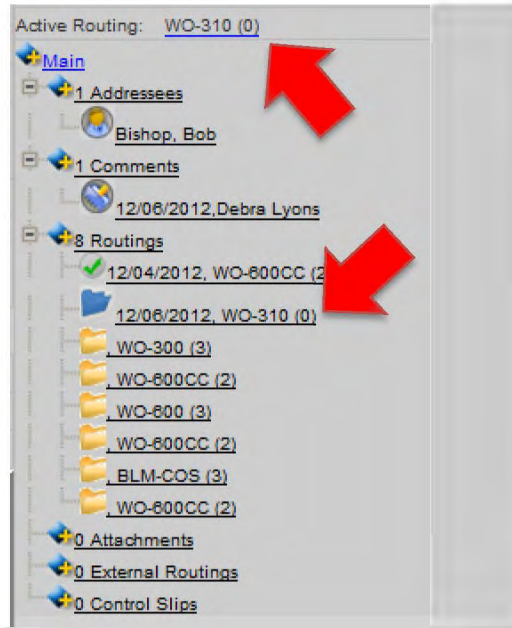
- STEP 82.** From the routing tree (see below), select the initial routing that was generated for your office when you added this record.



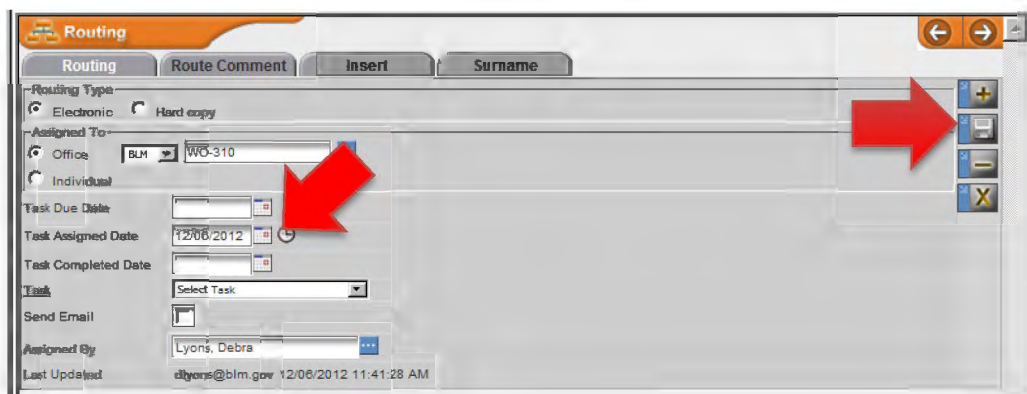
- ❑ **STEP 83.** When the routing screen appears (see below), select today's date from the calendar to the right of the *Task Completed Date* field.




- ❑ **STEP 84.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 85.** Verify from the tree view (see below) that the routing is active for the next office on the routing tree.



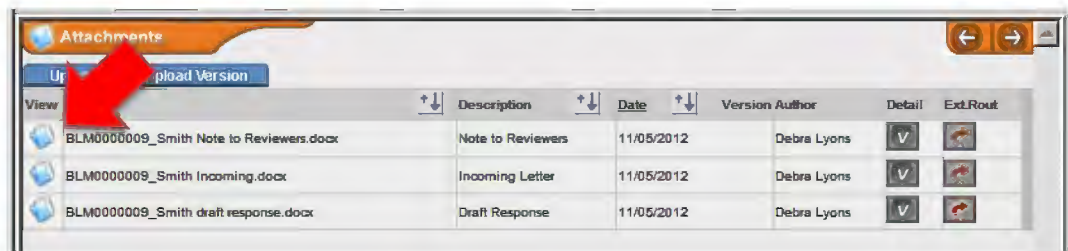
- ❑ **STEP 86.** If the desired routing was not automatically assigned (perhaps advance read copies or other actions interfered with the process), select the desired routing from the tree view.
- ❑ **STEP 87.** When the routing screen appears (see below), select today's date from the calendar to the right of the *Task Assigned Date* field.





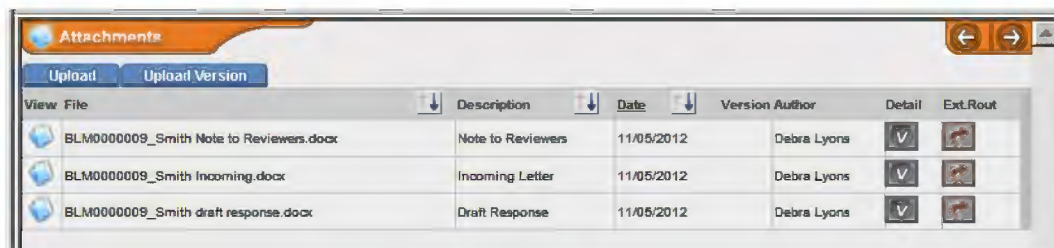
- ❑ **STEP 88.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 89.** Continue to monitor the status of the document as it moves through the drafting and surnaming process. Accept/reject changes, reconcile conflicts as necessary, and alert managers to potential problems.



4. Edit Attachments (All)




- STEP 1.** To open a particular document, **click the file name** under *Attachments* or the word *Attachments* on the routing tree. The Attachments Screen with Documents Attached will display below the main information screen (see below).



- STEP 2.** Click the *Attachments* button  in the *View* column to download the file.
- STEP 3.** Save the document to a secure location outside of the DTS. Verify the file name begins with the **document control** and the file is **restricted to tracked changes**.
- STEP 4.** Edit the document as necessary and save the document to your secure location outside of DTS with its original file name.
- STEP 5.** When you are ready to upload your edited document, **click the Attachments button**  located over the tree view or **click the word Attachments** in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).




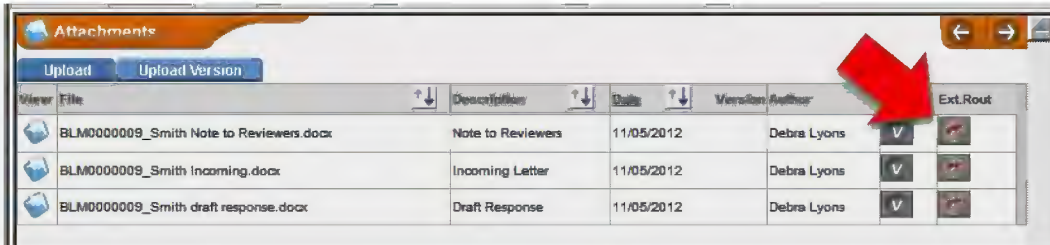
- STEP 6.** Click the *View Versions* button  in the *Detail* column.
- STEP 7.** Click the *Upload Version* tab .
- STEP 8.** The *Author* field will default to your name.

- ❑ **STEP 9.** Select the appropriate **Document Description** from the drop-down menu. Choose the document description originally associated with the file if the original description is accurate.
- ❑ **STEP 10.** Input **keywords** that will help search for this document.
- ❑ **STEP 11.** Click the **Browse or Choose File button** and locate the file you want to attach. *Note: It should have the same file name as the original document and reside in the secure location you chose outside of the DTS before you began making changes.*
- ❑ **STEP 12.** Click the **Save button**  on the bottom of the screen.
- ❑ **STEP 13.** Click the **Go Back button**  to return to the attachment screen. *Note: To view all uploaded versions of a document, click the View Versions button  to the right of the file name.*

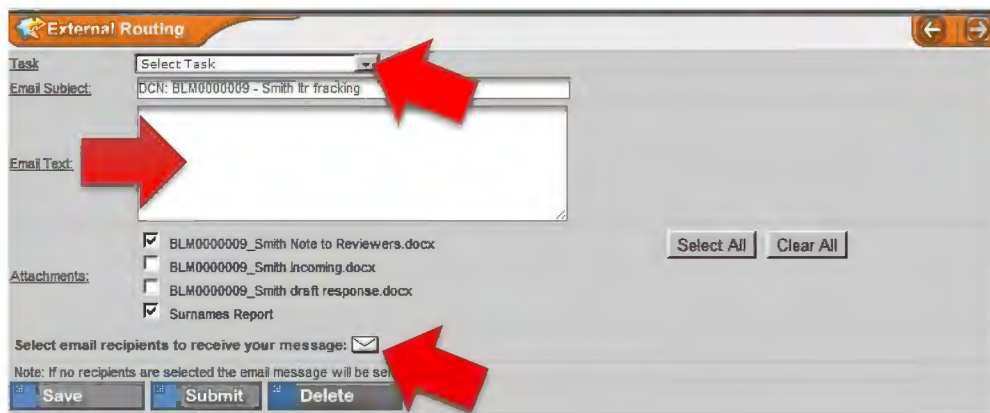
5. Work with Offices Outside of the DTS


a. Route Documents Through Email to Offices/Individuals Without DTS

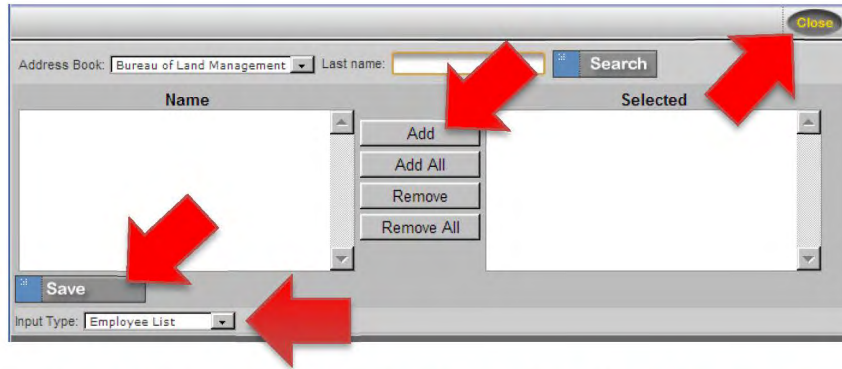
- ❑ **STEP 1.** Click the *Attachments* button  located over the tree view or click the word *Attachments* in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).




- ❑ **STEP 2.** Click on the *External Routing*  button to the right of the document.
- ❑ **STEP 3.** The external routing screen will appear (see below).



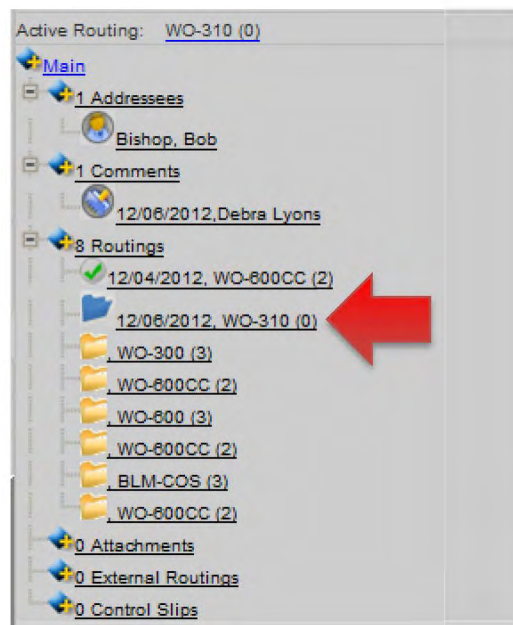
- ❑ **STEP 4.** Select the *task* from the drop-down menu and enter the *text* to be sent with your email.
- ❑ **STEP 5.** Click on the white envelope  and you will see the screen below.






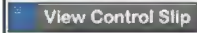
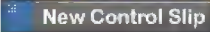
- ❑ **STEP 6.** Select the names of the individuals who will receive the external routing and add them to the *Selected* column. Individual email addresses may also be inserted by changing the *Input Type* field with the drop-down menu.
- ❑ **STEP 7.** Click the *Save* button and close the screen.
- ❑ **STEP 8.** Click the *Submit* button  at the bottom of the external routing screen.
- ❑ **STEP 9.** The tree view will refresh and display the external routing.

b. Route a Document in Hardcopy to Offices/Individuals Without DTS or Route a Hardcopy for Signature.

- ❑ **STEP 1.** Open the record and select the office (from the tree view) that will receive the routing in hardcopy. (See the screen below.) *Note: If the task is 11-Simultaneous Surname, it may be necessary to prepare multiple sets of the documents routed for review.*




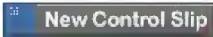
- ❑ **STEP 2.** The screen below will appear.

- ❑ **STEP 3.** Select *Hardcopy* in the *Routing Type* field, and select a *Task Due Date* and *Task* for this routing.
- ❑ **STEP 4.** Click the *Save* button  to the right of the routing screen.
- ❑ **STEP 5.** From the routing tree, click on the word *Attachments*, select individual attachments beneath the word *Attachments*, or click the *Attachments* button at the top of the tree.
- ❑ **STEP 6.** Print all necessary attachments and assemble them in a folder. Local policy may dictate a particular color or style for the folder depending on the recipient. In general, the right side of the folder will contain the latest version of the memo to be signed or surnamed, followed by any attachments. The left side will contain reference material, beginning with the Note to Reviewers, and include any briefing papers or background material necessary for surnaming or signature.
- ❑ **STEP 7.** Prepare a control slip for the front of the folder. Click the *Control Slip* button  located on the top menu bar of the tree view
- ❑ **STEP 8.** Type control slip comments, if desired, and then click the *Generate Control Slip* button  at the bottom of the control slip screen.
- ❑ **STEP 9.** Click the *View Control Slip* button  to open the generated .pdf control slip.
- ❑ **STEP 10.** If a control slip already exists and you wish to create a new one, click on the *New Control Slip* button  and follow steps 8 and 9 above.

- STEP 11.** Print the control slip and place it on the cover of the folder you created in step 6. Highlight the office with the active routing and highlight your contact information and your intent to pick up the folder when the task is complete.
- STEP 12.** Hand-carry the folder to the appropriate office.
- STEP 13.** Monitor the status of the folder and update the DTS as necessary.
- STEP 14.** When the folder is returned, enter any edits or comments into the DTS, along with the name of the individual making the edits or comments. It may be appropriate to scan hand-written notes and upload to the record as a .pdf or it may be sufficient to make the edits within the document (in tracked changes) and include the reviewer's name with the version history.

6. Final Steps After Surnaming

- STEP 1.** Once all surnames have been received, it is time to prepare the final document for signature.
- STEP 2.** Review the record one last time to ensure the following:
 - All required surnames have been obtained and are documented within the DTS record.
 - All comments and recommended edits have been addressed.
 - Substantial comments affecting previous surnames were brought to the attention of previous reviewers.
 - Conflicting comments or edits have been resolved at the appropriate level.
 - Offices that surnamed the document have been included in the bcc list.
 - Recent events have not changed the content of the response (e.g. dates listed as future have already passed or proposed documents have already been published).
 - The memo and attachments meet the requirements for format, content, and style set forth in MS-1541, Correspondence and Document Management; H-1541-1, Correspondence and Document Management Handbook; and the BLM Style Guide.
- STEP 3.** Prepare the final memo for signature (follow the steps in 5b to prepare the folder for signature).
- STEP 4.** Prepare envelopes (if necessary) for addressees outside of the DTS/email.
- STEP 5.** Once the memo is signed, date the original.
- STEP 6.** Make an exact copy of the signed and dated memo for each of the individuals who will receive hardcopies (if any).
- STEP 7.** Scan the signed and dated original and upload the document into the DTS as the final version.
- STEP 8.** Mail copies (if necessary) in the envelopes prepared in step 4.
- STEP 9.** Return to the DTS record and complete the *Sign Date* and *Signed By* fields on the main information screen displayed below.

- ❑ **STEP 10.** Follow the instructions for external routing ([see step 5.a](#)) to distribute the memorandum.
- ❑ **STEP 11.** From the routing tree, click on the word *Attachments*, select individual attachments beneath the word *Attachments*, or click the *Attachments* button at the top of the tree. Print all attachments.
- ❑ **STEP 12.** Click the *Control Slip* button  located on the top menu bar of the tree view.
- ❑ **STEP 13.** Click on the *New Control Slip* button .
- ❑ **STEP 14.** Print the control slip and place it on top of the other documents for this record. File the documents in accordance with current records management procedures.
- ❑ **STEP 15.** Return to the main information screen for your record, and use the calendar to select today's date in the *Closed Date* field.

END

**STANDARD OPERATING PROCEDURE
FOR WO AND EXEC SEC
CONTROLLED CORRESPONDENCE**

H-1541-1 Appendix 5

Appendix 5
Standard Operating Procedure for
WO and Exec Sec Controlled Correspondence

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Appendix 5
Standard Operating Procedure for
WO and Exec Sec Controlled Correspondence

1. Using this Standard Operating Procedure

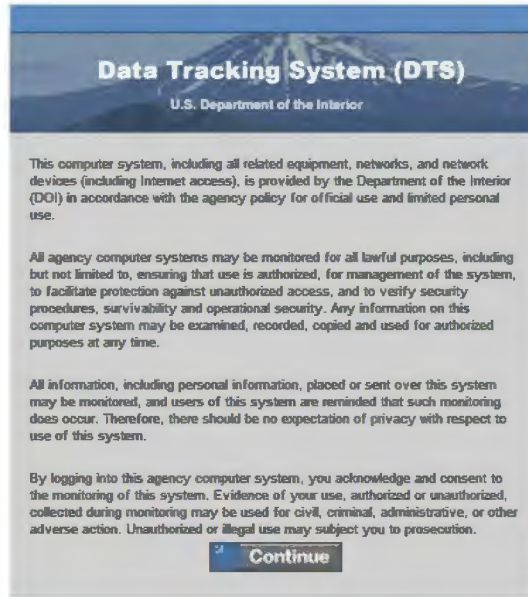
- a. This Standard Operating Procedure (SOP) provides a step-by-step checklist for creating a new record within the Data Tracking System (DTS), tasking the assignment, drafting the response, tracking the record’s progress, preparing the final response, distributing the response and copies, and maintaining the official record. To help scan through the steps quickly, orange text highlights options or decisions, green text highlights actions, and red text highlights things not to do.
- b. This SOP does not address the actual process of collaboration that may be required to prepare a draft response. Such collaboration may involve meetings, phone calls, using shared drives, electronic workspaces, or other methods to develop a draft, etc. These steps may or may not involve the use of the DTS to task additional assignments, and it is left to the discretion of the individual assigned to prepare the draft response in accordance with local office policies. This SOP resumes the checklist at the point the draft response is uploaded into the DTS and routed for surnaming.
- c. This SOP does not address the steps required by individuals surnaming the document. The tools and options available to reviewers are located in Appendix 2 – BLM DTS Desk Guide for Managers.
- d. Excerpts from MS-1541 – Correspondence and Document Management, Table 1-1 – Responsibilities for Correspondence and Document Management, are restated below for the WO-600CC Senior Correspondence Management Analyst, authors, and designated support staff who will be performing the steps contained in this SOP. Refer to the manual section for a complete list of user responsibilities.

Position	Responsibilities
WO-600CC Senior Correspondence Management Analyst	<ul style="list-style-type: none"> • Serve as the office lead for the day-to-day tasking and processing of controlled correspondence. • Serve as the primary point of contact for coordination of controlled correspondence within the BLM and between the BLM, the Department, and other agencies. • Receive, review, task, and distribute external mail addressed to the Director or “The BLM.” • Receive, review, task, and distribute controlled correspondence assigned to the BLM by the Office of the Executive Secretariat (Exec Sec) and the Assistant Secretary for Land and Minerals Management (ASLM).

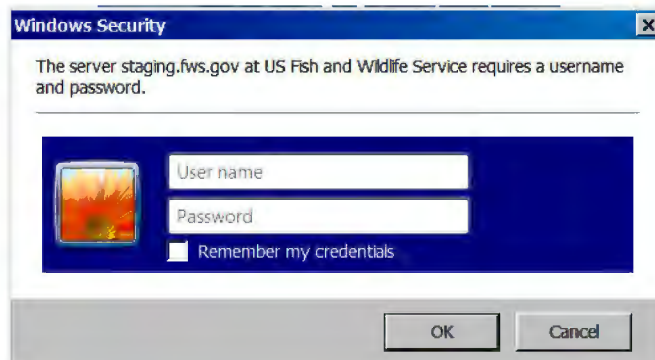
Position	Responsibilities
	<ul style="list-style-type: none"> • Alert BLM leaders early about correspondence that may be controversial, time sensitive, or high profile. • Ensure proper formatting of controlled correspondence and compliance with appropriate departmental guidance and correspondence manuals, style guides, and handbooks. • Ensure the use of appropriate grammar, spelling, and punctuation. • Ensure replies are responsive to incoming letters. • Consider all edits and suggestions received during the surnaming process, reconcile conflicts if necessary, and incorporate edits into the final product. • Maintain the official BLM record of controlled correspondence, including appropriate surnaming documentation.
<p>Support Staff (As Designated)</p>	<ul style="list-style-type: none"> • Prepare correspondence and other documents as prescribed by this manual section [MS-1541] and the BLM Correspondence and Document Management Handbook (H-1541-1). • Review for format, grammar, spelling, sentence structure, punctuation, and adherence to standards. • Originate, monitor the status, and track the DTS entries [within the state, center, or program office] . • Process documents received from other offices through the DTS.
<p>Authors</p>	<ul style="list-style-type: none"> • Understand the audience, scope, purpose, and due date of the assignment and seek clarification from a supervisor if necessary. • Carefully research facts and other supporting information and ensure the content of the work is accurate. • Coordinate with other affected parties at parallel organizational levels. • Identify all necessary surnames, including required surnames contained in the tasking profile. • Initially review draft document to ensure it meets the intended purpose, provides the appropriate level of detail, uses active voice, and conforms to the standards contained in this manual section [MS-1541] and the BLM Correspondence and Document Management Handbook (H-1541-1). • Supply briefing papers to accompany the document when it is likely reviewers will have additional questions, when the subject is particularly complex or sensitive, when someone specifically requests a briefing paper, or when the document type requires a briefing paper. • Process documents through the DTS (coordinate with designated support staff if necessary).

2. Receive and Task Controlled Correspondence (WO-600CC)

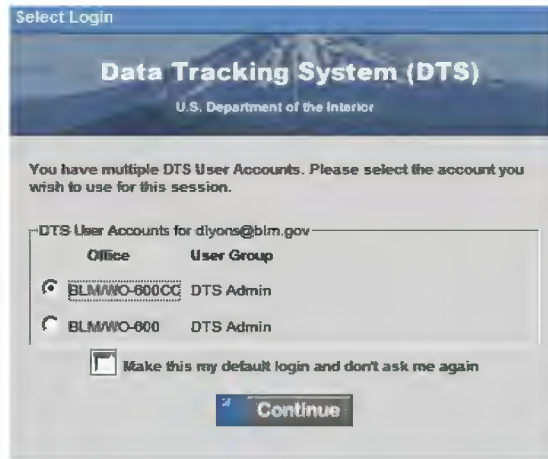
- STEP 1.** Date stamp *Received* on the incoming letter or Exec Sec tasking.
- STEP 2.** Access the **BLM Data Tracking System** at: <https://dts.fws.gov/>. The screen below appears.



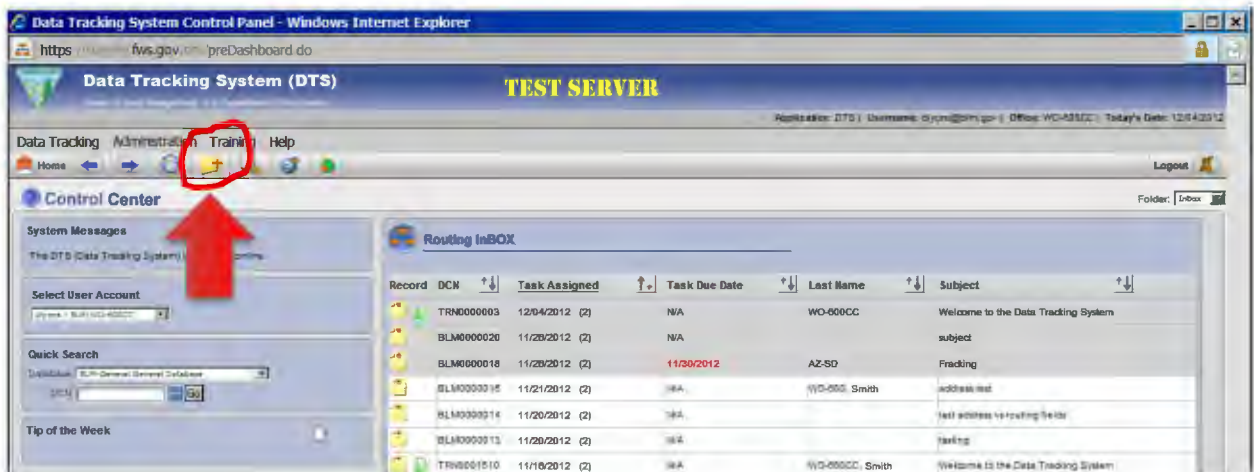
- STEP 3.** Click *Continue*. The screen below appears.




- STEP 4.** Enter your email address (User Name) and password, and then click *O.K.*
If you have more than one user account, the screen below will appear.




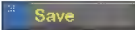
- ❑ **STEP 5.** Select your appropriate user account and then click *Continue*. The Control Center will open (see below).




- ❑ **STEP 6.** From the Control Center’s main navigation bar, select the *Add a New Record* button . The main information screen will appear (see below).



The screenshot shows a web-based form for document management. The form is titled 'DTS-Database-BLM-General-Items-8'. It includes a search bar for DCN and a 'Go' button. The form fields are organized into several sections: DCN (7), Input Date (11/05/2012) with a calendar icon (8), Orig. Office (WO-800CC) (9), In/Out (10), Inc Date (11) with a calendar icon, Due Date (12) with a calendar icon, Action (13), Doc Type (15), Sig Level (17), Subject (19), Synopsis (20), State/Center Office (21), Subject Code (22), Ack Date (23), Xref (24), Sign Date (23) with a calendar icon, Interim Date (23), Medium (25) with a dropdown menu, Signed By (23), Closed Date (23), Lock Record (26), NARA Retention (23), and FOIA Request (23).

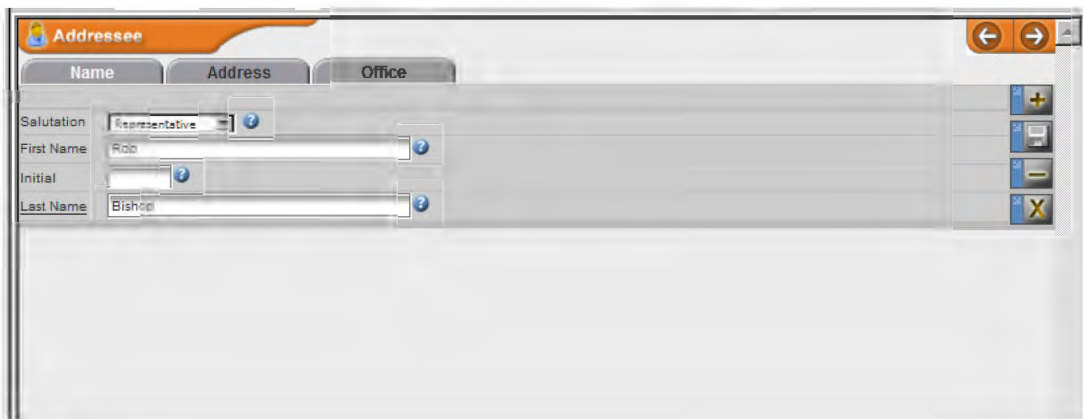
- STEP 7.** Do not enter data into the *DCN* field; a unique number will be generated when the new record is saved.
- STEP 8.** The *Input Date* will default to the current date. If necessary, select the calendar to the right of the *Input Date* field and select another date.
- STEP 9.** The *Originating Office* field will default to the office associated with the user account with which you logged in.
- STEP 10.** Select *I-Incoming Document* from the *In/Out* drop-down menu.
- STEP 11.** Use the calendar to the right of the *Inc. Date* field to select the date printed on the incoming letter.
- STEP 12.** Use the calendar to the right of the *Due Date* field to select a due date for the entire record. This is the date by which all actions must be complete. If this is Exec Sec controlled correspondence, enter the due date assigned by Exec Sec. See MS-1541, Correspondence and Document Management, Table 4-2 – Deadlines for Processing Controlled Correspondence, for additional guidance on determining due dates for controlled correspondence.
- STEP 13.** Select the appropriate Action Code for the entire record from the *Action* drop-down menu. Select *0-Prepare Draft* when requesting a state or program office to draft a letter for signature by someone within the Washington Office or the Department or select *1-Prepare Direct Response* when requesting a state or program office to prepare and sign the response.



- STEP 14.** The *External Number* field will generally not apply to controlled correspondence.
- STEP 15.** Select the appropriate Document Type to represent the entire record from the *Document Type* drop-down menu: *CC-ES – Controlled Correspondence (Exec Sec)* or *CC-WO – Controlled Correspondence (Washington Office)*.
- STEP 16.** Enter the numerical portion of the Exec Sec control number into the *ES No.* field, if applicable.
- STEP 17.** Select the position of the individual who will sign the final document for this DCN from the *Sig. Level* drop-down menu.
- STEP 18.** Use the calendar to the right of the *ES Due Date* field to select the Exec Sec due date, if assigned.
- STEP 19.** Enter a brief description of the subject of the entire record in the *Subject* field. This is the description that will appear in user inboxes when routing is assigned. Be succinct, but descriptive (e.g. *public ltr requesting fracking info*, or *congress ltr requesting fracking info*, etc.)
- STEP 20.** You may enter additional information to supplement the subject in the *Synopsis* field. Do not repeat the information entered in the *Subject* field.
- STEP 21.** Select the office that will have primary responsibility for responding to this letter from the *State/Center Office* drop-down menu.
- STEP 22.** Enter one or more subject codes in the *Subject Code* field. Use the *Show Pick List for Subject Code* button  to help locate the appropriate subject code. To select more than one subject code, hold down the *Ctrl* button on your keyboard while making your selections. Then click the *Save* button  at the bottom of the window. Note: You may also manually enter the subject code(s). Separate multiple subject codes with a slash (e.g. 1700/4700).
- STEP 23.** Do not complete the *Ack. Date*, *Sign Date*, *Interim Date*, *Signed By*, *Closed Date*, *NARA Retention*, or *FOIA Request* fields at this time.
- STEP 24.** Enter the numerical portion of other DCNs into the *Xref* field when records are directly related (linked). For example, if three letters were received from different congressional offices requesting the same information, each record would receive its own DCN, but the other two DCNs should be entered in the *Xref* field.
- STEP 25.** Select the appropriate medium choice from the *Medium* drop-down menu indicating how the incoming document was received.

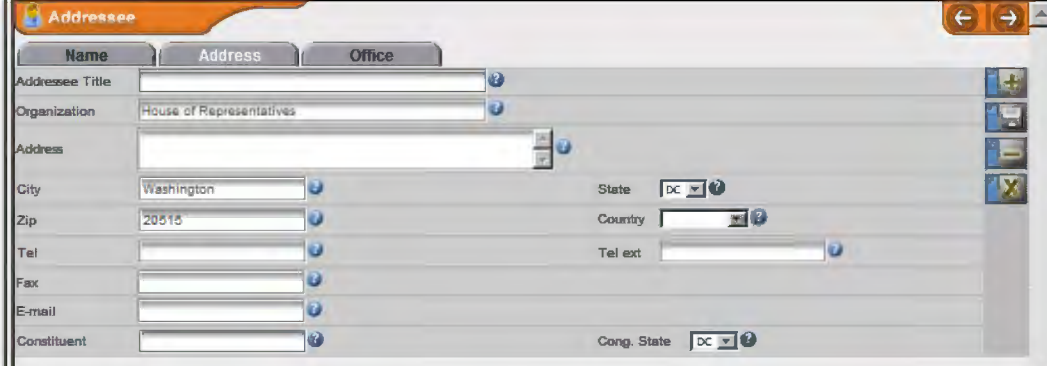
- ❑ **STEP 26.** Check the *Lock Record* box to lock the record so others cannot make changes until you have completed your actions and “unchecked” the box.
- ❑ **STEP 27.** Click the *Save* button  to save your record.
- ❑ **STEP 28.** The DCN will be assigned and the page will refresh with the address screen appearing at the bottom left (see below) and the tree view will appear at the right.






- ❑ **STEP 29.** Type the last name of the individual who signed the incoming letter in the *Search by Last Name* field and click the *Search* button .
- ❑ **STEP 30.** If the correct name is listed, click on the Last Name, and the addressee and address information will fill in automatically. Be sure to verify the address and contact information in the address book matches the information contained in the incoming letter. Then go to [Step 36](#).
If the correct name is not listed, click the *Go Back* button , and then go to Step 31.
- ❑ **STEP 31.** The addressee screen that appears is the same screen that appears when the *Add a New Addressee* button is selected (see below).

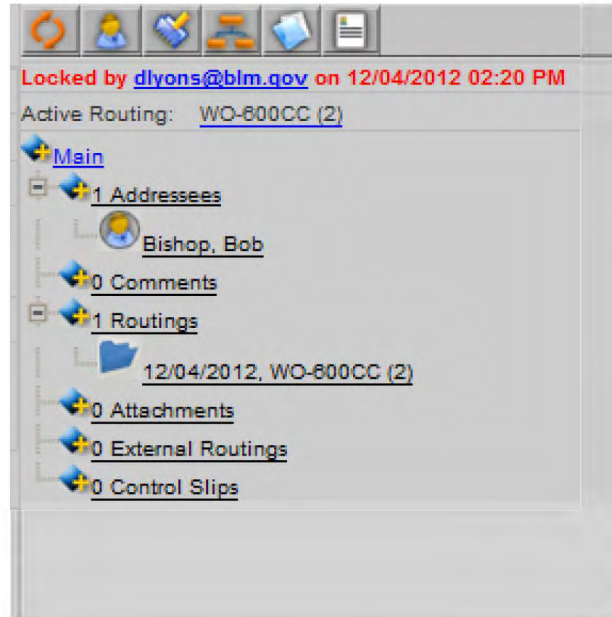


- ❑ **STEP 32.** Select the appropriate salutation (title), and enter the First Name, Middle Initial (optional), and Last Name (required).
- ❑ **STEP 33.** Click the *Save* button  on the right side of the addressee screen.
- ❑ **STEP 34.** Click on the *Address* tab . The screen below appears.

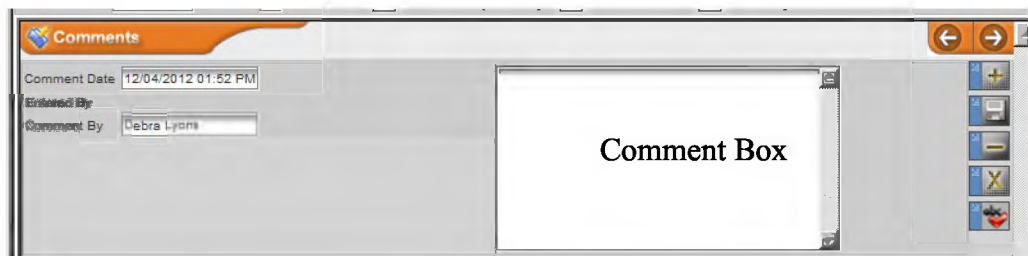



- ❑ **STEP 35.** Complete all known fields with addressee information. *Note: accuracy is extremely important for this step because others will rely on the data you enter when selecting an addressee in the future.*
- ❑ **STEP 36.** Click the *Save* button  on the right side of the addressee screen.
- ❑ **STEP 37.** If more than one individual signed the incoming letter, select the *Add a New Addressee* button  from the right side of the address window. Repeat steps 29 through 37 for each individual that will receive a signed letter in response to the incoming. When letters are written on behalf of multiple individuals, but the response will be addressed to a primary individual who wrote on behalf of several parties, it is not necessary to enter each name as an individual addressee. However, for future search capability, do add a comment to the record indicating the letter is on behalf of a certain number of individuals. If the list is of reasonable length, type the names in the comment section to aid with future record searches. If the list is too extensive, simply enter the number as “+ [number].”

- STEP 38.** To add comments to the overall record, click the *Comments* button  located over the tree view (see below) or click the *Comments* heading in the tree.

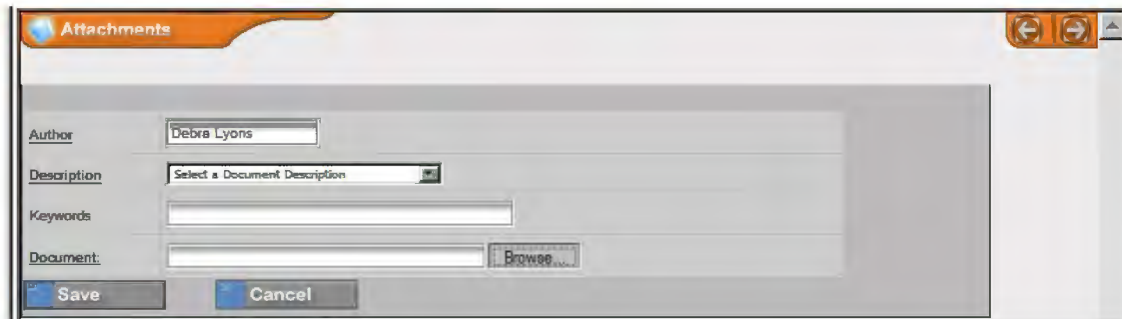


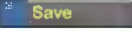

- STEP 39.** The comments screen will display below the main information screen (see below).

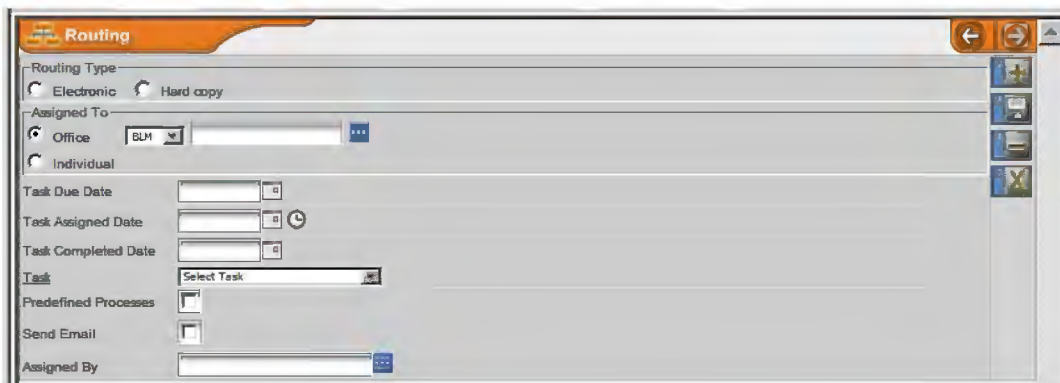



- STEP 40.** The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name; **type your comment** in the *Comment* box.
- STEP 41.** Click the *Save* button  on the right side of the comment screen.
- STEP 42.** Scan the incoming letter and all attachments as one .pdf and save as "BLMXXXXXX_Name_Incoming.pdf," with "BLMXXXXXX" indicating the BLM document control number assigned by the DTS and "Name" indicating the last name of the first addressee. **Alternatively, if the incoming is received electronically, you may skip scanning the document, but follow the same instructions for naming the document.**



- ❑ **STEP 43.** Click the *Attachments* button  located over the tree view or click on the *Attachments* heading in the tree. The attachments screen below will appear.




- ❑ **STEP 44.** The *Author* field will default to your name.
- ❑ **STEP 45.** Select *Incoming Document/Letter* from the *Document Description* drop-down menu.
- ❑ **STEP 46.** Input keywords that will help DTS users search for this document.
- ❑ **STEP 47.** Click the *Browse* button and locate the file saved in [Step 42](#).
- ❑ **STEP 48.** Click the *Save* button  on the bottom of the screen.
- ❑ **STEP 49.** In your current record, click the *Routing* button  located over the tree view or click on the *Routing* heading in the tree. The routing screen below will appear below the main information screen.



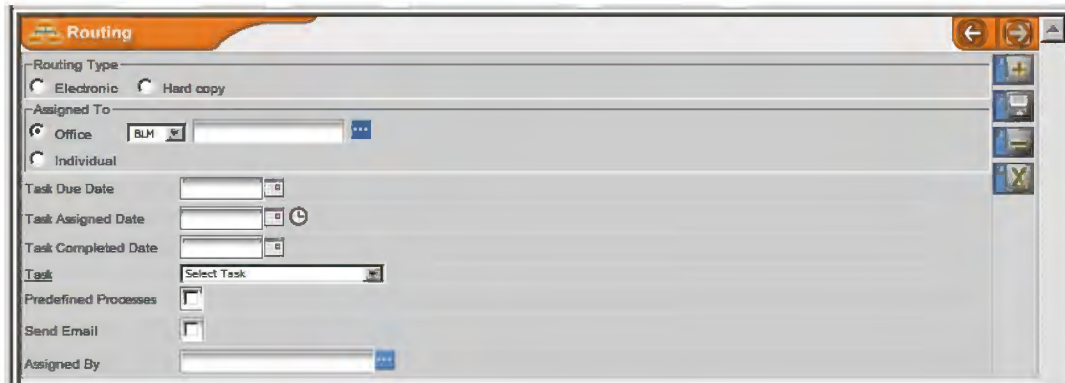
- ❑ **STEP 50.** Select *Electronic* in the *Routing Type* field.
- ❑ **STEP 51.** Type the first few letters/numbers of the office you are tasking with writing a draft response or preparing a direct reply and click the ellipsis button  to select that office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*



- ❑ **STEP 52.** Use the calendar to **select a due date for the individual routing**, not the overall record. Consider the number of overall steps required before the response is signed and mailed when assigning specific task due dates.
- ❑ **STEP 53.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- ❑ **STEP 54.** **DO NOT enter a date into the *Task Completed Date* field when a routing is first assigned.**
- ❑ **STEP 55.** **Select the appropriate task for this routing from the *Task* drop-down menu. Select *0-Prepare Draft* when requesting a state or program office to draft a letter for signature by someone within the Washington Office or the Department, or select *1-Prepare Direct Response* when requesting a state or program office to prepare and sign the response.**
- ❑ **STEP 56.** **Check the *Send Email* box.** This will notify the office when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- ❑ **STEP 57.** **Click the *Save* button**  on the right side of the routing screen.
- ❑ **STEP 58.** **Click on the routing that you just added in the tree view.**
- ❑ **STEP 59.** **Click on the *Route Comment* tab**  in the routing screen, and the comments screen will appear (see below).






- ❑ **STEP 60.** The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name. **Insert text into the *Comment* box** describing any special instructions, guidance, or additional information the assigned office may need to prepare a response.
- ❑ **STEP 61.** **Click the *Save* button**  on the right side of the comments screen.
- ❑ **STEP 62.** **Is it appropriate to alert some individuals now that this piece of controlled correspondence has been received and will be coming to them later for action? [If no, proceed to Step 80.](#) [If yes, proceed to Step 63.](#)**

- STEP 63.** In your current record, **click the *Routing* button**  located over the tree view **or click on the *Routing* heading** in the tree. The routing screen below will appear below the main information screen.



- STEP 64.** **Select *Electronic*** in the *Routing Type* field.
- STEP 65.** **Select *Office* or *Individual*** from the radio buttons under *Assigned To* and **enter the correct information for the office or individual who will receive the advance copy.**
- STEP 66.** Use the calendar to **select today's date as the due date for the individual routing**, not the overall record. This will red flag the item in the recipient's inbox as soon as the task is assigned.
- STEP 67.** **DO NOT enter a date into the *Assigned Date* field at this time.**
- STEP 68.** **DO NOT enter a date into the *Task Completed Date* field.**
- STEP 69.** **Select *13- Advance Read*** from the *Task* drop-down menu.
- STEP 70.** **Check the *Send Email* box.**
- STEP 71.** **Click the *Save* button**  on the right side of the routing screen.
- STEP 72.** **Click on the routing that you just added** in the tree view.
- STEP 73.** **Click on the *Route Comment* tab**  in the routing screen. The comments screen below will appear.

- ❑ **STEP 74.** The *Comment Date* and *Comment By* fields are pre-populated with today's date and the user's name. **Insert text into the *Comment* box** conveying necessary information to the individual receiving the advance copy.
- ❑ **STEP 75.** **Click the *Save* button**  on the right side of the comments screen.
- ❑ **STEP 76.** **Click on the routing that you just added** in the tree view.

- ❑ **STEP 77.** **Select today's date** from the calendar to the right of the *Task Assigned Date* field on the routing screen.
- ❑ **STEP 78.** **Click the *Save* button**  on the right side of the routing screen. The item will now appear in the individual's inbox and they will receive an email notifying them of its arrival.
- ❑ **STEP 79.** **Repeat Steps 63 through 78 for each individual who will receive an *advance read* copy.**
- ❑ **STEP 80.** **Determine the required surnames.** The Correspondence intranet page contains a Worksheet for Determining Initial Document Routing within the Washington Office.
- ❑ **STEP 81.** In your current record, **click the *Routing* button**  located over the tree view **or click on the *Routing* heading** in the tree. The routing screen below will appear below the main information screen.



The screenshot shows the 'Routing' form with the following fields and options:




- Routing Type:** Radio buttons for 'Electronic' (selected) and 'Hard copy'.
- Assigned To:** Radio buttons for 'Office' (selected) and 'Individual'. The 'Office' field contains 'BLM' and an ellipsis button.
- Task Due Date:** A date input field.
- Task Assigned Date:** A date input field with a clock icon.
- Task Completed Date:** A date input field.
- Task:** A dropdown menu labeled 'Select Task'.
- Predefined Processes:** A checkbox that is checked, with a red arrow pointing to it.
- Send Email:** A checkbox.
- Assigned By:** A text input field with an ellipsis button.


- ❑ **STEP 82.** Select *Electronic or Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual/office is not accessible via the DTS.
- ❑ **STEP 83.** If selecting a predefined process, check the *Predefined Processes* box (otherwise go to [Step 85](#)). A field with a drop-down menu will appear to the right of the box (see below).

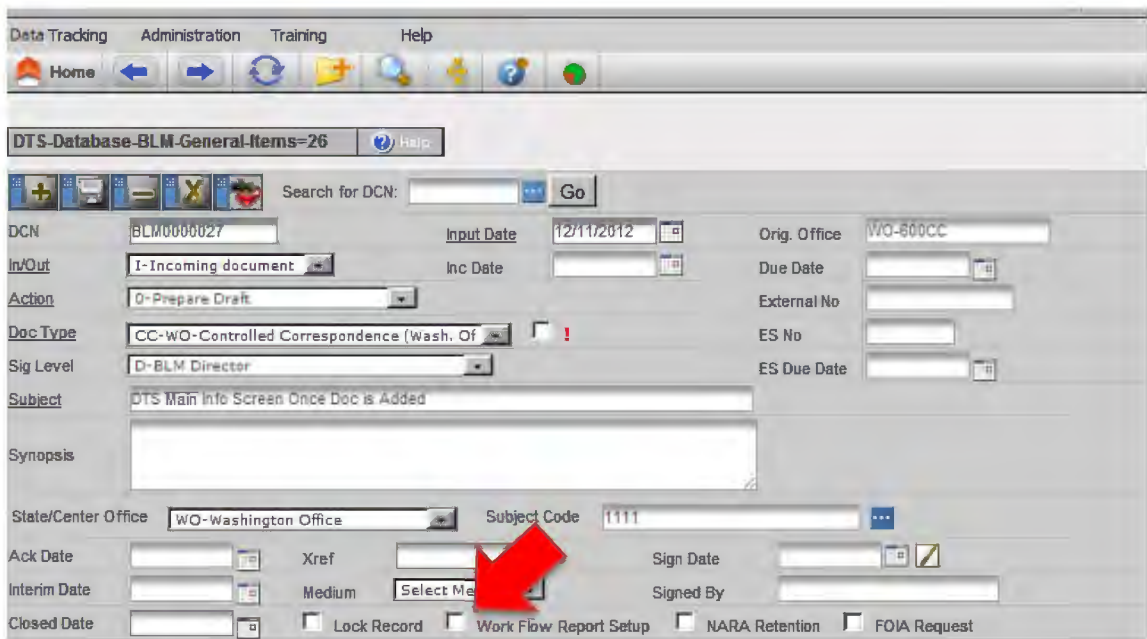
The screenshot shows the 'Routing' form with the 'Predefined Processes' dropdown menu open, showing a list of process names. A red arrow points to the dropdown menu.




The 'Predefined Processes' dropdown menu is expanded, showing a list of process names. A red arrow points to the dropdown menu.

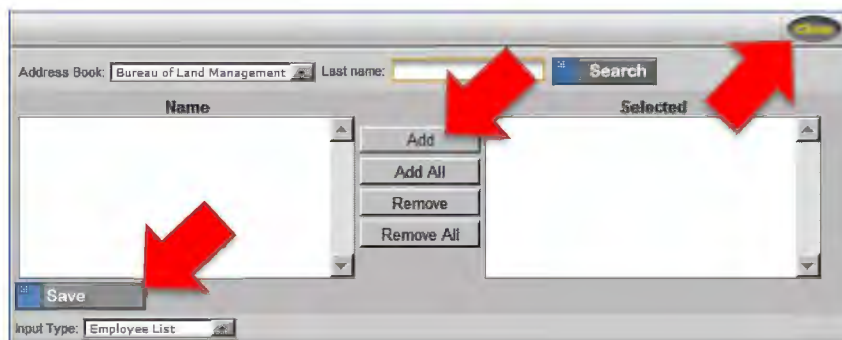
- ❑ **STEP 84.** Select the appropriate *Predefined Process* from the drop-down menu and click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 85.** If you do not need to add a routing to the bottom of the routing tree, go to [step 93](#). To add an individual routing to the bottom of the routing tree, type the first few letters-numbers of the office in the *Assigned To* field and click the ellipsis button  to select the appropriate office. Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select *Help/Contacts* from the menu for contact information).
- ❑ **STEP 86.** Use the calendar to select a due date for the individual routing, not the overall record. Consider the number of overall steps required before the response is signed and mailed when assigning specific task due dates.


- STEP 87.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- STEP 88.** **DO NOT enter a date into the *Task Completed Date* field when a routing is first assigned.**
- STEP 89.** Select the appropriate task for this routing from the *Task* drop-down menu.
- STEP 90.** Check the *Send Email* box. This will notify the office when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- STEP 91.** Click the *Save* button  on the right side of the routing screen.
- STEP 92.** Repeat Steps 85 through 91 for each routing added to the bottom of the routing tree.
- STEP 93.** If you do not need to insert a routing between two existing routings on the routing tree, go to [step 103](#). To insert a routing between two existing routings, click on the routing in the tree below where you want to add the new routing.
- STEP 94.** Click on the *Insert* tab  in the routing screen.
- STEP 95.** Select *Electronic* or *Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual or office is not accessible via the DTS.
- STEP 96.** Type the first few letters-numbers of the office code in the *Assigned To* field and click the ellipsis button  to select an office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- STEP 97.** Use the calendar to select a due date for the individual routing, not the overall record.
- STEP 98.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- STEP 99.** **DO NOT enter a date into the *Task Completed Date* field** when a routing is first assigned.
- STEP 100.** Select the appropriate task for this routing from the *Task* drop-down menu.

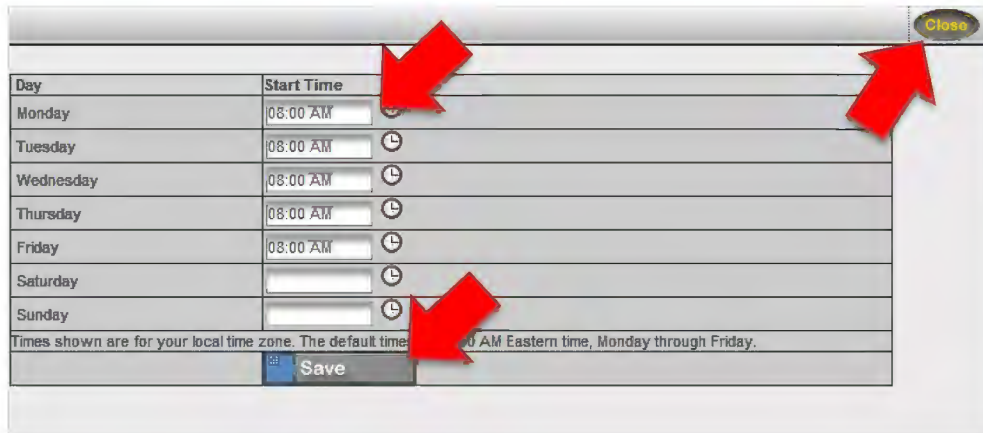
- ❑ **STEP 101.** Check the *Send Email* box. This will notify offices when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- ❑ **STEP 102.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 103.** Setup a *Workflow Report* if you choose to monitor a record's progress through a *Workflow Report*. If you will be tracking the record's progress through other means (e.g., monitoring your outbox, other scheduled reports), proceed to [Step 112](#).
- ❑ **STEP 104.** Check the *Workflow Report Setup* box that appears on the bottom-middle of the main information screen once a new record has been added.



- ❑ **STEP 105.** Once checked, a white envelope  and a red clock  will appear to the right of the checked box.
- ❑ **STEP 106.** Click on the white envelope  and you will see the screen below.



- STEP 107.** Select the names of the individuals who will receive workflow reports on this particular record and add them to the *Selected* column.
- STEP 108.** Click the *Save* button and close the screen.
- STEP 109.** Click on the red clock  and you will see the screen below.



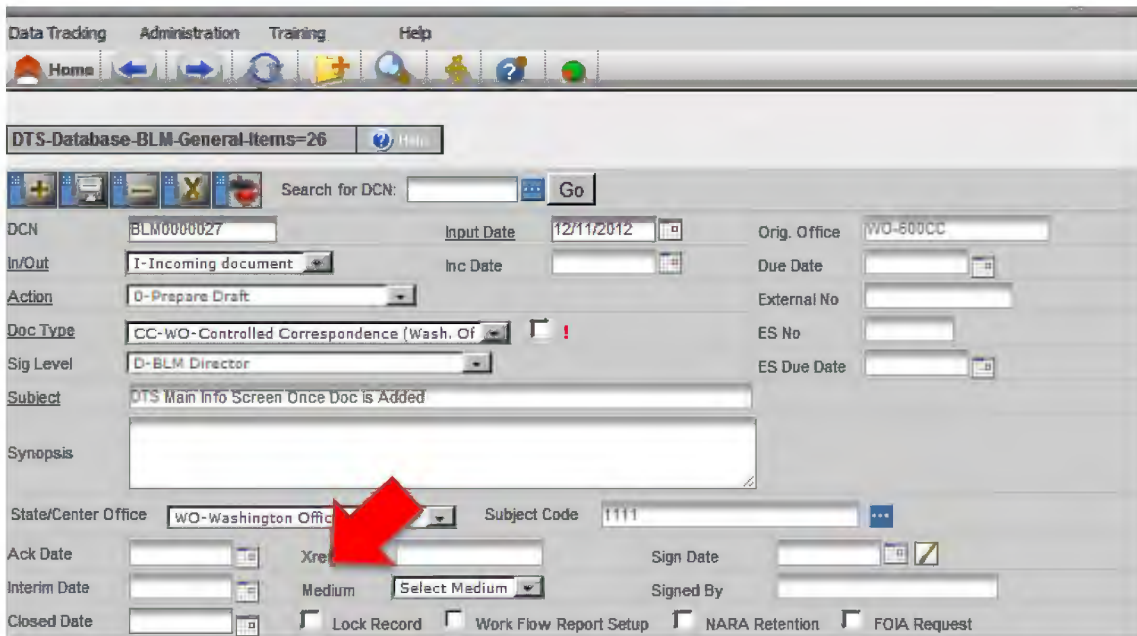
Day	Start Time
Monday	08:00 AM
Tuesday	08:00 AM
Wednesday	08:00 AM
Thursday	08:00 AM
Friday	08:00 AM
Saturday	
Sunday	

Times shown are for your local time zone. The default time is 08:00 AM Eastern time, Monday through Friday.

Save

Close

- STEP 110.** Select the day(s) and time you want to receive the report.
- STEP 111.** Click the *Save* button and close the screen.
- STEP 112.** When you finish working with the record, uncheck the *lock record* box on the main information screen (see below).



Data Tracing Administration Training Help

Home

DTS-Database-BLM-General-Items=26

Search for DCN: Go

DCN: BLM0000027 Input Date: 12/11/2012 Orig. Office: WO-500CC

In/Out: I-Incoming document Inc Date: Due Date:

Action: D-Prepare Draft External No:

Doc Type: CC-WO-Controlled Correspondence (Wash. Of) ES No:

Sig Level: D-BLM Director ES Due Date:

Subject: DTS Main Info Screen Once Doc is Added

Synopsis:

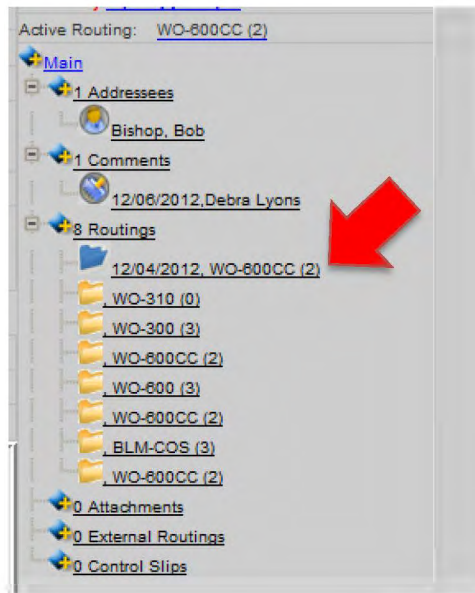
State/Center Office: WO-Washington Office Subject Code: 1111

Ack Date: Xref: Sign Date:

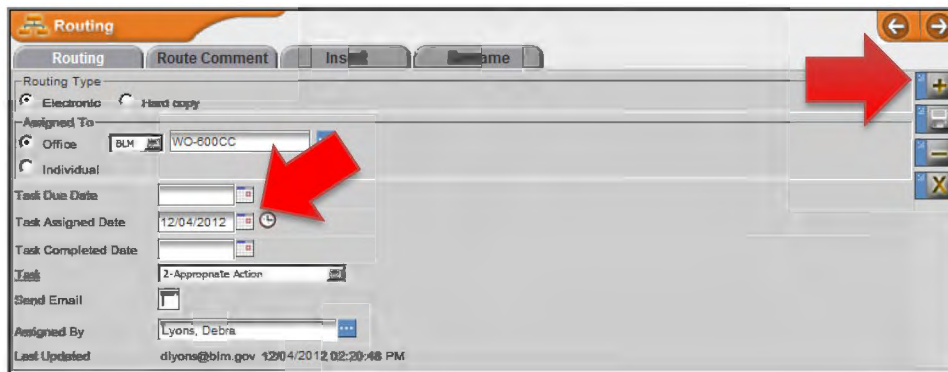
Interim Date: Medium: Select Medium Signed By:


Closed Date: Lock Record Work Flow Report Setup NARA Retention FOIA Request

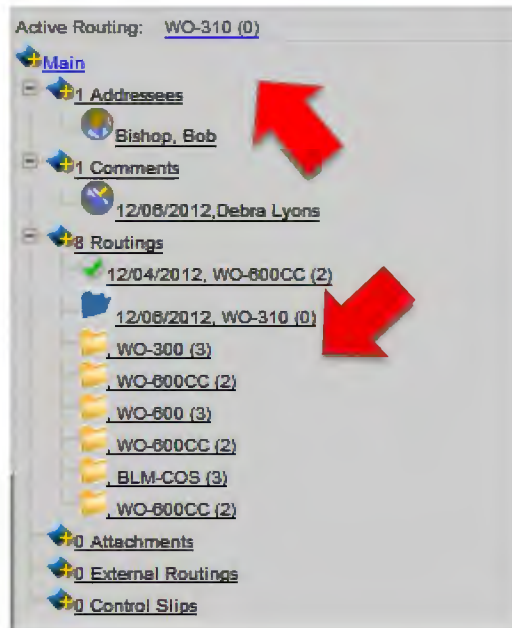
- ❑ **STEP 113.** From the routing tree (see below), **select the initial routing** that was generated for your office when you added this record.



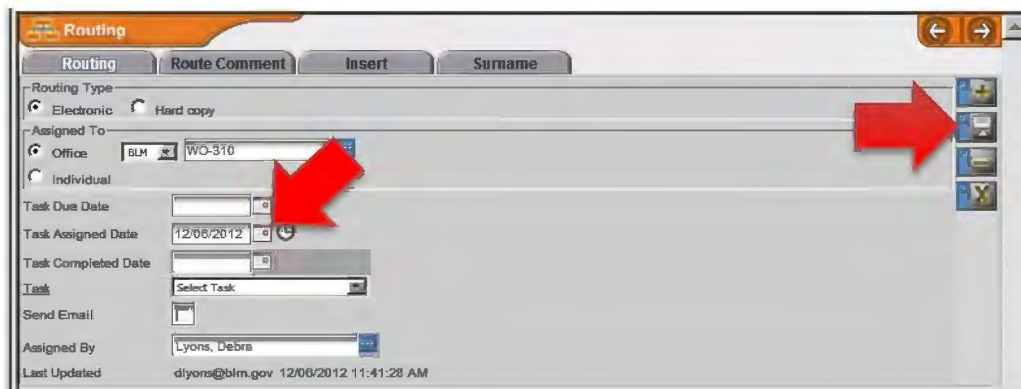
- ❑ **STEP 114.** When the routing screen appears (see below), **select today's date** from the calendar to the right of the *Task Completed Date* field.




- ❑ **STEP 115.** **Click the Save button**  on the right side of the routing screen.
- ❑ **STEP 116.** **Verify** from the tree view (see below) that **the routing is active for the office tasked with preparing the response.**



- ❑ **STEP 117.** If the desired routing was not automatically assigned (perhaps advance read copies or other actions interfered with the process), select the desired routing from the tree view.
- ❑ **STEP 118.** When the routing screen appears (see below), select today's date from the calendar to the right of the *Task Assigned Date* field.

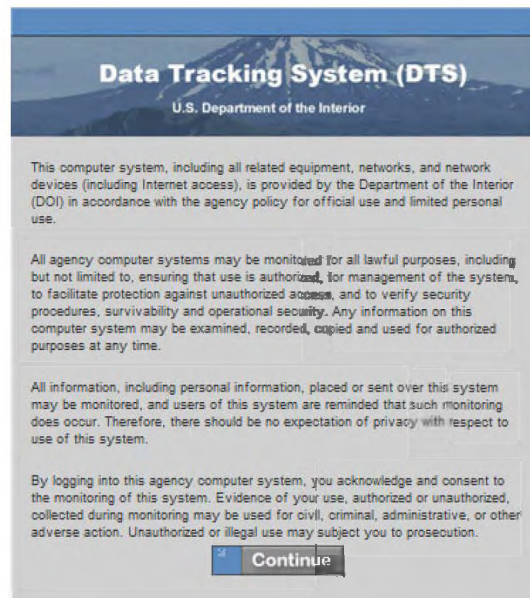


- ❑ **STEP 119.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 120.** Continue to monitor the status of the document as it moves through the drafting and surnaming process. Accept/reject changes, reconcile conflicts as necessary, and alert managers to potential problems.

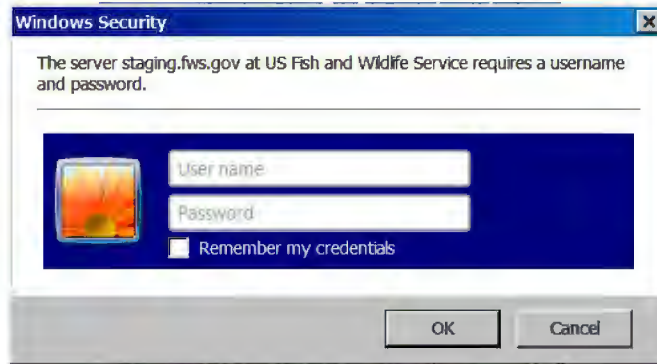
3. Prepare the Response (Office Assigned)

- a. When each office is established within the DTS and individuals within that office are assigned user permissions, some users will be designated to receive emails when assignments become active for that office. Any individual assigned to that office with permission to access the database containing the active assignment will be able to view the assigned routing from their DTS inbox. Individual users may also be assigned personal tasks that will not appear in other users' inboxes. Please contact your DTS administrator to discuss any changes required to your office setup preferences or user permissions.
- b. The steps below are written as if one user is completing all actions. Local office procedures will dictate individual roles and responsibilities within your office for preparing a response to controlled correspondence. Completing the steps below may require inserting additional routings and require more than one user to access the record within the DTS.

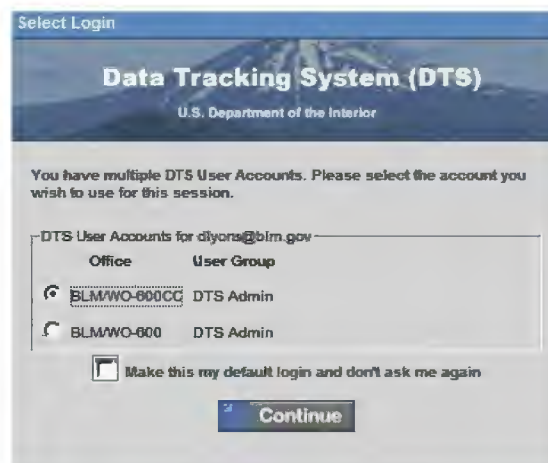
- STEP 1.** Access the **BLM Data Tracking System** at: <https://dts.fws.gov/>. The screen below appears.



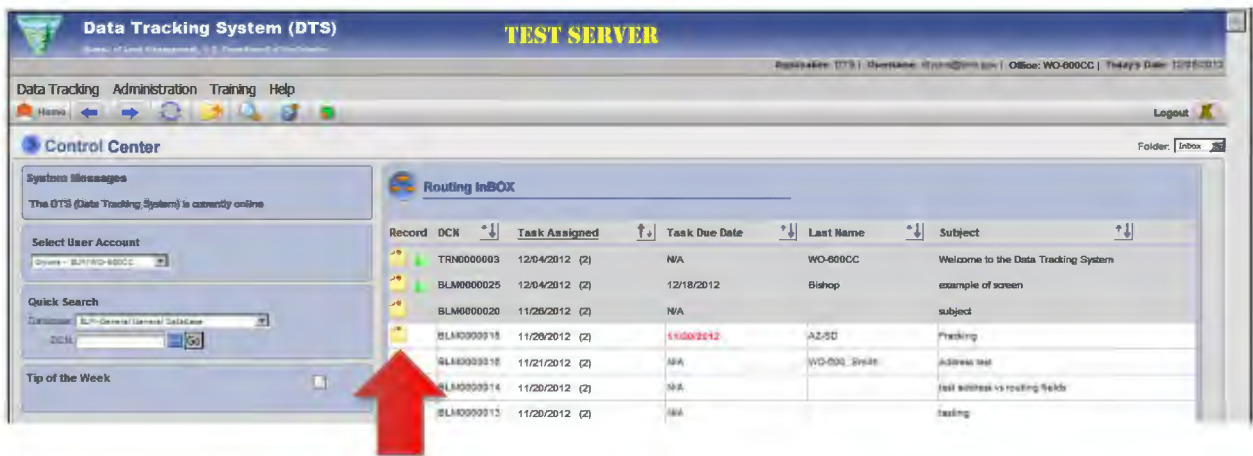
- STEP 2.** Click **Continue**. The screen below appears.



- ❑ **STEP 3.** Enter your email address (User Name) and password, and then click *O.K.* If you have more than one user account, the screen below will appear.



- ❑ **STEP 4.** Select your appropriate user account and then click *Continue*. The Control Center will open and your DTS inbox will appear on the right (see below).



- ❑ **STEP 5.** Click on the appropriate record on the left side of your inbox. The main information screen for that record and the tree view will appear (see below).

- STEP 6.** If the record is locked, an email link to the individual who has locked the record will display at the top of the tree view. Click on the email link to ask the individual to unlock the record. If the record is unlocked, you may lock the record before you begin by clicking the *Lock Record* box on the main information screen (just above the *Routing* tab).
- STEP 7.** Familiarize yourself with the correspondence and review your office assignment.
- The *Addressee* area identifies who sent the incoming letter. Click on an entry under *addressee* on the tree to open the addressee screen and view the individual's contact information.
 - The *Comments* area shows any comments that have been attached to the general record and who attached them. Click on the individual's name to read their comment.
 - The *Routing* area shows the sequence of routing, and the current status of the record. Be sure to read any comments that have been added to your office's routing before beginning your task.
 - The *Attachments* area shows the documents that are attached to the record. These documents will also appear on the routing screen to the left when the surname tab is selected. Select the incoming letter and review any comments or requests contained within the letter.
- STEP 8.** Contact the WO-600CC Correspondence Management Analyst who assigned the routing if you have questions on the assignment or if you believe the assignment should be tasked to another office. Otherwise, follow local procedures to assign an appropriate individual to prepare a draft response. The steps below apply to a draft response prepared for signature by an individual in the Washington Office or at the Department level. If the response will be prepared for local signature, follow local procedures for

preparing a response. *Note: Even when preparing letters for local signature, surnames are sometimes required from the Washington Office. Be sure to include all required surnames in your process.*

- ❑ **STEP 9.** Refer to H-1541-1, 1.C, Formatting Letters, to **review expectations for letter content and formatting**. If you have questions on style and usage while developing your draft, refer to the BLM Style Guide located on the Correspondence intranet page.
- ❑ **STEP 10.** To prepare a draft response, **navigate to the *Template* section** of the Correspondence intranet page:
<http://web.blm.gov/wo600/correspondence/cortemplates.php>.
- ❑ **STEP 11.** **If this is your first use of a macro-enabled template from this site, perform the one-time setup instructions.**
- ❑ **STEP 12.** **Select *Download WO Letter Template***. Upon selecting the document, **you will be prompted to *Open or Save it***. **Save the document** to your selected drive as a **Word Macro-Enabled Document (.docm)**.
- ❑ **STEP 13.** When the document opens, the *Recipient Information* form appears (see below).

The screenshot shows a 'Template User Form - Letter' window. The form is titled 'Recipient Information:' and contains the following fields and buttons:

- Addresssee Name
- Title
- Address
- City
- State
- ZIP Code
- Salutation
- Author: Last Name
- First Initial
- Subject Code(s)
- Number of Enclosures
- Signed by
- Typist Line
- Subject Code Help
- Submit
- Cancel

- ❑ **STEP 14.** Enter the appropriate information into each of the blanks. (For help locating a subject code, select the *Subject Code Help* button near the bottom of the form.)
- ❑ **STEP 15.** Select the *Typist Line* button to display the *Typist Line* form (below), and enter the appropriate information into each of the blanks.

The image shows a screenshot of a software form titled "Typist Line". The form has a blue title bar with a close button (X). Below the title bar, there are six input fields, each with a label and a small example or instruction in parentheses:

- Numeric Office Code (i.e. 930)
- Author's first initial and last name (Example JSMITH)
- Typist's initials
- Subject Code
- DTS document control# (i.e. 012345)
- ES control number (if Exec Sec Controlled Correspondence)


 At the bottom of the form, there are two buttons: "Submit" and "Cancel".

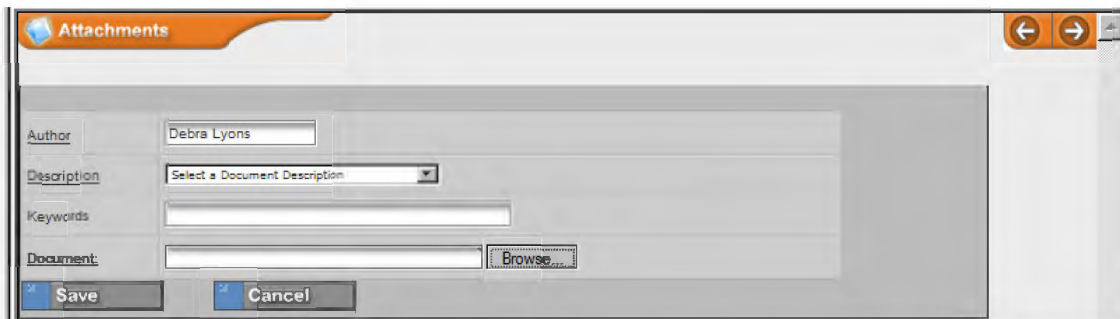
- ❑ **STEP 16.** Click the *Submit* button on the *Typist Line* form, and then click the *Submit* button on the *Recipient Information* form. The information you entered will automatically generate a draft letter formatted to conform to the BLM Correspondence and Document Management Handbook (H-1541-1).
- ❑ **STEP 17.** Replace the introductory, body, and closing paragraphs with appropriate text. Save the file as “BLMXXXXXX_Name_Response.pdf,” with “BLMXXXXXX” indicating the BLM document control number assigned to the record and “Name” indicating the last name of the first addressee (the number and name should mirror the number and name already assigned to the file name of the incoming letter).
- ❑ **STEP 18.** Restrict editing to tracked changes. Within Word 2010, select the *Review* tab and then select the *Restrict Editing* button. In Item 2 – Editing restrictions, select *Allow only this type of editing in the Document* and select *tracked changes* from the drop-down menu. Under item 3 – Start enforcement, click *Yes, Start Enforcing Protection*. The menu will provide you with the option to password protect the document or allow only authenticated users. In most circumstances, do not check either of these options and simply click *O.K.* This will not prevent others from accepting or rejecting changes, but it will require a deliberate step to stop enforcement prior to accepting or rejecting


changes and will also ensure reviewers automatically use the *tracked changes* option.




- ❑ **STEP 19.** Gather or prepare other materials that need to accompany the response through the surnaming process such as enclosures, background information, briefing papers, or notes to reviewers. Begin each file name with “BLMXXXXXX_Name_...,” with “BLMXXXXXX” indicating the BLM document control number assigned to the record and “Name” indicating the last name of the first addressee (the number and name should mirror the number and name already assigned to the file name of the incoming letter and draft response). Replace the ellipses (...) with a phrase indicative of the document, such as “encl2,” “brief,” “background,” etc.

- ❑ **STEP 20.** Upload the response and other attachments into the DTS.

For each document you upload, click the *Attachments* button  located over the tree view for the appropriate record or click on the *Attachments* heading in the tree. The attachments screen below will appear.

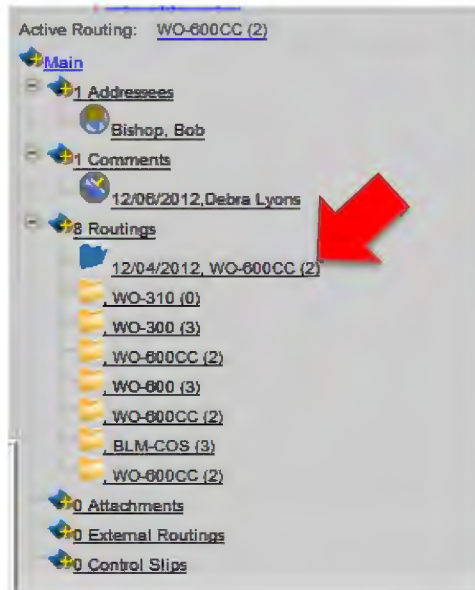


- ❑ **STEP 21.** The *Author* field will default to your name.
- ❑ **STEP 22.** Select the most accurate document description from the *Document Description* drop-down menu (e.g., *Draft Response for Surname, Briefing Paper, Enclosure, Note to Reviewers, etc.*).
- ❑ **STEP 23.** Input keywords that will help search for this document.
- ❑ **STEP 24.** Click the *Browse* button and locate the file.
- ❑ **STEP 25.** Click the *Save* button  on the bottom of the screen.
- ❑ **STEP 26.** Local policy will dictate the individuals that are required to review a document prior to leaving a state, center, or program office. If additional office surnames beyond those included in the original routing are required, insert the additional routings at this time. If no additional routings are required, go to [step 37](#).

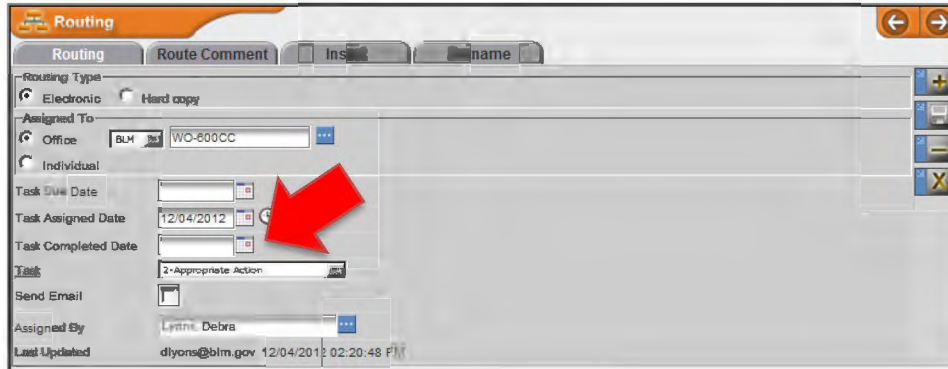
- STEP 27.** To insert a routing between two existing routings, click on the routing in the tree below where you want to add the new routing.
- STEP 28.** Click on the *Insert* tab  in the routing screen.
- STEP 29.** Select *Electronic or Hard copy* in the *Routing Type* field. Electronic should be your first selection, unless the individual/office is not accessible via the DTS.
- STEP 30.** Type the first few letters-numbers of the office code and click the ellipsis button  to select an office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- STEP 31.** Use the calendar to select a due date for the individual routing, not the overall record.
- STEP 32.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- STEP 33.** **DO NOT enter a date into the *Task Completed Date* field** when a routing is first assigned.
- STEP 34.** Select the appropriate task for this routing from the *Task* drop-down menu.
- STEP 35.** Check the *Send Email* box. This will notify offices when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- STEP 36.** Click the *Save* button  on the right side of the routing screen.
- STEP 37.** When you finish working with the record, uncheck the *lock record* box on the main information screen (see below).


The screenshot shows a software interface for document management. At the top, there is a search bar labeled 'Search for DCN:' with a 'Go' button. Below this are several input fields: 'DCN', 'Input Date' (set to 11/05/2012), 'Orig. Office' (WO-600CC), 'In/Out' (Select In-Out), 'Inc Date', 'Due Date', 'Action' (Select Action Code), 'Doc Type' (Select Document Type), 'External No', 'Sig Level' (Select Signature Level), 'ES No', 'ES Due Date', 'Subject', and 'Synopsis'. At the bottom, there are fields for 'State/Center Office', 'Subject Code', 'Ack Date', 'Interim Date', 'Closed Date', 'Xref', 'Media' (Select Medium), 'Sign Date', 'Signed By', and checkboxes for 'Lock Record', 'NARA Retention', and 'FOIA Request'. A red arrow points to the 'Media' dropdown menu.

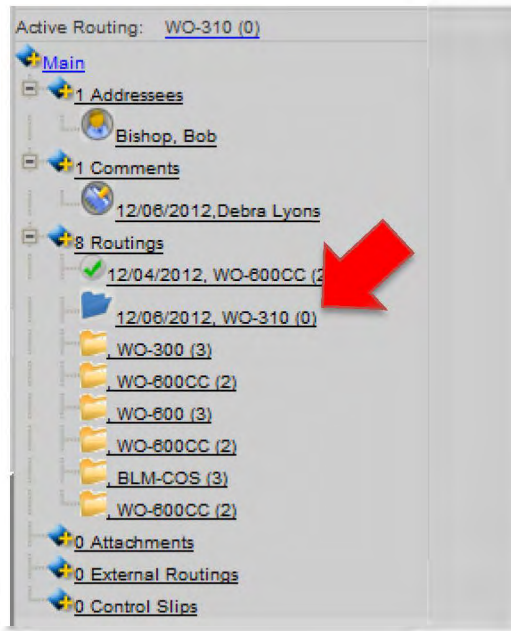
- ❑ **STEP 38.** If others within your office need to work with the document, ensure they are aware the record is ready for their action.
- ❑ **STEP 39.** If you are the last (or only) individual to complete the actions for your office, select the active routing from the tree view (see below).



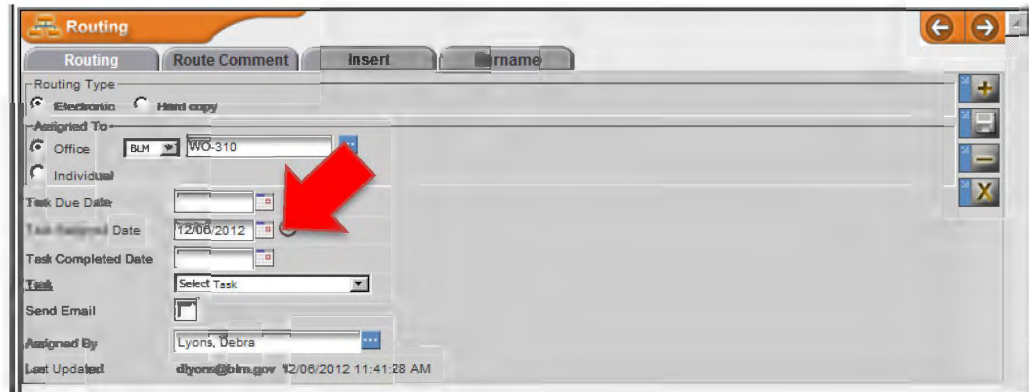
- ❑ **STEP 40.** When the routing screen appears (see below), select today's date from the calendar to the right of the *Task Completed Date* field.



- ❑ STEP 41. Click the *Save* button  on the right side of the routing screen.
- ❑ STEP 42. Verify from the tree view that the routing is active for the next office on the routing tree (see below).



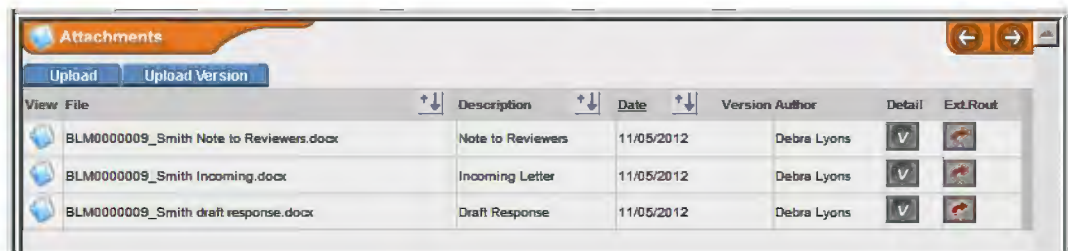
- ❑ STEP 43. If the desired routing was not automatically assigned, select the desired routing from the tree view.
- ❑ STEP 44. When the routing screen appears (see below), select today's date from the calendar to the right of the *Task Assigned Date* field.



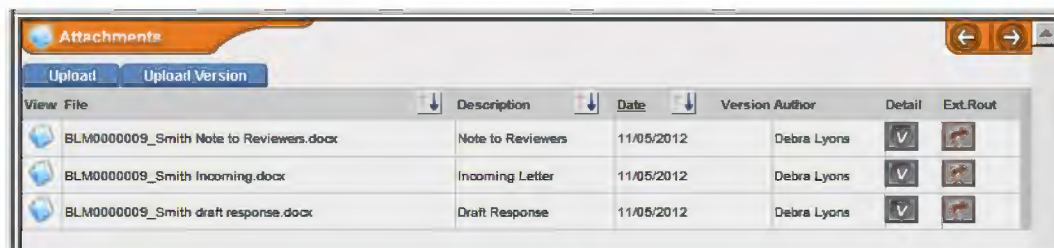
❑ **STEP 45.** Click the *Save* button  on the right side of the routing screen.

4. Edit Attachments (All)




- STEP 1.** To open a particular document, **click the file name** under *Attachments* or the word *Attachments* on the routing tree. The Attachments Screen with Documents Attached will display below the main information screen (see below).



- STEP 2.** Click the *Attachments* button in the *View* column to download the file.
- STEP 3.** Save the document to a secure location outside of the DTS. Verify the file name begins with the **document control** and the file is **restricted to tracked changes**.
- STEP 4.** Edit the document as necessary and save the document to your secure location outside of DTS with its original file name.
- STEP 5.** When you are ready to upload your edited document, **click the Attachments button** located over the tree view or **click the word Attachments** in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).




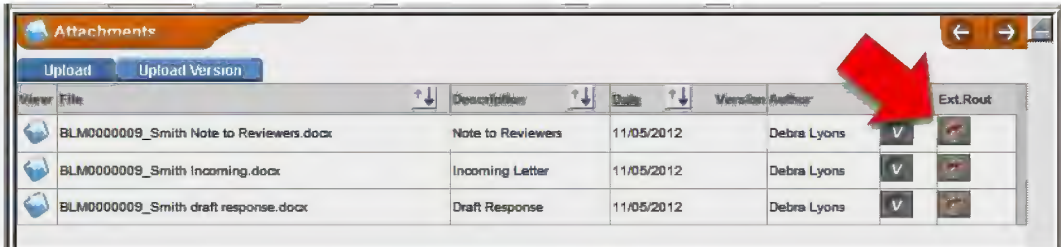
- STEP 6.** Click the *View Versions* button in the *Detail* column.
- STEP 7.** Click the *Upload Version* tab .
- STEP 8.** The *Author* field will default to your name.

- ❑ **STEP 9.** Select the appropriate **Document Description** from the drop-down menu. Choose the document description originally associated with the file if the original description is accurate.
- ❑ **STEP 10.** Input **keywords** that will help search for this document.
- ❑ **STEP 11.** Click the **Browse button** and locate the file you want to attach. *Note: It should have the same file name as the original document and reside in the secure location you chose outside of the DTS before you began making changes.*
- ❑ **STEP 12.** Click the **Save button**  on the bottom of the screen.
- ❑ **STEP 13.** Click the **Go Back button**  to return to the attachment screen. *Note: To view all uploaded versions of a document, click the View Versions button  to the right of the file name.*

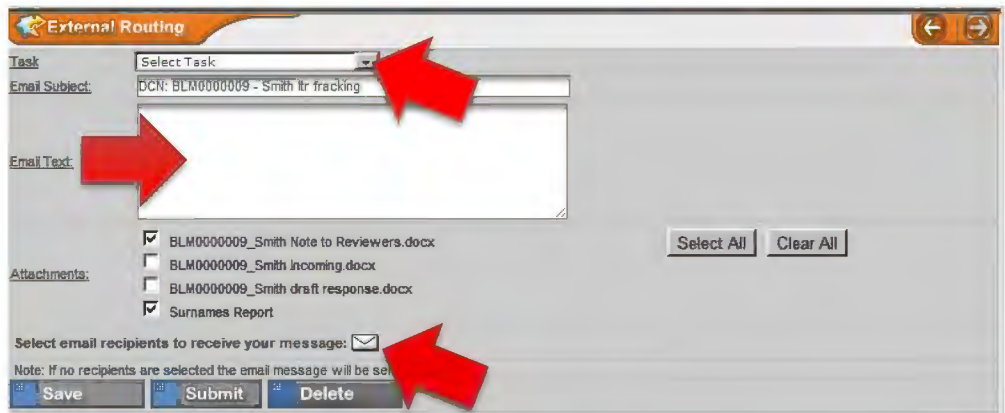
5. Work with Offices Outside of the DTS


a. Route Documents Through Email to Offices/Individuals Without DTS

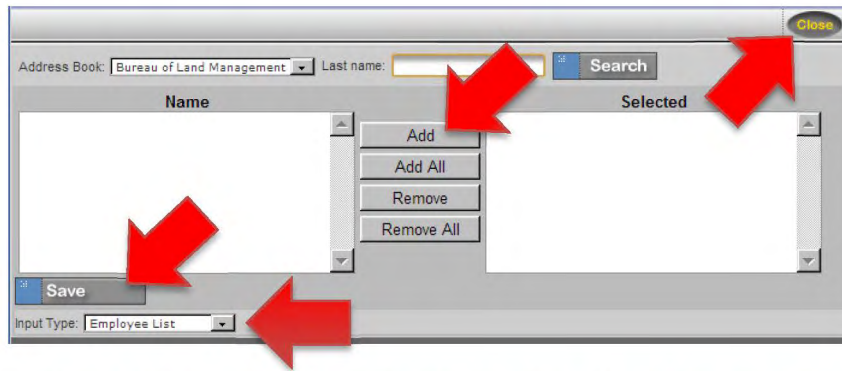
- ❑ **STEP 1.** Click the *Attachments* button  located over the tree view or click the word *Attachments* in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).




- ❑ **STEP 2.** Click on the *External Routing*  button to the right of the document.
- ❑ **STEP 3.** The external routing screen will appear (see below).



- ❑ **STEP 4.** Select the task from the drop-down menu and enter the text to be sent with your email.
- ❑ **STEP 5.** Click on the white envelope  and you will see the screen below.

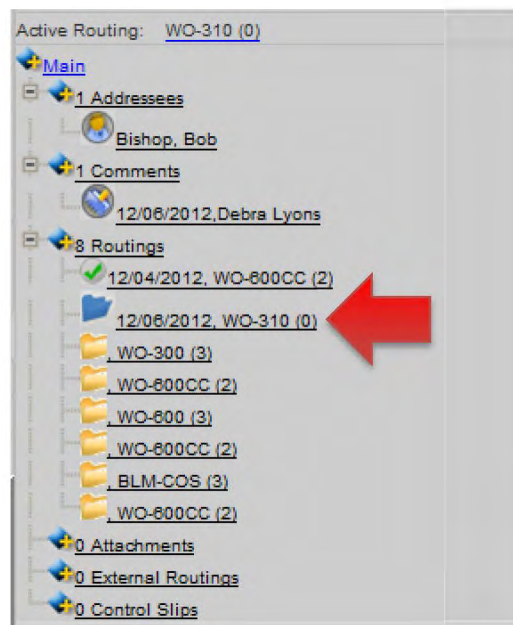


- ❑ **STEP 6.** Select the names of the individuals who will receive the external routing and add them to the *Selected* column. Individual email addresses may also be inserted by changing the *Input Type* field with the drop-down menu.
- ❑ **STEP 7.** Click the *Save* button and close the screen.
- ❑ **STEP 8.** Click the *Submit* button  at the bottom of the external routing screen.




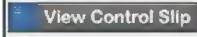
❑ **STEP 9.** The tree view will refresh and display the external routing.


b. Route a Document in Hardcopy to Offices/Individuals Without DTS or Route a Hardcopy for Signature.

- ❑ **STEP 1.** Open the record and select the office (from the tree view) that will receive the routing in hardcopy. (See the screen below.) *Note: If the task is 11-Simultaneous Surname, it may be necessary to prepare multiple sets of the documents routed for review.*



- STEP 2.** The screen below will appear.


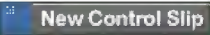
- STEP 3.** Select *Hardcopy* in the *Routing Type* field, and select a *Task Due Date* and *Task* for this routing.
- STEP 4.** Click the *Save* button  to the right of the routing screen.
- STEP 5.** From the routing tree, click on the word *Attachments*, select individual attachments beneath the word *Attachments*, or click the *Attachments* button at the top of the tree.
- STEP 6.** Print all necessary attachments and assemble them in a folder. *Local policy may dictate a particular color or style for the folder depending on the recipient.* In general, the right side of the folder will contain the latest version of the letter to be signed or surnamed, followed by any enclosures. The left side will contain reference material, beginning with the Note to Reviewers, the incoming letter with enclosures, and any briefing papers or background material necessary for surnaming or signature.
- STEP 7.** Prepare a control slip for the front of the folder. Click the *Control Slip* button  located on the top menu bar of the tree view
- STEP 8.** Type control slip comments, if desired, and then click the *Generate Control Slip* button  at the bottom of the control slip screen.
- STEP 9.** Click the *View Control Slip* button  to open the generated .pdf control slip.

- ❑ **STEP 10.** If a control slip already exists and you wish to create a new one, click on the *New Control Slip* button  and follow steps 8 and 9 above.
- ❑ **STEP 11.** Print the control slip and place it on the cover of the folder you created in step 6. Highlight the office with the active routing and highlight your contact information and your intent to pick up the folder when the task is complete.
- ❑ **STEP 12.** Hand-carry the folder to the appropriate office. **Do not leave controlled correspondence in an unattended inbox.**
- ❑ **STEP 13.** Monitor the status of the folder and update the DTS as necessary.
- ❑ **STEP 14.** When the folder is returned, you are responsible for entering any edits or comments into the DTS, along with the name of the individual making the edits or comments. It may be appropriate to scan hand-written notes and upload to the record as a .pdf or it may be sufficient to make the edits within the document (in tracked changes) and include the reviewer's name with the version history.

6. Final Steps After Surnaming (WO-600CC)

- STEP 1.** Once all surnames have been received, it is time to prepare the final document for signature.
- STEP 2.** Review the record one last time to ensure the following:
 - All required surnames have been obtained and are documented within the DTS record.
 - All comments and recommended edits have been addressed.
 - Substantial comments affecting previous surnames were brought to the attention of previous reviewers.
 - Conflicting comments or edits have been resolved at the appropriate level.
 - Offices that surnamed the document have been included in the bcc list.
 - Recent events have not changed the content of the response (e.g. dates listed as future have already passed or proposed documents have already been published).
 - The letter and enclosures meet the requirements for format, content, and style set forth in MS-1541, Correspondence and Document Management; H-1541-1, Correspondence and Document Management Handbook; and the BLM Style Guide.
- STEP 3.** Prepare the final letter for signature on the appropriate letterhead (follow the steps in 5b to prepare the folder for signature). *Note: the Executive Secretariat may choose to prepare final letters for the Secretary's signature; follow Exec Sec policy.*
- STEP 4.** Prepare envelopes (corresponding to the appropriate letterhead) for addressees and those identified to receive copies (do not include blind copies – bc).
- STEP 5.** Once the letter is signed, date stamp the original.
- STEP 6.** Make an exact copy of the signed and dated letter for each of the individuals who will receive copies (do not include blind copies unless the individuals receiving the bc are not available through the DTS or email).
- STEP 7.** Scan the signed and dated original and upload the document into DTS as the final version.
- STEP 8.** For congressional letters, fax or email a copy of the signed letter to the addressee's office in accordance with their preference. (Consult with WO-620 if there is a question on the delivery preference.)
- STEP 9.** Mail the original and all copies in the envelopes prepared in step 4.

- ❑ **STEP 10.** Return to the DTS record and complete the *Sign Date* and *Signed By* fields on the main information screen displayed below.

- ❑ **STEP 11.** Distribute copies to those on the bc list following the instructions for external routing (see step 5.a).
- ❑ **STEP 12.** From the routing tree, click on the word *Attachments*, select individual attachments beneath the word *Attachments*, or click the *Attachments* button at the top of the tree. Print all attachments.
- ❑ **STEP 13.** Click the *Control Slip* button  located on the top menu bar of the tree view.
- ❑ **STEP 14.** Click on the *New Control Slip* button .
- ❑ **STEP 15.** Print the control slip and place it on top of the other documents for this record. File the documents by subject code in the WO-600 Controlled Correspondence files in accordance with current records management procedures.
- ❑ **STEP 16.** Return to the main information screen for your record, and use the calendar to select today's date in the *Closed Date* field.

END

**STANDARD OPERATING
PROCEDURE FOR WO LETTERS
(BLM INITIATED)**

H-1541-1 Appendix 6

**Appendix 6
Standard Operating Procedure for
WO Letters (BLM Initiated)**

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Appendix 6
Standard Operating Procedure for
WO Letters (BLM Initiated)

1. Using this Standard Operating Procedure

- a. This Standard Operating Procedure (SOP) provides a step-by-step checklist for drafting a letter for BLM WO signature, creating a new record within the Data Tracking System (DTS), tracking the record’s progress, preparing the final letter for signature, distributing the letter and copies, and maintaining the official record. To help scan through the steps quickly, orange text highlights options or decisions, green text highlights actions, and red text highlights things not to do.
- b. This SOP does not address the actual process of collaboration that may be required to prepare a draft letter. Such collaboration may involve meetings, phone calls, using shared drives, electronic workspaces, or other methods to develop a draft. These steps may or may not involve the use of the DTS to task additional assignments, and it is left to the discretion of the individual preparing the draft letter in accordance with local office policies.
- c. This SOP does not address the steps required by individuals surnaming the document. The tools and options available to reviewers are located in Appendix 2 – BLM DTS Desk Guide for Managers.
- d. Excerpts from MS-1541 – Correspondence and Document Management, Table 1-1 – Responsibilities for Correspondence and Document Management, are restated below for the authors and designated support staff who will be performing the steps contained in this SOP. Refer to the manual section for a complete list of user responsibilities.

Position	Responsibilities
Support Staff (As Designated)	<ul style="list-style-type: none"> • Prepare correspondence and other documents as prescribed by MS-1541, Correspondence and Document Management, and the BLM Correspondence and Document Management Handbook (H-1541-1). • Review for format, grammar, spelling, sentence structure, punctuation, and adherence to standards. • Originate, monitor the status, and track the DTS entries [within the state, center, or program office] . • Process documents received from other offices through the DTS.
Authors	<ul style="list-style-type: none"> • Understand the audience, scope, purpose, and due date of the assignment and seek clarification from a supervisor if necessary. • Carefully research facts and other supporting information and ensure the content of the work is accurate. • Coordinate with other affected parties at parallel organizational levels. • Identify all necessary surnames.

Position	Responsibilities
	<ul style="list-style-type: none">• Initially review draft document to ensure it meets the intended purpose, provides the appropriate level of detail, uses active voice, and conforms to the standards contained in MS-1541, Correspondence and Document Management, and the BLM Correspondence and Document Management Handbook (H-1541-1).• Supply briefing papers to accompany the document when it is likely reviewers will have additional questions, when the subject is particularly complex or sensitive, when someone specifically requests a briefing paper, or when the document type requires a briefing paper.• Process documents through the DTS (coordinate with designated support staff if necessary).

2. Prepare the Draft Letter

- STEP 1.** Refer to H-1541-1, 1.C, Formatting Letters, and **review expectations for letter content and formatting**. If you have questions on style and usage while developing your draft, refer to the BLM Style Guide located on the Correspondence intranet page.
- STEP 2.** To prepare a draft response, **navigate to the *Template* section** of the Correspondence intranet page:
<http://web.blm.gov/wo600/correspondence/cortemplates.php>.
- STEP 3.** **If this is your first use of a macro-enabled template from this site, perform the one-time setup instructions.**
- STEP 4.** **Select *Download WO Letter Template***. Upon selecting the document, **you will be prompted to *Open or Save it***. **Save the document** to your selected drive as a **Word Macro-Enabled Document (.docm)**.
- STEP 5.** When the document opens, the *Recipient Information* form appears (see below).

Template User Form - Letter

Recipient Information:

Addressee Name

Title

Address

City State

ZIP Code

Salutation

Enter a salutation for this letter.

Author: Last Name First Initial

Subject Code(s) Number of Enclosures

Signed by

Typist Line

Subject Code Help

Submit Cancel

- ❑ **STEP 6.** Enter the appropriate information into each of the blanks. (For help locating a subject code, select the *Subject Code Help* button near the bottom of the form.)
- ❑ **STEP 7.** Select the *Typist Line* button to display the *Typist Line* form (below), and enter the appropriate information into each of the blanks.

The image shows a screenshot of a software form titled "Typist Line". The form has a blue header bar with the title and a close button (X). Below the header, there are six input fields, each with a label and a small example or instruction in parentheses. The fields are: "Numeric Office Code (i.e. 930)", "Author's first initial and last name (Example JSMITH)", "Typist's initials", "Subject Code", "DTS document control# (i.e. 012345)", and "ES control number (if Exec Sec Controlled Correspondence)". At the bottom of the form, there are two buttons: "Submit" and "Cancel".

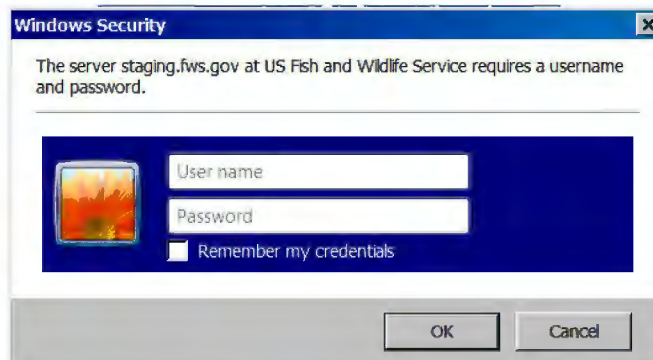
- ❑ **STEP 8.** Click the *Submit* button on the *Typist Line* form, and then click the *Submit* button on the *Recipient Information* form. The information you entered will automatically generate a draft letter formatted to conform to the BLM Correspondence and Document Management Handbook (H-1541-1).
- ❑ **STEP 9.** Replace the introductory, body, and closing paragraphs with appropriate text.
- ❑ **STEP 10.** Restrict editing to tracked changes. Within Word 2010, select the *Review* tab and then select the *Restrict Editing* button. In Item 2 – Editing restrictions, select *Allow only this type of editing in the Document* and select *tracked changes* from the drop-down menu. Under item 3 – Start enforcement, click *Yes, Start Enforcing Protection*. The menu will provide you with the option to password protect the document or allow only authenticated users. In most circumstances, do not check either of these options and simply click *O.K.* This will not prevent others from accepting or rejecting changes, but it will require a deliberate step to stop enforcement prior to accepting or rejecting changes and will also ensure reviewers automatically use the *tracked changes* option.

3. Create a New Record in the DTS

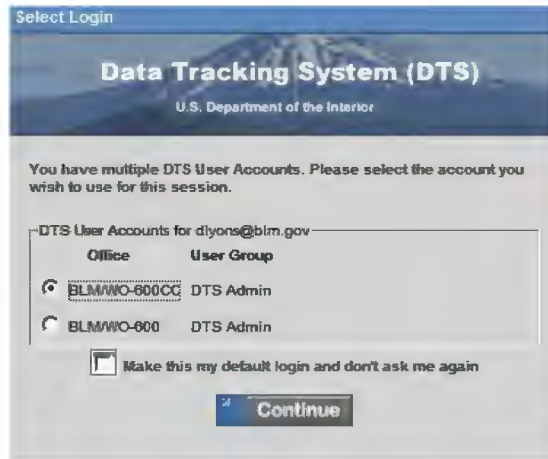
- STEP 1.** Access the **BLM Data Tracking System** at: <https://dts.fws.gov/>. The screen below appears.



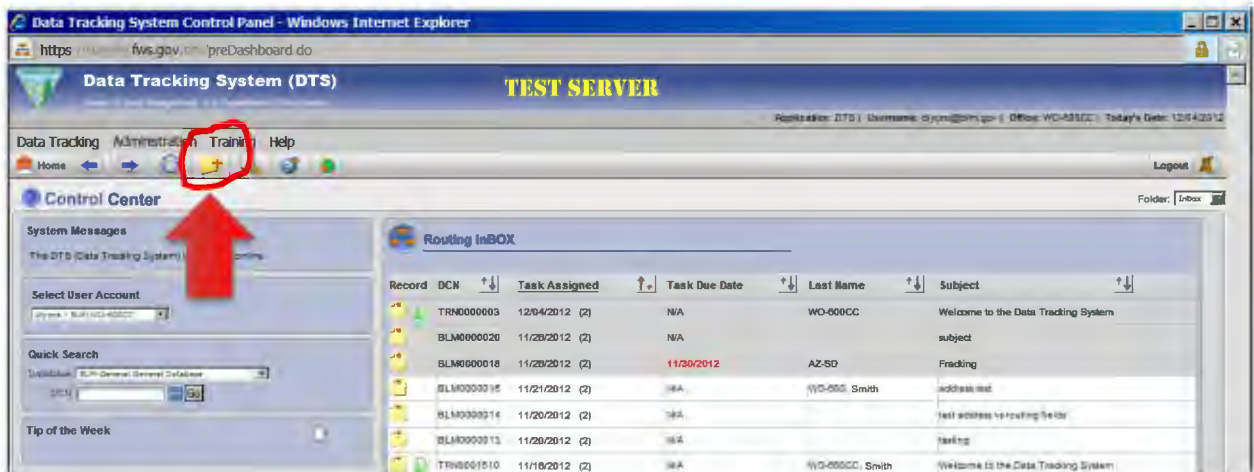
- STEP 2.** Click *Continue*. The screen below appears.




- STEP 3.** Enter your email address (User Name) and password, and then click *O.K.* If you have more than one user account, the screen below will appear.


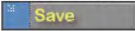



- ❑ **STEP 4.** Select your appropriate user account and then click *Continue*. The Control Center will open (see below).





- ❑ **STEP 5.** From the Control Center's main navigation bar, select the *Add a New Record* button . The main information screen will appear (see below).



- STEP 6.** Do not enter data into the *DCN* field; a unique number will be generated when the new record is saved.
- STEP 7.** The *Input Date* will default to the current date. If necessary, select the calendar to the right of the *Input Date* field and select another date.
- STEP 8.** The *Originating Office* field will default to the office associated with the user account with which you logged in.
- STEP 9.** Select *O-Outgoing Document* from the *In/Out* drop-down menu.
- STEP 10.** Do not enter data into the *Incoming Date* field.
- STEP 11.** Use the calendar to the right of the *Due Date* field to select a due date for the entire record. This is the date by which all actions must be complete.
- STEP 12.** Select *2-Appropriate Action* from the *Action Code* drop-down menu. This describes the entire record, not an individual routing task.
- STEP 13.** Insert a number, if appropriate, into the *External Number* field.
- STEP 14.** Select *LTR-BLM Initiated Letter* from the *Document Type* drop-down menu.
- STEP 15.** The *ES No.* field does not apply to a BLM-initiated letter.
- STEP 16.** Select the position of the individual who will sign the final document for this DCN from the *Sig. Level* drop-down menu.

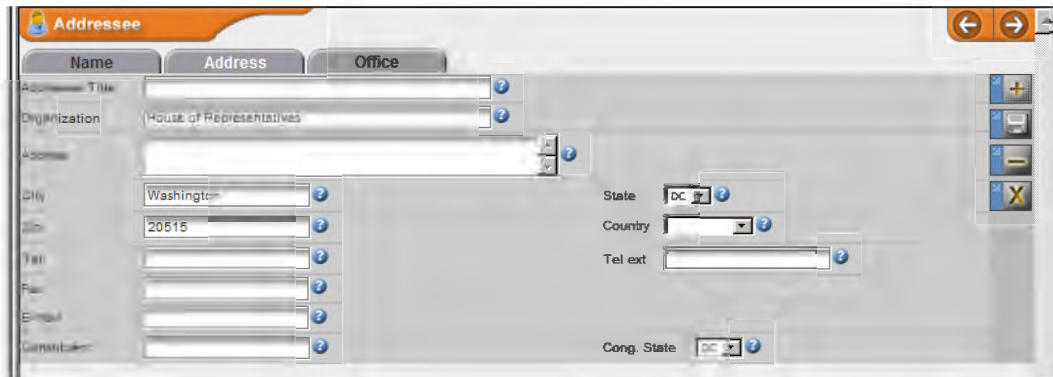
- STEP 17.** *The **ES Due Date** field does not apply to a BLM-initiated letter.*
- STEP 18.** *Enter a brief description of the subject of the entire record in the **Subject** field. This is the description that will appear in user inboxes when routing is assigned. Be succinct, but descriptive (e.g. *ltr inviting x group to attend x workshop*).*
- STEP 19.** *You may enter additional information to supplement the subject in the **Synopsis** field. Do not repeat the information entered in the **Subject** field.*
- STEP 20.** *Select the office that has primary responsibility for this letter (most likely your office) from the **State/Center Office** drop-down menu.*
- STEP 21.** *Enter one or more subject codes in the **Subject Code** field. Use the **Show Pick List for Subject Code** button  to help locate the appropriate subject code. To select more than one subject code, hold down the **Ctrl** button on your keyboard while making your selections. Then click the **Save** button  at the bottom of the window. Note: You may also manually enter the subject code(s). Separate multiple subject codes with a slash (e.g. 1700/4700).*
- STEP 22.** *Do not complete the **Ack. Date, Sign Date, Interim Date, Signed By, Closed Date, NARA Retention, or FOIA Request** fields at this time.*
- STEP 23.** *Enter the numerical portion of other DCNs into the **Xref** field if other records directly link to this letter.*
- STEP 24.** *The **Medium** field does not apply to a BLM-initiated letter.*
- STEP 25.** *Check the **Lock Record** box to lock the record so others cannot make changes until you have completed your actions and “unchecked” the box.*
- STEP 26.** *Click the **Save** button  to save your record.*
- STEP 27.** *The DCN will be assigned and the page will refresh with the address screen appearing at the bottom left (see below) and the tree view will appear at the right.*

The screenshot shows the 'Addressee' window with two tabs: 'Name' and 'Office'. The 'Name' tab is active, displaying a 'Search by Last Name' text input field. To the right of the input field is a blue circular button with a magnifying glass icon, which is the 'Search' button. On the far right side of the window, there is a vertical toolbar with several icons, including a plus sign, a speech bubble, a document, and an 'X' icon.

- ❑ **STEP 28.** Type the last name of the individual to whom the letter is addressed in the *Search by Last Name* field and click the *Search* button .
- ❑ **STEP 29.** If the correct name is listed, click on the *Last Name*, and the addressee and address information will fill in automatically. Then go to [Step 35](#). If the correct name is not listed, click the *Go Back* button , and then go to Step 30.
- ❑ **STEP 30.** The addressee screen that appears is the same screen that appears when the *Add a New Addressee* button is selected (see below).


The screenshot shows the 'Addressee' window with three tabs: 'Name', 'Address', and 'Office'. The 'Name' tab is active, displaying several input fields: 'Salutation' (a dropdown menu set to 'Representative'), 'First Name' (text input with 'Rob'), 'Initial' (text input), and 'Last Name' (text input with 'Bishop'). On the right side of the window, there is a vertical toolbar with icons for adding, saving, deleting, and refreshing.


- ❑ **STEP 31.** Select the appropriate salutation (title), and enter the *First Name*, *Middle Initial* (optional), and *Last Name* (required).
- ❑ **STEP 32.** Click the *Save* button  on the right side of the addressee screen.
- ❑ **STEP 33.** Click on the *Address* tab . The screen below appears.

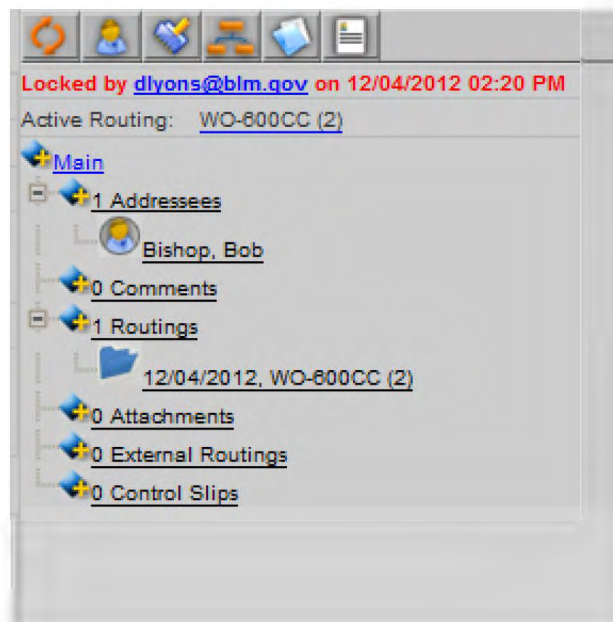


❑ **STEP 34.** Complete all known fields with addressee information. Note: accuracy is extremely important for this step because others will rely on the data you enter when selecting an addressee in the future.

❑ **STEP 35.** Click the *Save* button  on the right side of the addressee screen.



❑ **STEP 36.** If more than one individual will receive the letter, select the *Add a New Addressee* button  from the right side of the address window. Repeat steps 28 through 36 for each individual that will receive an original signed letter.

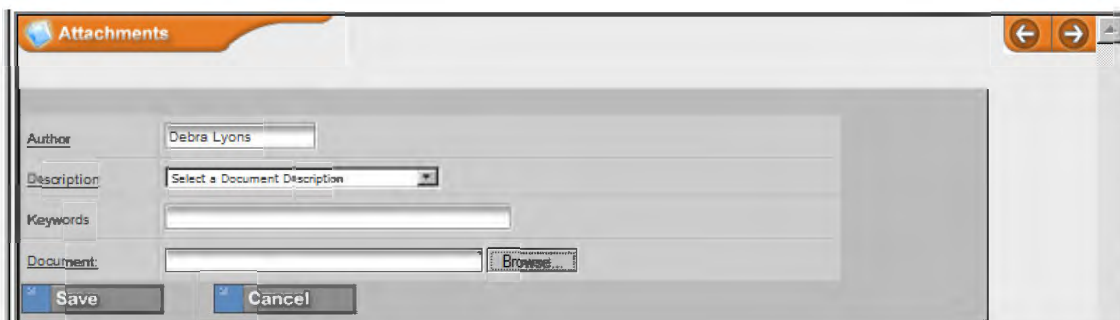
❑ **STEP 37.** To add comments to the overall record, click the *Comments* button  located over the tree view (see below) or click the *Comments* heading in the tree.



❑ **STEP 38.** The comments screen will display below the main information screen (see below).

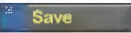



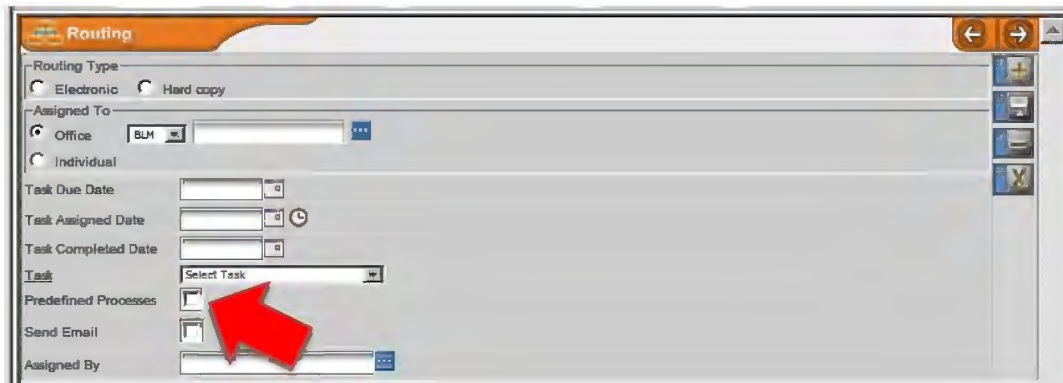
- ❑ **STEP 39.** The *Comment Date* and *Comment By* fields are pre-populated with today’s date and the user’s name; **type your comment** in the *Comment* box.
- ❑ **STEP 40.** **Click the Save button**  on the right side of the comment screen.
- ❑ **STEP 41.** Locate your draft letter, and rename the file: **“BLMXXXXXX_Name_Ltr.pdf,”** with “BLMXXXXXX” indicating the BLM document control number assigned to the record and “Name” indicating the last name of the first addressee.
- ❑ **STEP 42.** **Gather or prepare other materials that need to accompany the letter through the surnaming process** such as enclosures, background information, briefing papers, or notes to reviewers. Begin each file name with **“BLMXXXXXX_Name_...,”** with “BLMXXXXXX” indicating the BLM document control number assigned to the record and “Name” indicating the last name of the first addressee (the number and name should mirror the number and name already assigned to the file name of the draft letter). Replace the ellipses (...) with a phrase indicative of the document, such as “encl2,” “brief,” “background,” etc.
- ❑ **STEP 43.** **Upload the draft letter and other attachments** into the DTS. For each document you upload, **click the Attachments button**  located over the tree view for the appropriate record **or click on the Attachments heading** in the tree. The attachments screen below will appear.



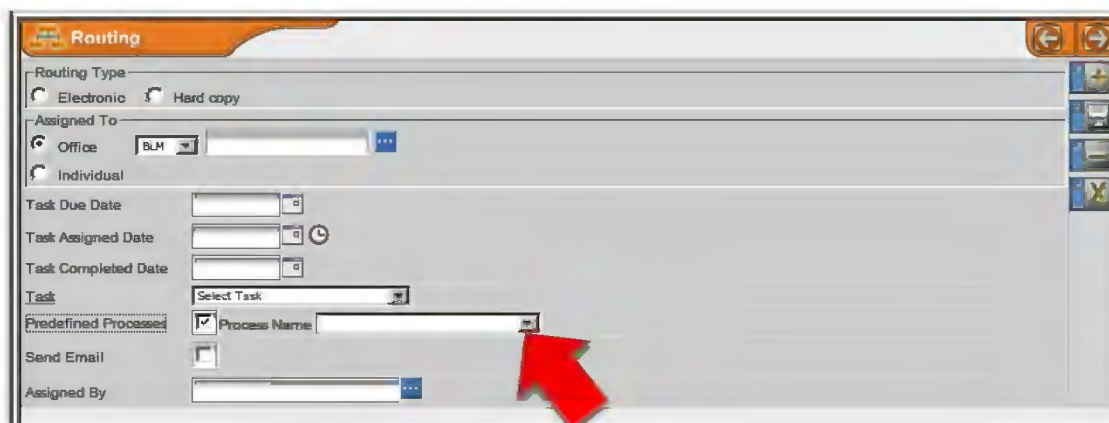
- ❑ **STEP 44.** The *Author* field will default to your name.
- ❑ **STEP 45.** **Select the most accurate document description** from the *Document Description* drop-down menu (e.g., *BLM Initiated Letter, Briefing Paper,*






Enclosure, Note to Reviewers, etc.).


- STEP 46.** **Input keywords** that will help search for this document.
- STEP 47.** **Click the *Browse* button** and locate the file.
- STEP 48.** **Click the *Save* button**  on the bottom of the screen.
- STEP 49.** **Determine the required surnames.** The Correspondence intranet page contains a Worksheet for Determining Initial Document Routing within the Washington Office.
- STEP 50.** In your current record, **click the *Routing* button**  located over the tree view **or click on the *Routing* heading** in the tree. The routing screen below will appear below the main information screen.

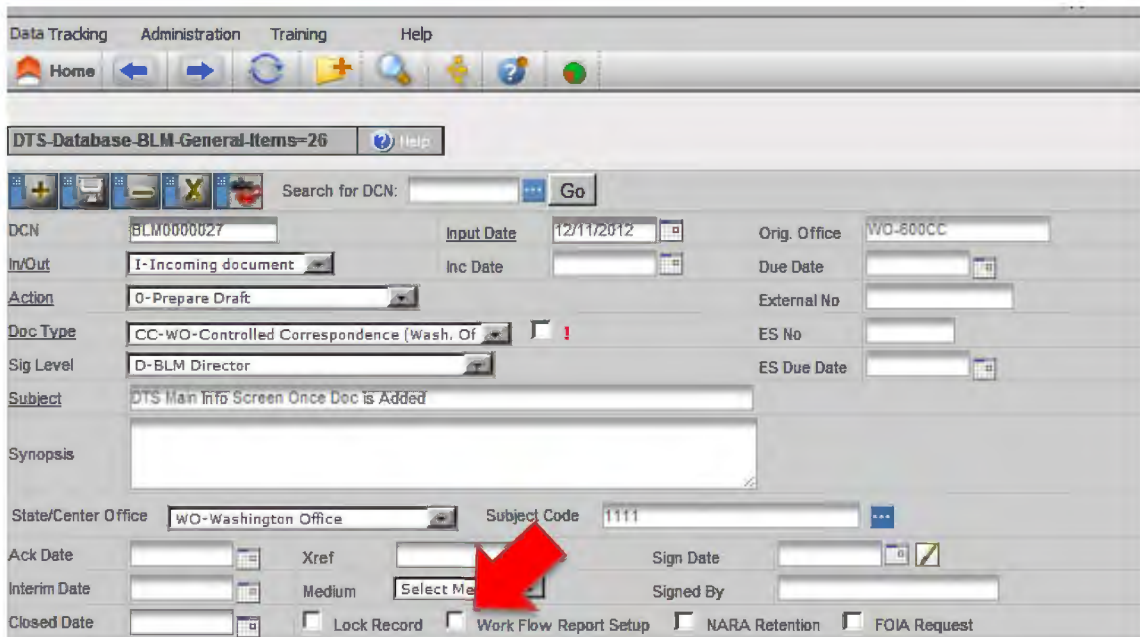


- STEP 51.** Select ***Electronic* or *Hardcopy*** in the *Routing Type* field. Electronic should be your first selection, unless the individual/office is not accessible via the DTS.
- STEP 52.** **If selecting a predefined process, check the *Predefined Processes* box** (otherwise go to [Step 54](#)). A field with a drop-down menu will appear to the right of the box (see below).



- STEP 53.** Select the appropriate *Predefined Process* from the drop-down menu and click the *Save* button  on the right side of the routing screen.
- STEP 54.** If you do not need to add a routing to the bottom of the routing tree, go to [step 62](#). To add an individual routing to the bottom of the routing tree, type the first few letters-numbers of the office in the *Assigned To* field and click the ellipsis button  to select the appropriate office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*
- STEP 55.** Use the calendar to select a due date for the individual routing, not the overall record. Consider the number of overall steps required before the letter is signed and mailed when assigning specific task due dates.
- STEP 56.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- STEP 57.** **DO NOT enter a date into the *Task Completed Date* field when a routing is first assigned.**
- STEP 58.** Select the appropriate task for this routing from the *Task* drop-down menu.
- STEP 59.** Check the *Send Email* box. This will notify the office when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- STEP 60.** Click the *Save* button  on the right side of the routing screen.
- STEP 61.** Repeat Steps 85 through 91 for each routing added to the bottom of the routing tree.
- STEP 62.** If you do not need to insert a routing between two existing routings on the routing tree, go to [step 72](#). To insert a routing between two existing routings, click on the routing in the tree below where you want to add the new routing.
- STEP 63.** Click on the *Insert* tab  in the routing screen.
- STEP 64.** Select *Electronic* or *Hardcopy* in the *Routing Type* field. Electronic should be your first selection, unless the individual or office is not accessible via the DTS.
- STEP 65.** Type the first few letters-numbers of the office code in the *Assigned To* field and click the ellipsis button  to select an office. *Note: You cannot add an office that is not in the office list. To add an office to the list, contact your DTS administrator (select Help/Contacts from the menu for contact information).*



- ❑ **STEP 66.** Use the calendar to **select a *due date* for the individual routing**, not the overall record.
- ❑ **STEP 67.** **DO NOT enter a date into the *Assigned Date* field.** This date will be assigned automatically when the previous routing is complete.
- ❑ **STEP 68.** **DO NOT enter a date into the *Task Completed Date* field** when a routing is first assigned.
- ❑ **STEP 69.** **Select the appropriate task for this routing from the *Task* drop-down menu.**
- ❑ **STEP 70.** **Check the *Send Email* box.** This will notify offices when the routing is assigned. The DTS will automatically enter your name in the *Assigned By* field.
- ❑ **STEP 71.** **Click the *Save* button**  on the right side of the routing screen.
- ❑ **STEP 72.** **Setup a *Workflow Report* if you choose to monitor your record's progress through a *Workflow Report*.** If you will be tracking the record's progress through other means (e.g., monitoring your outbox, other scheduled reports), proceed to [Step 81](#).
- ❑ **STEP 73.** **Check the *Workflow Report Setup* box** that appears on the bottom-middle of the main information screen once a new record has been added.



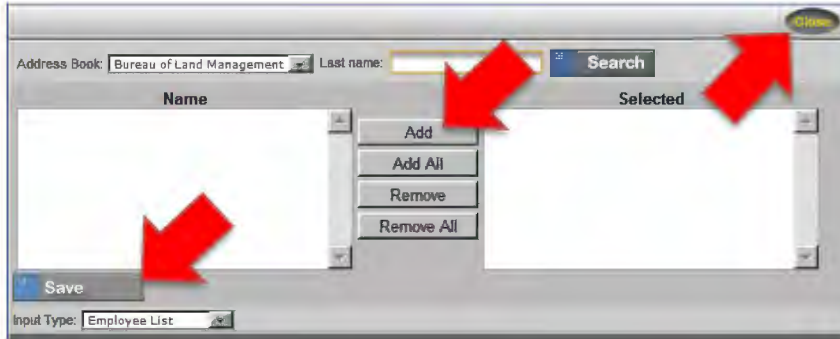
The screenshot shows a web application interface for document management. At the top, there are navigation tabs: Data Tracking, Administration, Training, and Help. Below these are navigation icons: Home, back, forward, refresh, add, search, and help. The main title bar reads "DTS-Database-BLM-General-Items=26" with a help icon. Below the title bar is a search bar labeled "Search for DCN:" with a "Go" button. The form contains several sections of fields:

- DCN:** BLM0000027
- Input Date:** 12/11/2012
- Orig. Office:** WO-600CC
- In/Out:** I-Incoming document
- Inc Date:** (empty)
- Action:** 0-Prepare Draft
- Doc Type:** CC-WO-Controlled Correspondence (Wash. Of)
- Sig Level:** D-BLM Director
- Subject:** DTS Main Info Screen Once Doc is Added
- State/Center Office:** WO-Washington Office
- Subject Code:** 1111
- Ack Date:** (empty)
- Xref:** (empty)
- Sign Date:** (empty)
- Interim Date:** (empty)
- Medium:** Select Me
- Signed By:** (empty)
- Closed Date:** (empty)

At the bottom of the form, there are several checkboxes: Lock Record, Work Flow Report Setup (highlighted with a red arrow), NARA Retention, and FOIA Request.

STEP 74. Once checked, a white envelope  and a red clock  will appear to the right of the checked box.

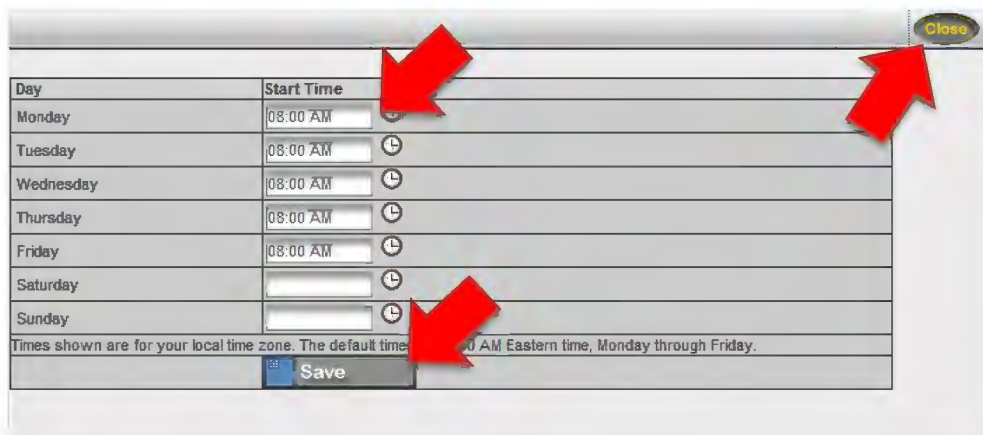
STEP 75. Click on the white envelope  and you will see the screen below.



STEP 76. Select the names of the individuals who will receive workflow reports on this particular record and add them to the *Selected* column.

STEP 77. Click the *Save* button and close the screen.

STEP 78. Click on the red clock  and you will see the screen below.



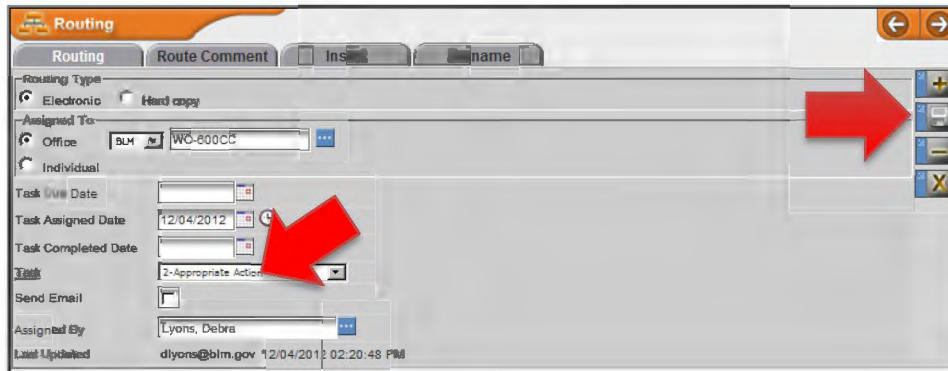
STEP 79. Select the day(s) and time you want to receive the report.


STEP 80. Click the *Save* button and close the screen.

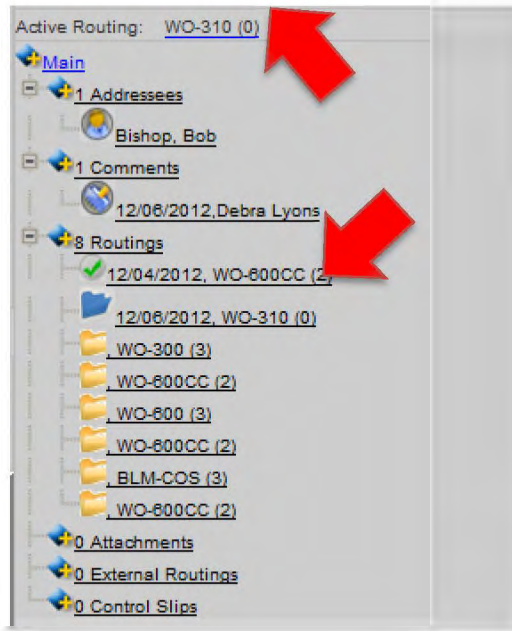
STEP 81. When you finish working with the record, uncheck the *lock record* box on the main information screen (see below).

- ❑ **STEP 82.** From the routing tree (see below), **select the initial routing** that was generated for your office when you added this record.

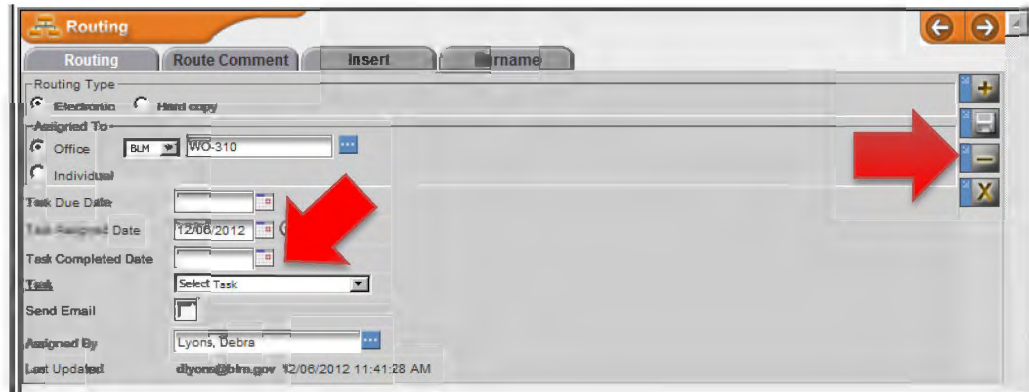
- ❑ **STEP 83.** When the routing screen appears (see below), **select today's date** from the calendar to the right of the *Task Completed Date* field.



- ❑ **STEP 84.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 85.** Verify from the tree view (see below) that the routing is active for the next office on the routing tree.




- ❑ **STEP 86.** If the desired routing was not automatically assigned (perhaps advance read copies or other actions interfered with the process), select the desired routing from the tree view.
- ❑ **STEP 87.** When the routing screen appears (see below), select today's date from the calendar to the right of the *Task Assigned Date* field.



The screenshot displays a 'Routing' window with the following fields and controls:

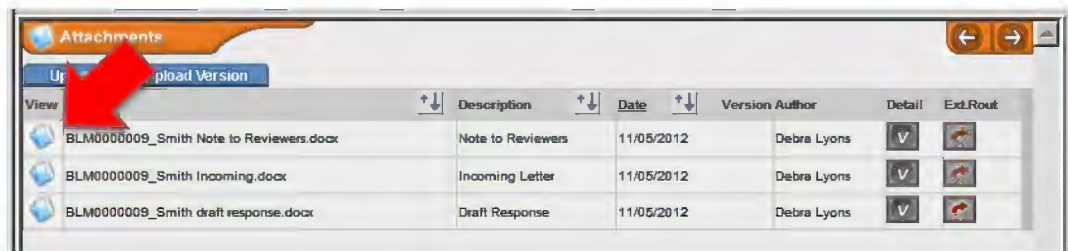
- Routing Type:** Electronic (selected), Hard copy
- Assigned To:** Office: BLM, WFO-310
- Task Due Date:** [Empty]
- Task Assigned Date:** 12/06/2012
- Task Completed Date:** [Empty]
- Task:** Select Task
- Send Email:** [Empty]
- Assigned By:** Lyons, Debra
- Last Updated:** dlyons@blm.gov 12/06/2012 11:41:28 AM



On the right side of the window, there is a vertical toolbar with a '+' button at the top, a 'Save' button (represented by a floppy disk icon) in the middle, and a '-' button at the bottom. A red arrow points to the 'Save' button.

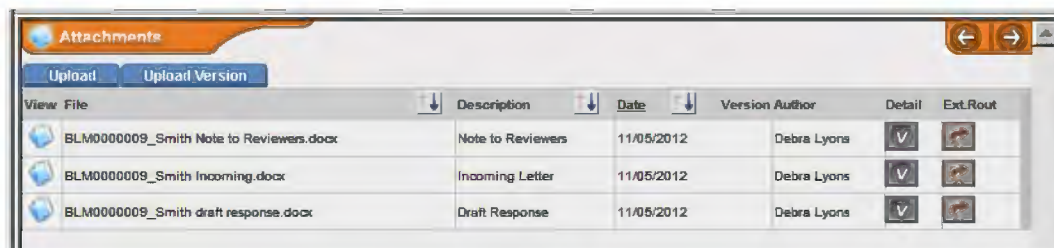
- ❑ **STEP 88.** Click the *Save* button  on the right side of the routing screen.
- ❑ **STEP 89.** Continue to monitor the status of the document as it moves through the drafting and surnaming process. Accept/reject changes, reconcile conflicts as necessary, and alert managers to potential problems.



4. Edit Attachments (All)




- STEP 1.** To open a particular document, **click the file name** under *Attachments* or the word *Attachments* on the routing tree. The Attachments Screen with Documents Attached will display below the main information screen (see below).



- STEP 2.** Click the *Attachments* button  in the *View* column to download the file.
- STEP 3.** Save the document to a secure location outside of the DTS. Verify the file name begins with the **document control** and the file is **restricted to tracked changes**.
- STEP 4.** Edit the document as necessary and save the document to your secure location outside of DTS with its original file name.
- STEP 5.** When you are ready to upload your edited document, **click the Attachments button**  located over the tree view or **click the word Attachments** in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).




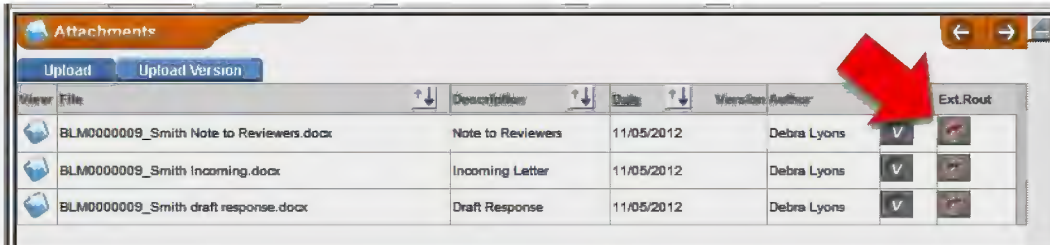
- STEP 6.** Click the *View Versions* button  in the *Detail* column.
- STEP 7.** Click the *Upload Version* tab .
- STEP 8.** The *Author* field will default to your name.

- ❑ **STEP 9.** Select the appropriate **Document Description** from the drop-down menu. Choose the document description originally associated with the file if the original description is accurate.
- ❑ **STEP 10.** Input **keywords** that will help search for this document.
- ❑ **STEP 11.** Click the **Browse button** and locate the file you want to attach. *Note: It should have the same file name as the original document and reside in the secure location you chose outside of the DTS before you began making changes.*
- ❑ **STEP 12.** Click the **Save button**  on the bottom of the screen.
- ❑ **STEP 13.** Click the **Go Back button**  to return to the attachment screen. *Note: To view all uploaded versions of a document, click the View Versions button  to the right of the file name.*

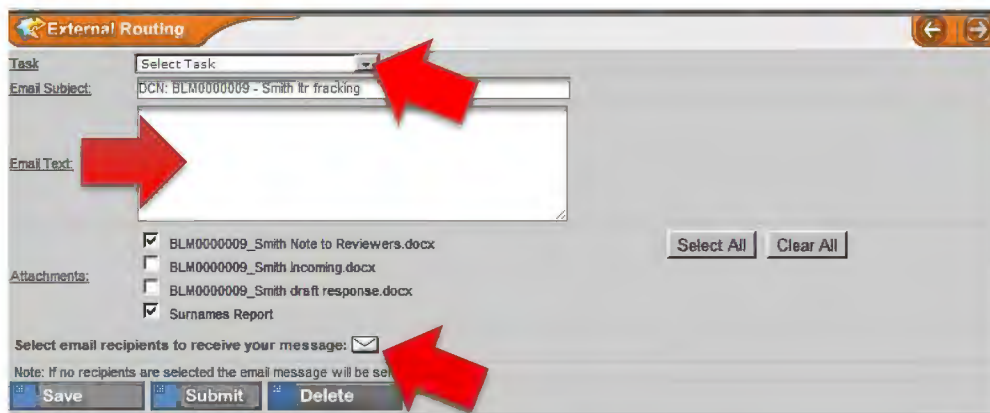
5. Work with Offices Outside of the DTS


a. Route Documents Through Email to Offices/Individuals Without DTS

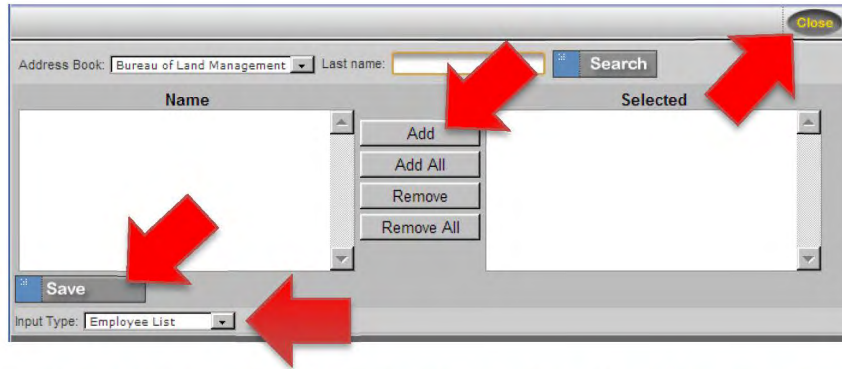
- ❑ **STEP 1.** Click the *Attachments* button  located over the tree view or click the word *Attachments* in the tree. The attachments screen with documents attached will appear to the left of the tree, below the main information screen (see below).




- ❑ **STEP 2.** Click on the *External Routing*  button to the right of the document.
- ❑ **STEP 3.** The external routing screen will appear (see below).



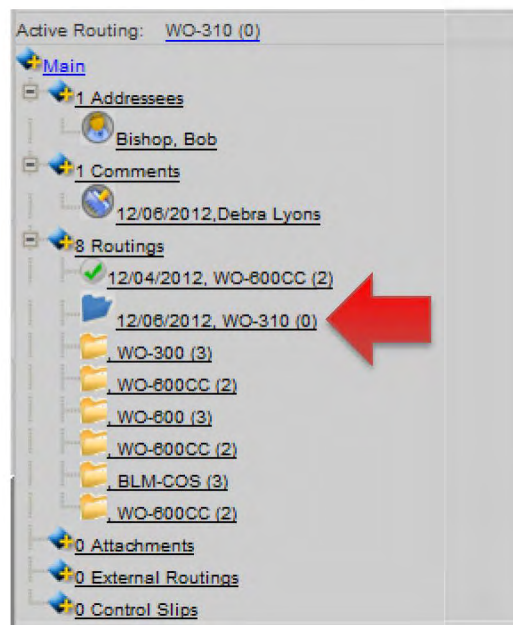
- ❑ **STEP 4.** Select the *task* from the drop-down menu and enter the *text* to be sent with your email.
- ❑ **STEP 5.** Click on the white envelope  and you will see the screen below.







- ❑ **STEP 6.** Select the names of the individuals who will receive the external routing and add them to the *Selected* column. Individual email addresses may also be inserted by changing the *Input Type* field with the drop-down menu.
- ❑ **STEP 7.** Click the *Save* button and close the screen.
- ❑ **STEP 8.** Click the *Submit* button  at the bottom of the external routing screen.
- ❑ **STEP 9.** The tree view will refresh and display the external routing.


b. Route a Document in Hardcopy to Offices/Individuals Without DTS or Route a Hardcopy for Signature.

- ❑ **STEP 1.** Open the record and select the office (from the tree view) that will receive the routing in hardcopy. (See the screen below.) *Note: If the task is 11-Simultaneous Surname, it may be necessary to prepare multiple sets of the documents routed for review.*



- STEP 2.** The screen below will appear.

- STEP 3.** Select *Hardcopy* in the *Routing Type* field, and select a *Task Due Date* and *Task* for this routing.
- STEP 4.** Click the *Save* button  to the right of the routing screen.
- STEP 5.** From the routing tree, click on the word *Attachments*, select individual attachments beneath the word *Attachments*, or click the *Attachments* button at the top of the tree.
- STEP 6.** Print all necessary attachments and assemble them in a folder. *Local policy may dictate a particular color or style for the folder depending on the recipient.* In general, the right side of the folder will contain the latest version of the letter to be signed or surnamed, followed by any enclosures. The left side will contain reference material, beginning with the Note to Reviewers, the incoming letter with enclosures, and any briefing papers or background material necessary for surnaming or signature.
- STEP 7.** Prepare a control slip for the front of the folder. Click the *Control Slip* button  located on the top menu bar of the tree view
- STEP 8.** Type control slip comments, if desired, and then click the *Generate Control Slip* button  at the bottom of the control slip screen.
- STEP 9.** Click the *View Control Slip* button  to open the generated .pdf control slip.

- STEP 10.** If a control slip already exists and you wish to create a new one, click on the *New Control Slip* button  and follow steps 8 and 9 above.
- STEP 11.** Print the control slip and place it on the cover of the folder you created in step 6. Highlight the office with the active routing and highlight your contact information and your intent to pick up the folder when the task is complete.
- STEP 12.** Hand-carry the folder to the appropriate office.
- STEP 13.** Monitor the status of the folder and update the DTS as necessary.
- STEP 14.** When the folder is returned, enter any edits or comments into the DTS, along with the name of the individual making the edits or comments. It may be appropriate to scan hand-written notes and upload to the record as a .pdf or it may be sufficient to make the edits within the document (in tracked changes) and include the reviewer's name with the version history.



6. Final Steps After Surnaming

- STEP 1.** Once all surnames have been received, it is time to prepare the final document for signature.
- STEP 2.** Review the record one last time to ensure the following:
 - All required surnames have been obtained and are documented within the DTS record.
 - All comments and recommended edits have been addressed.
 - Substantial comments affecting previous surnames were brought to the attention of previous reviewers.
 - Conflicting comments or edits have been resolved at the appropriate level.
 - Offices that surnamed the document have been included in the bcc list.
 - Recent events have not changed the content of the response (e.g. dates listed as future have already passed or proposed documents have already been published).
 - The letter and enclosures meet the requirements for format, content, and style set forth in MS-1541, Correspondence and Document Management; H-1541-1, Correspondence and Document Management Handbook; and the BLM Style Guide.
- STEP 3.** Prepare the final letter for signature on the appropriate letterhead (follow the steps in 5b to prepare the folder for signature).
- STEP 4.** Prepare envelopes (corresponding to the appropriate letterhead) for addressees and those identified to receive copies (do not include blind copies – bc).
- STEP 5.** Once the letter is signed, date stamp the original.
- STEP 6.** Make an exact copy of the signed and dated letter for each of the individuals who will receive copies (do not include blind copies unless the individuals receiving the bc are not available through the DTS or email).
- STEP 7.** Scan the signed and dated original and upload the document into DTS as the final version.
- STEP 8.** For congressional letters, fax or email a copy of the signed letter to the addressee's office in accordance with their preference. (Consult with WO-620 if there is a question on the delivery preference.)
- STEP 9.** Mail the original and all copies in the envelopes prepared in step 4.

- ❑ **STEP 10.** Return to the DTS record and complete the *Sign Date* and *Signed By* fields on the main information screen displayed below.

The screenshot shows the DTS Database-BLM-General-Items=26 web application. At the top, there are navigation tabs for Data Tracking, Administration, Training, and Help. Below the tabs is a search bar for DCN with a 'Go' button. The main area contains a grid of fields for document information:

DCN	BLM0000027	Input Date	12/11/2012	Orig. Office	WO-600CC
In/Out	I-Incoming document	Inc Date		Due Date	
Action	D-Prepare Draft			External No	
Doc Type	CC-WO-Controlled Correspondence (Wash. Of			ES No	
Sig Level	D-BLM Director			ES Due Date	
Subject	DTS Main Info Screen Once Doc is Added				
Synopsis					
State/Center Office	WO-Washington Office	Subject Code	1111		
Ack Date		Xref		Sign Date	
Interim Date		Medium	Select Medium	Signed By	
Closed Date		<input type="checkbox"/> Lock Record <input type="checkbox"/> Work Flow Report Setup <input type="checkbox"/> NARA Retention <input type="checkbox"/> FOIA Request			

- ❑ **STEP 11.** Distribute copies to those on the bc list following the instructions for external routing (see step 5.a).
- ❑ **STEP 12.** From the routing tree, click on the word *Attachments*, select individual attachments beneath the word *Attachments*, or click the *Attachments* button at the top of the tree. Print all attachments.
- ❑ **STEP 13.** Click the *Control Slip* button  located on the top menu bar of the tree view.
- ❑ **STEP 14.** Click on the *New Control Slip* button .
- ❑ **STEP 15.** Print the control slip and place it on top of the other documents for this record. File the documents by subject code in the WO-600 Controlled Correspondence files in accordance with current records management procedures.
- ❑ **STEP 16.** Return to the main information screen for your record, and use the calendar to select today's date in the *Closed Date* field.

END



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release
1-1684
Date

2/02/04

Subject:

H-1541-2 – DESK REFERENCE GUIDE HANDBOOK

1. Explanation of Material Transmitted: This Desk Reference Guide Handbook is targeted for Bureau of Land Management (BLM) Executive and Staff Assistants. The information contained in this release provides procedures to follow when executing day-to-day Executive and Staff Assistant functions/activities. Chapters describe and address a broad range of topics, including, but not limited to, emergency and security situations, telephone procedures, organizational structure, travel preparation procedures, correspondence procedures, computer and software use, Government equipment use, and visitor protocol for tours and events. All BLM Executive and Staff Assistants will develop and maintain a Desk Reference Guide following the directions set forth in this Handbook.

The Desk Reference Guide developed using this Handbook will meet BLM's need to: (1) enable Executive and Staff Assistants to respond to customer needs in a quick and accurate manner; (2) standardize Executive and Staff Assistant protocols regardless of geographic location; (3) allow temporary, contract, volunteer, and BLM employees performing Executive and Staff Assistant duties on an ad-hoc basis to function effectively; and (4) enable off-site and new employees to quickly understand the operations of the subject office.

2. Reports Required: None
3. Material Superseded: None
4. Filing Instructions: File as directed below.

REMOVE:

None

INSERT:

H-1541-2

(Total: 34 Sheets)

Francis R. [Signature]
Deputy Director

BLM DESK REFERENCE GUIDE HANDBOOK*

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT



*everything you need to know
about BLM
but don't have time to ask



Foreword

This Desk Reference Guide Handbook includes:

1. Universal cover page [that should be used by all BLM Offices; see page ii];
2. Universal information [that is the same in all desk references; Chapter II contains most of the universal-type information];
3. State-specific information;
4. Office-specific information; and
5. Staff-specific information.

Handbook updates and revisions will be on an as-needed basis to ensure information is always current. The Bureau of Land Management (BLM) Headquarters Office (WO-100) will update universal information. Each tier of information will be refreshed at the appropriate office level.

For the purposes of this Handbook, the universal information is included, where possible. The remaining state-, office- and staff-supplied information is identified by subject matter in the form of templates.

Chapter I is a template identifying emergency and security-related information critical to each office. This section should always reflect current and updated information.

Chapter II is an Overview of the BLM explaining its mission, vision, values, and priorities, and provides information on BLM Headquarters locations, as well as State Office and Center addresses and telephone numbers. The BLM Headquarters Office Table of Organization is also provided in this section.

Chapters III through XV are templates identifying information about your building; information about your office; answering the telephone; conference calls, meetings, and calendars; travel; mail handling; correspondence; filing; forms; office machine location, supplies and equipment repair information; computers and software; Intranet and Internet resources; and visitor protocol for tours and events.

In order to strengthen the universal look and use of the Desk Reference Guide produced using this Handbook, specific chapters will be printed in color. Chapter I will be printed on red paper; Chapter II: beige; Chapters III – IV: blue; Chapter V: green; Chapter VI: pink; Chapters VII – XIII: orange; Chapter XIV: lime green; and Chapter XV: violet. The appendices will be on yellow paper.

BLM DESK REFERENCE GUIDE*



* everything you need to know
about BLM
but don't have time to ask



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	K. Field Trip/Tour Itineraries	XV-7
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Appendices

1. External Constituent Directory (list appropriate information)
2. State/Local Accommodations (list appropriate information)
3. DOI Telephone Policy

Chapter I – Emergency, Law Enforcement, and Security Information

- I. Fire/Police/Medical/Bomb Threat: 911
- II. Police:
 - A. Emergency: 911
 - B. Non-Emergency: (Telephone Number)
- III. BLM Law Enforcement: (Telephone Number)
- IV. Building Security/Guard Station:
 - A. Working Hours: (Telephone Number)
 - B. After Hours: (Telephone Number)
- V. Federal Protective Service: (Telephone Number)
- VI. Health Unit: (Telephone Number)
- VII. Emergency Information Hotline: Building Operational Status: (Telephone Number)
- VIII. Building Maintenance:
 - A. Support Services: (Telephone Number)
 - B. GSA or Building Landlord: (Telephone Number)
- IX. Safety Officer: (Name and Telephone Number)
- X. Continuity of Operations Coordinator: (Name and Telephone Number)
- XI. Evacuation and Emergency Procedures: (Insert Evacuation and Emergency Procedures Plan here or summarize essential information such as where to report in the event of an evacuation.)

Chapter II – Overview of the Bureau of Land Management

I. Department of the Interior Bureaus. The BLM is one of eight agencies under the Department of the Interior (DOI). The DOI is the Nation's principal conservation agency, charged with the mission "to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities." The DOI agencies are:

- Bureau of Indian Affairs (BIA)
- Bureau of Land Management (BLM)
- Bureau of Reclamation (BOR)
- Minerals Management Service (MMS)
- National Park Service (NPS)
- Office of Surface Mining Reclamation and Enforcement (OSMRE)
- U.S. Fish and Wildlife Service (FWS)
- U.S. Geological Survey (USGS)

II. Small Agency/Big Mission. The BLM might best be described as a small agency with a big mission.

A. Our Mission:

To sustain the health, diversity, and productivity of the public lands for the use and enjoyment of present and future generations.

As of 2003, the BLM is responsible for 261 million acres of public land – nearly one-eighth of all land in the United States – and 700 million acres of Federal subsurface mineral estate nationwide. (See Public Lands Map on page II-3.)

These lands contribute to the quality of life of the American people – and to our national interests – in many different ways. Encompassing some of the most spectacular landscapes on the continent, the public lands offer boundless opportunities for recreation and adventure. The BLM-managed lands also support such activities as livestock grazing, timber harvesting, energy development, and mineral production, all of which are vital to the health of local economies and to our national economy.

Providing balanced stewardship of our natural resources is more challenging today than ever before. Over the past century, the population of the West has grown from about 4.3 million to 63 million people. In 2003, there are 22 million people who live within 25 miles of the public lands. This phenomenal population growth and more intense urbanization have broad impacts on the resources we manage.

B. Our Vision:

To enhance the quality of life for all citizens through the balanced stewardship of America's public lands and resources.

C. Our Values:

To serve with honesty, integrity, accountability, respect, courage, and commitment to make a difference.

D. Our Priorities:

To improve the health and productivity of the land to support the BLM multiple-use mission.

To cultivate community-based conservation, citizen-centered stewardship, and partnership through consultation, cooperation, and communication.

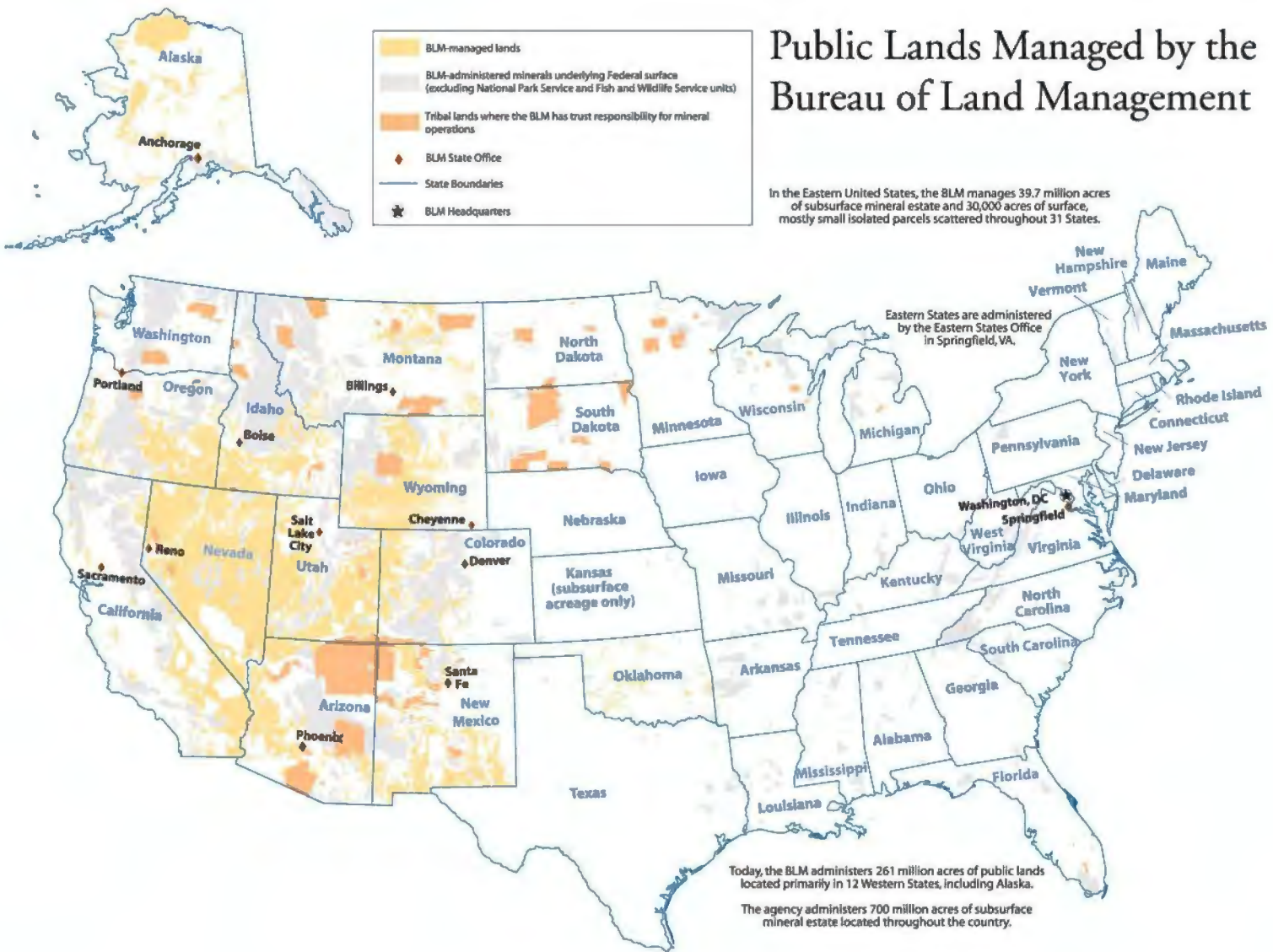
To respect, value, and support our employees, giving them resources and opportunities to succeed.

To pursue excellence in business practices, improve accountability to our stakeholders, and deliver better service to our customers.

(Excerpts from the Director's Letter, Public Rewards from Public Lands - 2003.)

E. BLM Public Lands Map: (See Public Lands Map on page II-3.)

Public Lands Managed by the Bureau of Land Management



III. BLM Office Locations and Mailing Addresses

A. **Headquarters.** The BLM's headquarters offices are located in two separate buildings in Washington, D.C. The Director and Directorate offices are located in the DOI Main Interior Building, 1849 C Street, N.W. All BLM Washington Office regular mail should be sent to the following Main Interior Building address:

Bureau of Land Management
1849 C Street, N.W.
(place appropriate mail stop here)
Washington, D.C. 20240

Telephone: 202-208-3801
Fax: 202-208-5242
Internet: www.blm.gov

Security screening of mail adds substantial time to the delivery process. Overnight mail is screened differently than standard mail and arrives without delay. Electronically transferred materials are extremely fast. When sending time sensitive materials consider using overnight delivery, fax, or email.

B. **L Street Office.** National BLM program leads/staffs are located at 1620 L Street. FedEx and UPS mail **only** can be sent to the L street office using the following address:

Bureau of Land Management
1620 L Street, N.W.
(place appropriate mail stop here)
Washington, D.C. 20036

Telephone: (insert number)
Fax: (insert number)

C. **State Offices.** There are 12 State Offices: Alaska, Arizona, California, Colorado, Eastern States, Idaho, Montana, Nevada, New Mexico, Oregon, Wyoming, and Utah. (Attach your state map here.)

Alaska State Office
222 West 7th Avenue, #13
Anchorage, AK 99513-7599
907-271-5080
Fax: 907-271-4596
www.ak.blm.gov

Arizona State Office
222 North Central Avenue
Phoenix, AZ 85004-2203
602-417-9500
Fax: 602-417-9398
www.az.blm.gov

California State Office
2800 Cottage Way, Suite 1834
Sacramento, CA 95825-1886
916-978-4600
Fax: 916-978-4699
www.ca.blm.gov

Colorado State Office
2850 Youngfield Street
Lakewood, CO 80215-7076
303-239-3600
Fax: 303-239-3933
www.co.blm.gov

Eastern States Office
7450 Boston Boulevard
Springfield, VA 22153-3121
703-440-1700
Fax: 703-440-1599
www.es.blm.gov

Idaho State Office
1387 South Vinnell Way
Boise, ID 83709-1657
208-373-4001
Fax: 208-373-4005
www.id.blm.gov

Montana State Office
5001 Southgate Drive
Billings, MT 59101-6800
**Mailing Address: P.O. Box 36800
Billings, MT 59107-6800**
406-896-5012
Fax: 406-896-5299
www.mt.blm.gov

Nevada State Office
1340 Financial Boulevard
Reno, NV 89502-7147
**Mailing Address: P.O. Box 12000
Reno, NV 89520-0006**
775-861-6590
Fax: 775-861-6634
www.nv.blm.gov

New Mexico State Office
1474 Rodeo Road
Santa Fe, NM 87505
**Mailing Address: P.O. Box 27115
Santa Fe, NM 87502-0115**
505-438-7501
Fax: 505-438-7452
www.nm.blm.gov

Oregon/Washington State Office
333 SW 1st Avenue
Portland, OR 97204-3623
**Mailing Address: P.O. Box 2965
Portland, OR 97208-2965**
503-808-6026
Fax: 503-808-6390
www.or.blm.gov

Utah State Office
324 South State Street, Suite 301
Salt Lake City, UT 84111-2303
**Mailing Address: P.O. Box 45155
Salt Lake City, UT 84145-0155**
801-539-4010
Fax: 801-539-4013
www.ut.blm.gov

Wyoming State Office
5353 Yellowstone Road
Cheyenne, WY 82009-4137
**Mailing Address: P.O. Box 1828
Cheyenne, WY 82003-1828**
307-775-6198
Fax: 307-775-6003
www.wy.blm.gov

D. **Centers.** There are six National BLM Centers.

National Science and Technology Center (NSTC)
P.O. Box 25047
Building 50, Denver Federal Center
Denver, CO 80225
303-236-6454
Fax: 303-236-6450
<http://www.blm.gov/nstc/index.html>

The NSTC supports BLM offices and mission by providing a broad spectrum of services, such as physical, biological, social sciences, architectural engineering, and library assistance.

National Business Center (NBC)
P.O. Box 25047
Building 50, Denver Federal Center
Denver, CO 80225
303-236-8857
Fax: 303-236-6450
<http://www.blm.gov/natacq/>

The NBC supports BLM Offices by providing operational processes and systems needed to accomplish business activities.

National Human Resources Management Center (NHRMC)
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047
303-236-6503
Fax: 303-236-6685
Intranet only

The NHRMC supports the BLM mission by providing managers and employees with human resources advice, guidance, and operational support.

National Information Resources Management Center (NIRMC)
Denver Federal Center, Building 40
P.O. Box 25047
Denver, CO 80225-0047
303-236-6965
Fax: 303-236-3327
<http://www.blm.gov/nirmc/>

The NIRMC provides information and technology services to BLM States, Centers, and partners in support of the BLM mission.

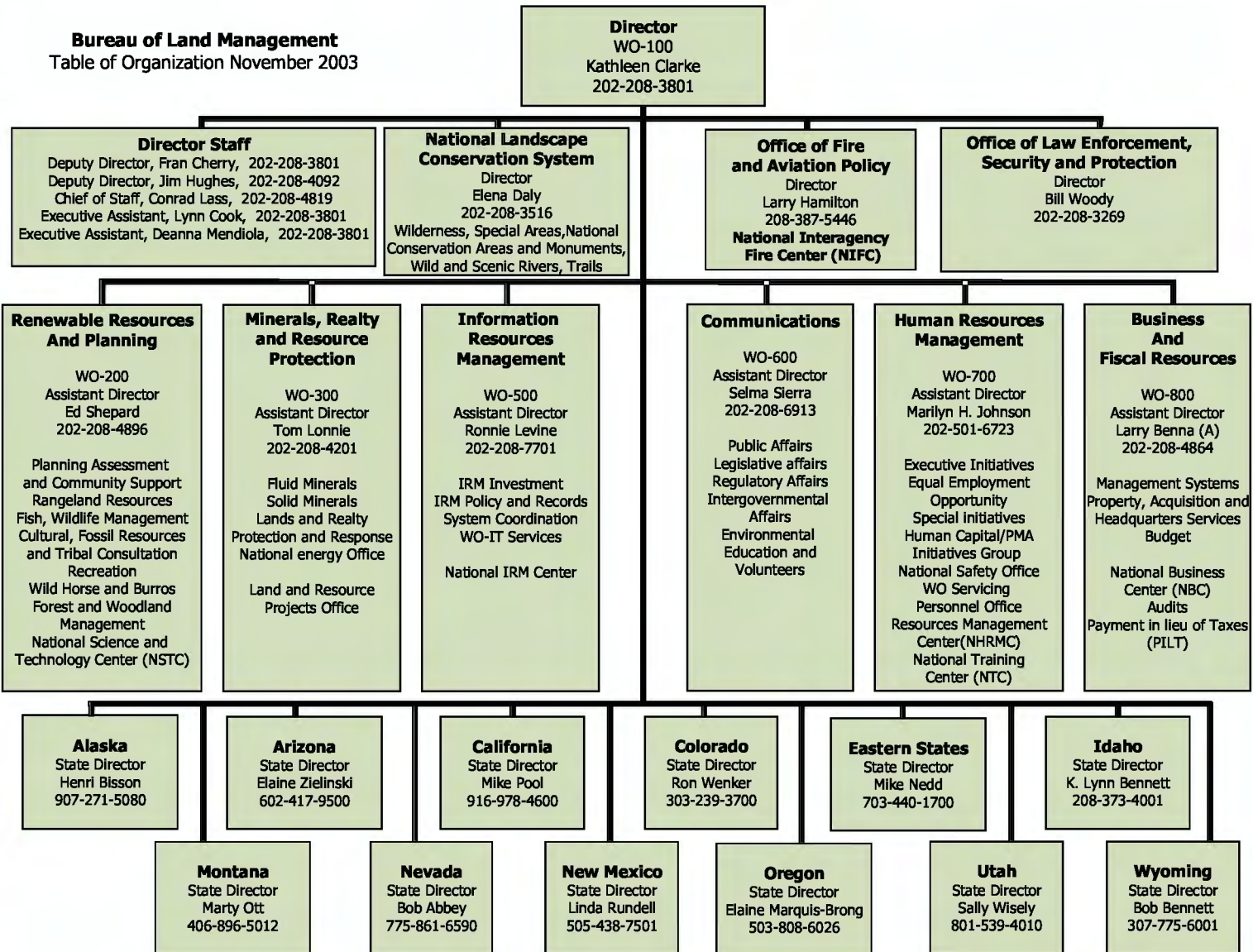
National Office of Fire and Aviation (OFA)
National Interagency Fire Center (NIFC)
3833 S. Development Avenue
Boise, ID 83705
208-387-5447
Fax: 208-387-5376
<http://www.fire.blm.gov/>

The OFA is based at NIFC. The OFA coordinates with the National Park Service, U.S. Fish and Wildlife Service, Bureau of Indian Affairs, Forest Service, U.S. Fire Administration, National Association of State Foresters, and the National Weather Service to support firefighting and other incidents across the country.

National Training Center (NTC)
9828 N. 31st Avenue
Phoenix, AZ 85051-2517
602-906-5500
Fax: 602-906-5555
www.ntc.blm.gov

The NTC provides education and training opportunities in support of the BLM mission to the BLM, other Federal agencies, and partners.

IV. Table of Organization for the Washington Office.



Chapter III - Information About This Building

- I. General Information about This Building.
 - A. Address: (mailing and physical)
 - B. Other Agencies, Agency Heads, and Telephone Numbers Within the Building:
 - C. Temperature/Lighting/Small Repairs:
- II. Parking Information.
- III. Information Regarding Public Transportation.
- IV. Health Unit Information. (location and phone number)
- V. Cafeteria/Places to Eat.
- VI. Most Frequent Inquiries about This Building from the Public, How to Respond, and Where to Forward for Assistance.

Chapter IV - Information About This Office

- I. Organizational Operating Procedures.
 - A. Organization Chart, Showing Lines of Authority: (attach Organization Chart here.)
 - B. Telephone/Intercom and Audio-Conferencing Numbers for Staff and Meeting Rooms:
 - C. Office Telephone Numbers and Fax Numbers:
 - D. Hours of Operation:
 - E. Telephone Numbers of Specific Office Services:
 - F. Location and Scheduling of Conference Rooms:
 - G. Location and Scheduling of Government Vehicles:
 - H. Delegation of “Acting” Authority:
 - I. Congressional Districts: (attach map here.)
 - J. External Constituent Directory: (see Appendix 1)
 - K. Other Offices We Support:
 - L. Current Committees/Projects in Progress: (include information regarding the chairperson, meeting dates, responsibilities/special procedures, timelines)
 - M. Technical Terms and Abbreviations:
 - N. Special Reference Manuals: (indicate location of each of the following.)
 - 1. Correspondence Handbook:
 - 2. Congressional Directories:
 - 3. County Directories:
 - 4. Supplies:
 - 5. Telephone Books:

6. Federal Payroll and Personnel System (FPPS) Directions:

7. File Codes:

II. Timekeeping.

III. Special Occasion/Seasonal Activities and Recurring Events.

A. Formal: Schedule of Yearly Assignments. (This information relates to responsibility for planning for events, such as office picnics, holiday parties, savings bond campaigns, Combined Federal Campaigns, etc.)

B. Informal: Special Occasion and Seasonal Activities. (This information addresses non-award-based employee get-togethers and activities; i.e., office parties, birthdays, anniversaries, showers, toastmasters, get-well cards, etc.)

IV. Miscellaneous Instructions.

A. Beverages/Snacks Protocol and Responsibility: (if applicable)

B. Plants: (if applicable)

C. Dress/Office Appearance:

Chapter V - Answering the Telephone

Telephone Procedures. The telephone should be answered in a professional, courteous, and helpful manner. The way the telephone is answered reflects positively or negatively upon the BLM and is usually the first impression of the organization. Callers should be directed to the person who can answer the question most effectively.

- I. **Policy:** It is the policy of the BLM that all executive/front office telephones be answered personally during regular office hours, rather than by voicemail.
- II. **Standard Office Greeting:** (always state your office and name.)
- III. **Number of Rings Before Answering:**
- IV. **Local, Long Distance, and FTS Call Procedures:**
- V. **Interrupt the Supervisor for the Following Incoming Calls:**
 - A. Congressmen/women;
 - B. Heads of other Agencies;
 - C. Director, BLM;
 - D. Special Assistants or Deputy Director;
 - E. Assistant Directors; and
 - F. Others as directed by supervisor.
- VI. **Procedure for Placing a Call on “Hold”:**
- VII. **Transfer Procedures:**
- VIII. **Forward Procedures:**
- IX. **Speed Dial:**
- X. **Paging:**
- XI. **Taking Messages and Distribution Procedures:**
- XII. **Responding to Incoming Calls:** In support of customer service, incoming calls should be directed to the appropriate subject matter expert(s). First, ask, “May I ask who’s calling and the subject of your call?” Based on the caller’s response, identify the BLM subject matter expert, using your organizational chart and redirect the caller. (Attach your Organizational Chart here.)
- XIII. **Personal Use of Office Telephone:** see Appendix 3

XIV. Responses to Frequently Asked Questions About BLM Programs/Issues:

- A. Emergencies (fire, accidents, injured animals);
- B. Buying Federal land, maps, mining claims, leases, hunting, etc.;
- C. Recreation, wilderness, land exchanges, archaeology, etc.;
- D. Geothermal, energy, oil and gas, adjudication, etc.;
- E. Wild Horse and Burro Program;
- F. Personnel, procurement, travel, budget, engineering, audits, etc.;
- G. Law enforcement;
- H. Equal Employment Opportunity (EEO);
- I. Computers, information technology (IT), etc.; and
- J. Legal issues.

Chapter VI - Conference Calls, Meetings, and Calendars

I. Conference Calls.

- A. Conferencing/Connecting Conference Calls:
- B. Conference Numbers:
- C. Procedures for Setting Up Conference Calls:
- D. Solving Conference Call Problems:
- E. Recurring Monthly/Weekly Conference Calls: (conference calls which repeat on a scheduled basis.)

II. Meetings.

- A. Scheduling Meetings:
 - 1. Policy: (open-door, etc.)
 - 2. Scheduling Procedures:
 - a. Information to be Included Regarding Scheduling Meetings: (where, participants, point of contact, etc.)
 - b. Conference Room Information:
- B. Recurring Monthly/Weekly Meetings:
 - 1. Participants:
 - 2. Meeting Rooms and Audio-Conferencing Numbers:

III. Calendar Scheduling.

- A. Subject of Meeting, Who Will Attend, How Long Will It Last, Who is the Point of Contact, Room Number of Meeting, and Telephone Number of the Point of Contact:
- B. Scheduling Same-Day Meetings: (When meetings are added during the day, print a copy and indicate that a new meeting has been added.)
- C. Other Information to be Placed on the Calendar: (leave information, conference room usage, car usage)

Chapter VII - Travel

This section covers what to include in arrangements for your staff's travel. For state and local accommodations, see Appendix 2.

- I. Travel Scheduling.
- II. Travel and Hotel Preferences.
- III. Frequent Flyer/Hotel Member Numbers.
- IV. Information to be Placed on Itinerary.
- V. Travel Vouchers.
- VI. Receipts/Expense Reports Required.
- VII. Charter Flight Information.

Chapter VIII - Mail Handling

- I. Mail.
 - A. Times of Delivery and Collection:
 - B. Incoming:
 - C. Outgoing:
 - D. Distribution Responsibilities:
 - E. Routing:
- II. Overnight/Courier Services.
 - A. Private Companies:
 - B. U.S. Postal Service:

Chapter IX - Correspondence

- I. Correspondence (General). (refer to the BLM Correspondence Preparation Supplement H-1541-1.)
 - A. Formats:
 - B. Special Terminology, Trademarks, and Abbreviations:
 - C. Stationery and Envelopes:
- II. Controlled Correspondence.
 - A. Incoming from the Public/Other Federal Agencies/State Agencies:
 - B. Instruction Memoranda/Information Bulletins/All Other Correspondence with Due Dates:

Chapter X - Filing

- I. Filing Procedures:
- II. System Explanation:
- III. Coding:
- IV. File Label Explanation:
- V. Charge Out Procedures:
- VI. Tickler File Maintenance:
- VII Records: DO NOT destroy or delete Federal records except as authorized by the GRS/BLM Combined Records Disposition Schedule. Briefly, Federal records are recorded information, made or received in the course of official business or created as required by law. Records may be in any medium. Special rules may apply to documents, whether Federal records or not, that relate to litigation. (See Litigation below.)
- VIII. Litigation: Litigation procedures vary from case to case. Post citations to rulings, directives and contact names, if any, here for each case.
- IX. Confidentiality: The Privacy Act requires that we maintain records subject to the Act with appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records. During working hours, authorized personnel must occupy the area where we maintain or regularly use the Privacy Act records or restrict their storage in locked metal file cabinets or a locked room. Where the locked room is the system of security, change the lock or locks so they may not be opened with a master key. A master key opens rooms other than the room containing the Privacy Act records. Where the locked room contains records accessible by unauthorized individuals, separate the records by system into individual locked file cabinets.
- X. Shredding or Disposal Procedures: (Contact your local Records Officer/Manager regarding disposition/disposal procedures for files.)

Chapter XI - Forms

- I. Travel Authorizations:
Location:
- II. Travel Vouchers:
Location:
- III. Leave Request Forms:
Location:
- IV. Requisitions:
Location:

Chapter XII - Office Machines Locations, Supplies, and Repairs

I. Office Machines:

A. Copy Machines:

Repair Information:
Supply Ordering Information:
Location/Password Codes:
Recycling Information:

B. Shared Printers:

Repair Information:
Supply Ordering Information:
Location/Password Codes:
Recycling Information:

C. Fax Machines:

Repair Information:
Supply Ordering Information:
Location/Password Codes:
Recycling Information:

II. General Office Supplies: (Pencils, pens, paper, etc.)

A. Location:

B. Emergencies/Borrowing:

C. Ordering from Office Supply Companies/Government In-House Location:

Chapter XIII - Computers and Software

I. Computers.

- A. Personal Use of Computers: The BLM computer system and all related equipment may be used only for official U.S. Government business and limited personal use as authorized in the Department of the Interior policy on Limited Personal Use of Government Equipment. Notwithstanding this or any other policy guidance, this system may not be connected to the Internet, in any way, unless authorized by the Office of the Secretary. Unauthorized use of this system will subject you to disciplinary action and/or other penalties. Use of this system constitutes consent to monitoring for this purpose.
- B. Operating Procedures: Each employee/detailee should have an individual identified account; **do not share your password** or let others use your login identification.
- C. Pending Litigation: Litigation may affect the way the bureau uses and manages its systems and the data they contain. Litigation procedures vary from case to case. Post citations to rulings, directives and contact names, if any, here for each case.
- D. Help Desk:
- E. Security: All users must pass IT Security Training and sign the IT Security Form. See Chapter XIV, Intranet and Internet Resources; also, contact your local IT office for details and procedures.

II. Software.

A. Types:

B. File Location: (identify the drive(s)/folder(s))

C. In-House Software Expertise/Help:

Software

Contact: Office/Person

1. Excel
2. PowerPoint
3. Microsoft Word
4. Lotus Notes
5. Web
6. Security/IT Training

Chapter XIV- Intranet and Internet Resources

- I. **Intranet and Internet Resources.** A variety of on-line training and subject-specific information sites are available on the BLM Intranet and Internet. Subject specific information sites are available on the BLM Internet at <http://www.blm.gov/>. The Intranet is web.blm.gov. Some particularly useful sites that have detailed information about the topics in this handbook are listed below.

- II. **BLM Applicability.**
 - A. **On-line Courses:**

<http://www.ntc.blm.gov/>

 - B. **On-line Records/Security/Freedom of Information Act Courses:**

Introduction to BLM Directives System
<http://www.ntc.blm.gov/courses/1200-07.html>

DOI IT Security Awareness
<http://www.doi.gov/training/itsecurity/>

Managing Records Responsibly
<http://www.ntc.blm.gov/courses/1200-05.html>

Introduction to the Freedom of Information Act
<http://www.ntc.blm.gov/courses/1200-06.html>

E-Records Management for Email
<http://www.ntc.blm.gov/courses/1270-04.html>

Chapter XV - Protocol for Trip and Event Planning

I. Visitor trip planning forms are meant to assist event planners in scheduling, tracking and identifying responsible persons for a specific event.

Types of Visitors:

Office of the President	Congressional	Native Americans
BLM Officials	DOI Officials	Special Interest Groups
Other Federal Officials	State Government	Private Citizens
Foreign Diplomats/Officials		

II. General Considerations.

The following list is provided as a checklist for everyone involved with planning visits. Some of the actions listed may be the responsibility of External Affairs or other offices within your area. The following protocol will aid everyone involved to ensure all aspects of the visit are covered.

- A. Establish contact with the scheduler, staff assistant, or secretary as soon as possible.
- B. Include all known details, but be flexible. Build in extra time for delays, 30 to 45 minutes for example. Plan for breaks.
- C. Review final itinerary with points of contact and do run-throughs, if appropriate.
- D. Provide itinerary to the visitor's office and meeting participants.
- E. Suggest the host review the itinerary with the visitor upon arrival.
- F. If the visitor is bringing family, ensure they have something to do.
- G. Plan for media and photo opportunities, as appropriate.
- H. Use buses for field tours, if possible, so all hear the same information.
- I. Senior Executive Service personnel require trip approval to use aircraft for tours. Contact your Aviation Specialist regarding scheduling a charter. Advise visitors of any luggage size and weight restrictions.

- J. When personal protective equipment is required, necessary information regarding height, weight, and other information must be obtained from the traveler.
 - K. Check with visitors periodically during the trip to ensure they are comfortable.
 - L. It is important for planners to understand procedures dealing with death and other emergencies.
- III. List of Area Hotels/Motels. (insert list here.)

IV. Visit and Event Planning Tables.

A. **Event-at-a-Glance:** Each component of this event is described in detail in the following pages. This table lists individual events by name in chronological order. Include the following: Meetings, Tours, Visitor Arrival/Departure, Other.

SUNDAY / /	MONDAY / /	TUESDAY / /	WEDNESDAY / /	THURSDAY / /	FRIDAY / /	SATURDAY / /

B. **Visitor Information**

Name of Visitor(s):			
Title:			
Description of Visit:			
Cultural Protocols/Customs:			
Visitor Organization:	Visitor Mailing Address:	Phone: Cell:	Email: Fax:
Dates:	Location:	Languages: (speak/read)	Special Needs:
Other Visitors: (spouse, family, guests, staff)	Title:	Duties:	Special Needs: Languages: (speak/read)
Visitor Point of Contact:	Phone: Cell:	Email:	Fax:
BLM Point of Contact:	Phone: Cell:	Email:	Fax:

C. Travel

Travel Carrier:	Arrival Location:
Arrival Date:	Time:
Departure Date:	Time:

D. Local Transportation

Rental Car Company:	Location:	Phone:	Tag Number:
Government Vehicle:	Who Will Pick Up Visitor:	Location:	Tag Number: Vehicle Inspected By and Date:
Tour Bus Company Name:	Address:	Phone:	Point of Contact:

E. Accommodations

Lodging Name:	Address:	Phone: Fax:	Reservation Code:
Reservation Made By:			
<i>Requirements:</i> Non-smoking/smoking, accessibility, exercise facilities, room location preference, on-site restaurant, lounge, pool.			
<i>Individual Needs:</i> Mobility issues, health constraints, dietary needs (likes/dislikes), bike riding, fishing, walking, languages (speak/read).			

F. **Pre-Visit Information Package** (to be sent to the visitor.) (meeting itinerary, field trip itinerary, interpreter information, Chamber of Commerce information, weather, clothing needs, safety information, and agency information about state/area.)

Responsible Person(s):	Phone:	Email:	Fax:
Mail-Out Deadline Date:	Package to be Sent to:	Date Sent:	Other:
<p>Internal pre- and post-visit briefing notification as appropriate: Washington Office <input type="checkbox"/> State Office <input type="checkbox"/> Field Office <input type="checkbox"/> Security <input type="checkbox"/> International Offices <input type="checkbox"/> External Affairs <input type="checkbox"/></p> <p>(External Affairs is responsible for press releases, “questions & answers,” briefing papers, and media availability.)</p>			
<p>External pre-visit notification as appropriate: Federal <input type="checkbox"/> State <input type="checkbox"/> Private <input type="checkbox"/> Tribal <input type="checkbox"/></p>			

G. **Gifts**

Ethics rules apply to giving and receiving gifts. Contact your Ethics Officer for guidance. Do not offend a visitor by refusing a gift.		
Recipient:	Where:	When:
Person Presenting Gift to Visitor:	Phone:	Email:
Description of Gift to be Given to Visitor:		
Gift Supplied to Presenter:	Date:	Location:
Responsible Person:	Phone: Fax:	Email:

H. Interpreter Information

Language:			
Company Name:	Phone:	Email:	Fax:
Interpreter's Name:	Phone:	Email:	Fax:
Responsible Person:	Phone:	Email:	Fax:

I. Recorder Information

Recorder Company Name:	Phone:	Email:	Fax:
Recorder's Name:	Phone:	Email:	Fax:
Responsible Person:	Phone:	Email:	Fax:

J. Necessary Supplies (Checklist)

First Aid Kit	Aspirin	Extra Weather and Protective Clothing	Umbrellas	Extra Batteries for Cell Phones
Flashlights	Satellite Phone	Camera	Water	Snacks
Toiletries	Power Source (Generator)	Sunscreen	Insect Repellant	Other

K. Field Trip/Tour Itineraries

Description of Activity:		
Trip Destination:		
List of Participants:		
Date and Duration:		
Departure Location:	Departure Time:	
Transportation Mode:		
Contact Person for Transportation Repairs:		
Travel Time to Activity:		
Estimated Time of Return:		
Trip Organizer/Lead:		
Phone:		
Trip Provider:		
Phone:		
Interpreter/Guide:		
Phone:		
Appropriate Clothing:		
Mobility/Accessibility Issues:		
Telephone Accessibility:		
Portable Speaker System:		
Emergency Contact:	Police:	Ranger:
Nearest Hospital Location:		
Hospital Phone:		

L. Contingency Plans (Each field trip or tour should have an alternate option in case the planned event is cancelled due to weather, wildfire, etc.)

Alternate Activity:		
Replacement For:		
Date and Time:		
Contact Person:		
Phone:		
Location:		

M. Meeting Checklist

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Date:	/ /	/ /	/ /	/ /	/ /
Meeting/Briefing Information:					
Meetings:					
Recorder/Facilitator:					
Meeting Coordinator:					
Conference Room Information:					
Conf Room No.:					
Location:					
Time					
No. Attending:					
Room/Seating Layout:					
Contact Person(s):					
Equipment Requirements:					
AV:					
Computer Hookup:					
Audio Teleconference:					
Telephone:					
Fax:					
Copier:					
Flip Chart:					
Paper/Pens:					
Shredder:					
Contact Person(s):					
Miscellaneous:					
Icebreaker:					
Refreshments:					
Contact Person(s):					

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External Constituent Directory

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Appendix

DOI Telephone Policy



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United States Department of the Interior

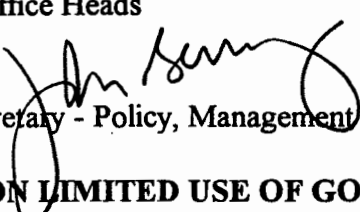
OFFICE OF THE SECRETARY
Washington, D.C. 20240



JUN 14 2000

MEMORANDUM

TO: Solicitor
Inspector General
Assistant Secretaries
Bureau and Office Heads

FROM: John Berry 
Assistant Secretary - Policy, Management and Budget

SUBJECT: **POLICIES ON LIMITED USE OF GOVERNMENT EQUIPMENT
AND TELEPHONE USE**

Attached is the Department's new limited use policy concerning personal use of office equipment and library collections. This policy provides employees with the opportunity to use Government office equipment and library collections for some personal purposes during non-duty time. Employees continue to have a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes. Limited personal use of certain office equipment (described in the policy) is authorized as long as it occurs on non-duty time, does not interfere with official business, is not a commercial gain activity or otherwise prohibited, is of negligible expense, and is used in compliance with the attached policy. These limited personal uses, as set out in this policy, are "authorized uses" of Government property under 5 CFR 2635.101(b)(9) and 2635.704(a), and will be included in Chapter 410 of the Departmental Manual.

This policy:

- incorporates the principles of the Department's current Internet Acceptable Use policy, which allows employees to use the Internet during non-duty time to develop or enhance search and retrieval skills if the use of the Internet will not cost the Government an additional fee, will not strain resources or reduce productivity, and will not bring discredit on the Department of the Interior. See the Internet Acceptable Use Policy (IRM Bulletin 1997-00, available on DOI home page, <http://www.doi.gov/oirm/bulletins>).
- allows limited point-to-point (not broadcast transmissions or mass mailings) e-mail transmissions during non-duty time for personal use. Broadcast transmissions and mass mailings are generally prohibited because they can result in decreased storage space and other system problems that can increase the cost of operating the Government system.

Managers can place additional restrictions on the use of Government property for personal purposes only for instances of abuse of this policy or in order to meet management needs and mission objectives. Managers should strive to apply this policy consistently and fairly among all employees and should make any limits on the application of this policy clear to their employees.

The Department is responsible for fostering high ethical standards for employees, and for strengthening the public's confidence that the Government's business is conducted with impartiality and integrity. Therefore, employees are to use this limited authorization judiciously and appropriately and should check with their supervisors if they have any questions about the application of this policy.

We live in an era of rapidly changing technology. It is my hope that this policy will assist employees to improve their skills in our ever-changing work environment. I trust this new flexibility will help our employees to be more productive and enhance the quality of their workplace.

Also attached is the Department's Telephone Use Policy, which will be issued as an Information Resources Management Bulletin. This policy allows employees to use Government-provided communications equipment and services for official business, and for personal calls during duty hours that are necessary and in the interest of the Government. Personal calls made during duty hours must not adversely affect the performance of an employee's official duties or the organization's work performance, and must be of reasonable duration and frequency.

Penalties for misuse or abuse related to these policies will be in accordance with the U.S. Department of the Interior Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions. Selection of the penalty should be the least severe penalty necessary to correct misconduct and to discourage repetition. However, it is important to note that the supervisor retains full authority to set penalties as he/she deems appropriate based on the particular circumstances of the offense. Corrective action covers a full range of remedies which may include oral and/or written warnings or reprimands, suspension without pay, or removal from Federal service. In the case of a serious offense where a formal action may be taken, supervisors should consult with their Human Resources office immediately.

If you should have any questions or need clarification of this policy, your staff may contact the Office of Acquisition and Property Management, Terri Barry on (202) 208-4328, e-mail at teresa_barry@os.doi.gov, or Chris MacArthur on (202) 208-6649, e-mail at chris_macarthur@os.doi.gov. If you should have questions or need clarification on the application of this policy, please contact Departmental Ethics Office, TJ Sullivan on (202) 208-7960, e-mail at tj_sullivan@ios.doi.gov.

Attachments

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U.S. Department of the Interior
Telephone Use Policy

Purpose

This policy provides guidance on the use of Government-owned, -leased, and -managed telecommunications systems, cellular telephones, Federal Calling Cards, and pre-paid calling cards. It addresses cost recovery procedures and other management considerations.

Scope

This policy applies to all Department of the Interior (DOI) employees and covers DOI contractors unless they are specifically excluded under the terms of their contract.

Background

Regulatory changes in the telecommunications industry have resulted in increased competition and rapid technological developments. Many telecommunications services and products have improved and are now available at low costs. These changes have improved administrative efficiency, effectiveness, and ability to meet mission requirements in remarkable ways.

Lower per-minute costs for traditional long-distance services have influenced the relaxation of Federal regulations. The Information Technology Management Reform Act (ITMRA) and the Government Performance and Results Act (GPRA) have changed the Government's perspective on Information Technology (IT) Management. DOI Telecommunications management policy, as published in the Departmental Manual, 377 DM 1, Telecommunications Management, will be updated to include this telephone use policy.

General Principles

Telecommunications services are used to support the mission of the Department. When acquiring telecommunications resources, managers must consider all viable alternatives and the need and opportunity for inter-operation and compatibility with public and Government telecommunications systems and services. When it is cost effective, bureaus shall share telecommunications systems, services, and facilities with other bureaus and agencies to the maximum extent practical. Telecommunications support and services shall be provided at a minimum total cost consistent with requirements for capacity, inter-operability, and reliability. Telecommunications services and systems are Government resources, and as such, are to be managed in the most cost-effective manner possible and in the interest of the Government. DOI managers have flexibility in determining how this objective can be achieved and may accommodate employee personal needs to the extent they are not inconsistent with agency needs. Reasonableness and common sense shall be the guiding principles in all situations.

Responsibilities

The Office of Information Resource Management (PIR) is responsible for overseeing and providing guidance for the acquisition, development, management, and use of information resources Department wide. The PIR Telecommunications Systems Division develops and implements Department wide telecommunications policies, standards, and guidelines, and provides assistance to bureaus and offices in the acquisition, operation, and use of telecommunications facilities and services.

Telecommunications managers and employee supervisors are responsible for reasonable review of telecommunications bills, billing exception reports, financial system cost data, and other similar information. To accomplish this, managers and supervisors must define office practices consistent with this guidance, develop techniques to determine whether telecommunications bills are reasonable and within expected thresholds, and investigate irregularities when it makes good business and economic sense to do so. Given the relatively low cost of modern telecommunications services, DOI managers need not perform detailed reviews of bills as long as the criteria or dollar thresholds are defined where closer scrutiny will occur. The servicing Human Resources Office should be contacted for assistance in notifying local union representatives of plans to establish local policies and practices, and for fulfilling any labor relations obligations.

Guidelines

Using Government-Provided Telecommunications Resources:

Employees shall use Government-provided communications equipment and services for official business, but may make and receive personal calls during duty hours that are necessary and in the interest of the Government. Examples of personal calls that are in the interest of the Government are: calls to alert household members about working late or other schedule changes; calls to make alternative child care arrangements; calls to talk with doctors, hospital staff, or day care providers; calls to determine the safety of family or household members, particularly in an emergency; calls to make funeral arrangements; calls to reach businesses or Government agencies that can only be contacted during work hours; and calls to arrange emergency repairs to vehicles or residences.

Personal calls made from Government telephones must not adversely affect the performance of employee's official duties or the organization's work performance; must be of reasonable duration and frequency; and could not reasonably have been made during non-duty hours.

Employees may make and receive a limited number of purely personal calls during duty hours (purely personal calls are those determined not to be necessary in the interest of the Government) from Government telephones when those calls do not incur additional charges to the Government. In making purely personal calls, employees shall ensure that: all long-distance calls are made at their own expense; e.g., charged to personal calling or credit cards, home telephones, or other non-Government telephone numbers; the calls do

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not adversely affect the performance of official duties or the organization's work performance; and the calls are of reasonable duration and frequency.

Employees may not make purely personal long-distance calls expecting to reimburse the Government later.

Reasonableness Determinations for Telephone Call Duration and Frequency:

Supervisors and managers shall determine whether brief personal telephone calls are of reasonable length, and in the interest of the Government, based on employees' work schedule, co-worker needs, office work demands, length of work day, etc. Personal calls in excess of three times a day, and longer than 10 minutes each are normally to be considered unreasonable.

Using Government Telecommunications Resources when Traveling:

Official Business Calls: Employees are expected to use Federal Calling Cards or pre-paid calling cards for long-distance calls while on official travel. Use of cellular telephones is allowable to conduct Government business while on travel. Supervisors should ensure that Federal Calling Cards or pre-paid calling cards are provided personnel who travel.

Calls Home: Employees on official overnight travel status are allowed to make a brief daily personal call but they should do so using least-cost-to-the-Government methods, such as, by using available Government telephones, Federal Calling Cards, or pre-paid calling cards. Employees may be reimbursed on travel vouchers for daily personal calls charged to hotel rooms but these calls should not normally be made in this manner because of their high costs.

Calls To Other than to Home: Other necessary long-distance calls may be made using Government-provided calling cards. These are calls that must be made before employees return from travel. In most cases, these calls would have been made from home or office phones if the employees were not in travel status (see examples cited in first paragraph under Guidelines).

Calling Home using Cellular Telephones: Except in unusual circumstances, wireless services shall not be used to telephone home, or to make calls listed in the first paragraph under "Guidelines," at Government expense, when on official travel.

Calls from Commercial Airplanes: Calls from commercial aircraft must be approved prior to travel on the employee's travel authorization. If specifically authorized to do so for business purposes, employees should make domestic airborne calls using Government travel cards or Federal Calling Cards.

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Cost Recovery for Unauthorized Telephone Calls and Disciplinary Action:

When telecommunications abuse occurs, there are two concurrent considerations: the recovery of DOI's charges and administrative costs to rectify telecommunications management program abuses; and disciplinary action for misconduct in accordance with applicable regulations and the DOI's Personnel Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions.

Employees making unauthorized long distance or cellular telephone calls may be charged for the cost of the call, rounded to the nearest dollar, plus associated administrative recovery costs if the calls are determined to be egregious. DOI managers and supervisors should consult with their servicing Human Resources Office to make these determinations. Reimbursements shall be made by personal check or money order, payable to the DOI, and forwarded to the Bureau/Office finance office for deposit. Include with any deposit a memorandum indicating that payment is for reimbursement of personal use of telecommunications chargeable resources and associated administrative costs, if applicable.

Disciplinary action for misconduct may be pursued, up to and including removal from office. Supervisors should consult with their serving Human Resources Office to determine appropriate corrective action.

Federal Calling Cards/Pre-Paid Calling Cards:

Employees who frequently travel must obtain and use a Federal Calling Card to make authorized calls. Federal Calling Cards can only be ordered by bureau/office FTS2001 ordering agents who are DOI Designated Agency Representatives (DAR). For network security reasons, Federal Calling Cards should be in the individual's name, and should not be shared. Typically, this precludes assigning cards by specific office, position, or other designated title. Offices must track all Federal Calling Cards and cancel them when employees terminate. Regaining physical possession of the card is insufficient control. In addition to the Federal Calling Card, pre-paid Calling Cards may also be obtained for this purpose.

If a Federal calling card is lost, stolen, or otherwise compromised, employees must promptly report the incident to the vendor using the toll-free number on the reverse of the card, or to the provider's toll-free number obtained from directory assistance. In addition, the ordering DAR must be notified. Employees will not be held liable for unauthorized calls made by unknown third parties if the lost or stolen cards are reported promptly.

Cellular Telephones and Wireless Telecommunications Services:

Wireless services, such as intelligent pagers, satellite phones, cellular, and Personal Communications Systems (PCS) technology, shall be used and managed as a telecommunications service and a DOI resource. Wireless equipment and services shall

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be ordered when there is a business need for calls to be made or received while the employee is away from their office. Wireless technologies may also offer affordable emergency backup telephone services. When ordering wireless services, care must be taken to analyze all billing options to ensure the most economical billing plan is selected and based on business use of the service. Periodically, billing plans shall be reviewed and compared to newer and usually more economical plans. Applicable roaming charges need to be considered and factored as part of the analysis.

Employees shall be particularly diligent and use wireless services only when required to do so for official business or when the calls are in the interest of the Government. Employees should use non-wireless services if they are readily available.

Employees should not expect reimbursement when using personal wireless services for Government business without prior approval of managers and supervisors. If an office's employees have recurring needs for wireless services and if cost-benefit reviews support the requirement, the office should consider acquiring Government-owned wireless technologies that can be checked out or assigned employees on an as-needed basis.

Collect Calls:

Employees shall not normally accept collect calls for business or personal purposes unless the caller indicates it is an emergency call or there are other extenuating circumstances.

900 Numbers:

Employees shall not make calls at Government expense to 900 numbers. Many Government and commercial systems block outgoing calls to 900 numbers. In instances where technical assistance is only available using 900 numbers, DOI offices shall specify and use lines where 900 numbers have not been blocked to place these calls.

Directory Assistance Calls:

Employees are encouraged to use telephone directories or Internet directory web sites to determine business-related telephone numbers rather than routinely calling fee-based directory assistance operators.

International Calls:

DOI offices shall use cost-effective telecommunications services to contact locations outside the contiguous United States and overseas. Access to international telephone services should be restricted to only those employees who require such services as part of their official duties.

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Telephones in Homes:

Government regulations generally do not allow installation of telephone services or equipment, including data lines, in private residences at Government expense unless employees are working under approved Flexiplace or Work-at-Home Agreements.

Listening-In On or Recording Telephone Calls:

Employees are prohibited from listening-in or recording telephone conversations except under limited circumstances. Listening-in or recording telephone conversations is permissible only in accordance with the Departmental Manual (See 377 DM 1; 377 DM 2 (Telephone Systems Handbook, Chapter 8)) or otherwise in accordance with law. When speaker-phones or other audio teleconference equipment are used, all parties must be informed of the names or number of persons listening-in.

Employment Changes:

When DOI employees leave Government service or transfer to other agencies, they must return Federal Calling Cards, pre-paid calling cards, wireless devices, and all other Government issued equipment.

Privacy Act:

DOI has established a Privacy Act System of Records on Telephone Call Detail Records, INTERIOR/DOI-36. It covers telephone call detail records that specify calling and called telephone numbers, telephone numbers identified by employee name(s) and equipment locations, including personnel and administrative actions that result from telephone abuse. All Privacy Act procedures and safeguards must be followed in handling telephone call detail records. Specifically, the records must be secured, and restricted to DOI managers and personnel who have a need for the records in the performance of their duties. Managers and personnel who handle these records must maintain a copy of INTERIOR/DOI-36 and be familiar with its content.

Billing Reviews:

Telecommunications managers shall identify reasonable dollar thresholds, sampling methodology, screening techniques, or some other method for determining when telecommunications bills will be reviewed more closely. Problem indicators typically include widely varying monthly bill totals, large numbers of non-Government calls, long or repeated calls made before and after work hours, and large numbers of directory assistance calls. Long hold time calls (callers left on hold for extended periods) should also be reviewed to determine if they are transmissions that could be aggregated or redirected to reduce costs. Managers must investigate and resolve billing irregularities which exceed established thresholds.

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Telecommunications Use and Electronic Commerce and Administrative Support Systems:

Whenever possible, DOI offices shall use electronic ordering and billing practices for procuring telecommunications services and products, and consolidate telecommunications bills. These practices support DOI's electronic commerce goals and improve administrative efficiency.

References

Public Law 104-106, The Information Technology Management Reform Act (ITMRA), Division E, effective February 10, 1996.

Public Law 103-62, the Government Performance and Results Act (GPRA) of 1993.

Title 31 United States Code, Section 1348 (1/05/99), Telephone Installation and Charges.

General Services Administration's Federal Property Management Regulations (FPMR), part 101-35 of title 41 of the Code of Federal Regulations (41 CFR 101-35), Telecommunications Management Policy.

DOI Departmental Manual 377 DM 1, Telecommunications Management, dated October 3, 1991.

DOI Departmental Manual 377 DM 2, Telephone Systems Handbook, dated January 4, 1985.

Privacy Act of 1974, as amended (5 U.S.C. 552a). Privacy Act System of Records on Telephone Call Detail Records, INTERIOR/DOI-36.

BLM Fund Code Handbook

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U.S. Department of the Interior
Bureau of Land Management

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Chapter 1 Appropriations Funding Source

The Bureau of Land Management (BLM) obtains funding authority from numerous sources, including direct appropriations; reimbursements; transfers from other Federal agencies; permanent funds; and other special funds. Since each funding authority is provided under a specific statutory authority, it is imperative that each funding source maintain its separate and unique identity in the Financial and Business Management System (FBMS) for fund control and accountability purposes. A document titled “Catalog of Statutory Authorities” has been compiled and is updated regularly that identifies funding authorities and where funding comes from for all of BLM. This document can be found at http://web.blm.gov/internal/fire/budget/Statutory_Catalog.html. Below the various funding sources are listed by Treasury account and the associated subactivities are identified.

Management of Lands and Resources (MLR) The Treasury Account Symbol is (14X1109). The Bureau’s main funding source and provides the majority of regular operating funds for such programs as energy and minerals management, lands and realty management, renewable resources management, planning and data management, cadastral survey, technical services, and general administration. Within the MLR account there are also several reimbursable subactivities that BLM utilizes when land and resource services are provided to partner entities. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L0888	UNDISTRIBUTED LABOR COST	L1330	OTHER MINERAL RESRCS
L1010	SOIL, WATER, AIR MGMT	L1340	RENEWABLE ENERGY
L1020	RANGELAND MANAGMENT	L1380	AK MINERALS ASSESSMENT
L1030	FORESTRY (PD)	L1410	ALASKA CONVEYANCE & LANDS
L1040	RIPARIAN	L1440	CADASTRAL, LANDs & REALTY MGMT
L1050	CULTURAL RESOURCES MGMT	L1492	COMM SITE FEE EXPENSES
L1060	WILD HORSES & BURROS	L1493	COMM SITE FEE REVENUES
L1061	WILD HORSES & BURROS REV	L1494	COMM SITE FEE OVER-COLLEC
L1062	WILD HORSES & BURROS EXP	L1610	RESRCE MGMT PLANNING
L1110	WILDLIFE MGMT	L1620	ABANDONED MINE LANDS
L1120	FISHERIES MGMT	L1630	LAW ENFORCEMENT
L1150	T&E SPECIES	L1640	HAZARDOUS MAT MGMT
L1210	WILDERNESS MANAGEMENT	L1653	DEFERRED MAINTENANCE
L1220	RECREATION RESOURCES MGMT	L1660	MLR ANNUAL & OPER MAINT
L1310	OIL AND GAS MGMT	L1711	NLCS MONUMENT & CONS AREA
L1311	APD PROCESSING FEES EXP	L1770	CHALLENGE COST SHARE
L1312	APD PROCESSING FEES REV	L1771	COOP CONSERVATION INIT
L1313	APD PRCSSNG FEE OVER-COLL	L1790	GRSHPER & MORMON CRICKET
L1314	OIL & GAS INSPECT MGMT	L1820	ADMIN SUPPORT
L1315	APD FEE 15 PERCENT MLR	L1830	FIXED COST-BUREAUWIDE
L1320	COAL MANAGEMENT	L1840	NTC TRAINING COLLECTIONS

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L1841	PROCEEDS RECYCLD MATERIAL	L1923	LAND & BUY BACK FOR TRIBAL NATIONS
L1842	ENERGY TAX CREDITS	L1930	REIMB MINING LAW ADMIN
L1850	INFORMATION SYSTEMS	L1990	MINING LAW ADMIN
L1910	CADASTRAL REIMB	L1993	MINING CLAIM FEE RECPT
L1920	OTHER REIMBURSABLES	L1994	MINNG CLAIM FEE OVER-COLL

Oregon and California Grant Lands (O&C) The Treasury Account Symbol is (14X1116). It provides funds for the Bureau to manage the high value timber producing lands under Bureau jurisdiction in Western Oregon. The use of these funds is restricted to that purpose, and authority to use this account is normally restricted to Bureau offices in Oregon, the National Business Center, and Headquarter offices. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L6140	WESTERN OREGON ACQUISITN	L6333	WESTRN OR SOIL WATER AIR
L6254	O&C ANNUAL MAINT & OPERTN	L6334	WESTRN OR WLDFL HABITAT
L6310	WESTERN OREGON FOREST MGT	L6350	WESTERN OR RES MGMT PLANNING
L6320	WESTRN OR RE4ST & 4ST DEV	L6420	WESTERN OR INFO SYS O & M
L6331	WESTERN OREGON RANGE MGMT	L6711	NLCS OR MONUMENT & CONS
L6332	WESTERN OR RECREATN MGMT		

Wildland Fire Management The Treasury Account Symbol is (1414X1125.011). It provides funds to the Bureau for fire preparedness, suppression operations, burned area rehabilitation, hazardous fuels reduction, wildland urban interface, and rural fire assistance on public lands. The Office of the Secretary is the parent for this account and apportions funds to the BLM. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
LF100	PREPAREDNESS ALLOCATION	LF460	SUPPRESS ASSIST COLL
LF200	SUPPRESSION ALLOCATION	LF470	PREPAREDNESS ASSIST COLL
LF210	SEVERITY	LF561	STATE ASSIST SUPPRESSION
LF220	EMERGENCY STABILIZATION	LF571	STATE ASSIST PREPAREDNESS
LF310	HAZARDOUS FUELS	LF581	PREPAREDNESS ASSIST COLL
LF320	BURNED AREA REHABILITATIO	LF690	FIRE PROGRAM FIRE REIMB
LF330	FIRE FACILITIES ALLOC	LF691	FIRE PROGRAM ALL RISKS REIMB
LF340	JOINT FIRE SCIENCE PROJ		

Construction The Treasury Account Symbol is (14X1110). Funding is provided for specified Bureau construction projects, on an “available until expended” (no-year) basis. Fiscal Year 2014 was the last year BLM received new funds in this account. This account only has one Subactivity:

Subactivity	Subactivity Name
L2110	Construction

Abandoned Well Remediation Fund The Treasury Account Symbol is (14X2640). The Abandoned Well Remediation Fund was created by the Helium Stewardship Act of 2013 (P.L. 113-40) which appropriates a total of \$50 million over several fiscal years to remediate, reclaim, and close abandoned oil and gas wells on current or former National Petroleum Reserve land. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9650	ABANDED WELL REMEDIATION		

Helium Fund The Treasury Account Symbol is (14X4053). Funded through offsetting collections, this fund is used to continue the storage and transmission of crude helium; to sell the crude helium reserve over an extended period; to oversee production of helium on Federal lands; and to conduct National Academy of Sciences Study on helium issues. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9900	HELIUM PROPERTY TRANSFER	L9931	HELIUM FEE SALES
L9911	CRUDE HELIUM SALES	L9932	HELIUM ROYALTIES
L9912	REFINED HELIUM SALES- EXPIRED	L9941	RESOURCES EVALUATION
L9921	PRIVATE HELIUM STORAGE	L9951	EXTRNL TECH & ANALYTCL SVC

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9923	CRUDE HELIUM CMPRSSN COST-EXPIRED	L9961	NATURAL GAS ROYALTIES
L9924	CRUDE HELIUM ENRCHMNT UNT	L9971	ORGANIZATIONAL SUPPORT

Working Capital Fund The Treasury Account Symbol is (14X4525). The Working Capital Fund is comprised of both revolving accounts and a reimbursable account. The revolving accounts mainly pay to operate, maintain and replenish the Bureau’s motor vehicle and equipment fleet, and the Bureau’s seeds, signs and forms programs. These accounts are derived from BLM’s operational funds mainly through a use fee assessed as vehicles and equipment are used but also through the issuance of seeds, signs and forms. The reimbursable account operates on funds received from the U.S. Fish and Wildlife Service and the National Park Service for the express purpose of purchasing fire equipment under the Department of the Interior Master Agreement. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9310	WCF MOTORIZED/TWD FLEET	L9323	WCF NATL SIGN CENTER
L9322	WCF STORES	L9324	WCF NATL SIGN INITIATIVE
L9360	WCF DEPT FORMS CENTER	L9390	WCF REIMBURSABLE FWS & NPS

Service Charges, Deposits, & Forfeitures The Treasury Account Symbol is (14X5017). This is a current, indefinite account which covers administrative and other costs related to processing application documents and other authorizations for use and disposal of public lands and resources; costs of providing copies of official public land documents; monitoring construction, operation, and termination of facilities in conjunction with use authorizations; and rehabilitation of damaged property. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5102	MINOR CAT RIGHTS-OF-WAY	L5420	RECORD DISCLAIMERS INTRST
L5104	ENRGY & MIN FIX FEE CHGS	L5440	LEASE PERMIT EASE/CONVEY
L5106	ALEYESKA PIPELINE	L5500	TIMBER CONTRACT EXPENSE
L5110	ENERGY/MINERALS CASE CHG	L5700	COPY FEES
L5210	NONCOMPETITIVE ADOPTIONS	L5101	MAJOR CAT RIGHTS-OF-WAY
L5220	COMPETITIVE BID ADOPTIONS	L5103	ROW PROCESS MASTER AGRMT
L5310	REPR OF DAMG LANDS (O&C)	L5105	RECREATION COST RECOVERY
L5320	REPR OF DAMG LANDS (PD)	L5321	REPR OF DAMG LANDS (PD)
L5330	SEC 304 FLPMA RECLMTN FEE	L5441	FILM PERMIT RENTAL FEES
L5410	CONVEY FED-OWNED MIN INT		

Expenses, Road Maintenance Deposits The Treasury Account Symbol is (14X5018). It provides for the use of certain receipts from the sales, lease, or use of the public lands and resources for maintenance of roads. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9110	ROAD MAINT WESTERN OR	L9120	ROAD MAINT PD LANDS

Land Acquisition The Treasury Account Symbol is (14X5033). It provides funds for specified Bureau land acquisition projects for either recreational or other authorized purposes. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L3111	LND ACQSTN -EMERCY HRDSHP	L3130	ACQUISITION MANAGEMENT

Operations and Maintenance of Quarters The Treasury Account Symbol is (14X5048). It provides for the use of certain receipts from the sales, lease, or use of the public lands and resources for maintenance of quarters. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9710	QUARTERS MAINTENANCE		

Range Improvements The Treasury Account Symbol is (14X5132). This provides funds derived from one-half of the grazing fees collected under the provisions of the Taylor Grazing Act, as amended by Public Rangelands Improvement Act, and from receipts collected from leasing on Bankhead-Jones Act (L.U.) Lands, to be used for the development of range improvements. All funds, except up to \$600,000 for administrative expenses, are allocated to BLM offices in the States. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L8100	RANGE IMPRVMNTS (PD LNDS)	L8200	RANGE IMPRVMNTS LU LANDS

Forest Ecosystems Health & Recovery The Treasury account is (14X5165). Funds can be used for the purpose of planning, preparing, implementing and monitoring salvage timber sales and forest ecosystem health and recovery activities, such as release from competing vegetation and density control treatments. The Federal share of receipts (defined as the portion of salvage timber receipts not paid to the counties under 43 U.S.C. 1181f and 43 U.S.C. 1181f-1 et seq.,

and Public Law 106–393) derived from treatments funded by this account shall be deposited into 14X5165.

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5900	FOREST ECO HLTH & RECV (EXP)	L5901	FOREST ECO HLTH & RECV (COLL)

Southern Nevada Public Land Management Act (SNPLMA) The Treasury Account Symbol is (14X5232). It provides a process for orderly sale of certain public lands in Clark County, Nevada, near the City of Las Vegas. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5850	SO NEV PUB LAND MGMT ACT	L5861	SNPLMA CONSERVATION INIT
L5851	SNPLMA LAND ACQUISITION	L5862	SNPLMA CONST & OPS SLOAN
L5852	SNPLMA CAP IMP PARK & TRL	L5863	SNPLMA REPAIR TRLS & ROAD
L5853	SNPLMA SLS PRP-CLARK CNTY	L5864	SNPLMA INTERPRETATION ACT
L5854	SNPLMA PRE-PROPOSAL PLAN	L5865	SNPLMA RESEARCH
L5855	SNPLMA SLS PRP-CITY MESQ	L5866	SNPLMA SLOAN CNYN TRACT A
L5856	SNPLMA PARKS & TRAILS	L5867	LAKE TAHOE RESTORATN ACT
L5857	SNPLMA MULTI SPECIES PLAN	L5868	SNPLMA EASTERN NEVADA LRP
L5858	SNPLMA FS SANTINI BURTON	L5869	SNPLMA HZRD FUEL REDUCTN
L5859	SNPLMA IVANPAH VLLY ARPRT		

Timber Sales Pipeline Restoration Fund The Treasury Account Symbol is (14X5249). Budget authority from revenues generated by timber sales released under Section 2001(k) of the 1995 Supplemental Appropriations for Disaster Assistance and Rescissions Act. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5800	TIMBER PIPLNE REST COLL	L5830	RECRTN PIPLNE RESTRN FUND
L5810	4ST PIPLNE RESTORATN FUND		

Use of Receipts-MLA-Naval Oil Shale Reserve The Treasury Account Symbol is (14X5294). On August 7, 2008, the Secretaries of the Interior and Energy certified that sufficient funds have been collected to cover the cost of cleanup and of equipment installed on the oil shale reserve. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9630	NAVY OIL SHALE RES RSTRTN		

White Pine County (WPC) Special Account The Treasury Account Symbol is (14X5397). Authorizes the disposal through sale of 45,000 acres in White Pine County, Nevada. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5820	WPC CRDA REVENUES	L5824	WPC SILVER ST OHV TRAIL
L5821	WPC CRDA PGM ADMIN COSTS	L5825	WPC CRDA WILDERNESS MGMT
L5822	WPC CRDA ARCHEOLGCL RSRC	L5826	WPC CRDA DEVELOP MSHCP
L5823	WPC LND HLD SHOSHONE TRB	L5827	WPC NONMOTOR REC OPPOR

Recreation Enhancement Fee Program The Treasury Account Symbol is (14X5413). It provides funds from recreation fee collections. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L1232	RECRETN ENHNCMNT FEE PROG		

Land Sale Deschutes County, Oregon The Treasury Account Symbol is (14X5465). The Amount paid by the county pursuant to the Act, may be used by the Secretary of the Interior to purchase environmentally sensitive land east of Range 9 East of Willamette Meridian, Oregon. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5860	DESCHUTE CNTY LND TRNSCTN		

Lincoln County Land Act (LCLA) The Treasury Account Symbol is (14X5469). Authorizes the Secretary to dispose of certain lands in Lincoln County, Nevada, in the following order 5 percent to the State of Nevada, 10 percent to the County, and 85 percent to an interest bearing account that is available for expenditure without further appropriation. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5840	LCLA GROSS PROCEEDS	L5842	LCLA SPECIES HABITAT PLAN
L5841	LCLA LAND ACQUISITION	L5843	LCLA SALES PREPARATION
L5844	LCLA ARCHEOLGCL RSRC MGMT	L5847	LCCRDA WILDERNESS MGMT
L5845	LCLA SEC102 GROSS PROCEED	L5848	LCRD PROGRAM SUPPORT
L5846	LCCRDA OHV TRL PRCS & PLN		

Title II Project on Federal Lands-Secure Rural School The Treasury Account Symbol is (14X5485). Western Oregon counties receiving payments under the Secure Rural Schools and Community Self-Determination Act of 2000, P.L. 106-393, October 30, 2000, 114 Stat. 1606-1613. As of January 2015, Congress enacted Public Law 114-140 which extend payments for two years to the O&C Grant Lands and the Coos Bay Wagon Road counties through fiscal year 2015 (which allows the payments to be made 2015 and 2016). The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5881	SECURE RURAL SCH (REV)	L5884	SECURE RURAL SCH (Warrant)
L5882	SECURE RURAL SCH (EXP)		

Stewardship Contracting Projects The Treasury Account Symbol is (14X5506). This account authorizes the BLM via agreement or contract to enter into stewardship contracting projects to perform services to achieve the specified land management goals such as forest health and hazardous fuels reduction. The Director may apply the value of timber or other forest products removed as an offset against the cost of services received and may collect monies from an agreement or contract if the collection is a secondary objective to achieving the land management goals. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5920	STWRDSHP CNTRCTNG (REV/EXP)		

Washington County UT Land Acquisition Account The Treasury Account Symbol is (14X5554). This account provides a process for the orderly sale of certain public lands in Washington County, Utah, as of July 25, 2000. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5605	WASH CNTY UT LAND ACQ (REV)	L5606	WASH CNTY UT LAND ACQ (EXP)

Owyhee Land Acquisition Account The Treasury Account Symbol is (14X5556). This account provides for the orderly sale of certain public lands in Boise District of the BLM. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5610	OWYHEE LAND ACQUISTN (REV)	L5611	OWYHEE LAND ACQUISTN (EXP)

Carson City Special Account The Treasury Account Symbol is (14X5558). This account was established by the Omnibus Public Land Management Act of 2009, and authorizes the sale of approximately 158 acres described in the law. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5831	CCLA REVENUE COLLECTION	L5832	CCLA PROGRAM SUPPORT
L5833	CCLA LAND ACQUISITION		

Silver Saddle Endowment Account The Treasury Account Symbol is (14X5559). This account was established by the Omnibus Public Land Management Act of 2009, and authorizes the sale of a 62 acre parcel to Carson City, Nevada. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5834	CCLA SILVER SADDLE (REV)	L5835	CCLA SILVER SADDLE EASMNT

Permit Processing Improvement Fund The Treasury Account Symbol is (14X5573). Authorizing legislation includes the Energy Policy Act of 2005, the Mineral Leasing Act and the 2015 National Defense Authorization Act. The PPIF has two components which include the “Rental” Account and the “Fee” Account. The Rental Account is associated with the L9140 and L9141 subactivities. The Fee Account includes the L9144, L9145 and L9146 subactivities. The Rental Account receives funding from 50% of mineral lease rental fees transferred monthly from the Office of Natural Resource Revenue. These funds may be used by designated O&G Project Offices for the coordination and processing of O&G use authorizations on Federal and Indian Trust mineral estate land under the jurisdiction of the Project Offices. The Fee Account receives funding from an APD fee collected by individual BLM offices. 15% of the funding collected is unavailable for fiscal years 2016 through 2019. There are legislated requirement how on the remaining funds may be allocated. In general the Fee Account shall be used for the coordination and processing of oil and gas use authorization on onshore Federal and Indian trust mineral estate land. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9140	PRMT PRCSSNG IMPRVMNT (REV)	L9146	FEE ACOUNT BLM 25%
L9141	PRMT PRCSSING IMPRVMNT (EXP)	L9147	FEE ACOUNT BLM 75%
L9144	FEE ACCOUNT UNAVAILABLE	L9148	FEE ACOUNT BLM 25%
L9145	FEE ACCOUNT STATE 75%	L9149	APD FEE (REV)

Cook Inlet Region, Inc. Property Account The Treasury Account Symbol is (14X1118). This is permanent budget authority made available to the BLM by subsection 9102

of the FY 1990 Department of Defense Appropriation Act for administration and payment of purchase rights exercised by CIRI. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9230	COOK INLET REGION, INC (CIRI)		

Naval Petroleum Res Number2 Lease The Treasury Account Symbol is (14X5576). Steam Act of 1970 from lands within the naval petroleum reserves shall be deposited in the Treasury as “miscellaneous receipts,” as provided by section 7433(b) of title 10. All moneys received under the provisions of this chapter and the Geothermal Steam Act of 1970 no otherwise disposed of by this section shall be credited to miscellaneous receipts. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9640	NAVAL PTRLM RES Number2 LEASE	L9641	NAVAL PETROLEUM RES 2 (EXP)

OJITO Land Acquisition The Treasury Account Symbol is (14X5612). Authorized the sale of land to the Pueblo of Zia Indian Tribe and the purchase of land from willing sellers within the State of New Mexico. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L5853	OJITO WILDERNESS ACT		

Miscellaneous Trust Fund The Treasury Account Symbol is (14X8069). Provides for resource development, protection, and management improvement of the public lands with money and services contributed to the BLM from non-Federal Sources. These funds are no-year, unless otherwise stipulated in any agreement terms between the BLM and the contributor/donator. Funds contributed must be used for the stated purpose at the time of the collection. Unused funds may require refund at the time of project completion. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L7121	RSRC DEVL PROT/MGMT TGA	L7124	WLDFL & FISH CONS & REHAB
L7122	RSRC DEVL PROT/MGMT FLPMA	L7130	PUBLIC SURVEY
L7123	RSRC DEVL PRT/MGT OHWY	L7150	RIGHTS-OF-WAY

Blister Rust Control The Treasury Account Symbol is (1412X1105.011). Funds are transferred from the USDA Forest Service’s “Forest Protection and Utilization” appropriation to the Bureau for detection surveys and control operations to suppress white pine blister rust and projects to control forest pests on Bureau lands. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9610	BLISTER RUST CONTROL	L9620	FOREST PEST CONTROL

Forest Service Cadastral Survey The Treasury Account Symbol is (1412X1106.011). Funds are transferred from the USDA Forest Service’s “Forest Protection and Utilization” appropriation to the Bureau for specific cadastral survey projects and specific wild horse and burro projects in National Forests. The Forest Service is no longer transferring funds to BLM for WHB in the L9830 account. A reimbursable agreement in Subactivity L1920 replaced this funding in 2012. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9820	USFS CADASTRAL SURVEY	L9830	USFS WILD HORSE AND BURRO

Sandy Supplemental – BLM The Treasury Account Symbol is (1414X0102.011). Modeled on the Department’s approach to implementing Hurricane Sandy resilience investments, the Department will receive proposals and conduct a coordinated evaluation of projects. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9212	NATIVE SEED PRJ-HUR SANDY		

Central Hazardous Materials Fund The Treasury account Symbol is (1414X1121.011). Funds are transferred from the U.S. Department of the Interior for the remedial action of hazardous waste substances, pollutants, or contaminants pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act. The subactivities are:

Subactivity	Subactivity Name
L2641	CNTRL HAZMAT FND DEPT OFC
L2642	CNTRL HAZMAT 3RD PRY EXP

National Resource Damage Assessment – NRDA The Treasury Account Symbol is (1414X1618.011). Funds transferred from the Department of the Interior for damage assessments authorized by the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended (PL 101-380), and the Act of July 27, 1990 (PL 101-337) for expenses

incurred in natural resource damage assessment and restoration of resources on the Public Lands. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9210	NTRL RSRC DAMAGE ASSESS		

National Resource Damage Assessment – Receipt The Treasury Account Symbol is (1414X5198.011). These funds are for expenses incurred in the assessment of injuries or damages, or the restoration of resources for specific sites or incidents on or affecting Public Lands. They are collected from Potentially Responsible Parties, other trustees, or other parties, as a result of negotiations or litigation on the basis of the Department of the Interior’s assertion of natural resource trusteeship, pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended (PL 101-380), and the Act of July 27, 1990 (PL 101-337). The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9260	NTRL RSRC DMG 3 RD PARTY		

Federal Highway Authority: Emergency Relief for Federally Owned Roads (ERFO) The Treasury Account Symbol is (1469X0500.011). Funds are transferred from Federal Highway Administration’s “Emergency Relief for Federally Owned Roads” appropriation to the Bureau, for emergency repair of qualified roads and bridges on a public highway systems damaged by storms, floods, earthquakes, etc. The subactivity is:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9440	FHWA ERFO		

Federal Lands Transportation Program Treasury Account Symbol is (1469X8083.011). Funds are transferred from Federal Highway Administration for the administration planning, research, engineering, rehabilitation, construction, and reconstruction of Federal Lands Transportation Facilities. The subactivities are:

Subactivity	Subactivity Name	Subactivity	Subactivity Name
L9410	FHWA ERFO	L9430	FHWA HWY SP PROJ
L9420	FHWA HWY PLNG	L9450	STA - FLTP

Chapter 2 BLM Cost Structures

Account Code Definition and Scheme

The complete BLM account code structure consists of five components, totaling 54 characters. The five components represent the following:

- Organizational location, known as the FBMS cost center – 10 characters
- Source of Funding, known as the FBMS Fund Code /Source Budget Year (SBY) – 10 characters
- Program funding and benefitting and the nature of work being performed, i.e., Subactivity and Program Element (PE) code, known as the FBMS Functional Area code – 16 characters
- Specific project or undertaking within the Program for which costs are being accumulated when required by laws, regulations or business rules, known as the FBMS Work Breakdown Structure (WBS) code – 12 characters
- The purpose of the transaction, known as the FBMS Commitment Item or Budget Object Class (BOC) code – 6 characters

These five components provide the account code structure for every financial transaction in the Bureau financial system, and each component of the account code structure provides unique information which is not duplicated by any other part of the account code. The account code structure is required on all Bureau obligating and expenditure documents such as purchase requisitions, purchase orders, contracts, interagency agreements, leases, invoices, charge card reallocations, travel vouchers, etc. There are a few exceptions such as Time and Attendance/ Quicktime and fleet utilization transactions where the Commitment Item is derived so it is not required. Acquisition documents entered into the Prism system derive the Commitment Item from a User Product Code (UPC) entered. The WBS is required based on the subactivity business rules.

It is the primary responsibility of the Bureau official originating the action to determine the complete, proper account code for any financial transaction. It is extremely important that all required account codes are entered by the official who originates the obligation because he or she is the person who can best identify the purpose and reasons for the transaction. While subsequent reviewing managerial or administrative officials may challenge or correct portions of the original cost code, it remains the primary responsibility of the originating official to make the initial entries of the complete code. This Handbook provides those originating and reviewing officials with the necessary instructions and guidance to help them exercise that responsibility in the proper manner and according to standardized Bureau wide classifications.

It is expected that all managers will ensure that employees are assigned to perform work in a subactivity only when funding has been provided in the AWP and only to the extent that sufficient unobligated balances remain available in the subactivity.

Account code structure examples would be as follows:

Component	Code	Description
Cost Center	LLCAC06000	CA - Bakersfield Field Office
SBY/ Fund Code	16XL1109AF	SBY 16X – MLR Appropriated Funds
Subactivity/PE Code Functional Area Code	L1220/IA L12200000.IA0000	Recreation Resources Mgmt – Building Annual Maintenance
WBS Code	LXFMCA000042	SJ River Gorge Admin (1 – 2)
Commitment Item	254B00	Operations Maint & Repairs – Other Structures

Component	Code	Description
Cost Center	LLAZ931000	AZ – AZSO Lands & Minerals Group
SBY/ Fund Code	16XL5017AP	SBY 16X – Service Charges Deposits & Forfeitures
Subactivity/PE Code Functional Area Code	L5101/ER L51010000.ER0000	Major Category ROW – Process Rights of Way Grants
WBS Code	LVRWA15A3230	Navajo Generating Station EIS
Commitment Item	111A00	FTP Regular Civilian Pay

Component	Code	Description
Cost Center	LLMTL06000	MT – Lewistown Field Office
SBY/ Fund Code	16XL1109AF	SBY 16X – MLR Appropriated Funds
Subactivity/PE Code Functional Area Code	L1020/EE L10200000.EE0000	Rangeland Management - Issue Grazing Permits/Leases
WBS Code		
Commitment Item	211D00	Employee Per Diem

Treasury Account Symbol and Fund Code and Source Budget Year (SBY)

Treasury Account Symbol (TAS)

Every authorized BLM funding source is assigned a unique Treasury Account Symbol (TAS) by the Department of Treasury for tracking and reporting purposes. All Federal Government TAS are published in the Department of Treasury, Federal Account Symbols and Titles (FAST) Book.

The FAST Book is Supplement 1 to Volume 1 of the Treasury Financial Manual (TFM). Below is a link to the Dept. of Treasury, Bureau of Fiscal Service web page with the FAST Book:

https://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm

Examples of TAS Codes:

Allocation Transfer Agency	Agency Identifier	Beginning Availability	Ending Availability	Availability Type Code X = No Year	Treasury Main Account	Treasury Sub Account
	014			X	1109	
014	014			X	1125	.011
	014			X	1116	

014 = Department of Interior

X = No Year (ending period of availability) TAS

Main Account Symbol = Main Account Code Assigned by Treasury to funding Source

Sub Account = Transfer Appropriation Transfer Agency DOI (014 parent) to BLM (011 child)

14X1109 = Management of Lands and Resources, Bureau of Land Management

1414X1125.011 = Wildland Fire Management, Department Wide Programs, Interior, BLM Allocation Transfer

14X1116 = Oregon and California Grant Lands, Bureau of Land Management

The TAS is derived in FBMS from the SBY/Fund Code entered on the financial document. There can be many fund codes for each TAS. For example:

SBY/Fund Code	TAS Derived in FBMS
16XL1109AF	14X1109
16XL1125AF	1414X1125.011
XXXL1109RM	14X1109
16XL1109HF	14X1109

Reference Chapter 1 of the Fund Coding Handbook for a complete list of the BLM TAS.

Fund Code and Source Budget Year (SBY)

Fund Code - The fund code identifies the TAS and year(s) in which funds are available for obligation. The BLM will assign at least one fund code to each TAS authorized for the BLM in the FBMS. The authorizing language, complexity and reporting requirements of the TAS determines if one or more fund code is required. The fund code in FBMS is 10 characters.

Source Budget Year (SBY) – The 2012 House Interior Appropriations Act included a requirement for DOI to report to Congress on the status of balances of appropriations by the SBY the funds were appropriated, to include no year appropriations. The solution implemented in FBMS to track and report the status of no year appropriations by SBY was to utilize the first three positions of the FBMS fund code to identify the beginning year of availability (16 for example) and ending year (X = no ending year). If the Beginning Year Availability value = XX, indicates the fund code is exempt from SBY reporting. The following are examples of SBY fund codes:

Beginning Year Availability	Ending Year X = No Year	Bureau Identifier L = BLM	Treasury Main Account	Bureau Fund Identifier	Fund Name
16	X	L	1109	AF	MLR Appropriated Funds
16	X	L	1109	HF	MLR Mining Law Holding Fees
XX	X	L	1109	RM	MLR Reimbursable Funds
16	X	L	1125	AF	Fire DOI Allocation Funds
16	X	L	1116	AF	O&C Appropriated Funds

The 10 character fund code is derived in FBMS from the combination of SBY and Functional Area code entered on the financial document. There is a unique, one for one relationship between subactivity/PE (functional area) code and fund code. However, there can be many, many, many subactivity/PE codes for each fund code. For example:

SBY	Subactivity/PE - Functional Area Code	Fund Code Derived in FBMS
16X	L10200000.EE0000	16XL1109AF
16X	L12200000.CE0000	16XL1109AF
16X	LF1000000.HT0000	16XL1125AF
16X	LF2000000.HU0000	16XL1125AF
XXX	L19200000.NU0000	XXXL1109RM

Reference Chapter 5 of the Fund Coding Handbook for a complete list of BLM fund and Subactivity codes.

Subactivity and Program Element (PE) Code

Subactivity Code

Subactivity is a four digit number which represents the principal operational programs the Bureau is responsible for managing. The subactivity structure is required by external review agencies, i.e., OMB and Congressional appropriation committees, to identify the Bureau's funding needs and as such changes are not generally within our control. The subactivity number identifies a specific program within its parent appropriation (or funding source) and fund code. Funding amounts are often specified by the OMB and Congress at the subactivity level. Subactivity and SBY fund code are the principal summary level for program management reports.

The subactivity coding convention digits generally represent the following:

First Digit – represents the “appropriation”,

Second Digit – represents the “activity” within the appropriation,

Third and Fourth Digit – represents the “sub activity” within the activity,

Examples are:

Position 1	Position 2	Position 3 and 4	Subact Code
1 = MLR	0 = Land Resources	10 = Soil Water & Air Mgmt	1010
1 = MLR	0 = Land Resources	20 = Rangeland Mgmt	1020
1 = MLR	0 = Land Resources	30 = Forestry Mgmt (PD)	1030
1 = MLR	3 = Energy & Minerals	10 = Oil & Gas Mgmt	1310
1 = MLR	3 = Energy & Minerals	20 = Coal Mgmt	1320
1 = MLR	6 = Resource Protection & Maint	10 = Resource Mgmt Planning	1610
1 = MLR	6 = Resource Protection & Maint	20 = Rsrc Protec & Law Enfrce	1620
6 = O&C	3 = Western OR Resource Mgmt	10 = Forest Mgmt	6310
6 = O&C	3 = Western OR Resource Mgmt	20 = Reforestation & Forest Devel	6320
7 = Trust	1 = Miscellaneous Trust Funds	22 = Rsrc Development – FLPMA	7122

In FBMS, the subactivity and PE code combination is called Functional Area code. Functional area is a 16 character code comprised of 2 components; the Budget Activity which is 9 characters, the first five characters represent the Subactivity and the last four are zeros; and the Bureau Activity code which is 6 characters, the first two of which represent the Program Element (PE) code as described below, and the last four of which are zeros. There is a period separator (.) between the budget activity and bureau activity codes to complete the 16 characters. All BLM functional area codes begin with an 'L' in FBMS.

Examples of FBMS functional area codes are:

Subactivity/PE Code	FBMS Functional Area Code	Description
L1020/EE	L10200000.EE0000	Rangeland Management - Issue Grazing Permits/Leases
L5101/ER	L51010000.ER0000	Major Category ROW – Process Rights of Way Grants
L1220/CE	L12200000.CE0000	Recreation Resources Mgmt – Inventory Nat Scenic & Historic Trails
L6310/HD	L63100000.HD0000	Western OR Forest Mgmt – Manage 4st & Woodland Commercial Sales

Program Element Codes

Program Element (PE) codes are two character, product-oriented codes which describe, by subactivity, the type of work being performed and workload measure (output) accomplished. Bureau employees are to code their work time and any financial documents they originate with the account code(s), which most accurately reflect the type of work they are doing (PE code) and the purpose/benefiting program (subactivity) of the obligation or expenditure.

The Government Performance and Results Act of 1993 (GPRA) and the subsequent GPRA Modernization Act of 2010 which amended it, became law to improve the performance of government programs and agencies. It improves the confidence of Americans in the Federal government, focuses on the actual results of government activity and services, supports congressional oversight and decision-making, and improves the managerial and internal workings of agencies within the Federal government. All cabinet-level agencies of the Federal government are within the purview of GPRA, which requires them to complete a Strategic Plan, to be revised within a year of the inauguration of a new Administration, as well as annual Performance Plans and Reports, including both performance and financial/costing data.

PE codes are the basis of the BLM costing system and are determined by the activities we perform. Each PE has a workload measure. For example, “JD - Apply Weed Treatments” has “Acres Treated” as its workload measure. The money (resources) assigned to a PE is determined in part by the employee work hours coded to the PE. It can then be calculated how much money was spent performing this activity in the year. Combine the money spent in association with a PE with the units produced for the associated workload measure and the unit cost can be calculated. Knowing this information can be helpful for analysis and decision making, allowing for example for comparison between the cost of an activity between years or between states and offices.

Reference Chapter 5 of the Fund Coding Handbook for information on PE code history, definitions, output measures, Performance Plan, Strategic Matrix, and a link to the BLM Performance Information web page.

Reference Chapter 7 of the Fund Coding Handbook for the BLM Subactivity definitions, associated PE codes and workload measures.

Work Breakdown Structure (WBS) Code and Funded Program Code

A WBS code is a specific project or undertaking within a Program for which costs are accumulated when required by laws, regulations or business rules. A WBS code is sometimes required to be entered, because the funding source (fund code) and benefitting program (subactivity) require the accumulation of all costs to perform the specific project. For many fund and subactivity codes, a WBS code is allowed but optional. Some fund and subactivity codes do not allow a WBS code. Chapter 7 of the Fund Coding Handbook, Subactivity Definitions, indicates if a WBS code is required or not allowed for that subactivity. No indication means a WBS code is allowed but optional.

Examples of what types of projects/undertaking WBS codes are used for cost tracking:

- Current Fiscal Year (FY) appropriation, Budget Justifications, Annual Work Plan will specify special emphasis programs, congressionally monitored initiatives
- Wildland fire suppression costs
- Hazardous fuels reduction costs
- Deferred and annual facilities maintenance and construction costs
- Land Acquisitions
- Information Technology costs
- Permanent change of station costs
- Voluntary donations and contributions from individuals and groups
- Rights-of-Way application processing, granting, compliance, monitoring
- Recreation site fee collections and costs
- Performance bond forfeitures and settlements for repair of damaged lands
- Hazardous material site investigation and clean up
- Reimbursable agreements with other agencies

In the FBMS Funds Management (FM) module, WBS code is known as funded program. Funded program is derived from the WBS code. With one exception, the WBS and funded program are the same for the BLM. The exception is the WBS code for Major Category Rights of Way has a higher level/summarized Funded Program. If a WBS code is not entered on any financial transaction, the funded program derived will be FPDEFAULT. Funded program may be associated with a budget for the planning, tracking and reporting the budget available or allocated to the project.

WBS and funded program codes are 12 characters. Reference Chapter 6 of the Fund Coding Handbook for a description of the standard BLM WBS code and examples.

Cost Center and Fund Center (Organization Code)

A cost center is a ten character code which represents an organizational location, hierarchical structure/relationship and sometimes a function within the BLM. All BLM financial transactions/data must be assigned a cost center code in FBMS. The cost center will generally represent the organization procuring and/or receiving benefit from the goods or services. The cost center will also represent the organization an employee is assigned to for labor and travel costs, for example.

Cost center is referred to as fund center in the FBMS Funds Management (FM) module. Fund center is derived from the cost center and is the same for BLM. Fund center may be associated with a budget for the planning, tracking and reporting of the BLM budget. The level at which data is accumulated varies, but parallels the level of budget formulation for each State/Center. At a minimum, budget is allocated to the first four characters of the fund center.

Cost center is referred to as organization code in the DOI Federal Personnel & Payroll System (FPPS). Cost centers must be created in FBMS before the corresponding organization code can be created in FPPS.

Cost centers are structured in a hierarchical order. Each character of the cost center represents a level in the BLM organization. There is a standard structure and naming convention for cost centers.

Cost center codes are generally structured as follows:

L	L	XX	# or X	##	###
Bureau = BLM	Operating Entity = not used	State/ Center	# 9 = State office, WO Directorate or Division X = alpha district office	Field Office, Division	Branch, Staff, Unit

Examples:

LLAZ910000 = AZ State Directors Office

LLAZG00000 = Gila District Office

LLAZG02000 = Tucson Field Office

LLAZG02100 = Las Cienegas NCA

Chapter 3 Benefiting Subactivity Concept

The Bureau budget subactivities are specifically defined, identified, and discussed in documents presented to the Secretary of the Interior, Office of Management and Budget (OMB), and Congressional Appropriations Committees. In these documents (the BLM Budget Justifications), the Bureau justifies a certain level of funding to accomplish specified types and quantities of work. The subactivities and program elements in this fund code handbook reflect budget justification and Congressional Appropriation Act structures.

There is a direct relationship in the budget justifications among the description of the subactivity program and its objectives, its funding level, and the types of products or workloads that will be completed. The relationships among types of work, workload measures, and funding levels are decided upon and defended by Bureau management officials, up to and including testimony before Congressional subcommittees. Based upon these justifications and representations by Bureau officials, the Congress makes decisions on funding priorities, program emphases, workloads, fund levels, and a resultant level of production from the various programs of the Bureau. The end result of this series of policy decisions and commitments is an act of law – the annual Interior, Environment, and Related Agencies Appropriations Act.

Policy officials make decisions on funding levels for each subactivity which, in turn, impact the amount of work that can be accomplished by the Bureau. These decisions to increase or decrease a program's funding are intentional and reflect policymakers' decisions about program priorities and obligate the Bureau to use the funds as they were justified; to accomplish the work identified in the course of justifying those funds; and do that work in the most cost-effective manner (at the least cost for an acceptable level and quality of product). The Bureau is also obligated to carry out the intent of the policy decisions reflected in the Appropriations Act and not to substitute individual judgments for those specific policy decisions.

The "benefiting subactivity" is the subactivity driving or causing the action or event. The driving subactivity may be identified in budget or work planning documents such as the Budget Justifications. Cause and effect may be used to determine the benefiting subactivity. For instance, "If it were not for the Rights-Of-Way Application, then BLM would not be doing this Threatened and Endangered Species clearance." This helps to identify the ROW action as the driving force. Therefore, a Lands and Realty subactivity would be the appropriate benefiting subactivity, where the wildlife biologist would record his/her time spent completing the Threatened and Endangered species clearance and reports.

All States and Offices are responsible for coding time and work accurately in accordance with the Bureau's budget structure and the benefiting subactivity concept. Employees should code

their time to the program element and subactivity where they are performing their work. Managers must assure that employees do not continue to work in subactivities where funding has been depleted or is unavailable. It is not appropriate to charge work and time to subactivities with available funds if they do not benefit from the work. When benefitting subactivity funds are exhausted (or nearing exhaustion), management must decide whether to end work on the project; request additional funds from the pertinent State Office or Washington Office; or request a reprogramming of funds from other subactivities.

It is important to understand, however, that the benefitting subactivity concept does provide the BLM with a reasonable amount of flexibility in how subactivity funding can be used. Many work efforts benefit multiple programs or are completed to accomplish a subactivity-specific objective. For example, a riparian area improvement project could be developed for the specific purpose of enhancing or improving fish, wildlife, livestock, water quality and endangered species. There is clearly flexibility on where work and costs for this riparian project can be coded outside of the Riparian Management Subactivity. As another example, a wild horse and burro gather, not included or planned in a State's strategy to reach appropriate management levels, that is completed for the primary purpose of protecting or enhancing a specific stream or riparian area that is being degraded by a horse herd could be reasonably charged to the Riparian Management Subactivity. Likewise, it may be appropriate for the Riparian Specialist to perform assessments of riparian areas using funds from the Wild Horse and Burro Program when the purpose of that inventory is to assess conditions that might be attributed to wild horses or burros.

Chapter 4 Subactivity Listing

Below is a table that lists all of BLM Subactivities with their name and associated Fund and Treasury Account. The first three characters of the fund indicate the Source Budget Year (SBY) the funds are appropriated. The fund in this subactivity listing is an example of Fiscal Year 2016 appropriation.

Subactivity	Subactivity Name	Fund	Treasury Account
L0888	Undistributed Labor Cost	16XL1109AF	14X1109
L1010	Soil, Water, Air Management	16XL1109AF	14X1109
L1020	Rangeland Management	16XL1109AF	14X1109
L1030	Forestry (PD)	16XL1109AF	14X1109
L1040	Riparian	16XL1109AF	14X1109
L1050	Cultural Resources Management	16XL1109AF	14X1109
L1060	Wild Horses & Burros	16XL1109AF	14X1109
L1061	Wild Horses & Burros Recovery	16XL1109HB	14X1109
L1062	Wild Horses & Burros Expenditure	16XL1109HB	14X1109
L1110	Wildlife Management	16XL1109AF	14X1109
L1120	Fisheries Management	16XL1109AF	14X1109
L1150	T&E Species	16XL1109AF	14X1109
L1210	Wilderness Management	16XL1109AF	14X1109
L1220	Recreation Resources Management	16XL1109AF	14X1109
L1232	Recreation Enhancement Fee Program	16XL5413AR	14X5413
L1310	Oil And Gas Management	16XL1109AF	14X1109
L1311	APD Processing Fees Expense	16XL1109PF	14X1109
L1312	APD Processing Fees Recovery	16XL1109PF	14X1109
L1313	APD Processing Fee Over-Collections	16XL1109PF	14X1109
L1314	Oil & Gas Inspection & Enforcement	16XL1109AF	14X1109
L1315	APD Fee 15 Percent MLR	16XL1109AF	14X1109
L1320	Coal Management	16XL1109AF	14X1109
L1330	Other Mineral Resources	16XL1109AF	14X1109
L1340	Renewable Energy	16XL1109AF	14X1109
L1380	Alaska Minerals Assessment	16XL1109MA	14X1109
L1410	Alaska Conveyance & Lands	16XL1109AF	14X1109
L1440	Cadastral, Lands and Realty Management	16XL1109AF	14X1109
L1492	Communication Site Fee Expenses	16XL1109CS	14X1109
L1493	Communication Site Fee Revenues	16XL1109CS	14X1109
L1494	Communication Site Fee Over- Collections	16XL1109CS	14X1109
L1610	Resource Management Planning	16XL1109AF	14X1109
L1620	Abandoned Mine Lands	16XL1109AF	14X1109

Subactivity	Subactivity Name	Fund	Treasury Account
L1630	Law Enforcement	16XL1109AF	14X1109
L1640	Hazardous Materials Management	16XL1109AF	14X1109
L1653	Deferred Maintenance	16XL1109AF	14X1109
L1660	MLR Annual & Operations Maintenance	16XL1109AF	14X1109
L1711	NLCS Monument & Conservation Area	16XL1109AF	14X1109
L1770	Challenge Cost Share	16XL1109AF	14X1109
L1771	Coop Conservation Initiative	16XL1109AF	14X1109
L1790	Grasshopper & Mormon Cricket	16XL1109AF	14X1109
L1820	Administrative Support	16XL1109AF	14X1109
L1830	Fixed Cost-Bureauwide	16XL1109AF	14X1109
L1840	NTC Training Collections	16XL1109TF	14X1109
L1841	Proceeds Recycled Material	16XL1109PR	14X1109
L1842	Energy Tax Credits	16XL1109EC	14X1109
L1850	Information Systems	16XL1109AF	14X1109
L1910	Cadastral Reimbursable	XXXL1109RM	14X1109
L1920	Other Reimbursables	XXXL1109RM	14X1109
L1923	Land Buy Back Program for Tribal Nations	155LL1109RM	1451109
L1930	Reimbursable Mining Law Administration	16XL1109ML	14X1109
L1990	Mining Law Administration	16XL1109HF	14X1109
L1993	Mining Claim Fee Receipt	16XL1109HF	14X1109
L1994	Mining Claim Fee Over-Collection	16XL1109HF	14X1109
L2110	Construction	13XL1110AF	14X1110
L2641	Central Hazmat Fund Department Office	16XL1121AF	1414X1121.011
L2642	Central Hazmat 3rd Party Expenses	16XL1121HF	1414X1121.011
L3111	Land Acquisition-Emergency Hardship	16XL5033AP	14X5033
L3130	Acquisition Management	16XL5033AR	14X5033
L5101	Major Category Rights-Of-Way	16XL5017AP	14X5017
L5102	Minor Category Rights-Of-Way	16XL5017AR	14X5017
L5103	ROW Process Master Agreement	16XL5017AP	14X5017
L5104	Energy & Mineral Fix Fee Charges	16XL5017AR	14X5017
L5105	Recreation Cost Recovery	16XL5017AP	14X5017
L5106	Trans-Alaska Pipeline	16XL5017AR	14X5017
L5110	Energy/Minerals Case Charge	16XL5017AR	14X5017
L5210	Noncompetitive Adoptions	16XL5017AR	14X5017
L5220	Competitive Bid Adoptions	16XL5017AR	14X5017
L5310	Repair Of Damage Lands (O&C)	16XL5017AR	14X5017
L5320	Repair Of Damage Lands (PD)	16XL5017AR	14X5017
L5321	Repair Of Damage Lands (PD)	16XL5017AP	14X5017

Subactivity	Subactivity Name	Fund	Treasury Account
L5330	SEC 304 FLMPA Reclamation Fee	16XL5017AR	14X5017
L5410	Convey Fed-Owned Mineral Interest	16XL5017AR	14X5017
L5420	Record Disclaimers Interest	16XL5017AR	14X5017
L5440	Lease Permit Ease/Convey	16XL5017AR	14X5017
L5441	Film Permit Rental Fees	16XL5017AS	14X5017
L5500	Timber Contract Expense	16XL5017AR	14X5017
L5605	Washington County Utah Land Acquisition Revenue	16XL5554AR	14X5554
L5606	Washington County Utah Land Acquisition Expenditures	16XL5554AR	14X5554
L5610	Owyhee Land Acquisition Revenue	16XL5556AR	14X5556
L5611	Owyhee Land Acquisition Expenditure	16XL5556AR	14X5556
L5700	Copy Fees	16XL5017AR	14X5017
L5800	Timber Pipeline Rest Collection	16XL5249AR	14X5249
L5810	Forest Pipeline Restoration Fund	16XL5249AR	14X5249
L5820	WPC CRDA Revenues	XXXL5397AR	14X5397
L5821	WPC CRDA Program Administration Costs	XXXL5397AR	14X5397
L5822	WPC CRDA Archeological Resource	XXXL5397AR	14X5397
L5823	WPC Land Hold Shoshone Tribe	XXXL5397AR	14X5397
L5824	WPC Silver State OHV Trail	XXXL5397AR	14X5397
L5825	WPC CRDA Wilderness Management	XXXL5397AR	14X5397
L5826	WPC CRDA Develop Multi-Species Habitat Conservation Plan	XXXL5397AR	14X5397
L5827	WPC Non-motor Recreation Opportunity	XXXL5397AR	14X5397
L5830	Recreation Pipeline Restoration Fund	16XL5249AR	14X5249
L5831	CCLA Revenue Collection	XXXL5558AR	14X5558
L5832	CCLA Program Support	XXXL5558AR	14X5558
L5833	CCLA Land Acquisition	XXXL5558AR	14X5558
L5834	CCLA Silver Saddle Revenue	XXXL5559AR	14X5559
L5835	CCLA Silver Saddle Easement	XXXL5559AR	14X5559
L5838	OJITO Wilderness Act	14XL5612AR	14X5612
L5840	LCLA Gross Proceeds	XXXL5469AR	14X5469
L5841	LCLA Land Acquisition	XXXL5469AR	14X5469
L5842	LCLA Species Habitat Plan	XXXL5469AR	14X5469
L5843	LCLA Sales Preparation	XXXL5469AR	14X5469
L5844	LCLA Archeological Resource Management	XXXL5469AR	14X5469
L5845	LCLA SEC102 Gross Proceed	XXXL5469IN	14X5469
L5846	LCCRDA OHV	XXXL5469IN	14X5469
L5847	LCCRDA Wilderness Management	XXXL5469IN	14X5469

Subactivity	Subactivity Name	Fund	Treasury Account
L5848	LCRD Program Support	XXXL5469IN	14X5469
L5850	Southern Nevada Public Land Management Act	XXXL5232AR	14X5232
L5851	SNPLMA Land Acquisition	XXXL5232AR	14X5232
L5852	SNPLMA Capital Improvement Park & Trail	XXXL5232AR	14X5232
L5853	SNPLMA Program Admin	XXXL5232AR	14X5232
L5854	SNPLMA Pre-Proposal Plan	XXXL5232AR	14X5232
L5855	SNPLMA - Mesquite	XXXL5232ME	14X5232
L5856	SNPLMA Parks & Trails	XXXL5232AR	14X5232
L5857	SNPLMA Multi Species Plan	XXXL5232AR	14X5232
L5858	SNPLMA FS Santini Burton	XXXL5232FS	14X5232
L5859	SNPLMA Ivanpah Valley Airport	XXXL5232IV	14X5232
L5861	SNPLMA Conservation Initiative	XXXL5232AR	14X5232
L5862	SNPLMA Construction & Ops Sloan	XXXL5232SL	14X5232
L5863	SNPLMA Repair Trails & Road	XXXL5232SL	14X5232
L5864	SNPLMA Interpretation Act	XXXL5232SL	14X5232
L5865	SNPLMA Research	XXXL5232SL	14X5232
L5866	SNPLMA Sloan Canyon Tract A	XXXL5232SL	14X5232
L5867	Lake Tahoe Restoration Act	XXXL5232AR	14X5232
L5868	SNPLMA Eastern Nevada Landscape Restoration Project	XXXL5232AR	14X5232
L5869	SNPLMA Hazard Fuel Reduction	XXXL5232AR	14X5232
L5881	Secure Rural School Revenue	16XL5485AF	14X5485
L5882	Secure Rural School Expenditure	16XL5485AF	14X5485
L5884	Secure Rural School (Warrant)	16XL5485AR	14X5485
L5900	Forest Ecosystem Health & Recovery Expenditure	16XL5165AR	14X5165
L5901	Forest Ecosystem Health & Recovery Collection	16XL5165AR	14X5165
L5920	Stewardship Contracting Revenue/Expenditure	16XL5506AR	14X5506
L6140	Western Oregon Acquisition	16XL1116AF	14X1116
L6254	O&C Annual Maintenance & Operation	16XL1116AF	14X1116
L6310	Western Oregon Forest Management	16XL1116AF	14X1116
L6320	Western Oregon Reforestation and Forest Development	16XL1116AF	14X1116
L6331	Western Oregon Rangeland Management	16XL1116AF	14X1116
L6332	Western Oregon Recreation Management	16XL1116AF	14X1116
L6333	Western Oregon Soil Water Air	16XL1116AF	14X1116

Subactivity	Subactivity Name	Fund	Treasury Account
L6334	Western Oregon Wildlife Habitat	16XL1116AF	14X1116
L6350	Western Oregon Resource Planning	16XL1116AF	14X1116
L6420	Western Oregon Information System O&M	16XL1116AF	14X1116
L6711	NLCS Oregon Monument & Conservation	16XL1116AF	14X1116
L7121	Resource Development Protection/Management Taylor Grazing Act	16XL8069TF	14X8069
L7122	Resource Development Protection/Management FLPMA	16XL8069TF	14X8069
L7123	Resource Development Protection/Management OHV	16XL8069TF	14X8069
L7124	Wildlife & Fish Conservation & Rehab	16XL8069TF	14X8069
L7130	Public Survey	16XL8069TF	14X8069
L7150	Rights-Of-Way	16XL8069TF	14X8069
L8100	Rangeland Improvements (PD Lands)	16XL5132AR	14X5132
L8200	Rangeland Improvements LU Lands	16XL5132AR	14X5132
L9110	Road Maintenance Western Oregon	16XL5018AR	14X5018
L9120	Road Maintenance PD Lands	16XL5018AR	14X5018
L9140	Permit Processing Improvement Revenue	16XL5573AR	14X5573
L9141	Permit Processing Improvement Expense	16XL5573AR	14X5573
L9144	Fee Account, Unavailable	XXXL5573XS	14 5573.004
L9145	Fee Account, State 75%	16XL5573PD	14X5573
L9146	Fee Account, BLM 25%	16XL5573PD	14X5573
L9147	Fee Account, State 75%	XXXL5573DA	14X5573
L9148	Fee Account, BLM 25%	XXXL5573DA	14X5573
L9149	Fee Account, Unavailable	XXXL5573XS	14 5573.004
L9210	Natural Resource Damage Assessment	16XL1618AF	1414X1618.011
L9212	Native Seed Project-Hurricane Sandy	13XL0102AF	1414X0102.011
L9230	Cook Inlet Region, Inc. (CIRI)	XXXL1118AF	14X1118
L9260	Natural Resource Damage 3rd Party	16XL5198AR	1414X5198.011
L9310	WCF Motorized and Towed Fleet	XXXL4525RV	14X4525
L9322	WCF Stores	XXXL4525RV	14X4525
L9323	WCF National Sign Center	XXXL4525RV	14X4525
L9324	WCF National Sign Initiative	XXXL4525RV	14X4525
L9360	WCF Department Forms Center	XXXL4525RV	14X4525
L9390	WCF Reimbursable FWS and NPS	XXXL4525RM	14X4525
L9410	FHWA ERFO	XXXL8083TF	1469X8083.011

Subactivity	Subactivity Name	Fund	Treasury Account
L9420	FHWA Highway Transportation Planning	XXXL8083TF	1469X8083.011
L9430	FHWA Special Projects	XXXL8083TF	1469X8083.011
L9440	FHWA ERFO	16XL0500AF	1469X0500.011
L9450	Surface Transportation Act - FLTP	XXXL8083TF	1469X8083.011
L9610	Blister Rust Control	16XL1105AF	1412X1105.011
L9620	Forest Pest Control	16XL1105AF	1412X1105.011
L9630	Navy Oil Shale Reserve Restoration	16XL5294AR	14X5294
L9640	Naval Petroleum Reserve Number2 Lease	16XL5576AR	14X5576
L9641	Naval Petroleum Reserve 2 Expense	16XL5576AR	14X5576
L9650	Abandoned Well Remediation	XXXL2640AF	14X2640
L9710	Quarters Maintenance	16XL5048AR	14X5048
L9820	USFS Cadastral Survey	16XL1106AF	1412X1106.011
L9830	USFS WH&B	16XL1106AF	1412X1106.011
L9900	Helium Property Transfer	XXXL4053RV	14X4053
L9911	Crude Helium Sales	XXXL4053RV	14X4053
L9912	Refined Helium Sales	XXXL4053RV	14X4053
L9921	Private Helium Storage	XXXL4053RV	14X4053
L9923	Crude Helium Compression Cost	XXXL4053RV	14X4053
L9924	Crude Helium Enrichment Unit	XXXL4053RV	14X4053
L9931	Helium Fee Sales	XXXL4053RV	14X4053
L9951	External Technical & Analytical Service	XXXL4053RV	14X4053
L9961	Natural Gas Royalties	XXXL4053RV	14X4053
L9971	Organizational Support	XXXL4053RV	14X4053
LF100	Preparedness Allocation	16XL1125AF	1414X1125.011
LF200	Suppression Allocation	16XL1125AF	1414X1125.011
LF210	Severity	16XL1125AF	1414X1125.011
LF220	Emergency Stabilization	16XL1125AF	1414X1125.011
LF310	Hazardous Fuels	16XL1125AF	1414X1125.011
LF320	Burned Area Rehabilitation	16XL1125AF	1414X1125.011
LF330	Fire Facilities Allocation	16XL1125AF	1414X1125.011
LF340	Joint Fire Science Project	16XL1125AF	1414X1125.011
LF460	Suppress Assist Collections	16XL1125FA	1414X1125.011
LF470	Preparedness Assist Collections	16XL1125FA	1414X1125.011
LF561	State Assist Suppression	16XL1125FA	1414X1125.011
LF571	State Assist Preparedness	16XL1125FA	1414X1125.011
LF581	Preparedness Assist Collections	16XL1125FA	1414X1125.011
LF690	Fire Program Fire Reimbursable	XXXL1125RM	1414X1125.011
LF691	Fire Program All Risks Reimbursable	XXXL1125RM	1414X1125.011

Chapter 5 Program Element Listing

The Office of Management and Budget (OMB) directed each Agency to develop performance goals that are objective, quantifiable, and measurable within a Strategic Plan. Agencies are directed to provide a basis for comparing actual program results with the established goals.

Activity based costing allows for tracking the resources invested in completing work and the work completed and the comparison of the two to determine the cost per unit, for example, the cost of restoring a single acre of land or renewing a single grazing permit. In activity based costing, all the individual components necessary to achieve the final work output (for example, the protection of a particular riparian area) are tied together so that the true cost of that output can be recognized.

Subactivity, program element, and work breakdown structure (WBS) codes are used together in activity based costing. Program Elements (PE) track work that has an identifiable starting and ending point, consumes resources (such as funding or staff time), and produces a discrete, measurable unit of accomplishment at the end. PEs are grouped into nine work processes which describe the BLM's work at the highest level and are groupings of activities that are related by a common goal. Using an activity based cost management structure helps the Bureau to become more efficient and provides increased financial reporting accountability. Activity based costing, by allowing for capturing the full cost of completing work, can also assist the Bureau in better quantifying and providing for the necessary resources.

A list of BLM's PEs and definitions can be found at <http://web.blm.gov/wo800/budget/performance.php>

Chapter 6 DOI/BLM WBS Codes and Project Types

The Work Breakdown Structure (WBS) code is the part of the BLM account code that allows BLM to track individual projects or undertakings required by laws, regulations and/or reporting requirements. Because of their nature, WBS codes require the accumulation of all resources necessary to accomplish the task. A WBS code could be required because the BLM funding source requires specific work to be tracked. This type of funding could be specific to our appropriations, a reimbursable agreement with another federal agency, fees collected, or private contributions and donations for a multitude of reasons.

The BLM WBS code is 12 characters, beginning with four standard characters and the remaining eight positions being alpha/numeric and arranged/defined based on the subactivity they are associated with. For BLM the first character is always L to identify it in FBMS as a BLM WBS code.

The following is the standard or basic format of the 12 character BLM WBS code:

Position 1	Bureau ID (Always L for BLM)
Position 2	DOI Project Type
Position 3 – 4	BLM Project Type
Position 5 – 8	BLM Project Code
Position 9 – 12	Zero Filled (Future Use)

The following is the standard format of a BLM WBS code subject to indirect cost

Position 1	Bureau ID (Always L for BLM)
Position 2	DOI Project Type
Position 3 – 4	BLM Project Type
Position 5 – 7	1 Character State Code and Fiscal Year
Position 8 – 12	BLM Project Code

The following is the standard format of a BLM WBS code Using BLM State Code

Position 1	Bureau ID (Always L for BLM)
Position 2	DOI Project Type
Position 3 – 4	BLM Project Type
Position 5	1 Character State Code
Position 6 – 12	BLM Project Code

WBS CODE EXAMPLES

L.V.RD.OR110000	Loon Lake Rec Site
L.X.SI.WEED0000	Weed Control
L.V.TF.C15C8510	South Parachute Gap Mitigation
L.V.RW.D1501200	IDI 37627 Niebaur ROW App Processing
L.X.SS.H1100000	Special State Code for Oregon

The table below defines the DOI Project Type and the BLM Project Type:

DOI WBS Type	DOI WBS Name	BLM WBS Type	BLM WBS Name
A	Assets Under Construction	CP	Construction Project
A	Assets Under Construction	DM	Deferred Maintenance
A	Assets Under Construction	FC	Fire Construction
A	Assets Under Construction	IT	IT Infrastructure and Office Automation
A	Assets Under Construction	RS	Secure Rural Schools
A	Assets Under Construction	SN	Southern NV Public Lands (SNPLMA)
D	Deferred Maintenance	DM	Deferred Maintenance
F	Fire	BR	Burned Area Rehabilitation
F	Fire	ES	Emergency Stabilization
F	Fire	FA	Fire Assistance
F	Fire	FC	Fire Construction
F	Fire	HF	Hazardous Fuels Reduction
F	Fire	RL	Resilient Landscapes
F	Fire	SP	Fire Suppression
F	Fire	SR	Fire Severity
I	Information Technology	IT	IT Infrastructure and Office Automation
R	Reimbursable	CM	Cadastral Survey - Master Agreement
R	Reimbursable	CS	Cadastral Survey (Reimbursable & Forest Service)
R	Reimbursable	GS	Gulf Oil Spill, NRDAR
R	Reimbursable	OR	Other Reimbursable
R	Reimbursable	PR	Gulf Oil Spill, FWS PRFA
R	Reimbursable	RF	Reimbursable Fire
R	Reimbursable	SN	Southern NV Public Lands (SNPLMA)
R	Reimbursable	WF	Working Capital Fund - Admin
S	Stewardship	CC	Challenge Cost Share (CCS) & Stewardship Contracting

DOI WBS Type	DOI WBS Name	BLM WBS Type	BLM WBS Name
V	Available Receipts / Product Sales	AP	Alaska Pipeline
V	Available Receipts / Product Sales	CL	Conveyance of Lands
V	Available Receipts / Product Sales	CT	Timber Contract Expense
V	Available Receipts / Product Sales	DF	ARRA-Deferred Maintenance
V	Available Receipts / Product Sales	DI	Disclaimer of Interest
V	Available Receipts / Product Sales	DL	Damaged Lands
V	Available Receipts / Product Sales	DO	Damaged Lands, O&C
V	Available Receipts / Product Sales	DP	Damaged Lands, Public Domain
V	Available Receipts / Product Sales	EM	Energy/Mineral Case
V	Available Receipts / Product Sales	FE	Forest Ecosystem
V	Available Receipts / Product Sales	LC	Lincoln County Land Act
V	Available Receipts / Product Sales	LM	Landscape Mitigation
V	Available Receipts / Product Sales	MC	Right-of-Way Minor Cat
V	Available Receipts / Product Sales	RA	Right-of-Way Master Agreement
V	Available Receipts / Product Sales	RC	Recreation Cost Recovery
V	Available Receipts / Product Sales	RD	Recreation Fee Sites
V	Available Receipts / Product Sales	RM	Road Maintenance
V	Available Receipts / Product Sales	RW	Right-of-Way Major Cat
V	Available Receipts / Product Sales	TC	Conveyance, Omitted Lands
V	Available Receipts / Product Sales	TF	RSRC Dev Prot Mgmt - FLPMA
V	Available Receipts / Product Sales	TG	RSRC Dev Prot Mgmt - TGA

DOI WBS Type	DOI WBS Name	BLM WBS Type	BLM WBS Name
V	Available Receipts / Product Sales	TH	RSRC Dev Prot Mgmt - CA Off Hwy
V	Available Receipts / Product Sales	TP	Timber Pipeline
V	Available Receipts / Product Sales	TR	Rights-of-Way (L7150)
V	Available Receipts / Product Sales	TS	Public Survey
V	Available Receipts / Product Sales	TW	Wildlife & Fish Cons & Rehab
W	Working Capital Fund	MV	WCF Vehicles
W	Working Capital Fund	WF	Working Capital Fund - Admin
X	Bureau Specific	AM	Abandoned Mines
X	Bureau Specific	CC	Challenge Cost Share (CCS) & Stewardship Contracting
X	Bureau Specific	CF	Centrally Funded
X	Bureau Specific	CP	Construction Project
X	Bureau Specific	CS	Cadastral Survey (Reimbursable & Forest Service)
X	Bureau Specific	DA	Natural Resource Damage Assessment
X	Bureau Specific	FM	Facilities Maintenance
X	Bureau Specific	GS	Gulf Oil Spill, NRDAR
X	Bureau Specific	HE	Helium
X	Bureau Specific	HM	Hazard Management & Resource Restoration
X	Bureau Specific	HR	Federal Highway Roads
X	Bureau Specific	IT	IT Infrastructure and Office Automation
X	Bureau Specific	LA	Land Acquisition
X	Bureau Specific	PC	Permanent Change of Station
X	Bureau Specific	PR	Gulf Oil Spill, FWS PRFA
X	Bureau Specific	RI	Rangeland Improvement
X	Bureau Specific	RS	Secure Rural Schools
X	Bureau Specific	SG	Sage Grouse
X	Bureau Specific	SI	Special Interest
X	Bureau Specific	SN	Southern NV Public Lands (SNPLMA)
X	Bureau Specific	SS	Special State Unique
X	Bureau Specific	TF	RSRC Dev Prot Mgmt – FLPMA
X	Bureau Specific	TG	RSRC Dev Prot Mgmt - TGA
X	Bureau Specific	TH	RSRC Dev Prot Mgmt - Off Hwy
X	Bureau Specific	TR	National Scenic &/or Historic Trails

DOI WBS Type	DOI WBS Name	BLM WBS Type	BLM WBS Name
X	Bureau Specific	TW	Wildlife & Fish Cons & Rehab
X	Bureau Specific	WS	Wild & Scenic River
Z	Materials Hazardous	CH	Central Hazmat

The table below defines the BLM 1 character state and center code used in the WBS coding schemes.

1 Character Code	State or Center Name	2 Character State Code
A	Arizona State Office	AZ
B	California State Office	CA
C	Colorado State Office	CO
D	Idaho State Office	ID
E	Montana State Office	MT
F	Nevada State Office	NV
G	New Mexico State Office	NM
H	Oregon State Office	OR
J	Utah State Office	UT
K	Wyoming State Office	WY
L	Alaska State Office	AK
M	Eastern States Office	ES
N	National Operations Center	OC
P	Washington Office	WO
R	National Interagency Fire Center	FA
T	National Training Center	TC

BLM PROJECT ACCOUNTING (WBS CODE) USER GUIDE

Project accounting is an important part of Federal Financial Management, as rules, regulations, reporting and accountability requirements grow more complex. The BLM Project Accounting User Guide provides information, instructions and directions for all who establish maintain and monitor projects. The guide provides information, definitions, guidance and the procedures to

follow to establish Project/WBS codes in the Financial and Business Management System (FBMS). Also, reports and tools available to monitor projects are provided.

The guide contains an individual Chapter for each Program/Fund/Subactivity requiring a Project/WBS code. The guide provides the following information:

- Definition of each program
- List of WBS codes for each program
- Information for establishing WBS codes in FBMS
- Reports available to monitor and track WBS codes
- How to look up WBS codes in FBMS
- Information on programs requiring administrative/indirect costs

The Project Accounting User Guide is currently being updated and will be made available when completed.

Chapter 7 Subactivity Definitions and Associated Program Elements

This chapter contains the BLM subactivity definitions and explain what each subactivity can be used for. After the definition, the Program Elements (PE) that can be used with the subactivity are also listed, with the associated workload measure that the PE represents.

The BLM has a standing Program Element Oversight Team (PEOT) that requests changes to program elements definitions and subactivity/program element associations on a yearly basis. Proposed changes are to be directed to the PEOT.

L0888 Undistributed Labor Costs

Reflects costs that resulted from erroneous coding on labor cost transactions, i.e., Time and Attendance (T&A) reports and payroll adjustments. Expenses charged to this subactivity are system generated due to time sheet errors and are not used by anyone. NOTE: All costs in the Undistributed Labor Cost subactivity must be corrected immediately by all field offices, via a FBMS payroll adjustment entry.

Program Element And Name		Workload
88	Undistributed Labor Costs	None
98	Undistributed Payroll	None

L1010 Soil, Water, Air Management

Includes all costs associated with management, development, and protection of the soil, water, and air resources related to the Public Lands, excluding those actions directly benefiting riparian resources. This includes activity planning, soil surveys and watershed assessment, water source quantification and filings, monitoring soil, water, air and climate resources, and watershed project development and maintenance.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BH	Inventory Abandoned Mine Land Sites	Sites
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
CC	Assessment Or Prediction Of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
CE	Inventory National Scenic and Historic Trails	Units
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None

Program Element and Name	Workload	
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
EC	Process Water Rights Actions	Number
FN	Support Hydropower Licensing	Number Of Licenses Issued
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
HP	Remediate AML Physical Safety Hazards	Number Of Sites
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JK	Implement AML Projects To Restore Water Quality	Acres
JN	Restore Forest And Woodlands Through Development	Acres
JP	Implement Threatened And Endangered Species Recovery/Actions	Number
JX	Decommission And Rehabilitate Roads And Trails	None
JZ	Native Plant Materials Collection	None
KE	Implement Conservation Actions For Non-ESA Species And Communities	None
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
LA	Monitor Designated National Scenic And Historic Trails	Units
MG	Monitor And Maintain Water Quality/Hazmat/NRDAR Sites	Number Of Sites
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected

Program Element and Name	Workload
MJ Evaluate Land Health	Evaluation Reports
MK Evaluate Weed Treatments	Acres
MN Monitor Lake/Wetland Habitat	Acres Evaluated
MO Monitor Streams/Riparian Habitat	Miles
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MX Monitor Shrub/Grass Vegetation Treatments	Acres
NP Evaluate PRPs For Cost Avoidance/Recovery	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal property, Vehicle Fleet Management Services, Other Management Support Services	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments To DOI	None

Program Element and Name		Workload
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1020 Rangeland Management

Includes all costs associated with management, maintenance, and enhancement of the rangeland ecosystem, excluding actions specifically benefiting the vegetation or physical characteristics of a riparian area or activities properly coded to the Range Improvements activity. This subactivity includes processing grazing authorizations, and conducting compliance, monitoring, development of grazing management structures and treatments, and noxious weed control.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
CC	Assessment Or Prediction Of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
CE	Inventory National Scenic and Historic Trails	Units
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed

Program Element and Name	Workload	
EC	Process Water Rights Actions	Number
ED	Transfer Grazing Preferences	Number
EE	Issue Grazing Permits/Leases	Permits Processed
EF	Issue Grazing Bills	Number
EG	Prepare Vegetative Permits/Contracts	Number
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JJ	Gather/Remove Wild Horses And Burros	Number Of Animals Remove
JZ	Native Plant Materials Collection	None
KE	Implement Conservation Actions For Non-ESA Species And Communities	None
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
LA	Monitor Designated National Scenic And Historic Trails	Units
MF	Monitor Designated Wild And Scenic Rivers	Miles
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MJ	Evaluate Land Health	Evaluation Reports
MK	Evaluate Weed Treatments	Acres
ML	Monitor Grazing Allotments	Number
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MP	Monitor Wild Horse & Burro Herd Management Areas	Number
MQ	Monitor Terrestrial Habitat	Acres
MX	Monitor Shrub/Grass Vegetation Treatments	Acres

Program Element and Name	Workload
NA Inspect Allotments for Grazing Compliance	Number
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
PK Provide Program Support: Forage	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1030 Forestry Management (PD)

Includes all costs associated with management, maintenance, and enhancement of forest and woodland ecosystems (exclusive of Western Oregon). This includes processing authorizations, compliance and monitoring, as well as reforestation and other related forest development work.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CC	Assessment Or Prediction Of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
DB	Plan For Commercial Activities	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed

Program Element and Name	Workload	
EG	Prepare Vegetative Permits/Contracts	Number
HD	Manage Forest And Woodland Commercial Sales	Acres
HE	Biomass Utilization	None
HL	Apply Commercial Forest And Woodland Management	Acres
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
JN	Restore Forest And Woodlands Through Development	Acres
MB	Evaluate Forest/Woodland Treatments	Acres
MF	Monitor Designated Wild and Scenic Rivers	Miles
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MJ	Evaluate Land Health	Evaluation Reports
MK	Evaluate Weed Treatments	Acres
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None

Program Element and Name	Workload	
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1040 Riparian Management

Includes all costs associated with maintaining, improving, or enhancing the condition of riparian areas. Riparian areas are defined as those areas having vegetation or physical characteristics reflective of the presence of water, which can include springs, lakes/ponds, streams/rivers, and wet meadows. Physical characteristics can include soil type and drainage. In general, chargeable items include those actions which directly benefit the vegetation or physical characteristics of the area. Examples are: project planning/design/construction/ maintenance, resource assessment, water rights acquisition, NEPA compliance, other resource clearances, monitoring and other agency coordination/permits.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CD	Assess Ecoregions	Assessments Completed
CE	Inventory National Scenic and Historic Trails	Units
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None

Program Element and Name	Workload
DS Prepare Draft EIS Level Land Use Plan Amendment	None
DT Prepare Final LUP Amendment/Record Of Decision	None
DU Prepare EA Level LUP Amendment/Record Of Decision	None
DV Review Other Bureau Proposed Actions	Reviews Conducted
DX Complete RMP Implementation Strategies	Number Completed
FN Support Hydropower Licensing	Number Of Licenses Issued
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JP Implement Threatened and Endangered Species Recovery Actions	Number
JX Decommission And Rehabilitate Roads And Trails	None
KE Implement Conservation Actions for Non-ESA Species and Communities	Number
LA Monitor Designated National Scenic And Historic Trails	Units
MF Monitor Designated Wild And Scenic Rivers	Miles
MJ Evaluate Land Health	Evaluation Reports
MK Evaluate Weed Treatments	Acres
MN Monitor Lake/Wetland Habitat	Acres Evaluated
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number

Program Element and Name	Workload
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MX Monitor Shrub/Grass Vegetation Treatments	Acres
NA Inspect Allotments for Grazing Compliance	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None

Program Element and Name	Workload
YG Facilities Security Costs	None

L1050 Cultural Resources Management

Includes all costs associated with management, maintenance, and enhancement of prehistoric and historic cultural resources and paleontological resources. Does not include costs for consideration of impacts to cultural resources from proposed land-use, when required, (e.g., Section 106 of the NHPA and NEPA review) which are properly coded to the benefitting subactivity.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
AJ	Consultations With Indian Tribes And Alaska Native Corp	Number Of Consultations
BC	Acres Of Heritage Resource Inventories	Acres
BD	Museum Collections Managed	Number Of Collection Units
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CE	Inventory National Scenic And Historic Trails	Units
DC	Prepare Wilderness/ WSR / NSHT/ Cultural/ Paleontological Activity Plans	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
FB	Permits Issued Authorizing Heritage Resource Investigations	Number
FD	Heritage Resources Intensively Recorded, Evaluated And Studied	Number
HF	Heritage Resources Stabilized, Managed And Protected	Number
KD	Process Land Exchanges	Cases Closed
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number

Program Element and Name	Workload	
KO	Historic Structures Managed	None
LA	Monitor Designated National Scenic And Historic Trails	Units
MF	Monitor Designated Wild And Scenic Rivers	Miles
MY	Heritage Resources Monitored	Number
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PC	Provide Program Support; Natural/Cultural Heritage	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1060 Wild Horses & Burros

Includes all costs associated with managing wild horses and burros, including herd management planning; census and monitoring of animals and their habitat; gathering and removal of excess animals to attain a thriving, natural, ecological balance on the Public Lands; preparation and holding of animals that have been removed from the rangeland; adoption of excess animals; and compliance with adoption requirements.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BZ	Inventory Designated Wild and Scenic Rivers	Miles
DF	Plan For Interdisciplinary Activities	Number
DI	Plan For Herd Management	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
HG	Adopt Wild Horses And Burros	Number Of Animals
HH	Long-Term Hold Wild Horse and Burros	None
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JJ	Gather/Remove Wild Horses And Burros	Number Of Animals Removed
KF	Population Growth Suppression Treatments	Animals Treated
MC	Conduct Census Wild Horse & Burro Areas	Number

Program Element and Name	Workload
MF Monitor Designated Wild and Scenic Rivers	Miles
MP Monitor Wild Horse & Burro Herd Management Areas	Number
NK Conduct Wild Horse & Burro Compliance Inspections	Number Of Animals
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PC Provide Program Support; Natural/Cultural Heritage	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1061 Wild Horses and Burros Sales – Collections (WBS Not Allowed)

Revenue derived from the direct sale of WH&Bs outside of the adoption process.

Program Element and Name		Workload
RB	Revenue Billings & Collection	None

L1062 Wild Horses and Burros Sales – Expenditures (WBS Required)

Expenditure account for L1061 Revenue includes all costs associated with managing wild horses and burros, including herd management planning; census and monitoring of animals and their habitat; gathering and removal of excess animals to attain a thriving, natural, ecological balance on the Public Lands; preparation and holding of animals that have been removed from the rangeland; adoption of excess animals; and compliance with adoption requirements.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
HG	Adopt Wild Horses and Burros	None
YE	Year End Adjustment Abnormal Balance	None

L1110 Wildlife Management

Includes all costs associated with maintaining, improving, or enhancing wildlife habitats (or populations in Alaska regarding the Subsistence Program). Charges here should generally be restricted to Goal 2 - Health of the Land Program Elements. It is inappropriate to charge this program towards PEs associated with use authorization, or compliance and enforcement work processes.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BP	Watersheds Assessed	Acres
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CD	Assess Ecoregions	Assessments Completed
CE	Inventory National Scenic and Historic Trails	Units
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DK	Plan For T&E Species Recovery	None
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None

Program Element and Name	Workload
DU Prepare EA Level LUP Amendment/Record Of Decision	None
DV Review Other Bureau Proposed Actions	Reviews Conducted
DX Complete RMP Implementation Strategies	Number Completed
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JE Restore Forest And Woodland Through Sales	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN Restore Forest And Woodlands Through Development	Acres
JP Implement Threatened And Endangered Species Recovery/Actions	Number
JX Decommission And Rehabilitate Roads And Trails	None
JZ Native Plant Materials Collection	None
KD Process Land Exchanges	Cases Closed
KE Implement Conservation Actions For Non-ESA Species And Communities	None
KH Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
LA Monitor Designated National Scenic And Historic Trails	Units
MB Evaluate Forest/Woodland Treatments	Acres
MF Monitor Designated Wild And Scenic Rivers	Miles
MJ Evaluate Land Health	Evaluation Reports
MN Monitor Lake/Wetland Habitat	Acres Evaluated
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number

Program Element and Name	Workload
MX Monitor Shrub/Grass Vegetation Treatments	Acres
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1120 Fisheries Management

Includes all costs associated with maintaining, improving, or enhancing fishery habitats (or populations in Alaska regarding the Subsistence Program). Charges here should generally be restricted to Goal 2 - Health of the Land Program Elements. It is inappropriate to charge this program towards PEs associated with use authorization, or compliance and enforcement work processes.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CD	Assess Ecoregions	Assessments Completed
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DK	Plan For T&E Species Recovery	None
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed

Program Element and Name	Workload	
EC	Process Water Rights Actions	Number
FN	Support Hydropower Licensing	Number Of Licenses Issued
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN	Restore Forest And Woodlands Through Development	Acres
JP	Implement Threatened And Endangered Species Recovery/Actions	Number
JX	Decommission and Rehabilitate Roads and Trails	None
JZ	Native Plant Materials Collection	None
KD	Process Land Exchanges	Cases closed
KE	Implement Conservation Actions For Non-ESA Species And Communities	None
MB	Evaluate Forest/Woodland Treatments	Acres
MF	Monitor Designated Wild And Scenic Rivers	Miles
MJ	Evaluate Land Health	Evaluation Reports
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MR	Monitor Species Populations	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
PI	Provide Program Support: Sustaining Biological Communities	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None

Program Element and Name	Workload
XP Conduct Management Analysis And Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1150 Threatened & Endangered Species

Includes all costs directly associated with the protection, conservation, recovery, and evaluation of populations and habitats of Endangered Species Act (ESA). Threatened, endangered, proposed and candidate species and special status animal and plant species as defined in BLM Manual 6840. Chargeable items include those actions that directly benefit the special status populations and habitats, such as preparation of land use plans or other activity plans that are directly related to T&E species habitat, resource protection and investigation, preparation and implementation of educational outreach programs, and Section 7 consultation on Bureau special status species conservation and recovery actions. Does not include costs of compliance with the ESA Section 7 consultation and associated mitigation which result from the implementation of other resource program activities. Those activities should support consultation costs consistent with benefiting activity principles. Charges to 1150 should generally be restricted to Goal 2 – Health of the Land Program Elements. It is inappropriate to charge this program towards PEs associated with use authorization, or compliance and enforcement work processes.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BP	Watersheds Assessed	Acres
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CD	Assess Ecoregions	Assessments Completed
CE	Inventory National Scenic and Historic Trails	Units
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DK	Plan For T&E Species Recovery	None
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed

Program Element and Name	Workload	
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
FN	Support Hydropower Licensing	Number Of Licenses Issued
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JE	Restore Forest and Woodland Through Sales	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN	Restore Forest And Woodlands Through Development	Acres
JP	Implement Threatened And Endangered Species Recovery/Actions	Number
JZ	Native Plant Materials Collection	None
KD	Process Land Exchanges	Cases Closed
KE	Implement Conservation Actions For Non-ESA Species And Communities	None
LA	Monitor Designated National Scenic And Historic Trails	Units
MB	Evaluate Forest/Woodland Treatments	Acres
MF	Monitor Designated Wild And Scenic Rivers	Miles
MJ	Evaluate Land Health	Evaluation Reports
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number

Program Element and Name	Workload
MX Monitor Shrub/Grass Vegetation Treatments	Acres
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1210 Wilderness Management

Includes all costs associated with managing, protecting and conserving Federal lands designated by law as Wilderness Areas and Wilderness Study Areas. As part of the National Conservation Lands, the Wilderness Management Program supports the BLM multiple-use mission by ensuring that management efforts focus on conservation while allowing for compatible uses consistent with the designating language.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
BE Inventory For Wilderness Character	Acres
BG Other Hazard Sites Assessed	Number
BP Watersheds Assessed	Acres
BQ Complete Ecological Site Inventory	Acres Completed
BS Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT Inventory Forest And Woodland Vegetation	Acres
BZ Inventory Designated Wild And Scenic Rivers	Miles
CE Inventory National Scenic And Historic Trails	Units
DC Prepare Wilderness/ WSR / NSHT/ Cultural/ Paleontological Activity Plans	Number
DF Plan For Interdisciplinary Activities	Number
DJ Evaluate Land Use Plans	Number
DN Prepare Pre-Land Use Plan	Number
DO Complete Land Use Plan Scoping Report/Planning Criteria	None
DP Prepare Draft Land Use Plans	Number
DQ Prepare Proposed LUP/Final EIS	Number Completed
DR Resolve Protest/Prepare Record Of Decision	None
DS Prepare Draft EIS Level Land Use Plan Amendment	None
DT Prepare Final LUP Amendment/Record Of Decision	None
DU Prepare EA Level LUP Amendment/Record of Decision	None
DX Complete RMP Implementation Strategies	Number Completed
EA Process SRP's For Commercial Users , Groups	Number Of Active Permits
EB Issue , Manage Recreation Use Permits	Number Issued
EQ Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed

Program Element and Name	Workload	
FH	Process , Manage SRP's For Non Commercial	Number Of Permits Issued/Monitored
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JX	Decommission And Rehabilitate Roads And Trails	None
KD	Process Land Exchanges	Cases Closed
LA	Monitor Designated National Scenic and Historic Trails	Units
MD	Monitor Wilderness And Wilderness Study Areas	Acres
MF	Monitor Designated Wild and Scenic Rivers	Miles
MK	Evaluate Weed Treatments	Acres
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

Program Element and Name	Workload
PC Provide Program Support; Natural/Cultural Heritage	None
PH Provide Program Support: Restore Health Of Public Lands	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1220 Recreation Resources Management

Includes all costs associated with managing recreation activities and visitor services on Federal lands and waters. The components of the Recreation Resources Management program include: recreation planning; travel and transportation management; visitor safety and information; facility management and accessibility; river management; national scenic and historic trails; hunting, fishing, and shooting sports; public outreach, stewardship, and partnerships; and, cave management.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Heritage Resource Education & Outreach	None
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
BA	Recreation Resources Inventoried/Assessed	Acres
BD	Museum Collections Managed	Number Of Collection Units
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild And Scenic Rivers	Miles
CE	Inventory National Scenic And Historic Trails	Units
DA	Prepare And Revise Recreation Activity Plans	Number
DB	Plan For Commercial Activities	Number
DC	Prepare Wilderness/ WSR / NSHT/ Cultural/ Paleontological Activity Plans	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
EA	Process SRP's For Commercial Users , Groups	Number Of Active Permits

Program Element and Name		Workload
EB	Issue , Manage Recreation Use Permits	Number Issued
ER	Process Rights-Of-Way Grants	Number Of Actions
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
FH	Process , Manage SRP's For Non Commercial	Number Of Permits Issued/Monitored
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FU	Manage Fee Collection Program For RUPs, SRPs	Number Of Fee Sites Managed
FV	Administer The Recreation Fee Program	Number Of Fee Sites Managed
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JD	Apply Weed Treatments	Acres
JX	Decommission And Rehabilitate Roads And Trails	None
KD	Process Land Exchanges	Cases Closed
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
LA	Monitor Designated National Scenic And Historic Trails	Units
MA	Monitor Recreation Areas	None
MD	Monitor Wilderness And Wilderness Study Areas	Acres
MF	Monitor Designated Wild And Scenic Rivers	Miles
MV	Monitor Linear Recreation Management Objectives	Miles
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents

Program Element and Name	Workload	
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PM	Provide Program Support: Quality Recreational Experience	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1232 Recreation Enhancement Fee Project (WBS Required)

For use at designated recreation fee sites only. To be used for any costs associated with the site for which the collections are made, including managing, cleaning, monitoring, maintaining and improving the site. The cost of collecting fees may also be charged to this subactivity.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
BA	Recreation Resources Inventoried/Assessed	Acres
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild And Scenic Rivers	Miles
DA	Prepare And Revise Recreation Activity Plans	Number
DC	Prepare Wilderness/ WSR / NSHT/ Cultural/ Paleontological Activity Plans	Number
EA	Process SRP's For Commercial Users , Groups	Number Of Active Permits
EB	Issue , Manage Recreation Use Permits	Number Issued
FH	Process , Manage SRP's For Non Commercial	Number Of Permits Issued/Monitored
FU	Manage Fee Collection Program For RUPs, SRPs	Number Of Fee Sites Managed
FV	Administer The Recreation Fee Program	Number Of Fee Sites Managed
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number of Projects
IK	Dam Deferred Maintenance and Construction	Number of Projects
IO	Construct Admin Sites	None
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JX	Decommission And Rehabilitate Roads And Trails	None

Program Element and Name	Workload
MA Monitor Recreation Areas	None
MF Monitor Designated Wild And Scenic Rivers	Miles
MV Monitor Linear Recreation Management Objectives	Miles
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
RA Revenue Billings & Collection	None

L1310 Oil & Gas Management

Includes all costs associated with the management and processing of authorizations, operations, and compliance for oil and gas resources on Federal and Indian lands. Includes all costs associated with the approval and management of operations and compliance for oil and gas resources on Indian lands.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BX	Manage Public Land Records	Number
BZ	Inventory Designated Wild and Scenic Rivers	Miles
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EI	Develop And Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
EK	Manage Helium	MMcf (million cubic feet)
EL	Process Coal Leases, Exploration Licenses & Permits	Actions Processed
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions

Program Element and Name	Workload
FF Process O,G Reservoir Management Agreements	Number
FI Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ Process Fluid Minerals Sundry Notices	Number
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed
JX Decommission and Rehabilitate Roads and Trails	None
MF Monitor Designated Wild And Scenic Rivers	Miles
MW Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NC Resolve Fluid Mineral Drainage Cases	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PP Provide Program Support: Public Resources - Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None

Program Element and Name		Workload
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1311 Oil and Gas Application Permit to Drill (APD) Processing Fund

This account was previously used for expenditures associated with an APD Fee annually authorized by the Interior Appropriations Bill. Beginning in FY 2016 this account has been replaced by a mandatory fee account authorized under the 2015 National Defense Authorization Act (see L9144, L9145 and L9146). States are authorized to obligate and expend FY 2015 and previous fiscal year carryover funds.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DT	Prepare Final LUP Amendment/Record Of Decision	None
EI	Develop And Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
EK	Manage Helium	Mmcf
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
FF	Process O,G Reservoir Management Agreements	Number
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
MW	Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB	Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved

Program Element and Name	Workload	
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PP	Provide Program Support: Public Resources - Energy	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1312 Oil and Gas APD Collections (WBS Not Allowed)

This account previously collected the revenue associated with an APD Fee that was authorized annually in the Interior Appropriations Bill. Beginning in FY 2016 this account has been replaced by a mandatory fee account authorized under the 2015 National Defense Authorization Act (see L9144, L9145 and L9146). This account shall only be used to collect residual FY 2015 APD fees processed at the beginning of FY 2016. This account shall not be used for any FY 2016 or future APD revenue collections.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L1313 Oil and Gas APD Over Collections (WBS Not Allowed)

This account was previously used for APD fee over collections requiring future action. Beginning in FY 2016 this account has been replaced by a mandatory fee account authorized under the 2015 National Defense Authorization Act (see L9144, L9145 and L9146).

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L1314 Oil and Gas Inspection & Enforcement

Includes all cost associated with carrying out the oil and gas inspection and enforcement program to include:

- Inspect existing oil and gas authorizations, roughly 29,000 annually; determine the adequacy of operators' financial bonding, with a review of risk factors to weigh potential liability; and evaluating well inventories in the field to address inactive wells. The BLM uses a risk-based inspection strategy and is focused on inspecting 100 percent of the high priority wells, as designated by BLM's risk-based inspection strategy.
- Inspect producing oil and gas wells and ensure proper reporting of production.
- Take enforcement actions to ensure compliance with terms and conditions of leases, APDs, and other authorizations. This includes compliance with environmental conditions and identifying Drilling Without Approval or trespass wellbores.
- Approve reservoir management agreements to provide for the orderly development of oil and gas fields.
- Evaluate oil and gas fields for drainage (fluid minerals on Federal land removed through a well on adjacent private land), and taking administrative actions, if necessary, to protect Federal mineral interests.
- Protect the environment by plugging and reclaiming orphan oil and gas wells drilled by previously existing oil and gas companies; remediating the Alaska Legacy Wells originally drilled by the Federal Government (U.S. Navy and U.S. Geological Survey); and ensuring plugging of the shallow coalbed methane wells in the Powder River Basin of Wyoming.

The BLM performs several different types of oil and gas inspections in an effort to ensure that the American people receive the benefit of the natural and mineral resources on their lands and to ensure that those resources are managed in an environmentally responsible manner to include:

- Production Inspections
- Drilling Inspections
- Abandonment Inspections
- Workover Inspections
- Environmental Inspections
- Records Verification Inspections
- Undesirable Even Inspections
- Alleged Theft Inspections, and
- Idle Well Inspections

Program Element and Name	Workload
MW Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NC Resolve Fluid Mineral Drainage Cases	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections

Program Element and Name	Workload
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PP Provide Program Support: Public Resources - Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1315 APD Fee 15 Percent MLR

The 2015 National Defense Authorization Act (NDAA) authorized the BLM to collect a \$9,500 APD fee (to be indexed annually for inflation); however, the NDAA only permanently appropriated 85 percent of the APD fee revenues for FY 2016 through FY 2019. The 15 percent of the APD fee that is subject to appropriation is requested annually in the MLR appropriation, and if authorized by the Congress, is accounted for in the L1315 subactivity. The NDAA specifies that this portion of the APD fee (15 percent) may be used to process protests, leases, and permits. Please see the L9145 and L9146 subactivities for a more comprehensive discussion of the 2015 NDAA authorized APD fee.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	Number Of Certificates
DB	Plan for Commercial Activities	Number
DF	Plan for Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number Completed
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number Completed
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DT	Prepare Final LUP Amendment/Record of Decision	Number Completed
EI	Develop and Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
EK	Manage Helium	MMcf
EL	Process Coal Leases and Exploration Licenses	Actions Processed
EQ	Process Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-of-Way Grants	Number of Actions
FF	Process O&G Reservoir Management Agreements	Number
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
MW	Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB	Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NH	Conduct Realty Compliance Inspections	Number Of Inspections

Program Element and Name	Workload
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PP Provide Program Support: Public Resources - Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1320 Coal Management

Includes all costs associated with the management and processing of authorizations, operations, and compliance for coal resources on Federal and Indian lands except cost recovery use authorization applications as provided in L5110.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BX	Manage Public Land Records	Number
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EL	Process Coal Leases, Exploration Licenses & Permits	Actions Processed
EM	Process Coal Post Lease Actions	Post Lease Actions Processed
NG	Inspect Coal Operations And Verify Production	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PP	Provide Program Support: Public Resources - Energy	None

Program Element and Name	Workload
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1330 Other Mineral Resources

Includes all costs associated with the management and processing of authorizations, operations, and compliance for geothermal resources, other leasable minerals, and mineral materials on Federal and Indian lands.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AJ	Consultations With Indian Tribes And Alaska Native Corp	Number Of Consultations
AQ	Boundary Standard Documents Produced	None
BX	Manage Public Land Records	Number
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EN	Process Non-Energy Mineral Licenses, Permits, Or Leases	Number Processed
EO	Process Non-Energy Mineral Post Lease Actions	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
FW	Process Mineral Material Disposals Through Permits	Permits Issued
NF	Inspect, And Verify Production At Mineral Material Site	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents

Program Element and Name	Workload
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
OB Inspect , Verify Production At Solid Leasable mineral Sites-Non-energy	Number
PO Public Resources - Non-Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1340 Renewable Energy Management

Includes all costs associated with the processing of right-of-way applications for wind energy, solar energy, geothermal energy, and renewable energy transmission development.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AJ	Consultations With Indian Tribes And Alaska Native Corp	Number Of Consultations
AQ	Boundary Standard Documents Produced	None
BX	Manage Public Land Records	Number
DB	Plan For Commercial Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
EI	Develop And Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
ER	Process Rights-Of-Way Grants	Number Of Actions
FF	Process O,G Reservoir Management Agreements	Number
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
MW	Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored

Program Element and Name	Workload	
NB	Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NC	Resolve Fluid Mineral Drainage Cases	Number
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PP	Provide Program Support: Public Resources - Energy	None
PQ	Provide Program Support Renewable Energy	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1380 AK Minerals Assessment

Includes all costs in the State of Alaska (only), associated with the assessment of mineral resources on Federal lands (regardless of surface management agency), cost analyses of alternate sources of mineral supply and mineral extraction technologies, and characterization of environmental hazards associated with wastes from past mining and minerals processing operations in Alaska.

Program Element and Name	Workload	
AQ	Boundary Standard Documents Produced	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1410 Alaska Conveyance & Lands

Includes all costs associated with accomplishing title transfers--including adjudication, easement identification, land examination, navigability determination and cadastral survey costs--to the State of Alaska, Native corporations, and individual Natives through the Patent Plan Process. Also includes other lands actions and cadastral surveys in Alaska.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
BZ	Inventory Designated Wild and Scenic Rivers	Miles
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
EU	Process Land Sales/Disposals	Acres disposed of
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FR	Process Land Disposals Other Than Sales	Acres Disposed
HM	Process AK Native Alt Convey	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
HX	Pat AK State Conveyance	None
HY	Patent Alaska Native Corp Selection/Conveyances	Acres Patented
MF	Monitor Designated Wild And Scenic Rivers	Miles
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number of incidents resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

Program Element and Name	Workload
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
PQ Provide Program Support Renewable Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1440 Cadastral, Lands and Realty Management

Includes all costs associated with processing authorizations and compliance associated with reimbursable and non-reimbursable realty actions and withdrawals. Also includes administration of land title records. Casework costs associated with major category R/W reimbursable applications are funded under subactivity L5101. Casework associated with minor category R/W applications are funded under L5102. Work associated with communication site R/W is funded under L1492. To the extent possible, land exchanges, sales and purchases/donations should be coded against benefitting subactivities. Includes all costs associated with performing non-reimbursable cadastral survey and Public Land Survey System (PLSS) data collection and maintenance outside of Alaska. Does not include costs associated with surveys and the PLSS Data Set in support of Alaska Conveyance, which is properly coded to subactivity L1410. This subactivity combines the previous L1420 and L1430.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AJ	Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
AP	Bureau of Land Management Indian Lands Surveyors Consulting Services	None
AQ	Boundary Standard Documents Produced	None
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
BZ	Inventory Designated Wild and Scenic Rivers	Miles
DB	Plan for Commercial Activities	Number
DF	Plan for Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None

Program Element and Name	Workload	
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-of-Way Grants	Number Of Actions
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
EU	Process Land Sales/Disposals	Acres Disposed Of
FN	Support Hydropower Licensing	Number Of Licenses Issued
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
KD	Process Land Exchanges	Cases Closed
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
MF	Monitor Designated Wild and Scenic Rivers	Miles
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None
PQ	Provide Program Support Renewable Energy	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None

Program Element and Name	Workload
XM Provide Employee Development and Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis and Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution and Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support Services	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Cptl Plng & Adir Ofc	None
YD IT WCF Pmts To DOI	None
YE Payment For Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1492 Communications Site Fee Expenses

Includes all costs associated with managing pre-FLPMA and post-FLPMA right-of-way communication sites, including the cost of application processing, grant issuance, resolving protests and appeals, management of communication sites, conducting compliance activities, and collection and deposit of receipts. Funding for this activity is derived from receipts collected and deposited into L1493. Also includes work associated with development of Communication Site Management Plans (Program Element DB) and case recordation.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BX	Manage Public Land Records	Number
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
ER	Process Rights-Of-Way Grants	Number Of Actions
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
PQ	Provide Program Support Renewable Energy	None
YA	IT Mission Delivery	None

L1493 Communications Site Fee Revenues (WBS Not Allowed)

Includes all receipts associated with managing pre-FLPMA and post-FLPMA right-of-way communication sites, including the cost of application processing, grant issuance, resolving protests and appeals, management of communication sites, conducting compliance activities, and collection and deposit of receipts. At the end of the fiscal year, collections in excess of \$2,000,000, the amount specified in the annual MLR appropriations language, are deposited to 14-3220, General Funds Proprietary receipts.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L1494 Communications Site Fee Over Collections (WBS Not Allowed)

Includes all receipts associated with managing pre-FLPMA and post-FLPMA right-of-way communication sites, including the cost of application processing, grant issuance, resolving protests and appeals, managing of communication sites, conducting compliance activities, and collecting and depositing receipts. The \$2,000,000 of the amount collected is authorized by annual appropriations language to be credited to the MLR appropriation. This is the location of the carry over funds from the \$2,000,000 that was not spent from MLR appropriation for the fiscal year. Funding for this activity is derived from receipts collected and deposited into L1493. Also includes work associated with development of Communication Site Management Plans and case recordation.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
RB	Revenue Billings & Collection	None

L1610 Resource Management Planning

Includes all costs associated with preparing, coordinating, monitoring, and maintaining Resource Management Plans (RMP) and ensuring NEPA compliance that is not directly related to a proposed activity or action attributable to another subactivity or subactivities is completed. Does not include costs incurred for program specific plans, inventory, resource data collection, program resource data base management, or program driven planning amendments which are properly coded to the benefitting subactivity or subactivities.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None

Program Element and Name	Workload	
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1620 Abandoned Mined Lands

Includes costs of protecting Public Lands from environmental impacts and physical safety hazards associated with historic hard rock mining activity within the National System of Public Lands (NSPL). Costs include identification, evaluation, and remediation of abandoned mine land sites that were abandoned prior to January 1, 1981, the effective date of the BLM's surface management regulations (43 CFR Subpart 3809).

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BH	Inventory Abandoned Mine Land Sites	Sites
HP	Remediate AML Physical Safety Hazards	Number Of Sites
JK	Implement AML Projects To Restore Water Quality	Acres
MG	Monitor And Maintain Water Quality/Hazmat/Nrdar Sites	Number Of Sites
NP	Evaluate PRPs For Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None

Program Element and Name	Workload
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1630 Law Enforcement

Includes costs associated with the protection of public lands from criminal and other unlawful activity through the prevention, detection, investigation, apprehension, and prosecution of violators. While it may include costs associated with routine field patrols conducted by law enforcement Rangers and law enforcement support provided by non-law enforcement personnel, the majority of such costs should be charged to the appropriate benefiting subactivity.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
OA Conduct Drug Enforcement Activities	Number Of Seizure Incidents
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None

Program Element and Name	Workload
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1640 Hazard Material Management

Includes costs of protecting Public Land from hazardous materials and/or wastes. Costs include identification, evaluation, and remediation of hazardous materials sites; the costs associated with the proper management of hazardous substances at BLM facilities; and efforts to minimize future liabilities and costs to the Federal government.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BF	Assess Hazmat Sites	Number
BG	Other Hazard Sites Assessed	Number
BH	Inventory Abandoned Mine Land Sites	Sites
BZ	Inventory Designated Wild and Scenic Rivers	Miles
DD	Plan For Public Health/Safety And Property Protection	Number
DV	Review Other Bureau Proposed Actions	Reviews Conducted
HO	Respond To Hazmat Risk Site	Actions
HP	Remediate AML Physical Safety Hazards	Number Of Sites
HQ	Mitigate Other Hazards	Number
MF	Monitor Designated Wild And Scenic Rivers	Miles
MG	Monitor And Maintain Water Quality/Hazmat/Nrdar Sites	Number Of Sites
NP	Evaluate PRPs For Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
OA	Conduct Drug Enforcement Activities	Number Of Seizure Incidents
PH	Provide Program Support: Restore Health Of Public Lands	None
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None

Program Element and Name	Workload
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1653 Deferred Maintenance & Capital Improvements (WBS Required)

Includes maintenance that was not performed when it should have been or when it was scheduled and was therefore put off or delayed for a future period. Includes all costs associated with project planning, survey, design, contract development and administration.

Also includes:

- Code compliance (fire, health & safety, etc.) and other regulatory or Executive Order requirements with which the BLM is out of compliance;
- Unfunded or otherwise delayed maintenance required to bring a facility or item of equipment to a condition that meets accepted codes, laws, and standards and preserves the facility or equipment so that it continues to provide acceptable services and achieves its expected life;
- A defect that occurs when maintenance is not performed in a timely manner. Deficiencies may or may not have immediately observable physical consequences, but when allowed to accumulate, they inevitably lead to deterioration of performance or loss of asset value or both;
- A facility or equipment deficiency that poses a threat to human health and safety (e.g. violations of National Fire Protection Association 101 Life Safety Code or appropriate Health Code) that requires immediate interim abatement and/or long-term permanent abatement;
- Maintenance to restore a damaged, broken, or worn-out facility, or facility feature to normal operating condition;
- Renovation of an existing facility or any of its features in order to restore and/or extend the life of the facility. Because there is no expansion or change of function the work primarily addresses deferred maintenance;
- Substitution or exchange of one existing facility, facility feature, or item for another having the capacity to perform the same function;
- Replacement is considered maintenance because the deferred maintenance needs for the replaced facility or item of equipment are eliminated. The decision to replace a facility or item of equipment usually is reached when replacement is more cost effective or in the best interest of the government rather than repair or rehabilitation. The size of the existing facility is not expanded in a replacement. Replacement of an item of equipment usually occurs when it has exceeded its useful life; and
- Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

This subactivity combines the previous O&C Deferred Maintenance subactivity, L6253 and the previous Construction subactivity L2110.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IH	Bridge Deferred Maintenance And Construction	Number Of Projects
IK	Dam Deferred Maintenance And Construction	Number Of Projects
IN	Administrative Site Deferred Maintenance/Construction	None
IQ	Road Deferred Maintenance And Construction	Number Of Projects
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None

L1660 MLR Annual & Operation Maintenance

Includes costs associated with providing for visitor and employee safety and ensures proper facilities management. The program manages operations, facility services and landscape upkeep in order to maintain facilities and minimize new deferred maintenance needs.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CE	Inventory National Scenic and Historic Trails	Units
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance And Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance And Construction	Number Of Projects
IN	Administrative Site Deferred Maintenance/Construction	None
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
IZ	BLM Owned Building Default	None
KO	Historic Structures Managed	None
LA	Monitor Designated National Scenic And Historic Trails	Units
MF	Monitor Designated Wild And Scenic Rivers	Miles
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

Program Element and Name	Workload	
PM	Provide Program Support: Quality Recreational Experience	None
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1711 National Monument (NM) & National Landscape Conservation Areas (NCA)

Includes costs associated with conserving, protecting, restoring, and enhancing America's national heritage in the BLM's 25 National Monuments, 16 National Conservation Areas, three Outstanding National Areas, one Cooperative Management and Protection Area, and one Forest Reserve.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
AJ	Consultations With Indian Tribes And Alaska Native Corp	Number Of Consultations
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
AP	Bureau Of Land Management Indian Lands Surveyors Consulting Services	None
AQ	Boundary Standard Documents Produced	None
BA	Recreation Resources Inventoried/Assessed	Acres
BC	Acres Of Heritage Resource Inventories	Acres
BD	Museum Collections Managed	Number Of Collection Units
BF	Assess Hazmat Sites	Number
BG	Other Hazard Sites Assessed	Number
BH	Inventory Abandoned Mine Land Sites	Sites
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres

Program Element and Name	Workload	
BV	Inventory Streams/Riparian Areas	Miles
BX	Manage Public Land Records	Number
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild And Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CC	Assessment or Prediction of Air Resource Conditions	None
CE	Inventory National Scenic And Historic Trails	Units
DA	Prepare And Revise Recreation Activity Plans	Number
DB	Plan For Commercial Activities	Number
DC	PREPARE WILDERNESS/ WSR / NSHT/ CULTURAL/ PALEONTOLOGICAL ACTIVITY PLANS	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DK	Plan For T&E Species Recovery	None
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
EA	Process SRP's For Commercial Users , Groups	Number Of Active Permits
EB	Issue , Manage Recreation Use Permits	Number Issued
EC	Process Water Rights Actions	Number
ED	Transfer Grazing Preferences	Number
EE	Issue Grazing Permits/Leases	Permits Processed
EF	Issue Grazing Bills	Number

Program Element and Name	Workload	
EG	Prepare Vegetative Permits/Contracts	Number
EI	Develop and Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
EN	Process Non-Energy Mineral Licenses, Permits, or Leases	Number processed
EO	Process Non-Energy Mineral Post Lease Actions	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
EU	Process Land Sales/Disposals	Acres Disposed Of
FB	Permits Issued Authorizing Heritage Resource Investigations	Number
FD	Heritage Resources Intensively Recorded, Evaluated And Studied	Number
FF	Process O,G Reservoir Management Agreements	Number
FH	Process , Manage SRP's For Non Commercial	Number Of Permits Issued/Monitored
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
FL	Process Exploration/Mining Notices	Notices Processed
FN	Support Hydropower Licensing	Number Of Licenses Issued
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
FU	Manage Fee Collection Program For RUPs, SRPs	Number Of Fee Sites Managed
FV	Administer The Recreation Fee Program	Number Of Fee Sites Managed
FW	Process Mineral Material Disposals Through Permits	Permits Issued
HD	Manage Forest And Woodland Commercial Sales	Acres
HE	Biomass Utilization	None
HF	Heritage Resources Stabilized, Managed And Protected	Number

Program Element and Name	Workload
HL Apply Commercial Forest and Woodland Management	Acres
HN Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
HO Respond to Hazmat Risk Site	Actions
HQ Mitigate Other Hazards	Number
IA Building Annual Maintenance	Number Of Buildings
IB Facilities Deferred Maintenance And Construction	Number Of Projects
IC Construct Rec Sites	None
ID Trail Annual Maintenance	Miles
IE Trails Deferred Maintenance And Construction	Number Of Projects
IG Bridge Annual Maintenance	Bridges Maintained
IH Bridge Deferred Maintenance and Construction	Number of Projects
IJ Dam Annual Maintenance	Dams Maintained
IK Dam Deferred Maintenance and Construction	Number of Projects
IO Construct Admin Sites	None
IP Road Annual Maintenance	Lane Miles Maintained
IQ Road Deferred Maintenance And Construction	Number Of Projects
IU Site Non-Building Annual Maintenance	Number Of Sites
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JE Restore Forest and Woodland Through Sales	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN Restore Forest And Woodlands Through Development	Acres
JP Implement Threatened And Endangered Species Recovery/Actions	Number
JX Decommission And Rehabilitate Roads And Trails	None

Program Element and Name	Workload
JZ Native Plant Materials Collection	None
KD Process Land Exchanges	Cases Closed
KE Implement Conservation Actions For Non-ESA Species And Communities	None
KO Historic Structures Managed	None
LA Monitor Designated National Scenic And Historic Trails	Units
LC Monitor Fuels Treatment in Wildland Urban Interface	None
MA Monitor Recreation Areas	None
MB Evaluate Forest/Woodland Treatments	Acres
MF Monitor Designated Wild And Scenic Rivers	Miles
MG Monitor And Maintain Water Quality/Hazmat/NRDA Sites	Number Of Sites
MI Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MJ Evaluate Land Health	Evaluation Reports
MK Evaluate Weed Treatments	Acres
ML Monitor Grazing Allotments	Number
MN Monitor Lake/Wetland Habitat	Acres Evaluated
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MT Monitor Fuels Treatment	Acres
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MV Monitor Linear Recreation Management Objectives	Miles
MW Conduct Fluid Mineral Surface and Environmental Monitoring	Sites Monitored
MX Monitor Shrub/Grass Vegetation Treatments	Acres
MY Heritage Resources Monitored	Number
NA Inspect Allotments for Grazing Compliance	Number
NB Conduct Fluid Mineral Inspection & Enforcement	Number Of Inspections Completed
NC Resolve Fluid Mineral Drainage Cases	Number
NF Inspect, And Verify Production At Mineral Material Site	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections

Program Element and Name	Workload
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NP Evaluate PRPs For Cost Avoidance/Recovery	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
OA Conduct Drug Enforcement Activities	Number Of Seizure Incidents
OB Inspect , Verify Production at Solid Leasable Mineral Sites-Non Energy	Number Of Inspections
PC Provide Program Support; Natural/Cultural Heritage	None
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
PK Provide Program Support: Forage	None
PM Provide Program Support: Quality Recreational Experience	None
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
PO Public Resources - Non-Energy	None
PP Provide Program Support: Public Resources - Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XJ Maintain Agency Financial System and Reporting Requirements	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None

Program Element and Name	Workload
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1770 Challenge Cost Share (WBS Required)

The BLM is committed to the goals of restoring at risk resources and maintaining functioning systems, providing opportunities for environmentally responsible recreation, and preserving natural and cultural heritage resources. The CCS funding will remain flexible for spending in the following management programs: Rangeland, Forestry, Riparian, Cultural, Wildlife, Fisheries, Threatened and Endangered Species, and Recreation. Projects submitted for CCS funding should strive to achieve a match ratio of 1:1 or greater of non-Federal to Federal dollars or in-kind or material contributions. Overall, the Bureau will achieve a 1:1 or greater sharing ratio. A cap of 10 percent is placed on allowable BLM internal charges against CCS funds.

(Personnel may code time, but it can only be for work that directly relates to the project. NEPA, project preparation, and actual on-the-ground work are directly related to the project and may be included as part of the project cost. Administrative costs which are only indirectly related to the project, such as project planning, or staff support provided at the State Office or Washington Office level must exceed 10 percent. Any costs above the 10 percent level for CCS must be covered through base funding.)

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
AJ	Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
BA	Recreation Resources Inventoried/Assessed	Acres
BC	Acres Of Heritage Resource Inventories	Acres
BD	Museum Collections Managed	Number Of Collection Units
BE	Inventory for Wilderness Character	Acres
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild And Scenic Rivers	Miles

Program Element and Name	Workload
CB Inventory Wildlife/Plan Habitat	Acres
DA Prepare And Revise Recreation Activity Plans	Number
DK Plan For T&E Species Recovery	None
EG Prepare Vegetative Permits/Contracts	Number
FD Heritage Resources Intensively Recorded, Evaluated And Studied	Number
HF Heritage Resources Stabilized, Managed And Protected	Number
IA Building Annual Maintenance	Number Of Buildings
ID Trail Annual Maintenance	Miles
IP Road Annual Maintenance	Lane Miles Maintained
IU Site Non-Building Annual Maintenance	Number Of Sites
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JE Restore Forest and Woodland Through Sales	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN Restore Forest and Woodlands through Development	Acres
JP Implement Threatened And Endangered Species Recovery/Actions	Number
JX Decommission and Rehabilitate Roads and Trails	None
JZ Native Plant Materials Collection	None
KE Implement Conservation Actions For Non-ESA Species And Communities	None
KO Historic Structures Managed	None
MA Monitor Recreation Areas	None
MB Evaluate Forest/Woodland Treatments	Acres
MD Monitor Wilderness And Wilderness Study Areas	Acres

Program Element and Name	Workload	
MF	Monitor Designated Wild and Scenic Rivers	Miles
MJ	Evaluate Land Health	Evaluation Reports
MK	Evaluate Weed Treatments	Acres
ML	Monitor Grazing Allotments	Number
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
MV	Monitor Linear Recreation Management Objectives	Miles
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
MY	Heritage Resources Monitored	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PC	Provide Program Support; Natural/Cultural Heritage	None
PH	Provide Program Support: Restore Health Of Public Lands	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None

Program Element and Name	Workload
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None

L1771 Cooperative Conservation Initiative (WBS Required)

The purpose of the Cooperative Conservation Initiative is similar to the CCS program, but emphasizes restoration of natural resources and/or the establishment or expansion of habitat for wildlife. Eligible projects can be either new or an expansion of existing projects. New projects can be demonstration projects, a pilot, or replication of a project succeeding elsewhere. Where applicable, the program will reflect efforts to resolve conflicts through incentives and cooperation to achieve the intended goal. The following types of projects cannot receive CCI funding: Recreation, Cultural, Hazmat, or remediation of abandoned commercial operations. CCI projects must achieve the actual restoration or habitat expansion. CCI projects must match appropriated funds with contributions of materials, services, or funding to achieve a 1:1 or greater ratio of non-Federal to Federal dollars. Partners cannot include overhead as part of the match. Also, the match must result in actual accretion of new value to the resource and excludes States' and local governments' loan program and preferential tax programs that would not add to the benefit of the Federal government. A cap of 2 percent is placed on allowable BLM internal charges against CCI funds. No commitment will be made to fund projects beyond one year; however, opportunities for renewal exist.

(Personnel may code time, but it can only be for work that directly relates to the project. NEPA, project preparation, and actual on-the-ground work are directly related to the project and may be included as part of the project cost. Administrative costs which are only indirectly related to the project, such as project planning, or staff support provided at the State Office or Washington Office level must exceed 10 percent. Any costs above the 10 percent level for CCS must be covered through base funding.)

Program Element and Name	Workload
88 Undistributed Labor Costs	None
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN Restore Forest and Woodlands through Development	Acres
JP Implement Threatened and Endangered Species Recovery/Actions	Number

Program Element and Name		Workload
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health of Public Lands	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development and Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XT	Administer Employee and Labor Relations	None
XX	Provide Strategic Leadership	None
YA	IT MISSION DELIVERY	None
YB	IT INFRASTRUCTURE	None
YC	EA CPTL PLNG & ADIR OFC	None
YD	IT WCF PMTS TO DOI	None

L1790 Grasshopper & Mormon Cricket

Includes all costs of assisting the Animal and Health Protection Service in the planning and control of infestations of Mormon crickets and/or grasshoppers on the Public Land.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AJ Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
DD Plan for Public Health/Safety and Property Protection	Number
DF Plan for Interdisciplinary Activities	Number
JA Apply Shrub/Grass Vegetation Treatments	Acres
JD Apply Weed Treatments	Acres
MR Monitor Species Populations	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health of Public Lands	None

L1820 Administrative Support

Includes the costs of providing specified Bureau wide and office-wide administrative support services, including financial management, budget formulation and execution, personnel administration, EEO program management, procurement and contracting services, property management, and general records and directives systems management. This subactivity includes only the costs of those specified programs which are clearly administrative in nature and broadly support the entire organization. Simply because a function is support in nature and benefits several programs does not qualify the cost for coding to this subactivity. These other generic support costs must be coded either to the Program Support Costs subactivity (if they fit that definition), or otherwise must be coded directly to the benefitting subactivity(s).

Program Element and Name	Workload
88 Undistributed Labor Costs	None
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XJ Maintain Agency Financial System And Reporting Requirements	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XS Prep Financial Mgmt Rpts	None
XT Administer Employee And Labor Relations	None
XV	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None

Program Element and Name	Workload	
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1830 Fixed Cost--Bureauwide

Includes costs of certain, specified Bureauwide non-personnel related operating costs and charges. These costs benefit all programs and are not variable in relation to program activity. Includes the following items: office space rental payments and payments to lessor based on delegated leasing authority to GSA, FTS bills, postal service charges (except express mail or priority delivery which is charged to the benefitting subactivity), injured employee and unemployment compensation, and Departmental consolidated services.

Program Element and Name	Workload
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings and Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development and Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis and Studies	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None

Program Element and Name	Workload
YG Facilities Security Costs	None

L1840 NTC Training Collections (WBS Required)

Includes payments received from other agencies for training provided by the BLM.

Program Element and Name		Workload
PN	Provide Support Protect Lives/Resources/Property	None
RH	Revenue Billings & Collection	None

L1841 Proceeds Recycled Material (WBS Required)

Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999, P.L. 107-67, 115 Stat. 514, Section 607 provides Federal Agencies with the authority to retain all proceeds from the sale of materials and supplies. In addition, 41 CFR, Part 102-38.295 (c) (5) provides that agencies may retain all proceeds from the sale of “property related to waste prevention and recycling programs”. Further, Departmental Manual (DM) 515, 3.5c (1) delegates authority to those bureaus/offices managing their own facilities or separately contracting with recycling vendors to expend recycling funds in accordance with P.L. 104-52, or its successors.

Recycled items can include general office paper (including records), newspaper, magazines, cardboard, books, cans, bottles, toner cartridges, batteries, scrap metal or other scrap material. Recycled items can also include any personal property that has been reported through the General Services Administration (GSA) screening and returned to the Bureau of Land Management (BLM) for disposition. In accordance with IM No. 2012-092, Federal Electronics Assets must be recycled using certified recyclers.

These funds will be available until expended, and will be used solely for the following purposes:

- (1) Acquisition, waste reduction and prevention, and recycling programs as described in Executive Order No. 13101 (September 14, 1998). For example, the funds could be used to purchase remanufactured toner cartridges or recycled paper. Funds could also be used to pay for the costs of recycling, when needed.
- (2) Federal agency environmental management programs, including, but not limited to, the development and implementation of hazardous waste management and pollution prevention programs. Funds could be used, for example, to develop and implement a hazardous waste management program, a pollution prevention program, or an environmental management program.
- (3) Other employee programs as authorized by law or as deemed appropriate by the Department of the Interior. Other employee programs would need to be approved by the DOI on a case by case basis.

Program Element and Name	Workload
BF Assess Hazmat Site	Number
DD Planning Health/Safety/Property Protection	Number
HO Respond to Hazmat Risk Sites	Actions
MG Monitor/Maintain Hazard/NRDAR Sites	Number Of Sites
MW Conduct Fluid Mineral Surface	Sites Monitored
PH Provide Support Restore Public Land	None
PN Provide Support Protect Lives/Resources/Property	None
RA Revenue Billings & Collection	None
XM Provide Development/Training	None
XO Provide Safety Program Services	None
XZ Provide Personal Property/FLT?/Other Support	None
YB IT Infrastructure	None

L1842 Energy Tax Credits (WBS Required)

Section 625, Title VI, P. L. 104-52 (109 Stat. 502), provides authority for the use of rebates and savings from energy efficiency and water conservation measures.

Fifty percent of the amount of each utility rebate received for energy efficiency and water conservation measures, which the agency has implemented; and 50 percent of the amount of the agency's share of the measured energy savings resulting from energy-savings performance contracts, may be retained and deposited to this subactivity to fund the cost of energy and water conservation activities at the agency's facilities, and shall remain available until expended for additional specific energy efficiency or water conservation projects or activities, including improvements and retrofits, facility surveys, additional or improved utility metering, and employee training and awareness programs, as authorized by section 152(f) of the Energy Policy Act (Public Law 102-486) [amending this section].

The remaining 50 percent of each rebate, and the remaining 50 percent of the amount of the agency's share of savings from energy-savings performance contracts, shall be transferred to the General Fund of the Treasury at the end of the fiscal year in which received.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
IU Site Non-Building Annual Maintenance	Number Of Sites
RA Revenue Billings & Collection	None

L1850 Information Systems

Includes costs for managing all aspects of information technology including planning, directing, coordinating and evaluating IT programs, policies and procedures and for providing guidance for the effective use of IT resources to support BLM programs and services.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection of Lives, Resources, and Property	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1910 Cadastral Reimbursable (WBS Required)

Includes all costs associated with the completion of a cadastral survey project, assignment, or task for which reimbursement is made by another Federal entity. Each work effort requires a formal reimbursable agreement or interagency agreement and a project Number.

Program Element and Name	Workload
AJ Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
AP Bureau Of Land Management Indian Lands Surveyors Consulting Services	None
AQ Boundary Standard Documents Produced	None
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
RE Revenue Billings & Collection	None

L1920 Other Reimbursables (WBS Required)

Includes all costs associated with the completion of any project, assignment, or task for which reimbursement is made by a Federal entity, except cadastral survey and mining law efforts which are to be coded to the appropriate activity. Each work effort requires a formal reimbursable agreement or interagency agreement and a project number.

Program Element and Name	Workload
AE Redemption	None
AJ Consultations With Indian Tribes And Alaska Native Corp	Number Of Consultations
AL Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
BC Acres Of Heritage Resource Inventories	Acres
BD Museum Collections Managed	Number Of Collection Units
BF Assess Hazmat Sites	Number
BJ Approve Cadastral Surveys	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BN Inventory Water Resources	Number Of Inventory Station Parameters
BO Inventory Soils Resources	Acres Mapped
BP Watersheds Assessed	Acres
BS Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BT Inventory Forest And Woodland Vegetation	Acres
BX Manage Public Land Records	Number
BY Inventory Linear Recreation Resources	Miles
BZ Inventory Designated Wild and Scenic Rivers	Miles
CB Inventory Wildlife/Plan Habitat	Acres
CC Assessment or Prediction of Air Resource Conditions	None
CD Assess Ecoregions	Assessments Completed
DA Prepare And Revise Recreation Activity Plans	Number
DB Plan for Commercial Activities	Number
DC PREPARE WILDERNESS/ WSR / NSHT/ CULTURAL/ PALEONTOLOGICAL ACTIVITY PLANS	Number
DF Plan For Interdisciplinary Activities	Number
DK Plan For T&E Species Recovery	None
DP Prepare Draft Land Use Plans	Number

Program Element and Name	Workload	
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
EG	Prepare Vegetative Permits/Contracts	Number
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
HD	Manage Forest And Woodland Commercial Sales	Acres
HF	Heritage Resources Stabilized, Managed and Protected	Number
HG	Adopt Wild Horses And Burros	Number Of Animals
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
HO	Respond To Hazmat Risk Site	Actions
HQ	Mitigate Other Hazards	Number
HT	Ensure Fire Preparedness	None
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IN	Administrative Site Deferred Maintenance/Construction	None
IP	Road Annual Maintenance	Lane Miles Maintained
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JP	Implement Threatened And Endangered Species Recovery/Actions	Number
JQ	Implement Fuels Treatment Mechanically Outside Of WUI	Acres Treated
JW	Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated

Program Element and Name	Workload
JZ Native Plant Materials Collection	None
KE Implement Conservation Actions For Non-ESA Species And Communities	None
KO Historic Structures Managed	None
MB Evaluate Forest/Woodland Treatments	Acres
MC Conduct Census Wild Horse & Burro Areas	Number
MD Monitor Wilderness And Wilderness Study Areas	Acres
MF Monitor Designated Wild And Scenic Rivers	Miles
MG Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MI Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MK Evaluate Weed Treatments	Acres
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MX Monitor Shrub/Grass Vegetation Treatments	Acres
MY Heritage Resources Monitored	Number
NB Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NH Conduct Realty Compliance Inspections	Number Of Inspections
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NK Conduct Wild Horse & Burro Compliance Inspections	Number Of Animals
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Number Of Cases Cleared
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PC Provide Program Support; Natural/Cultural Heritage	None
PH Provide Program Support: Restore Health Of Public Lands	None
PM Provide Program Support: Quality Recreational Experience	None
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
PO Public Resources - Non-Energy	None
PP Provide Program Support: Public Resources - Energy	None

Program Element and Name	Workload
PQ Provide Program Support Renewable Energy	None
RH Revenue Billings & Collection	None
XG Provide Facilities And Space Management Services	None
XJ Maintain Agency Financial System And Reporting Requirements	None
XK Manage Procurement, Acquisition and Agreement Activities	None
XL Provide Personnel Services	None
XO Provide Safety Program Services	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments To DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L1923 Land Buy Back for Tribal Nations (WBS Required)

The Land Buy-Back Program for Tribal Nations implements the land consolidation component of the *Cobell* Settlement, which provided \$1.9 billion to purchase fractional interests in trust or restricted land from willing sellers at fair market value. Consolidated interests are immediately restored to tribal trust ownership for uses benefiting the reservation community and tribal members.

The BLM has a Reimbursable Support Agreement (RSA) with DOI to reimburse BLM for expenses incurred for geodatabase development, special mapping tools and service and specialized maps in support of the Land Buy Back Program for Tribal Nations. The RSA authority is provided in an annual BLM fund (166L1109RM) which expires annually. All costs must be incurred by September 30th each year.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
BL	Collect Digital Cadastral Data	Number Of Townships
BM	Update Digital Cadastral Data	Number Of Townships
PN	Provide Program Support: Protection of Lives, Resources, and Property	None
RH	Revenue Billings & Collection	None

L1930 Reimbursable Mining Law Administration (WBS Not Allowed)

Includes all costs associated with processing mineral patent applications, including patent issuance or contest, recording a new mining claim by location or transfer, processing location notices, transfers and fees, making land status determinations, issuing decisions, processing appeals related to recordation. Also includes costs of monitoring related records, files, and automated data bases, and, actions related to compliance and enforcement actions regarding mining activities for which these fees are collected. Bureau offices charge directly to this account based on actual dollars available. This account shall be maintained with sufficient funds to accommodate leave surcharge and other obligations incurred within the state. Do not charge costs related to collection and/or administration of the annual \$100 mining claim holding fee.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
EW Record/Adjudicate Mining Claims/Sites	Number Of Claims/Sites
EX Process Mining Plans Of Operation	Plans Processed
EY Determine Mining Claim Validity/Process/Mineral Patents	Number
EZ Collect Mining Claim/Site Fee	Number Of Claims/Sites
FL Process Exploration/Mining Notices	Notices Processed
RB Revenue Billings & Collection	None
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments

L1990 Mining Law Administration

Includes all costs of functions relating to the administration of the mining laws and FLPMA on Federal lands where mining claims are involved. This includes recording and adjudication of mining claims, adjudication and processing of mineral patent applications, adjudication and processing of SRHA filings, issuance of decisions and contest actions, mineral examinations of mining claims, processing of notices and plans of operations, occupancy trespass resolution, environmental assessments related to mining law actions, administration and adjudication of bonds, and related mining law work. In addition, subactivity L1990 includes all costs associated with recording, administering, adjudicating, collecting, and processing mining claim maintenance and location fees. Funding for this subactivity is derived from the fees collected and deposited to the L1993 account.

Authorization

The Omnibus Budget Reconciliation Act of 1993 authorized the collection of mining claim maintenance and location fees for a five-year period. Since 1998, this authority has been re-authorized usually by the annual appropriations act. These Acts also authorize the BLM to retain a portion of these fees for management and operations related to the General Mining Law of 1872, as amended. Annual appropriation acts establish the amount of the BLM's appropriation to be used for Mining Law Administration Program (MLAP) operations and require that the mining fees collected be credited against the appropriation until all funds used for MLAP are "repaid."

Bureau Policy

It is Bureau policy to assure that monies appropriated for the Mining Law Administration Program are properly expended and recorded in the financial systems. Any costs coded to the program must directly relate to or directly benefit the program. Using MLAP funds for purposes unrelated to the administration of the Mining Law is a violation under 31 U.S.C. § 1301 (a). Any false entries or reports of expenditures is a violation of 18 U.S.C. § 2073.

It is Bureau policy that supervisors shall ensure all employees charging time to MLAP follow this policy. Supervisors are responsible for ensuring that employees charging time to MLAP are performing work that is directly related to the program's activities. Any bonuses or awards financed with program funds must be directly related to activity in the program.

Contracts and services charged to MLAP must relate directly to the administration of the Mining Law. If MLAP contributes a portion of the costs for contracts or services, then the charges must be proportioned equitably to each participating program. Overhead support costs and shared service costs must be shared equitably among benefitting sub-activities. Those costs that include MLAP must be equitably proportioned.

Mineral Reports

The benefiting subactivity for mineral reports and valid existing right (VER) determinations is the program which initiated the need for the report. Examples include:

- If a mineral report or a VER determination is required for a land exchange, the benefitting subactivity is Lands and Realty Management. All the work and any clearances required to accomplish this exchange must be coded to the appropriate lands sub-activity.
- A validity examination on a mining claim, located within a specially designated, withdrawn or segregated area, initiated by the BLM for the purpose of determining if there is a valid existing right must be coded to the benefitting sub-activity. The sub-activity that initiates the VER determination is responsible for the expenditure. For instance, if the mining claim is located within a monument, the cost of performing VER work would be charged to the sub-activities designated for use in the monument. Work performed to process any subsequently filed notice or plan of operations is coded to L1990.
- Cost recovery applies to notices and plan of operations that require a mineral examination under 43 CFR 3809.100.

Surface Management

Cultural clearances, Threatened and Endangered species (T&E) survey, and other site review and data gathering activities required because of surface disturbing activity associated with a notice or a plan of operation under 43 CFR 3809, are appropriately charged to L1990 to the extent necessary to determine if the proposed action will result in unnecessary or undue degradation or significant impacts for those operations requiring NEPA. These activities should be limited to the area impacted by the activity. If the survey includes more area than stated in the notice or plan, including any required buffer zone, the work for the additional area must be coded to the benefitting sub-activity.

Mining disturbances may be reclaimed using L1990 funds where the operation occurred or continued to occur after January 1, 1981 and were conducted for the exploration or extraction of minerals locatable under the General Mining Law of 1872, as amended.

Abandoned Mine Lands (AML) program costs are appropriately coded to L1620 sub-activity, and should not be coded to L1990. This includes all disturbances abandoned prior to January 1, 1981.

Law Enforcement

Enforcement of surface management orders are properly coded to L1990 by Law enforcement personnel. All costs of law enforcement should be charged to one of the following program elements: NU, NV, NY, NZ, and OA.

Priority Program Elements

Priority program elements for L1990 are EW, EX, EY, EZ, FL, NI, and NJ. The expenditure of Mining Law Administration funds on administrative, program management, non-priority work or other program elements should be carefully monitored.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
DB	Plan For Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EW	Record/Adjudicate Mining Claims/Sites	Number Of Claims/Sites
EX	Process Mining Plans Of Operation	Plans Processed
EY	Determine Mining Claim Validity/Process/Mineral Patents	Number
EZ	Collect Mining Claim/Site Fee	Number Of Claims/Sites
FL	Process Exploration/Mining Notices	Notices Processed
NI	Inspect Locatable Mineral Sites For Surface Management Compliance	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PO	Public Resources - Non-Energy	None
XA	Plan & Develop IT Systems	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None

Program Element and Name	Workload	
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L1993 Mining Claim Fee Receipts (WBS Not Allowed)

This is a receipt account which serves to provide a funding base for the L1990 subactivity through receipts collected from the annual mining claim holding fee. No expenditures may be made directly to this account.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L1994 Mining Claim Fee Over Collections (WBS Not Allowed)

This is a receipt account which serves to provide a funding base for the L1990 sub-activity through receipts collected from the annual mining claim holding fee above the \$39.696 million. No expenditures may be made directly to this account.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L2110 Construction

Includes the costs of constructing buildings, recreation facilities, bridges, roads, and trails necessary for effective multiple use management of the Public Lands and resources; to provide facilities to implement land use planning decisions; protect the health and safety of employees and the public land visitor; and provide physical access to the Public Land.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
IB Facilities Deferred Maintenance And Construction	Number Of Projects
IE Trails Deferred Maintenance And Construction	Number Of Projects
IN Administrative Site Deferred Maintenance/Construction	None
IQ Road Deferred Maintenance And Construction	Number Of Projects
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L2641 Central Hazmat Fund Departmental Office (WBS Required)

The objectives of the CHF are to bring greater consistency and oversight of site cleanups; promote cost-effective cleanup; conduct hazardous materials cleanup activities in a manner consistent with the National Contingency Plan and Bureau land use management plans; and pursue cost recovery from parties responsible for contamination.

Program Element and Name		Workload
BF	Assess Hazmat Sites	Number
HO	Respond To Hazmat Risk Site	Actions
MG	Monitor And Maintain Water Quality/Hazmat/NRDA Sites	Number Of Sites
NP	Evaluate PRPs For Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

L2642 Central Hazmat Fund Hazmat 3rd Party Expense (WBS Required)

The BLM is the administrative bureau for the CHF appropriation. The mission of the CHF is to protect public health and the environment by addressing the most highly contaminated sites within the national parks, national wildlife refuges and other Department managed lands. The CHF appropriation has averaged \$10 million annually and the BLM's share has ranged from \$2 million - \$5 million for the last several years with FY2016 funding at \$5.8m.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
BF	Assess Hazmat Sites	Number
HO	Respond To Hazmat Risk Site	Actions
MG	Monitor And Maintain Water Quality/Hazmat/NRDA Sites	Number Of Sites
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

L3111 Land Acquisitions-Emergency Hardships (WBS Required)

The Inholding, Emergency and Hardship program allows the BLM to promote conservation of natural landscapes and resources by consolidating privately owned land with publicly owned land when properties become available on short notice and would not remain available unless immediate action is taken. The availability of funds for Inholding, Emergency, and Hardship purchases permits timely actions to alleviate hardships and prevent adverse land use that may conflict with management objectives for adjacent public lands. The BLM's parcels targeted for purchase with these funds, although typically small and generally inexpensive, conserve and protect cultural and historic resources, permit retention of increasingly limited open spaces, preserve wildlife habitat and wilderness, enhance public recreation opportunities, and are strongly supported for Federal acquisition by local communities.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
KD	Process Land Exchanges	Cases Closed
NZ	Conduct Security Activities	Number of Vulnerability Assessments

L3130 Acquisition Management

Includes processing and management costs directly associated with the purchase of non-Federal, non-State land or interests in land, within or contiguous to a specified boundary, providing for open space and recreation and the protection of natural values, including those processing and management costs associated with emergency/inholding purchase. These funds may also be used for processing and management costs associated with donation and exchange, when these acquisitions are within and/or contiguous to a Land and Water Conservation Fund (LWCF)-funded project area. Acquisition management funds are provided from the LWCF and may be subject to terms of the actual appropriation language. All work associated with an identified acquisition project should be coded to the respective project number. Processing and management costs may be supplemented by benefiting subactivities. Base funding levels are not established with these funds. Funds may also be utilized to close an exchange ledger.

Program Element and Name	Workload	
AQ	Boundary Standard Documents Produced	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
KD	Process Land Exchanges	Cases Closed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YD	IT WCF Payments to DOI	None

L5101 Major Category Rights-of-Way (WBS Required)

Includes all costs associated with Major Category R/W application processing, granting, compliance, monitoring, etc. For R/W cases processed under the authority of the Mineral Leasing Act, this includes all actual costs. For R/W cases processed under the authority of FLPMA – Title V, this includes all reasonable costs as determined by the authorized officer.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
BJ Approve Cadastral Surveys	Miles
BX Manage Public Land Records	Number
ER Process Right-Of-Way Grants	Number Of Actions
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed
KH Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
PQ Provide Program Support Renewable Energy	None
RB Revenue Billings & Collection	None

L5102 Minor Category Rights-of-Way (WBS Required)

Includes all costs associated with the non-refundable Minor Category R/W application processing, (including amendments and assignments) granting, compliance, monitoring etc. Fees are collected pursuant to the BLM's administratively established cost recovery fee schedule. Total obligations cannot exceed total collections in the State unless approved by WO-880 in advance.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
ER Process Right-Of-Way Grants	Number Of Actions
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed
KH Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
PQ Provide Program Support Renewable Energy	None
RB Revenue Billings & Collection	None

L5103 Rights-of-Way Processing Master Agreement (WBS Required)

The right-of-way regulations outline the procedures for processing applications and monitoring grants under a Master Agreement. A Master Agreement is a negotiated agreement between an applicant and the BLM covering actual cost of the processing and monitoring of multiple applications and grants within a defined geographic area. Master Agreements can be utilized for actions authorized pursuant to Federal Land Policy and Management Act (FLPMA) and Mineral Leasing Act (MLA).

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BX	Manage Public Land Records	Number
ER	Process Rights-Of-Way Grants	Number Of Actions
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
KH	Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RB	Revenue Billings & Collection	None

L5104 Energy & Minerals Fixed Fee Service Charges (WBS Not Allowed)

Fees are collected pursuant to the BLM's administratively established cost recovery regulations. Includes costs associated with processing certain documents related to BLM energy and minerals programs for which fees are collected on a fixed fee basis. Examples of documents are noncompetitive lease applications, competitive lease applications, assignments and transfers. Reference this BLM Division of Solid Minerals web page for further guidance: <http://web.blm.gov/internal/wo-300/wo-320/costrecovery.htm>. This subactivity does not allow project numbers.

Charges are made to this account by field offices. This account shall be maintained with sufficient funds to accommodate leave surcharge and other obligations incurred with the states. This account is subject to the standard Bureau indirect surcharge. Do not charge costs related to recording and processing mining claims or patents to this account. These items should be charged to subactivity L1930 or L1990, as appropriate. Case-by-case energy and mineral document processing costs are charged to subactivity L5110.

Program Element and Name	Workload
AQ Boundary Standard Documents Produced	None
EI Develop And Issue Federal Fluid Mineral Leases	Number
EO Process Non-Energy Mineral Post Lease Actions	Number
FI Process Admin Changes Post Lease Federal Fluid Minerals	Actions
RB Revenue Billings & Collection	None

L5105 Recreation Cost Recovery (WBS Required)

Cost recovery charges are associated with recreation activities or events and shall be levied to compensate the Government for the costs of authorizing and administering the recreation-related use. As such, this subactivity covers revenues and expenditures associated with any Special Recreation Permit that has been determined to be Cost Recovery by BLM personnel as outlined in 43 CFR 2930-1 Permits for Recreation on Public Lands and H-2930-1, Recreation Permit Administration Handbook. Primary work in this program involves processing the application and administering the permit, which includes environmental analysis and monitoring.

In the past, this work was coded to subactivity L1232—Recreation Fees. Recreation Use Permit revenue from Standard or Expanded Amenity sties (e.g., campgrounds, rentals, services, or day-use sites) and non-cost recovery SRPs will continue to be covered under subactivity L1232. Subactivity L1232 name has been changed from “Recreational Fee Demonstration Project” to “Recreation Fee Program” as a result of the Federal Lands Recreation Enhancement Act, P.L. 108-447, dated December 8, 2004. Recreation cost recovery work should no longer be charged to subactivity L1232. Subactivity L5105, recreation cost recovery is the only subactivity to be used for recreation fee revenues and expenditures as defined above. Use this account to deposit a bond when it is collected in association with a permitted recreation activity or event.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AL Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
AQ Boundary Standard Documents Produced	None
EA Process SRP’s For Commercial Users , Groups	Number Of Active Permits
FH Process , Manage SRP’s For Non Commercial	Number Of Permits Issued/Monitored
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
OA Conduct Drug Enforcement Activities	Number Of Seizure Incidents
RA Revenue Billings & Collection	None

L5106 Trans-Alaska Pipeline (WBS Required)

The Bureau of Land Management Branch of Pipeline Monitoring is the office established by the Secretary of the Interior to oversee and monitor the activities related to the 800-mile Trans-Alaska Pipeline system. The BLM works with the State of Alaska and other Federal agencies to monitor environmental protection, pipeline system integrity, public and worker safety, and to ensure regulatory compliance. Reimbursement for application processing, administration of ROW grants, and temporary use permits shall be made by payment as the Secretary determines. Such payments are required to reimburse DOI for actual cost of services. The BLM Branch of Pipeline Monitoring is located in Anchorage, with offices in Valdez and Fairbanks.

Program Element and Name	Workload	
BX	Manage Public Land Records	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
ER	Process Right-Of-Way Grants	Number Of Actions
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FW	Process Mineral Material Disposals Through Permits	Permits Issued
NF	Inspect, And Verify Production At Mineral Material Site	Number
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L5110 Energy and Minerals Case-by-Case Service Charges (WBS Required)

Fees are collected pursuant to the BLM's administratively established cost recovery case-by-case fee regulations. Includes costs associated with processing certain documents related to BLM energy and minerals programs for which fees are collected on a case-by-case basis. These include competitive coal lease applications, coal lease modifications and other documents that have a unique processing cost, such as the preparation of an Environmental Impact Statement. Also includes costs of processing certain solid mineral prospecting permit applications, preference right lease applications and other documents related to mineral leasing that the authorized officer has determined are appropriate for case-by-case fees. Includes document processing related to mineral material sales where appropriate for case-by-case fees. Reference this BLM Division of Solid Minerals web page for further guidance: <http://web.blm.gov/internal/wo-300/wo-320/costrecovery.htm>

Charges are made to this account by field offices. This account shall be maintained with sufficient funds to accommodate leave surcharge and other obligations incurred within the state. This account is subject to the standard Bureau indirect surcharge.

Do not charge costs related to recording and processing mining claims or patents to this account. These items should be charged to subactivity L1930 or L1990, as appropriate. Fixed fee energy and mineral document processing costs are charged to subactivity L5104.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
GA Cost Recovery - Competitive Coal Lease	Actions Processed
GB Cost Recovery - Coal Lease Modification	Number Processed
GC Cost Recovery Coal - LMU Formation Or Modification	Number Of Applications Processed
GD Cost Recovery Coal - Royalty Rate Reduction	Number Processed
GE Cost Recovery Non-Energy Min - Prospecting Permit Applications	Number
GF Cost Recovery Non-Energy Min - Preference Right Lease Apps	Number
GH Cost Recovery Non-Energy Minerals - Competitive Lease	Number Processed
GJ Cost Recovery Non-Energy Min - Future Or Fractional Interest Lease	Number
GK Cost Recovery Mineral Materials - Noncompetitive Sale	Number Processed

Program Element and Name	Workload
GL Cost Recovery Mineral Materials Competitive Sale & Contract Renewal	Number
GN Cost Recovery Mining Law Admin - Plan Of Ops With An EIS	Plans Processed
GO Cost Rec M L Admin - Validity , Mineral Exams , Reports	Number Com/App
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
RB Revenue Billings & Collection	None

L5210 Non-competitive Adoptions (WBS Not Allowed)

Includes all costs associated with preparing, shipping, training, maintaining, and placement of wild horses and burros through noncompetitive adoptions. An allocated cost target is required before using this subactivity for any purpose other than transporting animals.

Program Element and Name		Workload
HG	Adopt Wild Horses and Burros	Number Of Animals
HH	Long-Term Hold Wild Horse and Burros	None
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RC	Revenue Billings & Collection	None

L5220 Competitive Bid Adoptions (WBS Not Allowed)

Funds in this account are generated by adoption fees associated with placement of wild horses and burros through competitive bid adoptions. An allocated cost target is required before using this subactivity for any purpose other than transporting animals.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
HG Adopt Wild Horses and Burros	Number Of Animals
HH Long-Term Hold Wild Horse and Burros	None
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
RC Revenue Billings & Collection	None

L5310 Repair of Damaged Lands (O&C) (WBS Required)

Includes all costs associated with funds from performance bond forfeitures or contract claim settlements made available through appropriation under 305 of FLPMA (43 USC 1735) for expenses incurred in repairing, rehabilitating, or protecting O&C or Coos Bay Road (CBWR) Lands damaged or imperiled by actions of the bonded parties. Also includes all costs collected through Fire Trespass actions for the reimbursement of damages, suppression cost, and emergency stabilization and burned area rehabilitation costs related to O&C or CBWR Lands impacted by human-caused wildland fires. Trespass collections and expenditures must include use of the state designated office code and the project number "FIRE".

These fees are collected pursuant to the BLM's administratively established regulations for reimbursement for the costs of operation and reclamation of community PITS. Section 304(b) of the Federal Land and Policy Management Act of 1976 authorizes the Secretary to require a deposit of any payments intended to reimburse the United States for reasonable costs which include, but are not limited to, the costs of special studies; environmental impact statements; monitoring construction operation, maintenance and termination of any authorized facility. The reclamation fee should include all site preparation, reclamation plan, NEPA, monitoring and reclamation costs as well as the Bureau indirect cost. Charges are made to this account by field offices. This account shall be maintained with sufficient funds to accommodate leave surcharge and other obligations incurred within the State. This account is subject to the standard Bureau's indirect surcharge.

Moneys received as a result of a settlement of a claim involving damage to public lands related to mineral materials trespass and other activities on O&C or CBWR lands should be deposited into the L5310 account. These funds may be used for reclamation of lands damaged from mineral materials operations, including repairing lands of the original site of damage and other damaged lands such as reclaiming old community PITS.

Program Element and Name	Workload
AL Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
AM Provide Community Assistance	Number Of Actions to Assist Communities
AQ Boundary Standard Documents Produced	None
BF Assess Hazmat Sites	Number
BG Other Hazard Sites Assessed	Number
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
DD Plan for Public Health/Safety and Property Protection	Number

Program Element and Name	Workload	
DF	Plan for Interdisciplinary Activities	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
FW	Process Mineral Material Disposals Through Permits	Permits Issued
HD	Manage Forest And Woodland Commercial Sales	Acres
HF	Heritage Resources Stabilized, Managed And Protected	Number
HG	WH&B Placed into Private Care	Number Of Animals
HL	Apply Commercial Forest And Woodland Management	Acres
HO	Respond to Hazmat Risk Site	Actions
HQ	Mitigate Other Hazards	Number
HU	Manage Wildland Fire	Acres Burned
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JL	Apply Fire Rehab Treatments	Acres
JS	Stabilize Burned Areas	Acres Stabilized
KO	Historic Structures Managed	None
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
NF	Inspect, and Verify Production at Mineral Material Site	Number
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
OA	Conduct Drug Enforcement Activities	Number Of Seizure Incidents

Program Element and Name	Workload
PH Provide Program Support: Restore Health Of Public Lands	None
PN Provide Program Support: Protection of Lives, Resources, and Property	None
RD Revenue Billings & Collection	None

L5320 Repair of Damaged Lands, Public Domain (WBS Required)

Includes all costs associated with funds from performance bond forfeitures of contract claim settlements made available through appropriation under 305 FLPMA (43 USC 1735) for expenses incurred in repairing, rehabilitating, or protecting Public Lands (other than O&C or CBWR) damaged or imperiled by actions of the bonded parties. Also includes all costs collected through Fire Trespass actions for the reimbursement of damages, suppression costs, and emergency stabilization and burned area rehabilitation costs relate to Public Lands (other than O&C or CBWR Lands) impacted by human-caused wildland fires. Funds collected from fire trespass actions may only be used for fire program activities that support the protection of life, resources and property. These collections, however, may not be used for Fire Deferred Maintenance and Capital Improvement projects that would be appropriately funded in LF330. These funds can also be used for restoration activities that are needed as a result of a fire where, due to limitations on the use of Emergency Stabilization and Rehabilitation (ES&R) funds, restoration of developments damaged by a fire could not be accomplished.

Moneys received as a result of a settlement of a claim involving damage to public lands from mineral materials operations should be deposited into the L5320 account. These funds may be used for reclamation of lands damaged by mineral materials operations, including repairing lands of the original site of damage and other damaged lands such as reclaiming old community PITS. These funds may only be used for the specific purposes for which the financial guarantee was required.

Expenditure Authority

The statutory authority for this account is enacted annually as part of the Interior appropriations act. The authority for fiscal year 2003 is quoted below. The authority to collect the fees and cost reimbursements spent through this account is provided by FLPMA (PL 94-579, as amended), and a 1973 amendment to the Mineral Leasing Act of 1920 (PL 93-153).

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AM Provide Community Assistance	Number Of Actions To Assist Communities
AQ Boundary Standard Documents Produced	None
BF Assess Hazmat Sites	Number
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BS Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BT Inventory Forest And Woodland Vegetation	Acres

Program Element and Name	Workload	
BV	Inventory Streams/Riparian Areas	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
DD	Plan For Public Health/Safety And Property Protection	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
FW	Process Mineral Material Disposals Through Permits	Permits Issued
HD	Manage Forest and Woodland Commercial Sales	Acres
HE	Biomass Utilization	None
HF	Heritage Resources Stabilized, Managed And Protected	Number
HG	WH&B Placed into Private Care	Number Of Animals
HL	Apply Commercial Forest and Woodland Management	Acres
HO	Respond To Hazmat Risk Site	Actions
HP	Remediate AML Physical Safety Hazards	Number Of Sites
HQ	Mitigate Other Hazards	Number
HT	Ensure Fire Preparedness	None
HU	Manage Wildland Fire	Acres Burned
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
JK	Implement AML Projects To Restore Water Quality	Acres

Program Element and Name	Workload	
JL	Apply Fire Rehab Treatments	Acres
JN	Restore Forest And Woodlands Through Development	Acres
JS	Stabilize Burned Areas	Acres Stabilized
KO	Historic Structures Managed	None
MB	Evaluate Forest/Woodland Treatments	Acres
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MK	Evaluate Weed Treatments	Acres
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NF	Inspect, And Verify Production At Mineral Material Site	Number
NI	Inspect Locatable Mineral Sites For Surface Management Compliance	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
OA	Conduct Drug Enforcement Activities	Number Of Seizure Incidents
PH	Provide Program Support: Restore Health Of Public Lands	None
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
RD	Revenue Billings & Collection	None

L5321 Repair of Damaged Lands (PD) (WBS Required)

L5321 was setup to use for forfeited bonds when there was a possibility the BLM would not need the total amount of the bond to complete the reclamation work and the remainder would have to be refunded to the customer. L5321 allows for an individual customer project to be established to track the remaining balance of the bond, unlike L5320 where the projects are program specific with no customer tracking. This was initially requested for use by Nevada, and is only currently setup in FMBS for use by Nevada.

In FFS, it worked fine for bonds and deposits for the repair of damaged lands, to be deposited in a separate and unique customer project code in subactivity L5320, if it was anticipated that a refund of an amount in excess of the cost of the reclamation, may need to be made. Historically, NV has been the only state to collect fees for repair of large gold mines and administer the Mustang Ranch Property, where the BLM may be asked for a refund under section 305(c) of FLPMA which provides that payments in excess of the cost of repair may be refunded by the Secretary, or a detailed accounting of how the funds were spent, in the case of the Mustang Ranch Property.

When the BLM converted to FBMS, it was determined these deposits that may possibly be in excess of the cost of doing the repair work, needed to be accounted for in a fund/subactivity where the availability control was at the funded program/WBS level.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
AM	Provide Community Assistance	Number Of Actions To Assist Communities
BF	Assess Hazmat Sites	Number
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BT	Inventory Forest and Woodland Vegetation	Acres
BV	Inventory Streams/Riparian Areas	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
DD	Plan For Public Health/Safety And Property Protection	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
FW	Process Mineral Material Disposals Through Permits	Permits Issued
HD	Manage Forest and Woodland Commercial Sales	Acres
HE	Biomass Utilization	None

Program Element and Name	Workload	
HF	Heritage Resources Stabilized, Managed and Protected	Number
HL	Apply Commercial Forest and Woodland Management	Acres
HO	Respond To Hazmat Risk Site	Actions
HQ	Mitigate Other Hazards	Number
HT	Ensure Fire Preparedness	None
IA	Building Annual Maintenance	Number Of Buildings
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IU	Site Non-Building Annual Maintenance	Number Of Sites
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest and Woodland Through Sales	Acres
JL	Apply Fire Rehab Treatments	Acres
JN	Restore Forest and Woodlands through Development	Acres
JS	Stabilize Burned Areas	Acres Stabilized
KO	Historic Structures Managed	None
MB	Evaluate Forest/Woodland Treatments	Acres
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MK	Evaluate Weed Treatments	Acres
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NF	Inspect, and Verify Production at Mineral Material Site	Number
NI	Inspect Locatable Mineral Sites for Surface Management Compliance	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

Program Element and Name	Workload
PH Provide Program Support: Restore Health of Public Lands	None
PN Provide Program Support: Protection of Lives, Resources, and Property	None
RD Revenue Billings & Collection	None

L5330 Section 304 Federal Land and Policy Management Act of 1976 (FLPMA) Reclamation Fees (WBS Required)

Fees are collected pursuant to the BLM's administratively established regulations for reimbursement for the costs of operation and reclamation of community PITS.

Section 304(b) of the Federal Land and Policy Management Act of 1976 authorizes the Secretary to require a deposit of any payments intended to reimburse the United States for reasonable costs which include, but are not limited to, the costs of special studies; environmental impact statements, monitoring construction, operation, maintenance and termination of any authorized facility. The reclamation fee should include all site preparation, reclamation plan, NEPA and reclamation costs as well as the Bureau's indirect cost.

Appropriated funds from Subactivity L1330 program element "EP" should be used for preparing and issuing the sale contracts, free use permits and exploration permits from community PITS and common use areas, and for related case files and records documentation.

Moneys received as a result of a settlement of a claim involving damage to public lands should continue to be deposited into the L5310 and L5320 accounts. Moneys received as a result of the forfeiture of the financial guarantees should continue to be deposited into the L5310 and L5320 accounts.

Charges are made to this account by field offices. This account shall be maintained with sufficient funds to accommodate leave surcharge and other obligations incurred within the state. Total obligations cannot exceed total collections in that field office unless approved by BLM's Division of Budget (WO-880) in advance.

This account is subject to the standard Bureau indirect surcharge.

Program Element and Name		Workload
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
FW	Process Mineral Material Disposals Through Permits	Permits Issued
NF	Inspect, And Verify Production At Mineral Material Site	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
RB	Revenue Billings & Collection	None

L5410 Expenses. Conveyance of Federally-Owned Mineral Interest (WBS Required)

Funds received from applicants for conveyance of mineral interests under 209 of FLPMA (43 USC 1719). Deposits shall be used to cover administrative costs which include, but are not limited to: costs of conducting an exploratory program to determine the character of the mineral deposits in the land; evaluating the data obtained under the exploratory program to determine the fair market value of the mineral interests to be conveyed; and preparing and issuing the documents of conveyance.

Program Element and Name		Workload
AQ	Boundary Standard Documents Produced	None
BX	Manage Public Land Records	Number
FR	Process Land Disposals Other Than Sales	Acres Disposed
KD	Process Land Exchanges	Cases Closed
RB	Revenue Billings & Collection	None

L5420 Expenses, Recordable Disclaimers of Interest (WBS Required)

Includes all costs associated with funds received from applicant for recordable disclaimers of interest under 315 of FLPMA (43 USC 1745) shall be used to cover administrative costs which include, but are not limited to: costs of determining if the United States has an interest in the land; if the lands are accreted, relicted, or avulsed land; the riparian specialist's report; and preparing and issuing the document of disclaimer.

Program Element and Name	Workload
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
EU Process Land Sales/Disposals	Acres Disposed Of
FR Process Land Disposals Other Than Sales	Acres Disposed
KD Process Land Exchanges	Cases Closed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection of Lives, Resources, and Property	None
RB Revenue Billings & Collection	None

L5440 Expenses, Leases, Permits & Easements (WBS Required)

Includes all costs associated with advance funds received from applicants for land use authorization or conveyances under FLPMA (43 USC1734) or other appropriate law shall be used to cover administrative costs. The associated cost includes the actual cost associated with major application processing and reasonable case work load and costs associated with minor application processing, and monitoring, etc., as determined by the authorized officer.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
EQ Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER Process Rights-Of-Way Grants	Number Of Actions
EU Process Land Sales/Disposals	Acres Disposed Of
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed
KH Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PQ Provide Program Support Renewable Energy	None
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
RB Revenue Billings & Collection	None

L5441 Film Permit Rental Fees (WBS Required)

Used for the collection, retention, and expenditure of rental fee receipts from the use of public lands for commercial filming purposes as authorized under Section 302 of the Federal Land Policy and Management Act (FPLMA) 43 USC 1732.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
EQ Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
RB Revenue Billings & Collection	None

L5500 Timber Contract Expense (WBS Required)

Includes all costs associated with the use of funds received in connection with timber contracts where, through deposit of a predetermined amount of funds by the purchaser, the BLM performs a contract requirement. This subactivity is available for both O&C and PD timber sale contracts primarily for slash disposal (site preparation) and in some cases, for reforestation, providing it is within the scope of the contract.

Program Element and Name	Workload
HD Manage Forest And Woodland Commercial Sales	Acres
HL Apply Commercial Forest And Woodland Management	Acres
JE Restore Forest And Woodland Through Sales	Acres
RB Revenue Billings & Collection	None

L5605 Washington County UT Land Acquisition Revenue (WBS Not Allowed)

This account is for the collections and the subsequent interest earned as referred in the Omnibus Public Land Management Act of 2009, P.L. 111-11, Title I – Additions to the National Wilderness Preservation System, Subtitle O – Washington County, Utah. Specifically, these collections are proceeds from the sale of lands as identified in Sec. 1978 Land disposal and acquisition, (a) IN GENERAL.—Consistent with applicable law, the Secretary of the Interior may sell public land located within Washington County, Utah, that, as of July 25, 2000, has been identified for disposal in appropriate resource management plans. Revenue shall be available to the Secretary, without further appropriation, to purchase from willing sellers lands or interests in land within the wilderness areas and National Conservation Areas established by this subtitle. Any purchase of land or interest in land shall be in accordance with applicable law..

Program Element and Name	Workload
RC REVENUE BILLINGS & COLLECTION	None

L5606 Washington County UT Land Acquisition Expense (WBS Not Allowed)

For necessary expenses associated with acquiring environmentally-sensitive non-Federal land or interests in land through land purchase or exchange, pursuant to the provisions of the Omnibus Public Land Management Act of 2009, P.L. 111-11, Title I – Additions to the National Wilderness Preservation System, Subtitle O – Washington County, Utah, Sec. 1978 Land disposal and acquisition. Amounts in the account shall be available to the Secretary, without further appropriation, to purchase from willing sellers lands or interests in land within the wilderness areas and National Conservation Areas established by this subtitle. Any purchase of land or interest in land shall be in accordance with applicable law.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
KD	Process Land Exchanges	Cases Closed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YD	IT WCF Payments To DOI	None

L5610 Owyhee Land Acquisition Revenue (WBS Not Allowed)

The proposed action conforms to the 1983 Bureau Management Framework Plan (MFP) and the 1999 Owyhee Resource Management Plan (RMP), which allow for acquisitions that fulfill BLM management goals and objectives, and meet the public interest. The proposed action implements an Owyhee RMP objective. Management Action Number1 under Objective LAND Number1 states: “Acquire through purchase, exchange, easement or donation lands that will benefit the management of resource programs including but not limited to wild horses, wildlife, WSA’s, ACEC’s, riparian, cultural, recreation, etc.”

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L5611 Owyhee Land Acquisition Expense (WBS Not Allowed)

The proposed action conforms to the 1983 Bureau Management Framework Plan (MFP) and the 1999 Owyhee Resource Management Plan (RMP), which allow for acquisitions that fulfill BLM management goals and objectives, and meet the public interest. The proposed action implements an Owyhee RMP objective. Management Action Number1 under Objective LAND Number1 states: “Acquire through purchase, exchange, easement or donation lands that will benefit the management of resource programs including but not limited to wild horses, wildlife, WSA’s, ACEC’s, riparian, cultural, recreation, etc.”

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BX	Manage Public Land Records	Number
DB	Plan for Commercial Activities	Number
DF	Plan for Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-of-Way Grants	Number Of Actions
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
EU	Process Land Sales/Disposals	Acres Disposed Of
FN	Support Hydropower Licensing	Number Of Licenses Issued
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated

Program Element and Name	Workload	
KD	Process Land Exchanges	Cases Closed
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None
PQ	Provide Program Support Renewable Energy	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development and Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support Services	None

L5700 Copy Fees

Includes all costs associated with service charges to the public for producing copies of Public Land records, maps and FOIA requests. Receipts are appropriated immediately, and obligations are charged to the extent receipts have been collected and deposited.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
BX Manage Public Land Records	Number
HT Ensure Fire Preparedness	None
RB Revenue Billings & Collection	None
YC EA Capital Planning & ADIR Office	None

L5800 Timber Pipeline Restoration Collections (WBS Not Allowed)

For collections only. Expenditures should be charged against L5810 or L5830.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L5810 Forestry Pipeline Restoration Fund (PRF)

Includes all costs associated with achieving the allowable sales level and refilling the timber sale pipeline in accordance with Sec. 327 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 on forest ecosystems on the Public Lands (Oregon & California Grant Lands, Coos Bay Wagon Road, and Public Domain) in western Oregon. The PRF is not to be used for timber sales “for which funds are otherwise available.”

PRF funds are allocated to Oregon State Office by the Washington Office in the Annual Work Plan based upon identified need, and from the Oregon State Office to the western Oregon Districts based upon approved project design and costs. States are directed to stay within their annual allocation and only expend funds on approved projects.

PRF funds will not be available for the preparation of salvage sales as defined in section 2001(a) (3) of the 1995 Rescissions Act (PL 104-19) which reads as follows:

“The term ‘salvage timber sale’ means a timber sale for which an important reason for entry includes the removal of disease- or insect- infested trees, dead, damaged, or down trees, or trees affected by fire or imminently susceptible to fire or insect attack. Such term also includes the removal of associated trees or trees lacking the characteristics of a healthy and viable ecosystem for the purpose of ecosystem improvement or rehabilitation, except that any such sale must include an identifiable salvage component of trees described in the first sentence.”

This subactivity includes pre-project surveys such as for northern spotted owls, marbled murrelets and Survey and Manage species, site specific interdisciplinary planning and analysis, and timber sale preparation work. Watershed analysis and timber sale contract administration will not be funded by L5810.

The Federal share of receipts derived from certain timber sales prepared with the PRF are to be deposited back into the PRF. To qualify for this deposit of receipts: (1) the timber sale layout, volume measurement and appraisal, and contract preparation must be funded by the PRF; and (2) a minimum of most (51 percent or more) of the timber sale preparation costs must be funded by the PRF.

Program Element and Name		Workload
AQ	Boundary Standard Documents Produced	None
BT	Inventory Forest and Woodland Vegetation	Acres
HD	Manage Forest And Woodland Commercial Sales	Acres
HE	Biomass Utilization	None

Program Element and Name	Workload
JE Restore Forest And Woodland Through Sales	Acres
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments

**L5820 WPC Conservation, Recreation and Development Act –Collection Account
(WBS Not Allowed)**

This account is for the collections designated to a Special Account referred to in the Act (P.L. 109-432), Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act, Subtitle A. Land Disposal, Sec. 312, Disposition of Proceeds.

Specifically, these collections are the proceeds from the sale of lands located in White Pine County, Nevada, as described in Health Relief and Health Care Act of 2006, P.L. 109-432, Title III—White Pine County Conservation, Recreation, and Development Act, Subtitle A. Land Disposal, Sec. 311.

Of the proceeds from the sale of Federal Land described in the Act, (1) 5 percent shall be paid directly to the State for use in the general education program of the State; (2) 10 percent shall be paid to the County for use for fire protection, law enforcement, education, public safety, housing, social services, transportation, and planning; and (3) the remainder shall be deposited in a special account in the Treasury of the United States, to be known as the “White Pine County Special Account”, referred to as the “special account” and shall be available without further appropriation to the Secretary until expended.

Program Element and Name		Workload
RB	Revenue Billings & Collection	None

L5821 WPC Conservation, Recreation and Development Act—Program Administration Costs (WBS Not Allowed)

This includes the BLM's direct costs for preparing lands for sale under Health Relief and Health Care Act of 2006, P.L. 910-432, TITLEIII— White Pine County Conservation, Recreation, and Development Act, Subtitle A. Land Disposal, Sec. 311, Conveyance of White Pine County Nevada, Land.

Costs to include NEPA Work, appraisals, cultural clearances, mineral reports. T&E species consultations, public notices, and costs of processing all rights-of-way and R&PP actions within the disposal boundary. Administrative costs include administering the Special account, developing and implementing procedures, and consultation with legal counsel. Funds will be allocated based on anticipated workload. Project codes may be used in association with work performed under this subactivity.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-of-Way Grants	Number Of Actions
EU	Process Land Sales/Disposals	Acres Disposed Of
EY	Determine Mining Claim Validity/Process/Mineral Patents	Number
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
KD	Process Land Exchanges	Cases Closed
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed

Program Element and Name		Workload
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

L5822 WPC Conservation, Recreation and Development Act—Archeological Resources

For costs incurred under the Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act. Subtitle A., Sec. 312(3)(B), Disposition of Proceeds.

Specifically for, “the inventory, evaluation, protection, and management of unique archaeological resources (as defined in Section 3 of the Archeological Resources Protection Act of 1979) of the County”, as described in Subtitle A, Sec. 312(3)(B) of the Act.

Each project will represent a single task order to be carried out under applicable Cooperative Agreement, Interagency Agreement, or Federal Grant provisions, consistent with rules and regulations of the Department of Treasury, Office of Management and Budget, Code of Federal Regulations, the Archeological Resources Protection Act of 1979, and/or other applicable authorities.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	REDEMPTION	None
AJ	Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
AQ	Boundary Standard Documents Produced	None
BC	Acres of Heritage Resource Inventories	Acres
BD	Museum Collections Managed	Number Of Collection Units
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
FB	Permits Issued Authorizing Heritage Resource Investigations	Number
FD	Heritage Resources Intensively Recorded, Evaluated and Studied	Number
HF	Heritage Resources Stabilized, Managed and Protected	Number
KO	HISTORIC STRUCT P/S/R	None
MY	Heritage Resources Monitored	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PC	Provide Program Support; Natural/Cultural Heritage	None

L5823 WPC Conservation, Recreation and Development Act—Transfer of Land to Be Held in Trust for the Ely Shoshone Tribe

For costs incurred under the Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act, Subtitle F., Transfer of Land to be Held in Trust for the Ely Shoshone Tribe, Subtitle F, Sec. 316.

Specifically, reimbursement of costs incurred by the Department of the Interior for preparing and carrying out the transfer of land to be held in trust by the United States for the Ely Shoshone Tribe, as part of the reservation of the “Tribe”, namely the land referred to in Subtitle F, Sec. 361(b) of the Act that consists of parcels 1, 2, 3, and 4, totaling the approximately 3,536 acres of land that are identified on (1) the Ely, Nevada Area map dated November 29, 2006; and (2) the Eastern White Pine county map dated November 29, 2006, as the “Ely Shoshone Expansion.”

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AP	Bureau of Land Management Indian Lands Surveyors Consulting Services	None
AQ	Boundary Standard Documents Produced	None
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
JX	Decommission and Rehabilitate Roads and Trails	None
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

L5824 WPC Conservation, Recreation and Development Act—Silver State Off-Highway Vehicle—Trail Route Study, Designation, Development, Implementation, and Management

For costs incurred under the Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act, Subtitle A, Sec. 312(3)(D) and (E), Disposition of Proceeds, and further detailed in Title III, Subtitle E, Sec. 355.

Specifically for, “conducting a study of routes for the Silver State Off-Highway Vehicle Trail as required by Section 355(a)” of this Act, and “developing and implementing the Silver State Off-Highway Vehicle Trail as described in Section 355(c)” of this Act, more precisely described in Subtitle E, Sec. 355—Silver State Off-Highway Vehicle Trail, with further direction in Sec 355(b)(2)(B)(i) of this Act, that the study and route determination, “ensures that the Trail designation is an effort to extend the Silver State Off-Highway Vehicle Trail designated under Section. 401(b) of the Lincoln County Conservation, Recreation, and Development Act of 2004, P.L. 108-424”.

Projects will be carried out consistent with Departmental and Bureau rules and Federal regulations pertinent to Cooperative Agreement, Interagency Agreement, Federal Grant provisions, governmental contracting requirements, the Archeological Resources Protection Act of 1979, and other applicable provisions of law.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
AQ	Boundary Standard Documents Produced	None
BA	Recreation Resources Inventoried/Assessed	Acres
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BY	Inventory Linear Recreation Resources	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
DA	Prepare and Revise Recreation Activity Plans	Number
FH	Process , Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects

Program Element and Name	Workload
IK Dam Deferred Maintenance and Construction	Number Of Projects
IP Road Annual Maintenance	Lane Miles Maintained
IQ Road Deferred Maintenance and Construction	Number Of Projects
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JX Decommission and Rehabilitate Roads and Trails	None
MA Monitor Recreation Areas	None
MF Monitor Designated Wild and Scenic Rivers	Miles
MK Evaluate Weed Treatments	Acres
MR Monitor Species Populations	Number
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MV Monitor Linear Recreation Management Objectives	Miles
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PM Provide Program Support: Quality Recreational Experience	None

L5825 WPC Conservation, Recreation and Development Act—Wilderness Protection and Administration

For costs incurred under the Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act, Subtitle A, Sec. 312(3)(F), Disposition of Proceeds, and further detailed in Title III, Subtitle B. Specifically for, “wilderness protection and processing wilderness designations, including the costs of appropriate fencing, signage, public education enforcement for the wilderness areas designated” of this Act.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BE	Inventory for Wilderness Character	Acres
BH	Inventory Abandoned Mine Land Sites	Sites
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BX	Manage Public Land Records	Number
BY	Inventory Linear Recreation Resources	Miles
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
DF	Plan for Interdisciplinary Activities	Number
FH	Process , Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
ID	Trail Annual Maintenance	Miles
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JK	Implement AML Projects to Restore Water Quality	Acres
JX	Decommission and Rehabilitate Roads and Trails	None
MD	Monitor Wilderness and Wilderness Study Areas	Acres
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MK	Evaluate Weed Treatments	Acres
MR	Monitor Species Populations	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved

Program Element and Name	Workload
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PC Provide Program Support; Natural/Cultural Heritage	None
PN Provide Program Support: Protection of Lives, Resources, and Property	None

L5826 WPC Conservation, Recreation and Development Act—Developing and Implementing Conservation Plans (MSHCP) (WBS Not Allowed)

For costs incurred under the Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act, Subtitle A, Sec. 312(3)(G), Disposition of Proceeds.

Specifically, “if the Secretary deems necessary, developing and implementing conservation plans for endangered or at risk species in the County.”

Expenses associated with development and implementation of the White Pine County, Nevada, species Habitat Conservation Plan, for example, payments White Pine County for their costs of producing the Plan, if applicable, and the Bureau of Land Management costs for assisting White Pine County in the development of the plan.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
CB	Inventory Wildlife/Plan Habitat	Acres
DF	Plan for Interdisciplinary Activities	Number
DK	Plan For T&E Species Recovery	None
EC	Process Water Rights Actions	Number
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
JX	Decommission and Rehabilitate Roads and Trails	None
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
MK	Evaluate Weed Treatments	Acres
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents

Program Element and Name		Workload
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PI	Provide Program Support: Sustaining Biological Communities	None

L5827 WPC Conservation, Recreation and Development Act—Study to Assess Non-Motorized Recreation Opportunities (WBS Not Allowed)

For costs incurred under the Health Relief and Health Care Act of 2006, P.L. 109-432, TITLE III—White Pine County Conservation, Recreation, and Development Act, Subtitle A, Sec. 312(3)(H), Disposition of Proceeds.

Specifically, costs for “carrying out a study to assess non-motorized recreation opportunities on Federal land in the County”.

As an example, study could include, but not be limited to, bicycling, fishing, hiking, pack or saddle equestrian activities, wildlife/wildflower viewing, photography, cross-country snow skiing/shoeing, historical mining towns/stage stops/or Pony Express educational outreach, or similar research and assessment into non-motorized visitor opportunities.

Study will be carried out consistent with Departmental and Bureau rules and Federal regulations pertinent to Cooperative Agreement, Interagency Agreement, Federal Grant provisions, governmental contracting requirements and other applicable provisions of the law.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BA	Recreation Resources Inventoried/Assessed	Acres
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BY	Inventory Linear Recreation Resources	Miles
DA	Prepare and Revise Recreation Activity Plans	Number
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
MA	Monitor Recreation Areas	None
MR	Monitor Species Populations	Number
MV	Monitor Linear Recreation Management Objectives	Miles
NU	Conduct Patrol Enforcement Activities	Number Of Incidents

Program Element and Name		Workload
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

L5830 Recreation Pipeline Restoration Fund (WBS Required)

Includes all costs associated with completion of backlog recreation projects in accordance with Sec. 327 of the Omnibus Consolidated Rescission and Appropriations Act of 1996 on the Public Lands (Oregon & California Grant Lands, Coos Bay Wagon Road, and Public Domain) in western Oregon. Projects include infrastructure replacement or facility maintenance needs within existing recreation sites or areas and projects that address critical visitor safety or recreation management needs or issues identified in land use and management plans.

Program Element and Name	Workload
AL Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
IA Building Annual Maintenance	Number Of Buildings
IB Facilities Deferred Maintenance And Construction	Number Of Projects
ID Trail Annual Maintenance	Miles
IE Trails Deferred Maintenance And Construction	Number Of Projects
IG Bridge Annual Maintenance	Bridges Maintained
IH Bridge Deferred Maintenance And Construction	Number Of Projects
IK Dam Deferred Maintenance and Construction	Number Of Projects
IP Road Annual Maintenance	Lane Miles Maintained
IQ Road Deferred Maintenance And Construction	Number Of Projects
IU Site Non-Building Annual Maintenance	Number Of Sites
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments

L5831 CCLA Revenue Collection (WBS Not Allowed)

This account is for the collections designed to a Special Account referred to in the Act (P.L. 111-11), Omnibus Public Land Management Act of 2009, P.L. 111-11, Title II, Bureau of Land Management Authorizations, Subtitle G, Land Conveyances and Exchanges, Sec. 2601 “CARSON CITY SPECIAL ACCOUNT.”

Specifically, these collections are the proceeds from the sale of land under subsection (b)(4)(D)(ii) and (d)(1), DISPOSAL OF CARSON CITY LAND.

Program Element and Name	Workload
RC Revenue Billings & Collection	None

L5832 CCLA Program Support (WBS Not Allowed)

Omnibus Public Land Management Act of 2009, P.L. 111-11, Title II Bureau of Land Management Authorizations, subtitle G, Land Conveyances and Exchanges, Sec. 2601, Program Administration.

As authorized under (e) DISPOSITION OF PROCEEDS. – This includes reimbursement of costs incurred by BLM for preparing for the sale of the Federal land described in the subsection (d)(1) thru (5), DISPOSAL OF CARSON CITY LAND, including costs of survey and appraisals and compliance with sections 202 and 203 of the Federal Land Policy and Management Act of 1976.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-of-Way Grants	Number Of Actions
EU	Process Land Sales/Disposals	Acres Disposed Of
EY	Determine Mining Claim Validity/Process/Mineral Patents	Number
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

L5833 CCLA Land Acquisition (WBS Not Allowed)

Omnibus Public Land Management Act of 2009, P.L. 111-11, Title II Bureau of Land Management Authorizations, subtitle G, Land Conveyances and Exchanges, Sec. 2601, Land Management.

As authorized under (e) DISPOSITION OF PROCEED. – For costs associated with acquiring environmentally sensitive land or an interest in environmentally sensitive land in the in the City (Carson City, Nevada).

Work Breakdown Structure (WBS) required for each land acquisition project funded.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated

L5834 CCLA Silver Saddle Revenue (WBS Not Allowed)

Omnibus Public Land Management Act of 2009, P.L. 111-11, Title II Bureau of Land Management Authorizations, subtitle G, Land Conveyances and Exchanges, Sec. 2601, Silver Saddle Endowment Special Account – Revenue Collection Account.

Proceeds from the conveyance of land consisting of such amounts as are deposited under subsection (b)(3)(A), CONVEYANCES OF FEDERAL LAND AND CITY LAND.

Program Element and Name	Workload
RC REVENUE BILLINGS & COLLECTION	None

L5835 CCLA Silver Saddle Easement (WBS Not Allowed)

Omnibus Public Land Management Act of 2009, P.L. 111-11, Title II Bureau of Land Management Authorizations, subtitle G, Land Conveyances and Exchanges, Sec. 2601, Silver Saddle Endowment Conservation Easement.

As authorized under subsection (b)(3)(B) CONSERVATION EASEMENT. For the oversight and enforcement of the conservation easement; to reserve a perpetual conservation easement to the land to protect, preserve, and enhance the conservation values of the land.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

L5840 Lincoln County Lands Act (LCLA) Gross Proceeds (WBS Not Allowed)

This account is for the collections and the subsequent interest earned as referred to the Lincoln County Land Act of 2000, P.L. 106-298. Specifically, these collections are the proceeds from the sale, lease or other conveyance of lands as identified in Sec 4, Disposal of Land, (b) LAND DESCRIPTION—(1) IN GENERAL—The land referred to in subsection (a) is the land depicted on the map entitled “Public Lands Identified for Disposal in Lincoln County, Nevada” and dated July 24, 2000, consisting of (A) the land identified on the map for disposal within 1 year, comprising approximately 4,817 acres; and (B) the land identified on the map for disposal within 5 years, comprising approximately 8,683 acres, (2) MAP—The map described in paragraph (1) shall be available for public inspection in the Ely Field Office of the Bureau of Land Management.

Of the gross proceeds of sale of land under this Act in a fiscal year—(1) 5 percent shall be paid directly to the State of Nevada for use in the general education program of the State; (2) 10 percent shall be returned to the County for use as determined through normal county budgeting procedures, with emphasis given to support of schools, of which no amount may be used in support of litigation against the Federal Government; and in the Treasury of the United States (referred to in this section as the “special account”).

INVESTMENT OF SPECIAL ACCOUNT—All Funds deposited as principal in the special account shall earn interest in the amount determined by the Secretary of the Treasury on the basis of the current average market yield on outstanding marketable obligations of the United States of comparable maturities.

Program Element and Name	Workload
RC Revenue Billings & Collection	None

L5841 LCLA Land Acquisition (WBS Required)

For necessary expenses associated with acquiring environmentally-sensitive non-Federal land or interests in land through land purchase or exchange, pursuant to the provisions of the Lincoln County Land Act 2000, P.L. 106-298. Specific property authorized and the use of these funds is subject to terms of this Act (See Departmental Manual 235 DM 1.1P for Delegations of Authority.)

Projects will be carried out under applicable rules, regulations and authorities.

For necessary expenses for authorized acquisitions by the U.S. Forest Service, U.S. Fish and Wildlife Service, and U.S. National Park Service. Each project will be carried out under a single Intra-Governmental Order (IGO) reimbursable agreement, through the 1151 Transfer Process as outlined in the LCLA/LCCRDA Implementation Agreement, or for BLM acquisitions, either by an internal BLM reimbursable agreement or by charging necessary expenses directly to the 5841 subactivity, consistent with rules and regulations of the Department of Treasury, Office of Personnel Management and Budget, Code of Federal Regulations, and/or other applicable authorities.

Program Element and Name		Workload
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
NH	Conduct Realty Compliance Inspections	Number Of Inspections

L5842 LCLA Multi Species Habitat Plan (WBS Required)

Expenses associated with development and implementation of the Lincoln County, Nevada, Multi-Species Habitat Conservation Plan, is payments to Lincoln County for their costs of producing the Plan and BLM costs for assisting Lincoln County in the development of the plan.

Each project will be carried out consistent with Department and Bureau rules and regulations pertinent to Cooperative Agreement, Interagency Agreement, Federal Grant provisions, governmental contracting

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
CB	Inventory Wildlife/Plan Habitat	Acres
DF	Plan for Interdisciplinary Activities	Number
DK	Plan For T&E Species Recovery	None
EC	Process Water Rights Actions	Number
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
JX	Decommission and Rehabilitate Roads and Trails	None
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
MK	Evaluate Weed Treatments	Acres
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PI	Provide Program Support: Sustaining Biological Communities	None

L5843 LCLA Sales Prep

This includes costs incurred by the Nevada State Office and the Ely Field Office of the Bureau of Land Management in preparing lands for sale under P.L. 106-298 or P.L. 108-424, respectively.

Costs included herein are for the land boundary surveys, compliance with the National Environmental Policy Act of 1969 (41 U.S.C. 4321 et seq.), appraisals, environmental and cultural clearances, mineral reports, T&E species consultations, and any public notices. Also included are costs for processing public land use authorizations and rights-of-way stemming from development of the conveyed land.

Administrative costs include administering the Special Account, developing implementation procedures, consultation with legal counsel, costs that cannot be assigned to a specific direct cost program element such as project management and project specific cultural and T&E species consultations, program leadership, planning and direction of work of others, clean-up and enforcement on BLM lands within the disposal boundary and administrative support, which includes workforce planning and direction, workload measurement and performance evaluations, monitoring, cost management, budget development and oversight, contracting, timekeeping, training, meetings, FOIA, requires not tied to a program element with an output, and other general administrative support to a Special Legislative Program where costs would normally be captured by an "X" Program Element.

Program Element and Name		Workload
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
EU	Process Land Sales/Disposals	Acres Disposed Of
EY	Determine Mining Claim Validity/Process/Mineral Patents	Number
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
FR	Process Land Disposals Other than Sales	Acres Disposed
JP	Implement Threatened and Endangered Species Recovery/Actions	Number

Program Element and Name	Workload
KE Implement Conservation Actions for Non-ESA Species and Communities	None
NH Conduct Realty Compliance Inspections	Number Of Inspections
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5844 LCLA Archaeological Resources Management (WBS Required)

Specifically for, “the inventory, evaluation, protection, and management of unique archaeological resources (as defined in section 3 of the Archeological Resources Protection Act of 1979) of the County”, as described in Subtitle A, Sec. 312 (3)(B) of the Act.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
BC	Acres of Heritage Resource Inventories	Acres
FD	Heritage Resources Intensively Recorded, Evaluated And Studied	Number
HF	Heritage Resources Stabilized, Managed And Protected	Number
KO	Historic Structures Managed	None
MY	Heritage Resources Monitored	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PC	Provide Program Support; Natural/Cultural Heritage	None

**L5845 Lincoln County Conservation, Recreation, and Development Act of 2004—
Collection Account (WBS Not Allowed)**

This account is for the collections and the subsequent interest earned as referred to in the Lincoln County Conservation, Recreation, and Development Act of 2004, P.L. 108-424, Title I, Land Disposal, Sec. 102, Conveyance of Lincoln County Land.

Specifically, these collections are the proceeds from the sale of lands as identified as not more than 90,000 acres of Bureau of Land Management managed public land in Lincoln County that is not segregated or withdrawn on the date of enactment of this Act or thereafter, and that is identified for disposal by the BLM either through—(A) the Ely Resource Management Plan (intended to be finalized in 2005); or (B) a subsequent amendment to that land use plan undertaken with full public involvement, and as delineated in the map entitled “Lincoln County Conservation, Recreation, and Development Act Map” and dated October 1, 2004.

Of the gross proceeds of sales of land under this Act in a fiscal year—(1) 5 percent shall be paid directly to the State of Nevada for use in the general education program of the State; (2) 10 percent shall be paid to the County for use for fire protection, law enforcement, public safety, housing, social services, and transportation. The remainder shall be deposited in a special account in the Treasury of the United States and shall be available without further appropriation to the Secretary until expended.

INVESTMENT OF SPECIAL ACCOUNT—All funds deposited as principal in the special account shall earn interest in the amount determined by the Secretary of the Treasury on the basis of the current average market yield on outstanding marketable obligations of the United States of comparable maturities.

Program Element and Name	Workload
RC Revenue Billings & Collection	None

L5846 Silver State Off-Highway Vehicle (OHV) Trail Processing and Implementation of the OHV Management Plan

For costs associated with carrying out processing the Silver State (OHV) Trail and implementing the OHV Management Plan as delineated in Title IV—Silver State Off-Highway Vehicle Trail, Sec. 401, of the Lincoln County Conservation, Recreation, and Development Act of 2004, P.L. 108-424, an Act to establish wilderness areas, promote conservation, improve public land, and provide for the high quality development in Lincoln County, Nevada, and for other purposes as authorized under the Act.

Activities (projects) will be carried out under all applicable rules, regulations and authorities.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
AQ	Boundary Standard Documents Produced	None
BA	Recreation Resources Inventoried/Assessed	Acres
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BY	Inventory Linear Recreation Resources	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
DA	Prepare and Revise Recreation Activity Plans	Number
FH	Process , Manage SRPs for Non Commercial	Number Of Permits Issued/Monitored
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number

Program Element and Name	Workload	
JD	Apply Weed Treatments	Acres
JX	Decommission and Rehabilitate Roads and Trails	None
LA	Monitor Designated National Scenic and Historic Trails	Units
MA	Monitor Recreation Areas	None
MF	Monitor Designated Wild and Scenic Rivers	Miles
MK	Evaluate Weed Treatments	Acres
MR	Monitor Species Populations	Number
MV	Monitor Linear Recreation Management Objectives	Miles
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PM	Provide Program Support: Quality Recreational Experience	None

L5847 Processing Wilderness Designation (WBS Required)

For costs associated with Processing Wilderness Designation, including but not limited to, the costs of appropriate fencing, signage, public education, and enforcement for the wilderness areas designated in Title II—Wilderness Areas Sec. 201-211, of the Lincoln County Conservation, Recreation, and Development Act of 2004, P.L. 108-424, an Act to establish wilderness areas, promote conservation, improve public land, and provide for the high quality development in Lincoln County, Nevada, and for other purposes as authorized under the Act.

Project activities will be carried out under all applicable rules, regulations and authorities.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BE	Inventory for Wilderness Character	Acres
BH	Inventory Abandoned Mine Land Sites	Sites
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BX	Manage Public Land Records	Number
BY	Inventory Linear Recreation Resources	Miles
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
DF	Plan for Interdisciplinary Activities	Number
FH	Process , Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
HU	Manage Wildfire Fire	Acres Burned
ID	Trail Annual Maintenance	Miles
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JK	Implement AML Projects to Restore Water Quality	Acres
JX	Decommission and Rehabilitate Roads and Trails	None
MD	Monitor Wilderness and Wilderness Study Areas	Acres
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MK	Evaluate Weed Treatments	Acres
MR	Monitor Species Populations	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed

Program Element and Name	Workload
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PC Provide Program Support; Natural/Cultural Heritage	None
PN Provide Program Support: Protection of Lives, Resources, and Property	None

**L5848 Lincoln County conservation, Recreation and Development Act (LCRD)
Program Support (WBS Not Allowed)**

This includes costs incurred by the Nevada State Office and the Ely District Office of the Bureau of Land Management in preparing lands for sale under P.L. 108-424.

Costs included herein are for the land boundary surveys, compliance with the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), appraisals, environmental and cultural clearances, mineral reports, T&E species consultations, and any public notices. Also included are costs for processing public land use authorizations and rights-of-way stemming from development of the conveyed land.

Administrative costs include administering the Special Account, developing implementation procedures, and consultation with legal counsel.

Program Element and Name	Workload
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
DC Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
EQ Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER Process Rights-of-Way Grants	Number Of Actions
EU Process Land Sales/Disposals	Acres Disposed Of
EY Determine Mining Claim Validity/Process/Mineral Patents	Number
FP Process Right-of-Way Actions Other than Grants	Actions Processed
FR Process Land Disposals Other than Sales	Acres Disposed
JP Implement Threatened and Endangered Species Recovery/Actions	Number
KE Implement Conservation Actions for Non-ESA Species and Communities	None
NH Conduct Realty Compliance Inspections	Number Of Inspections
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed

Program Element and Name	Workload
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5850 SNPLMA (WBS Not Allowed)

This account is for the collections and the subsequent interest earned portion of the Special Account referred to in the Act (P.L.105-63), as amended. Specifically, these collections are the proceeds from the sale, lease or other conveyance of lands located (1) in the Las Vegas Valley, Clark County, Nevada; (2) in the unincorporated town of Lathrop Wells, Nye County, Nevada; and (3) in or near the incorporated city of Mesquite, Clark County, Nevada. This account will track the gross proceeds as well as amounts paid to the Southern Nevada Water Authority and/or Clark County Department of Aviation (10% in total), and the State of Nevada (5%).

Specifically, 85% of collections, and the subsequent interest from investments, will be retained by the BLM and other participating agencies, and these funds will be obligated under sub-activities L5851 thru L5869 to satisfy objectives specified in the Act, as amended. These funds shall be available to the Secretary without further appropriation and shall remain available until expended. The Program Elements will distinguish collection activity including the receipts, investment instrument, investment activity, redemption activity, premium and discount.

Program Element and Name	Workload
RC Revenue Billings & Collection	None

L5851 SNPLMA Land Acquisition (WBS Required)

Includes only those direct costs associated with acquiring environmentally-sensitive non-Federal land or interests in land through land purchase or exchange pursuant to the provisions of the Southern Nevada Public Land Management Act. Specific property authorized and the use of these funds is subject to terms of this Act. (Project codes will be alpha-numeric to denote both (the agency and land parcel.) (See Departmental Manual 235 DM 1.1P for Delegations of Authority.)

Costs, including reimbursable agreements with the U.S. Forest Service, U.S. Fish and Wildlife Service, and U.S. National Park Service, associated with authorized acquisition of environmentally sensitive lands in the State of Nevada Section 4(e)(3)(A)(i). Each project will represent a single task order under the Inter/Intra Agency Reimbursable Agreement.

Program Element and Name		Workload
AQ	Boundary Standard Documents Produced	None
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated

L5852 SNPLMA Capital Improvements (WBS Required)

Includes all costs for specified capital improvement projects; the Clark County Multi species Tortoise Habitat Conservation Plan; and local cooperative agreement projects for parks, trails, and natural areas. Project Codes will be used to identify different work under this subactivity and to provide funding to different organizations. (See Departmental Manual 235 DM 1.1P for Delegations of Authority.) The BLM capital improvement projects include a variety of activities such as construction of field office and visitor center buildings, safety improvements at fire stations, restoration of wetlands and springs, fencing for plant species protection, construction of trails, abandoned mine-site closures, road rehabilitation, construction of artificial fish barriers, and restoration of historic structures.

Cost associated with authorized capital improvement projects at Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park, and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties and the Spring Mountains National Recreation Area. Amounts allocated and associated costs cannot exceed 25 percent of the total collected in the fund in accordance with Section 4(e)(3)(C) of Public Law 105-263, as amended. Each project will represent a single task order.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AE Redemption	None
AJ Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
BC Acres of Heritage Resource Inventories	Acres
BX Manage Public Land Records	Number
DA Prepare And Revise Recreation Activity Plans	Number
DK Plan For T&E Species Recovery	None
ER Process Rights-Of-Way Grants	Number Of Actions
EQ Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
FP Process Right-of-Way Actions Other than Grants	Actions Processed
HF Heritage Resources Stabilized, Managed and Protected	Number
HQ Mitigate Other Hazards	Number
IB Facilities Deferred Maintenance And Construction	Number Of Projects
IC Construct Rec Sites	None
IE Trails Deferred Maintenance and Construction	Number Of Projects

Program Element and Name	Workload	
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IN	Administrative Site Deferred Maintenance/Construction	None
IQ	Road Deferred Maintenance and Construction	Number Of Projects
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
KO	Historic Structures Managed	None
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None

L5853 SNPLMA Sales Preparation

This includes the BLM's direct costs for preparing lands for sale under P.L. 105-263, as amended, such as NEPA work, appraisals, cultural clearances, mineral reports, T&E species consultations, and public notices, and costs of processing all rights-of-way and R&PP Act actions within the SNPLMA disposal boundary.

Administrative cost include administering the Special Account, transferring airport environ lands to Clark County, developing implementation procedures, consultation with legal counsel, costs that cannot be assigned to a specific direct cost program element such as project management and project-specific cultural and T&E species consultations, program leadership, planning and direction of work of others, clear-up and enforcement on BLM land within the disposal boundary and administrative support, which includes workforce planning and direction, workload measurement and performance evaluations, monitoring, cost management, budget development and oversight, contracting, timekeeping, training, meetings, FOIA requests not tied to a program element with an output, and other general administrative support to a Special Legislative Program where costs would normally be captured by an "X" Program Element.

Funds will be allocated based upon anticipated workload. No project code is required under this subactivity but several special interests projects have been established to track costs associated with the Clark County Conservation of Public Land and Natural Resources Act of 2002 (P.L. 107-282)

Program Element and Name		Workload
88	Undistributed Labor Costs	None
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BX	Manage Public Land Records	Number
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
EU	Process Land Sales/Disposals	Acres Disposed Of
EY	Determine Mining Claim Validity/Process/Mineral Patents	Number
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FR	Process Land Disposals Other Than Sales	Acres Disposed

Program Element and Name	Workload
JP Implement Threatened and Endangered Species Recovery/Actions	Number
KE Implement Conservation Actions for Non-ESA Species and Communities	None
NH Conduct Realty Compliance Inspections	Number Of Inspections
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5854 SNPLMA Pre-Proposal Planning (WBS Required)

This includes all direct costs associated with implementing BLM's portion of pre-proposal plans that have been approved by the SNPLMA Executive Committee. Such costs may include NEPA clearances, cultural clearances, T&E species consultation, public notices, consultation with legal counsel, research that directly supports the planning effort, and other reasonable costs of a resource management planning effort. Such costs should be constrained by the scope of the eventual SNPLMA project, and should not substitute for costs of broader planning efforts.

Each project will be carried out consistent with Departmental and Bureau rules and regulations pertinent to Cooperative Agreement, Interagency Agreement, Federal Grant provisions, governmental contracting requirements, and other applicable provisions of law.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BA	Recreation Resources Inventoried/Assessed	Acres
BC	Acres of Heritage Resource Inventories	Acres
BF	Assess Hazmat Sites	Number
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BT	Inventory Forest and Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CE	Inventory National Scenic and Historic Trails	Units
DA	Prepare and Revise Recreation Activity Plans	Number
DC	Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
DD	Plan for Public Health/Safety and Property Protection	Number
DF	Plan for Interdisciplinary Activities	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed

Program Element and Name	Workload
EQ Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
FD Heritage Resources Intensively Recorded, Evaluated and Studied	Number
KO Historic Struct P/S/R	None
MA Monitor Recreation Areas	None
MF Monitor Designated Wild and Scenic Rivers	Miles
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection of Lives, Resources, and Property	None

L5855 SNPLMA Sales Preparation - City of Mesquite

This subactivity captures all of the Bureau of Land Management's (BLM) direct costs for preparing lands for sale or other conveyances under P.L. 106-113. This includes NEPA work, appraisals, cultural clearances, mineral reports, T & E species consultations, and public notices. Receipts in this account represent proceeds from direct sales of land to the City of Mesquite, which will be deposited into the Southern Nevada Public Land Management Act (SNPLMA) Special Account. The Clark County Conservation of Public Lands & Natural Resources Act of 2002 (P.L. 107-282), Title IX, Sec. 901 amends the Mesquite Lands Act and states that proceeds of the sale for each parcel completed after the enactment of this subsection shall be deposited in the special account established under section 4(e)(1)(C) of the Southern Nevada Public Land Management Act (SNPLMA) of 1998 (112 Stat. 2345); and shall be available for use by the Secretary- (A) to reimburse costs incurred by the local offices of the BLM in arranging the land conveyances directed by this section; (B) for the development of a multi-species habitat conservation plan for the Virgin River in Clark County, Nevada, including any associated groundwater monitoring plan; and (C) as provided in section 4(e)(3) of that Act (112 Stat. 2345). The specific use expenditures can be accounted for by setting up projects within the 5855 subactivity.

Program Element and Name	Workload
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
EQ Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER Process Rights-of-Way Grants	Number Of Actions
EU Process Land Sales/Disposals	Acres Disposed Of
FP Process Right-of-Way Actions Other than Grants	Actions Processed
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
RC Revenue Billings & Collection	None

L5856 SNPLMA Parks & Trails (WBS Required)

Cooperative projects with units of local government for the development of parks, trails, and natural areas in Clark County, Nevada.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
IC	Construct Rec Sites	None
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IQ	Road Deferred Maintenance and Construction	Number Of Projects
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

L5857 SNPLMA Multi Species Plan (WBS Required)

Expenses associated with development and implementation of the Clark County Multi Species Habitat Conservation Plan such as payments to Clark County and the Federal agencies for their costs associated with developing, amending, and implementing the Plan.

Program Element and Name	Workload
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data	Number Of Townships
BM Update Digital Cadastral Data	Number Of Townships
BS Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BX Manage Public Land Records	Number
CB Inventory Wildlife/Plan Habitat	Acres
DF Plan for Interdisciplinary Activities	Number
DK Plan For T&E Species Recovery	None
EC Process Water Rights Actions	Number
EU Process Land Sales	Acres Disposed Of
FR Process Land Disposals Other Than Sales	Acres Disposed
HN Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JP Implement Threatened and Endangered Species Recovery/Actions	Number
JX Decommission and Rehabilitate Roads and Trails	None
KE Implement Conservation Actions for Non-ESA Species and Communities	None
MK Evaluate Weed Treatments	Acres
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MU Monitor Water Resources	Number Of Monitoring Station Parameters

Program Element and Name	Workload
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PI Provide Program Support: Sustaining Biological Communities	None

L5858 SNPLMA FS Santini-Burton Lake Tahoe Basin

The costs of reimbursable inter-agency agreements with the U. S. Forest Service for the purchase of sensitive lands in the Lake Tahoe Basin (P.L. 96-586). The receipts used in this account are the proceeds contributed to the SNPLMA Special Account by Clark County from the sale, lease, or other conveyance of Santini-Burton Lands with-in the Airport Environs Overlay District. Clark County contributes 85% of these gross proceeds to the Special Account.

Program Element and Name	Workload
HN Process Land Purchase/Donation	Number Of Acres Purchased Or Donated

L5859 SNPLMA - Ivanpah Valley Airport (WBS Not Allowed)

The Ivanpah Valley Airport Public Lands Transfer Act (P.L. 106-362) provides for the conveyance of certain Federal public lands in the Ivanpah Valley to Clark County, Nevada, for development of an airport facility, and other purposes. As consideration for the conveyance of each parcel, Clark County will pay the United States an amount equal to the fair market value of each parcel. The BLM will deposit these payments into the special account described in section 4 (e) (1) (C) of the Southern Nevada Public Land Management Act (SNPLMA) of 1998. Such funds may be expended only for the acquisition of private in-holdings in the Mojave National Preserve and for the protection and management of the petroglyph resources in Clark County, Nevada. The BLM may not expend any funds until compliance with the National Environmental Policy Act of 1969 requirements have been completed and a final Record of Decision pursuant to NEPA has been issued which permits development of an airport at the Ivanpah site. If, following the completion of compliance with the NEPA the Federal Aviation Administration and the County determine that an airport should not be constructed on the Federal lands conveyed, the BLM will make a refund to the County for all of the payments which were made for the lands.

Project numbers will be used for the acquisition of private in-holdings in the Mojave National Preserve and for the protection and management of the petroglyph resources in Clark County, Nevada.

Program Element and Name		Workload
BJ	Approve Cadastral Surveys	Miles
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships

L5861 SNPLMA Conservation Initiatives (WBS Required)

The Clark County Conservation of Public Land and Natural Resources Act of 2002 (P. L. 107-282) is to establish wilderness areas, promote conservation, improve public land, and provide for high quality development in Clark County, Nevada, and for other purposes. Title IV of the Act is an amendment to the Southern Nevada Public Land Management Act (SNPLMA) which updates the map boundaries, the entities, and uses of the amounts deposited into the SNPLMA Special Account. Specifically, “up to 10 percent of the amounts available, to be used for conservation initiatives on Federal land in Clark, Lincoln, White Pine Counties, Nevada, administered by the Department of Interior or the Department of Agriculture.”

The allowable expenses are costs of activities on Federal lands which serve to promote restoration and conservation, including planning, implementation, monitoring, delivery of programs such as desert dumping clean-up and prevention, law enforcement, natural and cultural resource protection, recreation, habitat restoration, environmental education, volunteering, and site stewardship.

The breadth of BLM projects funded under this category include:

- Desert Dumping Clean-up, Prevention and Enforcement
- OHV Trail Planning and Management
- Invasive Weed Removal
- Development of a Science and Research Plans
- Groundwater Hydrologic Analysis
- Backcountry Planning/Wilderness Stewardship
- GIS Data Management
- Ecological Heath Assessments
- Dust Mitigation
- Website Development
- Law Enforcement Positions
- Fuels reduction projects
- Implementing Service First Project
- Cultural Site Stewardship Program
- Habitat Restoration
- Environmental Education
- Geologic Mapping
- Species Monitoring and Research
- Abandoned Mine Restoration

Reimbursements and transfers for expenses incurred for projects of the U.S. Forest Service, U.S. Fish and Wildlife Service, National Park Service, and those projects of the Bureau of Land Management (BLM) approved by the Secretary of the Interior.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
AJ	Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
BC	Acres of Heritage Resource Inventories	Acres
BH	Inventory Abandoned Mine Land Sites	Sites
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BX	Manage Public Land Records	Number
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CC	Assessment or Prediction of Air Resource Conditions	None
DA	Prepare and Revise Recreation Activity Plans	Number
DC	PREPARE WILDERNESS/ WSR / NSHT/ CULTURAL/ PALEONTOLOGICAL ACTIVITY PLANS	Number
DF	Plan For Interdisciplinary Activities	Number
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
EG	Prepare Vegetative Permits/Contracts	Number
ET	Process Withdrawals, Revocations, & Similar Actions	Acres

Program Element and Name	Workload	
HF	Heritage Resources Stabilized, Managed and Protected	Number
HP	Remediate AML Physical Safety Hazards	Number Of Sites
HQ	Mitigate Other Hazards	Number
HU	Manage Wildfire Fire	Acres Burned
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
KO	Historic Structures Managed	None
MD	Monitor Wilderness and Wilderness Study Areas	Acres
MF	Monitor Designated Wild and Scenic Rivers	Miles
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MK	Evaluate Weed Treatments	Acres
MQ	Monitor Terrestrial Habitat	Acres
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
MY	Heritage Resources Monitored	Number
NB	Conduct Fluid Mineral Inspection & Enforcement	Number Of Inspections Completed
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
KO	Historic Structures Managed	None
MD	Monitor Wilderness and Wilderness Study Areas	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed

Program Element and Name	Workload
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
OA Conduct Drug Enforcement Activities	Number Of Seizure Incidents
PC Provide Program Support; Natural/Cultural Heritage	None
PH Provide Program Support: Restore Health Of Public Lands	None
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5862 SNPLMA Construction and Operations for Sloan Canyon (WBS Not Allowed)

For the construction and operation of facilities to support the management of the Sloan Canyon National Conservation Area. Construction costs are those costs associated with National Indefinite Delivery/Indefinite Quantity (ID/IQ) Architecture and Engineering (A-E) contracts managed out of the National Sciences and Technology Center (NSTC). Direct costs for BLM staff oversight of contracts for facilities construction are allowable costs. Operation of facilities costs are those costs associated with the necessary operation of the physical facilities, i.e., janitorial, septic tank pumping, lawn mowing, utility bills, etc. Deferred maintenance costs associated with retrofits, site rehabilitation, restroom replacements, roof repairs and replacement, etc., as outlined in the Sloan Canyon National Conservation Area Management Plan are allowable costs.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
GV	Admin Site Building Condition Assessment	None
HQ	Mitigate Other Hazards	Number
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IM	Perform Annual Maintenance Admin Site	None
IN	Admin Site Deferred Maint/Const	None
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PM	Provide Program Support: Quality Recreational Experience	None

Program Element and Name	Workload
PN Provide Program Support: Protection of Lives, Resources, and Property	None

L5863 SNPLMA Construction and Repair of Trails & Roads for Sloan (WBS Not Allowed)

For the construction and repair of trails and roads in the Sloan Canyon National Conservation Area authorized under the management plan. Expenditures under this subactivity include BLM direct costs for the construction and repair work authorized under the Sloan Canyon National Conservation Area Management Plan. Direct costs for BLM staff oversight of contracts for construction and maintenance are allowable costs.

Program Element and Name	Workload	
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
BA	Recreation Resources Inventoried/Assessed	Acres
BJ	Approve Cadastral Surveys	Miles
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None

L5864 SNPLMA Interpretation Activity (WBS Not Allowed)

For research on and interpretation of the archaeological and geological resources of the Sloan Canyon National Conservation Area. Expenditures under this subactivity include BLM direct costs to promote heritage educational programs, archaeological surveys on inventory and recordation, creation and maintenance of archaeological data bases, installation of interpretive panels, digital photography of sites for cataloging archaeological and geological items, excavations, and other costs directly related to meeting the intent of the Save America's Treasures Executive Order and the National Historical Preservation Act.

Program Element and Name	Workload
AJ Consultations with Indian Tribes and Alaska Native Corp	Number Of Consultations
AL Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
ER Process Rights-Of-Way Grants	Number Of Actions
EU Process Land Sales/Disposals	Acres Disposed Of
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5865 SNPLMA Research

For conservation and research relating to the Sloan Canyon National Conservation Area and any other purposes that the Secretary determines to be consistent with the purposes described in Section 602 of P. L. 107-282. Namely, to conserve, protect, and enhance for the benefit and enjoyment of present and future generations the cultural, archaeological, natural, wilderness, scientific, geological, historical, biological, wildlife, educational, and scenic resources of the conservation area would be authorized expenses under this sub-activity..

Program Element and Name	Workload
AL Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
BA Recreation Resources Inventoried/Assessed	Acres
BC Acres of Heritage Resource Inventories	Acres
BF Assess Hazmat Sites	Number
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BO Inventory Soils Resources	Acres Mapped
BQ Complete Ecological Site Inventory	Acres Completed
BS Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BX Manage Public Land Records	Number
BY Inventory Linear Recreation Resources	Miles
CB Inventory Wildlife/Plan Habitat	Acres
DA Prepare And Revise Recreation Activity Plans	Number
DB Plan for Commercial Activities	Number
DC Prepare Wilderness/WSR/NSHT/Cultural/Paleontological Activity Plans	Number
DD Plan for Public Health/Safety and Property Protection	Number
DF Plan For Interdisciplinary Activities	Number
DJ Evaluate Land Use Plans	Number
DK Plan For T&E Species Recovery	None
DN Prepare Pre-Land Use Plan	Number
DO Complete Land Use Plan Scoping Report/Planning Criteria	Number
DP Prepare Draft Land Use Plans	Number

Program Element and Name	Workload	
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EA	Process SRP's For Commercial Users , Groups	Number Of Active Permits
EB	Issue , Manage Recreation Use Permits	Number Issued
EG	Prepare Vegetative Permits/Contracts	Number
FH	Process , Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
FP	Process Right-of-Way Actions Other than Grants	Actions Processed
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
HO	Respond to Hazmat Risk Site	Actions
HQ	Mitigate Other Hazards	Number
IA	Building Annual Maintenance	Number Of Buildings
JD	Apply Weed Treatments	Acres
JL	Apply Fire Rehab Treatments	Acres
JP	Implement Threatened And Endangered Species Recovery/Actions	Number
JS	Stabilize Burned Areas	Acres Stabilized
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
MA	Monitor Recreation Areas	Acres
MJ	Evaluate Land Health	Evaluation Reports
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
MV	Monitor Linear Recreation Management Objectives	Miles
NA	Inspect Allotments for Grazing Compliance	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
OA	Conduct Drug Enforcement Activities	Number Of Seizure Incidents

Program Element and Name	Workload
PC Provide Program Support; Natural/Cultural Heritage	None
PM Provide Program Support: Quality Recreational Experience	None
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5866 SNPLMA Sloan Canyon Tract Revenue (WBS Not Allowed)

Clark County Conservation of Public Land & Natural Resources Act of 2002 (P. L. 107-282) is to establish wilderness areas, promote conversation, improve public land, and provide for high quality development in Clark County, Nevada, and other purposes. Title VI is cited as the “Sloan Canyon National Conservation Area (NCA) Act” and “is to establish the Sloan Canyon NCA to conserve, protect, and enhance, both the benefit and enjoyment, of present and future generations the cultural, archaeological, natural, wilderness, scientific, geological, historical, biological, wildlife, educational, and scenic resources of the Conservation Area”. Within 3 years after the November 6, 2003 enactment of this Act, the Secretary, in consultation with the State, the City of Henderson, the County, and any other interested persons, shall develop a management plan for the Conservation Area. Within 1 year after the enactment of this Act, the Secretary shall convey to the highest bidder all rights to the 500 acre Federal parcel identified as Tract A on the map entitled “Southern Nevada Public Land Management Act” (SNPLMA) and dated October 1, 2002. Of the gross proceeds from conveyance of these Federal lands 5 percent shall be available to the State for use in the general education program of the State; and the remainder shall be deposited in the Special Account established under SNPLMA and used for specific purposes as identified in the Title VI of the Act.

Program Element and Name	Workload
RC Revenue Billings & Collection	None

L5867 SNPLMA Lake Tahoe Restoration Act (WBS Required)

Federal Environmental Restoration projects under section 6 and 7 of the Lake Tahoe Restoration Act, Environmental Improvement Payments under section 2(g) of Public Law 96-586, and any Federal environmental restoration project included in the environmental improvement program adopted by the Tahoe Regional Planning Agency in February 1998 (as amended) “in an amount equal to the cumulative amounts authorized to be appropriated for such projects under those Acts” as directed in Appropriation Bill 108-108, Section 341 & 342 (2003).

Program Element and Name	Workload
AL Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5868 Eastern Nevada Landscape Restoration Project (ENLRP)

For costs associated with carrying out the Eastern Nevada Landscape Restoration Project in support of the Great Basin Restoration initiative for the study and restoration of native rangelands and native woodland, including riparian and aspen communities, and to further assist in reducing hazardous fuels, restoring native rangeland and woodland, and for other related purposes.

For costs associates with conducting a feasibility study on the potential for establishment of an Interagency Science Center and Experimental Rangeland Research Facility, and for conducting scientific analyses and hazardous fuels and mechanical treatments, in White Pine County and Lincoln County, Nevada, as authorized under the Health Relief and Health Care Act of 2006, P.L. 109-432, Title III—White Pine County Conservation, Recreation, and Development, Subtitle G, Sec. 371-37, Eastern Nevada Restoration Project.

Sec. 373 (B)(2)(d) further amends the Southern Nevada Public Land Management Act of 1998, P.L. 105-263, Sec. 4(e)(3)(A), to provide funding for the Eastern Nevada Landscape Restoration Project.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BT	Inventory Forest and Woodland Vegetation	Acres
DD	Plan for Public Health/Safety and Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JM	Implement Fuels Treatments Outside WUI Using Prescribed Fire	Acres Treated
JN	Restore Forest and Woodlands through Development	Acres
JP	Implement Threatened and Endangered Species Recovery/Actions	Number

Program Element and Name	Workload	
JQ	Implement Fuels Treatment Mechanically outside of WUI	Acres Treated
JR	Implement Fuels Treatment by other means outside of WUI	Acres Treated
JT	Reduce Fuels Mechanically Within Wui	Acres Treated
JU	Reduce Hazardous Fuels By Other Means Within WUI	Acres Treated
JW	Implement Fuels Treatments By Prescribed Fire Within The Wui	Acres Treated
KE	Implement Conservation Actions For Non-ESA Species And Communities	None
LC	Monitor Fuels Treatment In Wildland Urban Interface	None
MJ	Evaluate Land Health	Evaluation Reports
MK	Evaluate Weed Treatments	Acres
MT	Monitor Fuels Treatment	Acres
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L5869 Hazardous Fuels Reduction and Wildfire Prevention Plans

For costs to carry out the development and implementation of comprehensive, cost-effective, multi-jurisdictional Hazardous Fuels Reduction and Wildlife Prevention Plans (projects), to include sustainable biomass and biofuels energy development and production activities.

For the Lake Tahoe Basin (in conduction with the Tahoe Regional Planning Agency), the Carson Range in Douglas and Washoe Counties, and Carson City in the State of Nevada, and the Spring Mountains in the State of Nevada, for a period of not more than 10 years in duration, as authorized under the Health Relief and Health Care Act of 2006, P.L. 109-432, Title III-White Pine County Conservation, Recreation, and Development, Subtitle H, Sec. 382(1)(A)(ix).

Sec. P.L. 109-432, amends the Southern Nevada Public Land Management Act of 1998, P.L. 105-263, Sec. 4(e)(3), Availability of Special Account, authorizing funding for the Hazardous Fuels Reduction and Wildlife Prevention Plans (projects). Projects will be carry out under applicable rules, regulations and authorities. Each project will be alpha-numeric a single task order to be carried out under applicable Cooperative Agreement, Interagency Agreement, or Federal Grant provisions, consistent with rules and regulations of the Department of Treasury, Office of Management and Budget, Code of Federal Regulations, and/or other applicable authorities.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
DD	Plan For Public Health/Safety And Property Protection	Number
HE	Biomass Utilization	None
JM	Implement Fuels Treatments Outside WUI Using Prescribed fire	Acres Treated
JQ	Implement Fuels Treatment Mechanically outside of WUI	Acres Treated
JR	Implement Fuels Treatment by other means outside of WUI	Acres Treated
JT	Reduce Fuels Mechanically within WUI	Acres Treated
JU	Reduce Hazardous Fuels By Other Means Within WUI	Acres Treated
JW	Implement Fuels Treatments by prescribed fire Within the WUI	Acres Treated
LC	Monitor Fuels Treatment in Wildland Urban Interface	None
MT	Monitor Fuels Treatment	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed

Program Element and Name	Workload
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L5881 Secure Rural Schools Title II Revenue

Secure Rural Schools Act Title II funds apportioned by proclaimed national forest based on annual county allocations to Title II and additional instructions from counties, if any. Data is ordered by region, proclaimed national forest (PNF), state and county.

Program Element and Name	Workload
RC Revenue Billings & Collection	None

L5882 Secure Rural Schools Title II Expense (WBS Allowed)

Includes all costs associated with completion of Title II special projects in accordance with Sec. 201 of the Secure Rural Schools and Community Self-Determination Act of 2000 on revested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in western Oregon. As of January 2015, Congress enacted Public Law 113-40 which extend payments for one year. Projects that enhance forest ecosystems and restore and improve land health and water quality may include road, trail and infrastructure maintenance or obliteration; soil productivity improvement; improvements in forest ecosystem health; watershed restoration and maintenance; restoration, maintenance and improvement of wildlife and fish habitat; control of noxious and exotic weeds, and reestablishment of native species; and other resource objectives consistent with the purposes of this title on Federal land and non-Federal land where projects would benefit these resources on Federal land.

Program Element and Name	Workload
AL Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
BA Recreation Resources Inventoried/Assessed	Acres
BC Acres of Heritage Resource Inventories	Acres
BP Watersheds Assessed	Acres
BS Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT Inventory Forest And Woodland Vegetation	Acres
BU Inventory Lakes/Wetland Areas	Acres
BV Inventory Streams/Riparian Areas	Miles
BX Manage Public Land Records	Number
BY Inventory Linear Recreation Resources	Miles
DA Prepare And Revise Recreation Activity Plans	Number
DB Plan for Commercial Activities	Number
DF Plan For Interdisciplinary Activities	Number
DR Resolve Protest/Prepare Record of Decision	None
EF Issue Grazing Bills	Number
ER Process Rights-of-Way Grants	Number Of Actions
FH Process, Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed

Program Element and Name	Workload	
HD	Manage Forest And Woodland Commercial Sales	Acres
HE	Biomass Utilization	None
HL	Apply Commercial Forest And Woodland Management	Acres
HQ	Mitigate Other Hazards	Number
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN	Restore Forest And Woodlands Through Development	Acres
JW	Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
MA	Monitor Recreation Areas	None
MB	Evaluate Forest/Woodland Treatments	Acres
MD	Monitor Wilderness and Wilderness Study Areas	Acres
MK	Evaluate Weed Treatments	Acres
MN	Monitor Lake/Wetland Habitat	Acres Evaluated

Program Element and Name		Workload
MO	Monitor Streams/Riparian Habitat	Miles
MR	Monitor Species Populations	Number
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None

L5884 Secure Rural School (Warrant) (WBS Allowed)

Includes costs associated with completion of Title II special projects in accordance with Sec. 201 of the Secure Rural Schools and Community Self-Determination Act of 2000 on revested Oregon and California Railroad and reconveyed Coos Bay Wagon Road grant lands in western Oregon. The spending authority in L5884 represents the portion of general fund monies transferred to the BLM via appropriations warrant. L5884 was created at the beginning of FY 2015 as part of a corrective action plan to address a Notice of Finding and Recommendation (NFR) the BLM received in FY 2014 from the external financial auditors. Prior to FY 2015, all Secure Rural School costs were in L5882 but the underlying accounting in FBMS could not distinguish between the collected dollars and the warranted dollars. By creating two separated funds in FBMS, and in turn the two separate functional areas, the BLM remedied the situation identified by the auditors and the underlying accounting is now correct.

As of January 2015, Congress enacted Public Law 113-40 which extend payments for one year. Projects that enhance forest ecosystems and restore and improve land health and water quality may include road, trail and infrastructure maintenance or obliteration; soil productivity improvement; improvements in forest ecosystem health; watershed restoration and maintenance; restoration, maintenance and improvement of wildlife and fish habitat; control of noxious and exotic weeds, and reestablishment of native species; and other resource objectives consistent with the purposes of this title on Federal land and non-Federal land where projects would benefit these resources on Federal land.

Program Element and Name	Workload
AL Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
BA Recreation Resources Inventoried/Assessed	Acres
BC Acres of Heritage Resource Inventories	Acres
BP Watersheds Assessed	Acres
BS Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BT Inventory Forest And Woodland Vegetation	Acres
BU Inventory Lakes/Wetland Areas	Acres
BV Inventory Streams/Riparian Areas	Miles
BX Manage Public Land Records	Number
BY Inventory Linear Recreation Resources	Miles
DA Prepare And Revise Recreation Activity Plans	Number
DF Plan For Interdisciplinary Activities	Number

Program Element and Name	Workload
EF Issue Grazing Bills	Number
ER Process Rights-of-Way Grants	Number Of Actions
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed
HD Manage Forest And Woodland Commercial Sales	Acres
HL Apply Commercial Forest And Woodland Management	Acres
HQ Mitigate Other Hazards	Number
IA Building Annual Maintenance	Number Of Buildings
IB Facilities Deferred Maintenance And Construction	Number Of Projects
ID Trail Annual Maintenance	Miles
IE Trails Deferred Maintenance And Construction	Number Of Projects
IP Road Annual Maintenance	Lane Miles Maintained
IQ Road Deferred Maintenance And Construction	Number Of Projects
IU Site Non-Building Annual Maintenance	Number Of Sites
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JE Restore Forest And Woodland Through Sales	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN Restore Forest And Woodlands Through Development	Acres
JW Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
MA Monitor Recreation Areas	None
MB Evaluate Forest/Woodland Treatments	Acres
MK Evaluate Weed Treatments	Acres
MO Monitor Streams/Riparian Habitat	Miles
MR Monitor Species Populations	Number
MU Monitor Water Resources	Number Of Monitoring Station Parameters

Program Element and Name	Workload
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
PH Provide Program Support: Restore Health Of Public Lands	None

L5900 Forest Ecosystems Health & Recovery Fund (FEHRF)

Includes all direct costs associated with the planning, preparing, monitoring of salvage timber sales and forest health treatments on forest and woodland ecosystems on Public Domain Lands and on Oregon California Grant Lands and Coos Bay Wagon Road Lands in western Oregon.

FEHRF funds are allocated to State Offices by the Washington Office in the Annual Work Plan based upon identified need and approved project costs. States are directed to stay within their annual allocation and only expend funds on approved projects. All charges against subactivity L5900 must be accompanied by an approved project code. No program oversight or administrative costs should be coded to this account.

The Federal share of receipts derived from these activities are to be deposited back into the FEHRF. Timber and special forest product sales must meet one of the following criteria to qualify for depositing receipts into FEHRF. The Timber Sale Information System (TSIS) contains a data element that identifies cutting units that meet this qualification, and should be used to determine which receipts are to be deposited into the FEHRF:

Disposal of Salvage Timber – Timber salvage operations involve the removal of dead trees or trees being damaged or dying due to injurious agents other than competition, to recover value that would otherwise be lost. Where trees other than those described above will also be included in a timber or forest product sale to meet other silvicultural objectives, most (51 percent or more) of the total cutting unit volume should be comprised of dead or dying trees to qualify as a salvage cutting unit and for the receipts to be deposited into the FEHRF. There is no requirement that timber salvage sales be funded by the FEHRF to qualify for depositing receipts into the FEHRF.

Forest Health Activities – Timber and forest product sales where the primary purpose of the treatment is to modify forest species composition and structure improve forest resiliency in the event of fire, insects, or disease, or to improve the mix of cover types for wildlife habitat, are considered forest ecosystem health activities. A minimum of most (51 percent or more) of the treatment costs must be funded by the FEHRF for the receipts to be deposited into the FEHRF.

All receipts collected from qualifying timber and forest product sales are deposited by the applicable office to the appropriate fund codes as follows:

Commodity Code	FFS Fund Code	Fund Symbol	Fund Title
33	750	145881	Sale of Public Lands and Materials (PD Lands)
33	755	145882	Oregon and California Railroad

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BT	Inventory Forest And Woodland Vegetation	Acres
EG	Prepare Vegetative Permits/Contracts	Number
HE	Biomass Utilization	None
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
JN	Restore Forest And Woodlands Through Development	Acres
JX	Decommission And Rehabilitate Roads And Trails	None
MB	Evaluate Forest/Woodland Treatments	Acres
MK	Evaluate Weed Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

L5901 Forest Ecosystem Health & Recovery Collection (WBS Not Allowed)

Forest Ecosystems Health and Recovery Fund (FEHRF) collections only. Expenditures are in L5900.

Program Element and Name	Workload
RH Revenue Billings & Collection	None

L5920 Stewardship Contracting (WBS Required)

Includes all costs associated with implementing projects under BLM's Stewardship authority (16 USC 6591c). Projects commonly entail the harvest of both commercially viable timber as well as trees that have less value than the cost of harvest, transportation and processing. Stewardship contracts or agreements offset service costs with the value of forest products harvested in the treatment and can either result in net revenue to the BLM or be a net cost. Revenue from Stewardship projects can be collected and expended on other Stewardship projects without further appropriation. There is one WBS code for each state which can be found in [IM 2015-037](#).

Program Element and Name	Workload
JD Apply Weed Treatments	Acres
JE Restore Forest And Woodland Through Sales	Acres
JN Restore Forest And Woodlands Through Development	Acres
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
RH Revenue Billings & Collection	None

L6140 O&C Acquisition (WBS Required)

Includes all costs associated with obtaining and maintaining legal access to the Public Land in Western Oregon for both administrative purposes and well as for the public benefit.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IQ	Road Deferred Maintenance and Construction	Number Of Projects
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None

Program Element and Name	Workload
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments to DOI	None

L6254 O&C Annual Maintenance & Operation

This subactivity maintains the BLM's investment in the transportation network, preserves public safety, minimizes environmental impacts, especially those related to water quality and soil erosion, and provides for functional utilities and other services at visitor and administrative sites supporting O&C grant lands functions.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
KO	Historic Structures Managed	None
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PM	Provide Program Support: Quality Recreational Experience	None
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None

Program Element and Name	Workload
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments to DOI	None

L6310 O&C Forest Management

Includes all costs associated with management, maintenance, and enhancement of forest and woodland ecosystems on the Public Lands (O&C, CBWR, and PD) in Western Oregon, except for activities directly related to reforestation and forest development. This subactivity includes forest planning, inventory, trespass, maintenance and enhancement of the forest ecosystem and all aspects of the sale of timber and other forest and vegetative products, including such products as fuel wood, ferns, etc.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BX	Manage Public Land Records	Number
CD	Assess Ecoregions	Assessments Completed
DB	Plan For Commercial Activities	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EG	Prepare Vegetative Permits/Contracts	Number

Program Element and Name	Workload	
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
ET	Process Withdrawals, Revocations, & Similar Actions	Acres
EU	Process Land Sales/Disposals	Acres Disposed Of
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FR	Process Land Disposals Other Than Sales	Acres Disposed
JX	Decommission and Rehabilitate Roads and Trails	None
HD	Manage Forest And Woodland Commercial Sales	Acres
HE	Biomass Utilization	None
HL	Apply Commercial Forest And Woodland Management	Acres
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
MB	Evaluate Forest/Woodland Treatments	Acres
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None

Program Element and Name	Workload
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L6320 O&C Reforestation & Forest Development

Includes all costs associated with reforestation and forest development on the Public Lands (O&C, CBWR, and PD) in Western Oregon. This includes reforestation related tasks as well as those associated with intensive management of pre-commercial stands.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BP	Watersheds Assessed	Acres
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BX	Manage Public Land Records	Number
CC	Assessment or Prediction of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
DB	Plan For Commercial Activities	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
HD	Manage Forest And Woodland Commercial Sales	Acres
HE	Biomass Utilization	None
HL	Apply Commercial Forest And Woodland Management	Acres
JD	Apply Weed Treatments	Acres

Program Element and Name	Workload
JE Restore Forest And Woodland Through Sales	Acres
JN Restore Forest And Woodlands Through Development	Acres
MB Evaluate Forest/Woodland Treatments	Acres
MI Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MK Evaluate Weed Treatments	Acres
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis and Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L6331 O&C Rangeland Management

Includes all costs associated with management, maintenance, and enhancement of the rangeland ecosystem, excluding actions specifically benefiting the vegetation or physical characteristics of a riparian area or activities properly coded to the Rangeland Improvements activity. This subactivity includes processing grazing authorizations, compliance, monitoring, development, maintenance, and noxious weed control.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
CC	Assessment or Prediction of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
DB	Plan for Commercial Activities	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
EC	Process Water Rights Actions	Number

Program Element and Name	Workload	
ED	Transfer Grazing Preferences	Number
EE	Issue Grazing Permits/Leases	Permits Processed
EF	Issue Grazing Bills	Number
EG	Prepare Vegetative Permits/Contracts	Number
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MJ	Evaluate Land Health	Evaluation Reports
MK	Evaluate Weed Treatments	Acres
ML	Monitor Grazing Allotments	Number
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NA	Inspect Allotments for Grazing Compliance	Number
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
PK	Provide Program Support: Forage	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None

Program Element and Name	Workload	
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L6332 O&C Recreation Management

Includes all costs associated with the management and protection of recreational values and operations of recreational facilities on the Public Lands in Western Oregon. Does not include costs of maintaining or constructing facilities, collecting recreation use fees or acquiring lands or access to lands for recreational purposes. For Western Oregon, this subactivity also includes costs associated with management, maintenance, and enhancement of prehistoric and historic heritage resources, paleontological resources, Native American concerns, and traditional and contemporary lifeway values for appropriate cultural resource use opportunities on the Public Lands. Does not include such costs, when required, of compliance with cultural resources protection legislation (e.g., 106 of the NHPA) which are properly coded to the benefiting subactivity.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
AJ	Consultations With Indian Tribes And Alaska Native Corp	Number Of Consultations
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
AQ	Boundary Standard Documents Produced	None
BA	Recreation Resources Inventoried/Assessed	Acres
BC	Acres Of Heritage Resource Inventories	Acres
BE	Inventory For Wilderness Character	Acres
BG	Other Hazard Sites Assessed	Number
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild And Scenic Rivers	Miles
DA	Prepare And Revise Recreation Activity Plans	Number
DB	Plan For Commercial Activities	Number
DC	Prepare Wilderness/ WSR / NSHT/ Cultural/ Paleontological Activity Plans	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed

Program Element and Name	Workload	
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
EA	Process SRP's For Commercial Users , Groups	Number Of Active Permits
EB	Issue , Manage Recreation Use Permits	Number Issued
FD	Heritage Resources Intensively Recorded, Evaluated And Studied	Number
FH	Process , Manage SRPs for Non Commercial	Number Of Permits Issued/Monitored
FU	Manage Fee Collection Program For RUPs, SRPs	Number Of Fee Sites Managed
FV	Administer The Recreation Fee Program	Number Of Fee Sites Managed
HF	Heritage Resources Stabilized, Managed And Protected	Number
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JD	Apply Weed Treatments	Acres
JN	Restore Forest And Woodlands Through Development	Acres
KO	Historic Structures Managed	None
MA	Monitor Recreation Areas	None
MD	Monitor Wilderness And Wilderness Study Areas	Acres
MF	Monitor Designated Wild And Scenic Rivers	Miles
MV	Monitor Linear Recreation Management Objectives	Miles

Program Element and Name		Workload
MY	Heritage Resources Monitored	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PC	Provide Program Support; Natural/Cultural Heritage	None
PM	Provide Program Support: Quality Recreational Experience	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L6333 O&C Soil, Water, Air Management

Includes all costs associated with management, development, and protection of the soil, water, and air resources related to the Public Lands in Western Oregon, including those actions directly benefiting riparian resources. Riparian areas are defined as those areas having vegetation or physical characteristics reflective of the presence of water, which can include springs, lakes/ponds, streams/rivers, and wet meadows. Physical characteristics can include soil type and drainage. Included are determination of utilization capabilities, evaluation, monitoring, etc. in order to measure potential impacts and mitigating measures. Actions relating to water rights determinations and water quality compliance are also included within this subactivity.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
CC	Assessment or Prediction of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None

Program Element and Name	Workload	
DV	Review Other Bureau Proposed Actions	Reviews Conducted
EC	Process Water Rights Actions	Number
FN	Support Hydropower Licensing	Number Of Licenses Issued
HD	Manage Forest And Woodland Commercial Sales	Acres
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest And Woodland Through Sales	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN	Restore Forest And Woodlands Through Development	Acres
JX	Decommission and Rehabilitate Roads and Trails	None
MB	Evaluate Forest/Woodland Treatments	Acres
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MJ	Evaluate Land Health	Evaluation Reports
MK	Evaluate Weed Treatments	Acres
MN	Monitor Lake/Wetland Habitat	Acres Evaluated
MO	Monitor Streams/Riparian Habitat	Miles
MU	Monitor Water Resources	Number Of Monitoring Station Parameters
MX	Monitor Shrub/Grass Vegetation Treatments	Acres
NP	Evaluate PRPs for Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

Program Element and Name	Workload
PH Provide Program Support: Restore Health Of Public Lands	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L6334 O&C Wildlife Habitat Management

Includes all costs associated with maintaining, improving, or enhancing fish and wildlife habitats as part of ecosystem management on the Public Land. Does not include costs for actions that directly benefit either the vegetation or physical characteristics of a riparian area. Included in this subactivity are inventory and analysis, habitat improvement, and maintenance of associated facilities, as well as compliance with the Endangered Species Act.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BT	Inventory Forest And Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CD	Assess Ecoregions	Assessments Completed
DJ	Evaluate Land Use Plans	Number
DK	Plan For T&E Species Recovery	None
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed

Program Element and Name	Workload
HD Manage Forest And Woodland Commercial Sales	Acres
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JE Restore Forest And Woodland Through Sales	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN Restore Forest And Woodlands Through Development	Acres
JP Implement Threatened And Endangered Species Recovery/Actions	Number
JX Decommission And Rehabilitate Roads And Trails	None
KE Implement Conservation Actions For Non-ESA Species And Communities	None
MB Evaluate Forest/Woodland Treatments	Acres
MN Monitor Lake/Wetland Habitat	Acres Evaluated
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MX Monitor Shrub/Grass Vegetation Treatments	Acres
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None

Program Element and Name	Workload	
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

L6350 O&C Resource Management Planning

Includes all costs in Western Oregon associated with preparing, coordinating, monitoring, and maintaining Resource Management Plans (RMP) including addressing administrative protests, appeals, and litigation and ensuring NEPA compliance that is not directly related to a proposed activity or action attributable to another subactivity or subactivities. Does not include costs incurred for program specific plans, inventory, resource data collection, program resource data base management, or program driven planning amendments which are properly coded to the benefiting subactivity or subactivities.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record Of Decision	None
DU	Prepare EA Level LUP Amendment/Record Of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None

Program Element and Name	Workload
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L6420 O&C Information Systems Operations & Maintenance (WBS Required)

Includes all non-Modernization platform costs that are associated with developing, implementing, operating, managing, and providing technical assistance to system users for general use automated information and data telecommunications systems. Costs associated with developing, operating, monitoring and supporting automated system applications, hardware, software, and data bases for specific program functions are properly charged to the benefiting subactivity.

Program Element and Name		Workload
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None

L6711 NLCS Oregon Monument & Conservation Areas

Includes all costs associated with NLCS goals, Law Enforcement presence and visibility, critical inventories and monitoring programs, restoration, comprehensive travel and transportation management, visitor and community education, maintenance and operations of recreation facilities and supporting any NLCS Stewardship Plan implementation.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AE	Redemption	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
AP	Bureau of Land Management Indian Lands Surveyors Consulting Services	None
AQ	Boundary Standard Documents Produced	None
BA	Recreation Resources Inventoried/Assessed	Acres
BC	Acres of Heritage Resource Inventories	Acres
BF	Assess Hazmat Sites	Number
BG	Other Hazard Sites Assessed	Number
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BT	Inventory Forest and Woodland Vegetation	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BV	Inventory Streams/Riparian Areas	Miles
BX	Manage Public Land Records	Number
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres

Program Element and Name	Workload	
CC	Assessment or Prediction of Air Resource Conditions	None
CD	Assess Ecoregions	Assessments Completed
DA	Prepare And Revise Recreation Activity Plans	Number
DB	Plan for Commercial Activities	Number
DC	Prepare Wilderness/ WSR / NSHT/ Cultural/ Paleontological Activity Plans	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DK	Plan For T&E Species Recovery	None
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DU	Prepare EA Level LUP Amendment/Record of Decision	None
DV	Review Other Bureau Proposed Actions	Reviews Conducted
DX	Complete RMP Implementation Strategies	Number Completed
EA	Process SRP's for Commercial Users , Groups	Number Of Active Permits
EB	Issue , Manage Recreation Use Permits	Number Issued
EC	Process Water Rights Actions	Number
ED	Transfer Grazing Preferences	Number
EE	Issue Grazing Permits/Leases	Permits Processed
EF	Issue Grazing Bills	Number
EG	Prepare Vegetative Permits/Contracts	Number
EI	Develop and Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
EN	Process Non-Energy Mineral Licenses, Permits, or Leases	Number Processed
EO	Process Non-Energy Mineral Post Lease Actions	Number

Program Element and Name	Workload
EP Process Mineral Material Disposal Through Sales	Number Of Contracts
EQ Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER Process Rights-of-Way Grants	Number Of Actions
ET Process Withdrawals, Revocations, & Similar Actions	Acres
EU Process Land Sales/Disposals	Acres Disposed Of
FB Permits Issued Authorizing Heritage Resource Investigations	Number
FF Process O,G Reservoir Management Agreements	Number
FH Process , Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
FI Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ Process Fluid Minerals Sundry Notices	Number
FN Support Hydropower Licensing	Number Of Licenses Issued
FP Process Right-of-Way Actions Other than Grants	Actions Processed
FR Process Land Disposals Other than Sales	Acres Disposed
FU Manage Fee Collection Program for RUPs, SRPs	Number Of Fee Sites Managed
FV Administer the Recreation Fee Program	Number Of Fee Sites Managed
FW Process Mineral Material Disposals Through Permits	Permits Issued
HD Manage Forest And Woodland Commercial Sales	Acres
HE Biomass Utilization	None
HF Heritage Resources Stabilized, Managed and Protected	Number
HL Apply Commercial Forest and Woodland Management	Acres
HN Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
HO Respond to Hazmat Risk Site	Actions
HQ Mitigate Other Hazards	Number
IA Building Annual Maintenance	Number Of Buildings
IB Facilities Deferred Maintenance and Construction	Number Of Projects
ID Trail Annual Maintenance	Miles
IE Trails Deferred Maintenance and Construction	Number Of Projects

Program Element and Name	Workload	
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest and Woodland Through Sales	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JN	Restore Forest And Woodlands Through Development	Acres
JP	Implement Threatened and Endangered Species Recovery/Actions	Number
JX	Decommission and Rehabilitate Roads and Trails	None
JZ	Native Plant Materials Collection	None
KD	Process Land Exchanges	Cases Closed
KE	Implement Conservation Actions for Non-ESA Species and Communities	None
KO	Historic Structures Managed	None
LC	Monitor Fuels Treatment in Wildland Urban Interface	None
MA	Monitor Recreation Areas	None
MB	Evaluate Forest/Woodland Treatments	Acres
MF	Monitor Designated Wild and Scenic Rivers	Miles
MG	Monitor and Maintain Water Quality/HAZMAT/NERDAR Sites	Number Of Sites
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected

Program Element and Name	Workload
MJ Evaluate Land Health	Evaluation Reports
MK Evaluate Weed Treatments	Acres
ML Monitor Grazing Allotments	Number
MN Monitor Lake/Wetland Habitat	Acres Evaluated
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MT Monitor Fuels Treatment	Acres
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MV Monitor Linear Recreation Management Objectives	Miles
MW Conduct Fluid Mineral Surface and Environmental Monitoring	Sites Monitored
MX Monitor Shrub/Grass Vegetation Treatments	Acres
MY Heritage Resources Monitored	Number
NA Inspect Allotments for Grazing Compliance	Number
NB Conduct Fluid Mineral Inspection & Enforcement	Number Of Inspections Completed
NC Resolve Fluid Mineral Drainage Cases	Number
NF Inspect, and Verify Production at Mineral Material Site	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NP Evaluate PRPs for Cost Avoidance/Recovery	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
OA Conduct Drug Enforcement Activities	Number Of Seizure Incidents
OB Inspect , Verify Production at Solid Leasable Mineral Sites-Non Energy	Number Of Inspections
PC Provide Program Support; Natural/Cultural Heritage	None

Program Element and Name	Workload
PH Provide Program Support: Restore Health of Public Lands	None
PI Provide Program Support: Sustaining Biological Communities	None
PK Provide Program Support: Forage	None
PM Provide Program Support: Quality Recreational Experience	None
PO Public Resources - Non-Energy	None
PP Provide Program Support: Public Resources - Energy	None
XG Provide Facilities and Space Management Services	None
XI Process Payments, Billings And Collections	None
XJ Maintain Agency Financial System and Reporting Requirements	None
XK Manage Procurement, Acquisition and Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis and Studies	None
XT Administer Employee and Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YD IT WCF Payments to DOI	None

L7121 Resource Development - Taylor Grazing Act (WBS Required)

Includes all costs of administration, protection and improvement of Public Land rangeland resources for which contributions from non-Federal parties or private individuals were made under the authority of the Taylor Grazing Act (43 USC 315). The Secretary may accept contributions of money, services, and property, real, personal, or mixed, for the management, protection, development, acquisition, and conveying of the public lands. This account should not be used for processing or monitoring a Rights of Way (see L5101, L5102, L510, or L7150). Mitigation contributed funds from processing a ROW may be deposited into this account.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JQ Implement Fuels Treatment Mechanically Outside Of WUI	Acres Treated
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PK Provide Program Support: Forage	None
RH Revenue Billings & Collection	None

L7122 Resource Development – FLPMA (WBS Required)

Includes all costs of administration, protection, and improvement of Public Land rangeland resources for which contributions were made by a non-federal entity, private individual, or corporation under the authority of FLPMA (43 USC 1737). The Secretary may accept contributions of money, services, and property, real, personal, or mixed, for the management, protection, development, acquisition, and conveying of the public lands. This account should not be used for processing or monitoring a Rights of Way (see L5101, L5102, L510, or L7150). Mitigation contributed funds from processing a ROW may be deposited into this account.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation , Environmental Education	Programs/Events Delivery
AP	Bureau of Land Management Indian Lands Surveyors Consulting Services	None
AQ	Boundary Standard Documents Produced	None
BA	Recreation Resources Inventoried/Assessed	Acres
BC	Acres Of Heritage Resource Inventories	Acres
BJ	Approve Cadastral Surveys	Miles
BK	Complete Cadastral Field Miles Survey	Miles
BL	Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM	Update Digital Cadastral Data (GCDB)	Number Of Townships
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BP	Watersheds Assessed	Acres
BQ	Complete Ecological Site Inventory	Acres Completed
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BV	Inventory Streams/Riparian Areas	Miles
BX	Manage Public Land Records	Number
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CB	Inventory Wildlife/Plan Habitat	Acres
CD	Assess Eco Regions	Assessments Completed
DA	Prepare And Revise Recreation Activity Plans	Number
DF	Plan For Interdisciplinary Activities	Number
DK	Plan For T&E Species Recovery	None
DO	Complete Land Use Plan Scoping Report/Planning Criteria	Number

Program Element and Name	Workload	
DP	Prepare Draft Land Use Plans	Number
DX	Complete RMP Implementation Strategies	Number Completed
EA	Process SRPs For Commercial User , Groups	Number Of Active Permits
EJ	Process Fluid Minerals APDs	Number
EO	Process Non-Energy Mineral Post Lease Actions	Number
EP	Process Mineral Material Disposal Through Sales	Number Of Contracts
EQ	Process FLPMA Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Right-Of-Way Grants	Number Of Actions
EU	Process Land Sales/Disposals	Acres Disposed Of
EX	Process Mining Plans Of Operation	Plans Processed
FD	Heritage Resources Intensively Recorded, Evaluated And Studied	Number
FF	Process O&G Reservoir Management Agreements	Number
FH	Process , Manage SRPs For Non Commercial	Number Of Permits Issued/Monitored
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
FR	Process Land Disposals Other Than Sales	Acres Disposed
FW	Process Mineral Material Disposals Through Permits	Permits Issued
HD	Manage Forest and Woodland Commercial Sales	Acres
HF	Heritage Resources Stabilized, Managed And Protected	Number
HL	Apply Commercial Forest And Woodland Management	Acres
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
HT	Ensure Fire Preparedness	None
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects

Program Element and Name	Workload
IK Dam Deferred Maintenance and Construction	Number Of Projects
IP Road Annual Maintenance	Lane Miles Maintained
IQ Road Deferred Maintenance And Construction	Number Of Projects
IU Site Non-Building Annual Maintenance	Number Of Sites
JA Apply Shrub/Grass Vegetation Treatments	Acres
JB Construct Shrub/Grass/PJ/Forest Projects	Number
JC Maintain Shrub/Grass/PJ/Forest Projects	Number
JD Apply Weed Treatments	Acres
JF Apply Lake/Wetland Treatments	Acres
JG Apply Stream/Riparian Treatments	Miles
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JM Implement Fuels Treatments Outside WUI Using Prescribed Fire	Acres Treated
JN Restore Forest And Woodlands Through Development	Acres
JP Implement Threatened And Endangered Species Recovery/Actions	Number
JQ Implement Fuels Treatment Mechanically Outside Of WUI	Acres Treated
JR Implement Fuels Treatment By Other Means Outside Of WUI	Acres Treated
JT Reduce Fuels Mechanically Within WUI	Acres Treated
JW Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
JX Decommission and Rehabilitate Roads and Trails	None
KD Process Land Exchanges	Cases Closed
KE Implement Conservation Actions For Non-ESA Species And Communities	None
KH Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
KO Historic Structures Managed	None
MA Monitor Recreation Areas	None
MF Monitor Designated Wild and Scenic Rivers	Miles
MK Evaluate Weed Treatments	Acres

Program Element and Name	Workload
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MU Monitor Water Resources	Number Of Monitoring Station Parameters
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PH Provide Program Support: Restore Health Of Public Lands	None
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
PQ Provide Program Support Renewable Energy	None
RH Revenue Billings & Collection	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L7123 Resource Development - OHV Fund (WBS Required)

Includes all costs of management, development, protection, and acquisition of land for Off-Highway related activities for which contributions are made to BLM.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivery
BO	Inventory Soils Resources	Acres Mapped
BR	Inventory Shrub, Grassland/ PJ Vegetation	Acres
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
BU	Inventory Lakes/Wetland Areas	Acres
BY	Inventory Linear Recreation Resources	Miles
BZ	Inventory Designated Wild and Scenic Rivers	Miles
CC	Assessment or Prediction of Air Resource Conditions	None
CB	Inventory Wildlife/Plan Habitat	Acres
DA	Prepare And Revise Recreation Activity Plans	Number
EA	Process SRP's For Commercial Users , Groups	Number Of Active Permits
EB	Issue, Manage Recreation Use Permits	Number Issued
FH	Process , Manage SRP's for Non Commercial	Number Of Permits Issued/Monitored
HF	Heritage Resources Stabilized, Managed And Protected	Number
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated
IA	Building Annual Maintenance	Number Of Buildings
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
ID	Trail Annual Maintenance	Miles
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance and Construction	Number Of Projects

Program Element and Name	Workload
IK Dam Deferred Maintenance and Construction	Number Of Projects
IP Road Annual Maintenance	Lane Miles Maintained
IQ Road Deferred Maintenance And Construction	Number Of Projects
IU Site Non-Building Annual Maintenance	Number Of Sites
JP Implement Threatened And Endangered Species Recovery/Actions	Number
JX Decommission And Rehabilitate Roads And Trails	None
JZ Native Plant Materials Collection	None
KE Implement Conservation Actions For Non-ESA Species And Communities	None
KO Historic Structures Managed	None
MA Monitor Recreation Areas	None
MF Monitor Designated Wild and Scenic Rivers	Miles
MI Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MV Monitor Linear Recreation Management Objectives	Miles
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
OA Conduct Drug Enforcement Activities	Number Of Seizure Incidents
PM Provide Program Support: Quality Recreational Experience	None
RA Revenue Billings & Collection	None

L7124 Wildlife & Fisheries Conservation & Rehabilitation (WBS Required)

Includes all costs associated with funds contributed to the Bureau of Land Management from various state government agencies when derived from the sale of stamps authorized under the Sikes Act for the protection, conservation, and rehabilitation of wildlife, fish and game resources on Public Land.

Program Element and Name		Workload
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
MO	Monitor Streams/Riparian Habitat	Miles
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RH	Revenue Billings & Collection	None

L7130 Public Survey (WBS Required)

Advances made by private individuals to pay the costs incidental to land surveys requested by them.

Program Element and Name	Workload
AP Bureau Of Land Management Indian Lands Surveyors Consulting Services	None
AQ Boundary Standard Documents Produced	None
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
BX Manage Public Land Records	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
RF Revenue Billings & Collection	None

L7150 Rights-of-Way (WBS Required)

Includes all costs associated with funds contributed by private individuals to pay the casework costs of processing rights-of-way requested by them. These funds are in addition to any fees received under subactivities L5101 or L5102. Per 43 CFR 2804.14 To expedite processing a right of way (ROW) applicant may notify the BLM to waive paying reasonable cost and elect to pay full actual costs incurred by the BLM to process the application and monitor the ROW agreement.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
ER Process Rights-of-Way Grants	Number Of Actions
FP Process Right-of-Way Actions Other than Grants	Actions Processed
KH Prepare/Conduct Competitive Renewable Energy (Wind/Solar) Actions	Number
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PQ Provide Program Support Renewable Energy	None
RB Revenue Billings & Collection	None

L8100 Rangeland Improvements, Public Domain Lands (WBS Required)

These funds are derived from the Range Improvement Fee included in the grazing fee for grazing on Public Lands under sections 3 and 15 of the Taylor Grazing Act (43 USC 315) as amended by FLPMA (43 USC 1751, as amended). Includes costs associated with planning, survey and design, and project development for rangeland improvement projects and land/vegetation treatment projects benefiting grazing, wildlife, wild horses and burros, or rangeland ecosystem.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance And Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest and Woodland Through Sales	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
MK	Evaluate Weed Treatments	Acres

L8200 Rangeland Improvements, Land Utilization Lands (WBS Required)

These funds are derived from fees for uses of Land Utilization Project (Bankhead-Jones Farm Tenant Act) lands transferred to the jurisdiction of and managed by the BLM. Includes costs associated with planning, survey and design, and project development for rangeland improvement projects and land/vegetation treatment projects benefiting grazing, wildlife, wild horses and burros, or rangeland ecosystem.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AQ	Boundary Standard Documents Produced	None
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IJ	Dam Annual Maintenance	Dams Maintained
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JE	Restore Forest and Woodland Through Sales	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
MK	Evaluate Weed Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved

Program Element and Name	Workload
NZ Conduct Security Activities	Number Of Vulnerability Assessments

L9110 O&C Road Maintenance (WBS Required)

Includes all costs associated with the maintenance of the transportation system in western Oregon. This includes maintenance of those roads and bridges that are typically a part of the “fee system” for which road maintenance fees have been collected from commercial road users.

Program Element and Name	Workload	
AQ	Boundary Standard Documents Produced	None
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RD	Revenue Billings & Collection	None

L9120 Public Domain Road Maintenance (WBS Required)

Includes all costs associated with the maintenance of the transportation system on Public Land outside of western Oregon with funds collected from the sale of timber or other products as authorized under 502 of FLPMA (43 USC 1762).

Program Element and Name		Workload
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance and Construction	Number Of Projects
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RD	Revenue Billings & Collection	None

L9140 Permit Processing Improvement Fund – Rental Account Collections

The Energy Policy Act of 2005 became law on August 8, 2005. Section 365 of the Act amended the Mineral Leasing Act by modifying the disposition of mineral lease rental revenue. Section 365 provides that 50 percent of the rental revenue shall be deposited in a special fund in the Treasury, to be known as the “BLM Permit Processing Improvement Fund”. The Mineral Leasing Act was further amended by the 2015 National Defense Authorization Act (NDAA) to extend the authority for rental revenue collections through FY 2026. The NDAA also authorized a new Fee Account component of the Fund (see L9144, L9145 and L9146)

For each of FYs 2016 through 2026, the Rental Account portion of the Fund shall be available for expenditure, without further appropriation and without fiscal year limitation, for the coordination and processing of oil and gas use authorizations on onshore Federal and Indian trust mineral estate land under the jurisdiction of the Project offices identified in section 365 of the Energy Policy Act of 2005. These funds may also be used for training programs for development of expertise related to coordination and processing oil and gas use authorizations.

The following BLM Field Offices are designated as the Pilot Project Offices in the Act (as amended by P.L. 113-69):

- (1) Rawlins, Wyoming.
- (2) High Plains District Office, Wyoming.
- (3) Montana/Dakotas State Office, Montana.
- (4) Farmington, New Mexico.
- (5) Carlsbad, New Mexico.
- (6) Grand Junction/Glenwood Springs, Colorado.
- (7) Vernal, Utah.

The NDAA also provided the Secretary the authority to designate Project Offices going forward. Rental revenues are collected by the DOI Office of Natural Resources Revenue (ONRR) and transferred to the BLM on a monthly basis through a “negative or collection” IPAC document into the L9140 subactivity. Obligations shall not occur in this account. Monthly allocations are made from this account to the L9141 account where obligations may be incurred.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L9141 Permit Processing Improvement Fund Rental Account Expenditures

The Energy Policy Act of 2005 became law on August 8, 2005. Section 365 of the Act amended the Mineral Leasing Act by modifying the disposition of mineral lease rental revenue. Section 365 provides that 50 percent of the rental revenue shall be deposited in a special fund in the Treasury, to be known as the “BLM Permit Processing Improvement Fund”. The Mineral Leasing Act was further amended by the 2015 National Defense Authorization Act (NDAA) to extend the authority for rental revenue collections through FY 2026. The NDAA also authorized a new Fee Account component of the Fund (see L9144, L9145 and L9146)

For each of Fiscal Years 2016 through 2026, the Rental Account portion of the Fund shall be available for expenditure, without further appropriation and without fiscal year limitation, for the coordination and processing of oil and gas use authorizations on onshore Federal and Indian trust mineral estate land under the jurisdiction of the Project offices identified in section 365 of the Energy Policy Act of 2005. These funds may also be used for training programs for development of expertise related to coordination and processing oil and gas use authorizations.

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- (7) Vernal, Utah.

The NDAA also provided the Secretary the authority to designate Project Offices going forward. Rental revenues are collected by the DOI Office of Natural Resources Revenue (ONRR) and transferred to the BLM on a monthly basis through a “negative or collection” IPAC document into the L9140 subactivity. Monthly allocations are made from the L9140 to the L9141 account where obligations may be incurred. Obligations must be planned to coincide with the total amount and timing of actual rental receipts. Sufficient funds must be maintained in the account to accommodate leave surcharge and other obligations incurred. This account is not subject to the standard Bureau indirect surcharge. Administrative costs, if properly authorized, should be direct charged.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
BX	Manage Public Land Records	Number
DB	Plan For Commercial Activities	Number

Program Element and Name	Workload	
DF	Plan For Interdisciplinary Activities	Number
DJ	Evaluate Land Use Plans	Number
DN	Prepare Pre-Land Use Plan	Number
DO	Complete Land Use Plan Scoping Report/Planning Criteria	None
DP	Prepare Draft Land Use Plans	Number
DQ	Prepare Proposed LUP/Final EIS	Number Completed
DR	Resolve Protest/Prepare Record Of Decision	None
DS	Prepare Draft EIS Level Land Use Plan Amendment	None
DT	Prepare Final LUP Amendment/Record of Decision	None
DX	Complete RMP Implementation Strategies	Number Completed
EJ	Process Fluid Minerals APDs	Number
ER	Process Rights-Of-Way Grants	Number Of Actions
FF	Process O,G Reservoir Management Agreements	Number
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
MW	Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB	Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NC	Resolve Fluid Mineral Drainage Cases	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XJ	Maintain Agency Financial System And Reporting Requirements	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XO	Provide Safety Program Services	None

Program Element and Name	Workload
XP Conduct Management Analysis And Studies	None
XR	None
XT Administer Employee and Labor Relations	None
XV	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L9144 Permit Processing Improvement Fund, Fee Account – UNAVAILABLE

Section 3021 (d) of the National Defense Authorization Act (NDAA) for FY 2015 amended the Mineral Leasing Act to authorize the BLM to collect an Application for Permit to Drill (APD) fee in FYs 2016 through 2026 and to permanently appropriate the majority of these revenues to the BLM to process APDs. These fees are collected and accounted for in a new “Fee Account” component of the Permit Processing Improvement Fund. For FY 2016, the NDAA sets the APD fee at \$9,500 which will be adjusted annually for inflation.

The NDAA authorized APD fee largely replaces the annual offsetting collection of \$32.5M previously provided in the BLM MLR appropriations language and accounted for in the L1311 account. The NDAA created a significant change in funding arrangements for APD processing. Under the NDAA, budget authority is only generated as APDs are received and their associated fee is collected. This is in contrast to the previous authority in our annual appropriation act which guaranteed \$32.5M regardless of the number of APDs received. Additionally, for FYs 2016 through 2019, the NDAA permanently appropriates only 85 percent of the APD fees received leaving the remaining 15 percent of fee revenue unavailable subject to appropriation. The 15 percent of the fees that are unavailable subject to appropriation will be accounted for in the L9144 account. Funds deposited into the L9144 account do not generate budget authority and without further legislative action will not be available to the BLM for any purpose.

Program Element and Name	Workload
77 Revenue Billings & Collection	None

L9145 Permit Processing Improvement Fund, Fee Account – State 75% Expenditures

Section 3021 (d) of the National Defense Authorization Act (NDAA) for FY 2015 amended the Mineral Leasing Act to authorize the BLM to collect an Application for Permit to Drill (APD) fee in FYs 2016 through 2026 and to permanently appropriate the majority of these revenues to the BLM to process APDs. These fees are collected and accounted for in a new “Fee Account” component of the Permit Processing Improvement Fund. For FY 2016, the NDAA sets the APD fee at \$9,500 which will be adjusted annually for inflation.

The NDAA authorized APD fee largely replaces the annual offsetting collection of \$32.5M previously provided in the BLM MLR appropriations language and accounted for in the L1311 account. The NDAA created a significant change in funding arrangements for APD processing. Under the NDAA, budget authority is only generated as APDs are received and their associated fee is collected. This is in contrast to the previous authority in our annual appropriation act which guaranteed \$32.5M regardless of the number of APDs received. Additionally, for FYs 2016 through 2019, the NDAA permanently appropriates only 85 percent of the APD fees received leaving the other 15 percent of fee revenue subject to appropriation. Of the 85 percent that is permanently appropriated, 75 percent of that total is to be transferred to the State in which the fee was collected; these funds will be accounted for in the L9145 account. The BLM has further discretion on the transfer or allocation of the remaining 25 percent of the fee collections and will account for these funds separately in the L9146 account. The 15 percent of the fees that are unavailable subject to appropriation will be accounted for in the L9144 account

The NDAA specifies that in general; the Secretary shall use the Fee Account for the coordination and processing of oil and gas use authorization on onshore Federal and Indian trust mineral estate land. Obligations must be planned to coincide with the amount and timing of actual APD fee receipts collected. L9145 APD fee receipts will be made available to States on a weekly basis. L9146 APD fee receipts will be made available to States, Centers, and the WO on a monthly basis. Sufficient funds must be maintained in the accounts to accommodate leave surcharge and other obligations incurred. This account is not subject to the standard Bureau indirect surcharge. Administrative costs, if properly authorized, should be direct charged.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
DB Plan For Commercial Activities	Number
DF Plan For Interdisciplinary Activities	Number
DJ Evaluate Land Use Plans	Number
DN Prepare Pre-Land Use Plan	Number

Program Element and Name	Workload
DO Complete Land Use Plan Scoping Report/Planning Criteria	None
DQ Prepare Proposed LUP/Final EIS	Number Completed
DT Prepare Final LUP Amendment/Record Of Decision	None
EI Develop And Issue Federal Fluid Mineral Leases	Number
EJ Process Fluid Minerals Apds	Number
EK Manage Helium	Mmcf
EQ Process Flpma Leases, Permits, Licenses, And Easements	Actions Processed
ER Process Rights-Of-Way Grants	Number Of Actions
FF Process O,G Reservoir Management Agreements	Number
FI Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ Process Fluid Minerals Sundry Notices	Number
FP Process Right-Of-Way Actions Other Than Grants	Actions Processed
MW Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NH Conduct Realty Compliance Inspections	Number Of Inspections
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PP Provide Program Support: Public Resources - Energy	None
XG Provide Facilities And Space Management Services	None
XI Process Payments, Billings And Collections	None
XK Manage Procurement, Acquisition And Agreement Activities	None
XL Provide Personnel Services	None
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None

Program Element and Name	Workload
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L9146 Permit Processing Improvement Fund, Fee Account – BLM 25 percent Expenditures

Section 3021 (d) of the National Defense Authorization Act (NDAA) for FY 2015 amended the Mineral Leasing Act to authorize the BLM to collect an Application for Permit to Drill (APD) fee in FYs 2016 through 2026 and to permanently appropriate the majority of these revenues to the BLM to process APDs. These fees are collected and accounted for in a new “Fee Account” component of the Permit Processing Improvement Fund. For FY 2016, the NDAA sets the APD fee at \$9,500 which will be adjusted annually for inflation.

The NDAA authorized APD fee largely replaces the annual offsetting collection of \$32.5M previously provided in the BLM MLR appropriations language and accounted for in the L1311 account. The NDAA created a significant change in funding arrangements for APD processing. Under the NDAA, budget authority is only generated as APDs are received and their associated fee is collected. This is in contrast to the previous authority in our annual appropriation act which guaranteed \$32.5M regardless of the number of APDs received. Additionally, for FYs 2016 through 2019, the NDAA permanently appropriates only 85 percent of the APD fees received leaving the other 15 percent of fee revenue subject to appropriation. Of the 85 percent that is permanently appropriated, 75 percent of that total is to be transferred to the State in which the fee was collected; these funds will be accounted for in the L9145 account. The BLM has further discretion on the transfer or allocation of the remaining 25 percent of the fee collections and will account for these funds separately in the L9146 account. The 15 percent of the fees that are unavailable subject to appropriation will be accounted for in the L9144 account

The NDAA specifies that in general; the Secretary shall use the Fee Account for the coordination and processing of oil and gas use authorization on onshore Federal and Indian trust mineral estate land. Obligations must be planned to coincide with the amount and timing of actual APD fee receipts collected. L9145 APD fee receipts will be made available to States on a weekly basis. L9146 APD fee receipts will be made available to States, Centers, and the WO on a monthly basis. Sufficient funds must be maintained in the accounts to accommodate leave surcharge and other obligations incurred. This account is not subject to the standard Bureau indirect surcharge. Administrative costs, if properly authorized, should be direct charged.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
AQ Boundary Standard Documents Produced	None
DB Plan For Commercial Activities	Number
DF Plan For Interdisciplinary Activities	Number
DJ Evaluate Land Use Plans	Number
DN Prepare Pre-Land Use Plan	Number
DO Complete Land Use Plan Scoping Report/Planning Criteria	None
DQ Prepare Proposed LUP/Final EIS	Number Completed

Program Element and Name	Workload	
DT	Prepare Final LUP Amendment/Record Of Decision	None
EI	Develop And Issue Federal Fluid Mineral Leases	Number
EJ	Process Fluid Minerals APDs	Number
EK	Manage Helium	Mmcf
EQ	Process Flpma Leases, Permits, Licenses, And Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
FF	Process O,G Reservoir Management Agreements	Number
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
MW	Conduct Fluid Mineral Surface And Environmental Monitoring	Sites Monitored
NB	Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PP	Provide Program Support: Public Resources - Energy	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee And Labor Relations	None

Program Element and Name	Workload
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

**L9147 Permit Processing Improvement Fund, Fee Account – State 75%
Expenditures**

Please see write up for L9145 and L9146 for detailed explanation. L9147, L9148, and L9149 were created for FY17 only to account for the anomaly year for the processing of APD fees as appropriations were given at the beginning of the year for these funds.

**L9148 Permit Processing Improvement Fund, Fee Account – State 25%
Expenditures**

Please see write up for L9145 and L9146 for detailed explanation. L9147, L9148, and L9149 were created for FY17 only to account for the anomaly year for the processing of APD fees as appropriations were given at the beginning of the year for these funds.

L9149 Permit Processing Improvement Fund, Fee Account – UNAVAILABLE

Please see write up for L9144 for detailed explanation. L9147, L9148, and L9149 were created for FY17 only to account for the anomaly year for the processing of APD fees as appropriations were given at the beginning of the year for these funds.

L9210 Natural Resource Damage Assessment (NRDA) (WBS Required)

Includes utilizing funds transferred to the BLM from the DOI for damage assessments authorized by the Comprehensive Environmental Response, Compensation, and Liability Act, as amended (PL 101-380), and the Act of July 27, 1990 (PL 101-337) for expenses incurred in natural resource damage assessment and restoration of resources on the Public Lands.

Program Element and Name	Workload
BF Assess Hazmat Sites	Number
HO Respond To Hazmat Risk Site	Actions
NP Evaluate PRPs for Cost Avoidance/Recovery	Number
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L9212 Native Seed PRJ-HUR Sandy

This account provides for the tracking of funds from the Office of the Secretary to the BLM for the approved Hurricane Sandy, BLM Native Seed project.

Program Element and Name	Workload
JZ Native Plant Materials Collection	None

**L9230 Cook Inlet Region, Inc. (CIRI) (Restricted to WO/BC/Alaska SO Usage)
(WBS Not Allowed)**

This account provides funds for the acquisition by CIRI of Federal real properties, improvements on such lands or rights to their use or exploitation, and any personal property related to the land purchased as authorized by the provisions of subsection 12(b) of PL 94-203 (43 USC 1611), as amended. This is permanent budget authority made available to the BLM by subsection 9102 of the FY 1990 Department of Defense Appropriation Act for administration and payment of purchase rights exercised by CIRI. Use of this account is restricted to Alaska State Office; Business Center, Division of Finance; and Headquarters Division of Budget.

Program Element and Name		Workload
HN	Process Land Purchase/Donation	Number Of Acres Purchased Or Donated

L9260 Natural Resource Damage Assessment – Receipt (WBS Required)

Includes the use of site specific funds (non-appropriated) transferred to the BLM from the DOI for Potentially Responsible Parties, other trustees, or other parties, as a result of negotiations or litigation on the basis of the Department of the Interior's assertion of natural resource trusteeship, pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, as amended (PL 101-380), and the Oil Pollution Act of July 27, 1990 (PL 101-337). Receipt account funds are for expenses incurred in the assessment of injuries or damages, or the restoration of resources for specific sites or incidents on or affecting the Public Lands.

Program Element and Name		Workload
BF	Assess Hazmat Sites	Number
HO	Respond To Hazmat Risk Site	Actions
JN	Restore Forest And Woodlands Through Development	Acres
NP	Evaluate PRPs For Cost Avoidance/Recovery	Number
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None

L9310 Working Capital Fund – Motorized and Towed Fleet (WBS or Work Order Required)

L9310 is managed at the National Operations Center (NOC). The WCF Fleet is comprised of capitalized vehicles/equipment. The WCF Fleet program allows for the replacement, operations, maintenance, and repairs of BLM-owned vehicles/equipment. Fixed Ownership Rate (FOR) and Use Rate assessments are collected to fund these objectives. Purchases using L9310 funds are made either by fleet card or purchase request. Purchase requests utilizing L9310 can be generated throughout the Bureau or at the NOC. Only WCF accountants are authorized to certify purchase requests utilizing L9310 funds.

Program Element and Name	Workload
12 Fleet Operations & Maintenance	None
13 Fleet Acquisition	None
14 Fleet Charges	None
77 Revenue Billing & Collect	None
XJ Maintain Agency Financial System And Reporting Requirements	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

L9322 Working Capital Fund - Stores

The Stores program provide the funds for acquiring materials, supplies, and commercially produced signs placed in storage for subsequent issue to other programs. Stores are consumed, lose their identity, or become an integral part of other property when put in use. When stores are issued, the benefiting subactivity must reimburse the WCF for the cost of the stores items(s). Currently the authorized stores programs are seed inventory handled at the warehouses in Boise, Idaho; Twin Falls, Idaho; and Ely, Nevada; and commercially-made signs handled at the National Operations Center warehouse. The warehouse managers are the only authorized individuals to create and approve purchase requests using L9322. Only WCF accountants are authorized to certify purchase requests utilizing L9322 funds.

Program Element and Name	Workload
11 Stores Purchased	None
77 Revenue Billing & Collect	None
XJ Maintain Agency Financial System And Reporting Requirements	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None

L9323 Working Capital Fund – National Sign Center

The National Sign Center is located in Rawlins, Wyoming. The WCF pays for the materials and labor used in the construction of nonstandard BLM signs, and benefiting subactivities are charged for the cost of ordered signs. L9323 costs may only be incurred by the National Sign Center and the National Operations Center.

Program Element and Name	Workload
77 Revenue Billing & Collect	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None

L9324 Working Capital Fund – National Sign Initiative

This subactivity supports the National Sign Initiative Program, and tracks all WCF funding and expenditures associated with this program. All acquisition of signs within this program must be coordinated through the National Sign Coordinator and WCF Accountants.

Program Element and Name		Workload
11	Sign Procurement	None
77	Revenue Billing & Collect	None

L9360 Working Capital Fund - Department Forms (Restricted to OC only)

The Department Forms Center is physically located at the National Operations Center and the physical operation of the program is managed by the NOC Property Operations Section (OC653), and the financial management of the program is handled by the NOC Financial Programs and Investments Section (OC612). Departmental and Bureau forms and other publications such as brochures are provided upon request to various BLM offices, DOI offices, DOI Bureaus, and other federal agencies. When items are issued to DOI offices, DOI Bureaus, or BLM offices, the cost of the items must be reimbursed to the WCF. In the case of non-BLM ordering offices, reimbursement is made through the use of purchase cards. For forms issued to BLM offices, cost transfers are made to the WCF from a Bureau-wide department forms account maintained at the Headquarters level, Washington Office.

Program Element and Name	Workload
77 Revenue Billing & Collect	None
XJ Maintain Agency Financial System and Reporting Requirements	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None

L9390 Working Capital Fund Reimbursable FWS and NPS (WBS Required)

The WCF is authorized under the authority of the Federal Lands Policy and Management Act of 1976 to provide services to other Interior bureaus, other Federal agencies, and other parties. Before any work may be performed, an Intra/Inter-agency Agreement (IAA) is required to be completed, signed, and input into FBMS. Any program developed for and operated on behalf of non-BLM entities must be done in a manner consistent with all laws, regulations, and policies under which the WCF is subject. Currently the WCF Reimbursable provides wildland fire equipment acquisition support to the Fish and Wildlife Service as well as the National Park Service.

Program Element and Name	Workload
12 Fleet Operations & Maintenance	None
13 Fleet Acquisition	None

L9410 Federal Highway Administration (FHWA) Emergency Road Repair (WBS Required)

Includes funds transferred from the Federal Highway Administration (FHWA) under the Emergency Relief for Federally Owned Roads (ERFO) program for emergency repair of qualified roads and bridges on a public road network damaged by storms, floods, earthquakes, etc. Roads must meet a minimum cost threshold or damage to be deemed qualified for competition of the funds.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IQ	Road Deferred Maintenance And Construction	Number Of Projects

L9420 Federal Highway (FHWA) Transportation Planning (WBS Required)

Includes funds transferred from the Federal Highway Administration (FHWA) for the continuing, comprehensive and collaborative long-range transportation planning, performance management activities; including the development and implementation of safety, bridge, pavement, and congestion management systems; road and bridge inventory; and development and updating of the Transportation Improvement Program.

Program Element and Name		Workload
BA	Recreation Resources Inventoried/Assessed	Acres
BY	Inventory Linear Recreation Resources	Miles
DF	Plan For Interdisciplinary Activities	Number
IG	Bridge Annual Maintenance	Bridges Maintained
MV	Monitor Linear Recreation Management Objectives	Miles
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None

L9430 Federal Highway Administration (FHWA) PRADM (WBS Required)

Includes funds transferred from the Federal Highway Administration (FHWA) for specially designated projects, other DOT funds i.e. TAP, RTA and Grants.

Program Element and Name		Workload
IB	Facilities Deferred Maintenance And Construction	Number Of Projects
IE	Trails Deferred Maintenance And Construction	Number Of Projects
IH	Bridge Deferred Maintenance And Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IQ	Road Deferred Maintenance And Construction	Number Of Projects
IU	Site Non-Building Annual Maintenance	Number Of Sites
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None

L9440 Federal Highway Administration (FHWA) ERFO (WBS Required)

Includes funds transferred from the Federal Highway Administration (FHWA) under the Emergency Relief for Federally Owned Roads (ERFO) program for emergency repair of qualified roads and bridges on a public road damaged by storms, floods, earthquakes, etc. Roads must meet a minimum cost threshold or damage to be deemed qualified for competition of the funds.

Program Element and Name		Workload
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of Projects
IG	Bridge Annual Maintenance	Bridges Maintained
IH	Bridge Deferred Maintenance And Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance And Construction	Number Of Projects

L9450 Surface Transportation Act (STA) – Federal Lands Transportation Program (FLTP) (WBS Required)

The FLTP builds upon the structure of the traditional Federal Lands Highway Program. It improves multi-modal access and facilities within national parks, forests, wildlife refuges, Bureau of Land Management (BLM) lands, Bureau of Reclamation (BOR) and U.S. Army Corps of Engineers facilities for the use and enjoyment of the general public.

Program Element and Name	Workload
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L9610 Blister Rust Control (WBS Not Allowed)

Includes costs associated with white pine blister rust operations which utilizes funds transferred to the BLM from the U.S. Forest Service.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
JE Restore Forest and Woodland Through Sales	Acres
JN Restore Forest and Woodlands through Development	Acres
MB Evaluate Forest/Woodland Treatments	Acres

L9620 Forest Pest Control (WBS Not Allowed)

Includes costs associated with the detection and control of forest pests, both insect and disease, which utilizes funds transferred to the BLM from the USFS.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BF	Assess Hazmat Sites	Number
BT	Inventory Forest And Woodland Vegetation	Acres
EG	Prepare Vegetative Permits/Contracts	Number
HE	Biomass Utilization	None
JE	Restore Forest And Woodland Through Sales	Acres
JN	Restore Forest And Woodlands Through Development	Acres
MB	Evaluate Forest/Woodland Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments

L9630 Navy Oil Shale Reserve Restoration (WBS Required)

NOSR 3 is a 21,000-acre reserve created by executive order in 1924 and located in the southeastern portion of the Picante Basin in northwestern Colorado. The site - like NOSR 1 which is also in Colorado and NOSR 2 in Utah - was originally created as a future source of fuel supplies for the U.S. Navy and to preserve the resource. The reserves were originally managed by the Department of Defense and were eventually transferred to DOE. In the early 1980s, private oil and gas companies began to develop natural gas reserves in the surrounding areas and, in 1985; DOE initiated a natural gas drilling program in NOSR 3. In 2000, production from 76 wells on approximately 7,000 acres at NOSR 3 was roughly 8.7 million cubic feet of gas per day. Sold competitively on the open market in 2000, those sales generated approximately \$1 million in revenues for the United States. Future revenue growth at NOSR 3 is also expected - with 26 Applications for Permit to Drill (APDs) pending at the site and industry projections for 140 additional wells to be drilled within the next three years.

Congress, in the National Defense Authorization Act for Fiscal Year 1998 (PL 105-85), transferred administrative jurisdiction of NOSR 3 from DOE to DOI. Included in the legislation authorizing the transfer is language specifying that all receipts from sales, bonuses, and royalties be placed into a treasury account to be used for reimbursement of environmental restoration, waste management, and environmental compliance costs incurred by the United States. The 1998 measure specifies that enactment of additional legislation is necessary for the Federal Government to formally access the funds for the environmental cleanup activities. Furthermore, the 1998 Act also provides that no monies received from BLM leases may be shared with the State of Colorado until costs (including environmental restoration costs) incurred by the United States related to the site have been reimbursed. To date, approximately \$8.5 million in lease sales have been deposited into this special treasury account. The account continues to grow with additional lease royalties and future sales.

Program Element and Name	Workload
BF Assess Hazmat Sites	Number

L9640 Naval Petroleum Reserve Numbered 2 Lease Collections (WBS Not Allowed)

The Energy Policy Act of 2005 establishes a special deposit account to be known as Naval Petroleum Reserve Numbered 2 Lease Revenue Account. The lease revenue account is a revolving account, and amounts in the lease revenue account shall be available for expenditure, without further appropriation for the purposes specified in subsection (b) of the Act.

These purposes include environmental-related costs and the cost associated with the transfer and leasing of the Naval Petroleum Reserve Number 2 lands.

The provisions in the act define the lease revenue account and establish a maximum limit on the balance of \$3.0 million at any one time and provides for how this balance will be managed.

The account will be terminated after the Secretary of Interior certifies that remediation of all environmental contamination of NPR-2 lands has been successfully completed and transition costs have been paid in full. Funds remaining in the account are distributed according to subsection (f) in the Act.

Obligations to this account must be planned to coincide with the total amount and timing of actual revenue. Sufficient funds must be maintained in the account to accommodate leave surcharge and other obligations incurred. This account is subject to the standard Bureau indirect surcharge.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L9641 Naval Petroleum Reserve Numbered 2 Lease Expenditures

The Energy Policy Act of 2005 establishes a special deposit account to be known as Naval Petroleum Reserve Numbered 2 Lease Revenue Account. The lease revenue account is a revolving account, and amounts in the lease revenue account shall be available for expenditure, without further appropriation for the purposes specified in subsection (b) of the Act.

These purposes include environmental-related costs and the cost associated with the transfer and leasing of the Naval Petroleum Reserve Number 2 lands.

The provisions in the act define the lease revenue account and establish a maximum limit on the balance of \$3.0 million at any one time and provides for how this balance will be managed.

The account will be terminated after the Secretary of Interior certifies that remediation of all environmental contamination of NPR-2 lands has been successfully completed and transition costs have been paid in full. Funds remaining in the account are distributed according to subsection (f) in the Act.

Obligations to this account must be planned to coincide with the total amount and timing of actual revenue. Sufficient funds must be maintained in the account to accommodate leave surcharge and other obligations incurred. This account is subject to the standard Bureau indirect surcharge.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
BA Recreation Resources Inventoried/Assessed	Acres
BC Acres of Heritage Resource Inventories	Acres
BG Other Hazard Sites Assessed	Number
BS Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
BX Manage Public Land Records	Number
BY Inventory Linear Recreation Resources	Miles
CB Inventory Wildlife/Plan Habitat	Acres
DD Plan for Public Health/Safety and Property Protection	Number
DU Prepare EA Level LUP Amendment/Record of Decision	None
EE Issue Grazing Permits/Leases	Permits Processed
EI Develop and Issue Federal Fluid Mineral Leases	Number
EJ Process Fluid Minerals APDs	Number

Program Element and Name	Workload	
EQ	Process FLPMA Leases, Permits, Licenses, and Easements	Actions Processed
ER	Process Rights-Of-Way Grants	Number Of Actions
EU	Process Land Sales/Disposals	Acres Disposed Of
FB	Permits Issued Authorizing Heritage Resource Investigations	Number
FF	Process O,G Reservoir Management Agreements	Number
FI	Process Admin Changes Post Lease Federal Fluid Minerals	Actions
FJ	Process Fluid Minerals Sundry Notices	Number
FP	Process Right-Of-Way Actions Other Than Grants	Actions Processed
HF	Heritage Resources Stabilized, Managed and Protected	Number
HO	Respond to Hazmat Risk Site	Actions
HQ	Mitigate Other Hazards	Number
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IE	Trails Deferred Maintenance and Construction	Number Of projects
IH	Bridge Deferred Maintenance and Construction	Number Of Projects
IK	Dam Deferred Maintenance and Construction	Number Of Projects
IQ	Road Deferred Maintenance and Construction	Number Of Projects
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
KO	Historic Structures Managed	None
MA	Monitor Recreation Areas	Acres
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MJ	Evaluate Land Health	Evaluation Reports
MQ	Monitor Terrestrial Habitat	Acres
MR	Monitor Species Populations	Number
NA	Inspect Allotments for Grazing Compliance	Number
NB	Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
NH	Conduct Realty Compliance Inspections	Number Of Inspections
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed

Program Element and Name	Workload
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments

L9650 Abandoned Well Remediation

Includes funding to remediate, reclaim and close abandoned oil and gas wells on current and former National Petroleum Reserve Land.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BF	Assess Hazmat Sites	Number
BG	Other Hazard Sites Assessed	Number
BN	Inventory Water Resources	Number Of Inventory Station Parameters
BO	Inventory Soils Resources	Acres Mapped
BP	Watersheds Assessed	Acres
BX	Manage Public Land Records	Number
DD	Plan for Public Health/Safety and Property Protection	Number
DF	Plan for Interdisciplinary Activities	Number
HO	Respond to Hazmat Risk Site	Actions
HQ	Mitigate Other Hazards	Number
IU	Site Non-Building Annual Maintenance	Number Of Sites
JA	Apply Shrub/Grass Vegetation Treatments	Acres
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JF	Apply Lake/Wetland Treatments	Acres
JG	Apply Stream/Riparian Treatments	Miles
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
MB	Evaluate Forest/Woodland Treatments	Acres
MD	Monitor Wilderness and Wilderness Study Areas	Acres
MF	Monitor Designated Wild and Scenic Rivers	Miles
MG	Monitor and Maintain Water Quality/HAZMAT/NRDAR Sites	Number Of Sites
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
MJ	Evaluate Land Health	Evaluation Reports
MN	Monitor Lake/Wetland Habitat	Acres Evaluated

Program Element and Name	Workload
MO Monitor Streams/Riparian Habitat	Miles
MQ Monitor Terrestrial Habitat	Acres
MR Monitor Species Populations	Number
MU Monitor Water Resources	Number Of Monitoring Station Parameters
MW Conduct Fluid Mineral Surface and Environmental Monitoring	Sites Monitored
MX Monitor Shrub/Grass Vegetation Treatments	Acres
NB Conduct Fluid Mineral Inspection, Enforcement	Number Of Inspections Completed
PH Provide Program Support: Restore Health of Public Lands	None
PN Provide Program Support: Protection of Lives, Resources, and Property	None
PP Provide Program Support: Public Resources - Energy	None
XK Manage Procurement, Acquisition and Agreement Activities	None

L9710 Quarters Maintenance

Includes costs associated with the use of funds received from rental collections on Bureau-owned quarters to be used for the operation, maintenance, and reconditioning of these facilities to keep them in a safe and usable condition.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
IA	Building Annual Maintenance	Number Of Buildings
IN	Administrative Site Deferred Maintenance/Construction	None
IU	Site Non-Building Annual Maintenance	Number Of Sites
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RD	Revenue Billings & Collection	None

L9820 USFS Cadastral Survey (WBS Required)

Includes all costs of performing cadastral survey of Public Land administered by the U.S. Forest Service at their request, by utilization of funds for cadastral survey purposes transferred from the U.S. Forest Service, USDA, to the BLM.

Program Element and Name	Workload
BJ Approve Cadastral Surveys	Miles
BK Complete Cadastral Field Miles Survey	Miles
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
BM Update Digital Cadastral Data (GCDB)	Number Of Townships
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None

L9830 USFS Wild Horse & Burro (WBS Not Allowed)

Includes funds transferred from the U.S. Forest Service to the BLM to be used for the removal, care and placement of wild horses and burros from Forest Service lands where, by interagency agreement, the BLM has assumed these management responsibilities.

Program Element and Name	Workload
DI Plan for Herd Management	Number
HG Adopt Wild Horses and Burros	Number Of Animals
HH Long-Term Hold Wild Horse and Burros	None
HI Prepare/Hold Wild Horses And Burros	Number Of Animal Days
JJ Gather/Remove Wild Horses And Burros	Number Of Animals Removed
KF Population Growth Suppression Treatments	Animals Treated
MC Conduct Census WILD HORSE & BURRO Areas	Number
MP Monitor WILD HORSE & BURRO Herd Management Areas	Number
NK Conduct WILD HORSE & BURRO Compliance Inspections	Number Of Animals
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved

L9900 Helium Property Transfer

Includes all costs associated with the transfer of helium property. This account may be needed to account for closure activities after September 30, 2021.

Program Element and Name	Workload
RB Revenue Billings & Collection	None

L9911 Crude Helium Sales (WBS Not Allowed)

Includes all costs associated with in-kind and surplus crude helium sales

Program Element and Name		Workload
EK	Manage Helium	Mmcf
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RB	Revenue Billings & Collection	None

L9912 Refined Helium Sales

Includes all costs associated with producing and delivering refined (pure) helium product to HO customers, in either a gaseous or liquid form. This includes crude separation, purification, and liquefaction of the product; container filling, testing, and maintenance; auxiliary equipment and processes; operation and maintenance of the 10-inch pipeline to the Exell plant; transportation; etc. For example, costs for the major portion of the Branch of Plant Operations are included here. BLM no longer purifies helium but fund balance remains.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
EK	Manage Helium	MMcf
RB	Revenue Billings & Collection	None

L9921 Private Helium Storage

Includes costs associated with the operation and maintenance of the 8-inch crude helium pipeline and connecting wells, operation and maintenance of the Satanta Station, administration of storage contracts including billing statement preparation, and any other costs that can be directly associated with the objective of transmission and storage of private helium. This includes all costs for the crude helium pipeline north of the Cliffside plant (includes Satanta Station in Kansas) that relate to private helium storage.

Program Element and Name		Workload
EK	Manage Helium	Mmcf
RB	Revenue Billings & Collection	None

L9923 Crude Helium Compression Costs

A private industry group, the Cliffside Refiners Limited Partnership (CRLP) has funded the installation of a Compressor facility at the Cliffside Gas Storage Field. The Government will operate the facility and collect the associated costs from the private helium refiners on the Storage and Pipeline System through existing helium storage contracts. The revenue collected will then be paid by the Government to CRLP. The CRLP will then reimburse the Government for the operational costs incurred by the Government, including all labor, supplies and materials, and fuel gas used. The CRLP will have recovered their investment in 15 years and if the unit is operated after that time only operational costs will be collected. In approximately two years Helium Enrichment Unit (HEU) will also be installed by the CRLP at Cliffside and revenue and costs for this unit will also be handled through this same subactivity.

A new subactivity was established because this is a new activity involving a type of work never done before by the Amarillo Field Office, Helium Operations. This work will involve the compression of crude helium produced from the Bush Dome Helium Reserve and transportation of this crude helium through the Conservation Pipeline to the four existing helium refiners and now connected to the Conservation Pipeline. The description/title of this work will be A Crude Helium Compression Costs@. A project code or a program element would be inadequate because this work will continue for 15 to 20 years and will cross many fiscal year limits and is also unrelated to all other work done by the Amarillo Field Office. Additionally, the existing helium storage contracts break out and budget the revenues/costs generated by these different subactivities in two different cost pools. IT is essential for timely, accurate, and efficient management of these funds to have costs and revenues tracked by different subactivity accounts. **Obsolete account, but funds remain.**

Program Element and Name		Workload
EK	Manage Helium	Mmcf
RB	Revenue Billings & Collection	None

L9924 Crude Helium Enrichment Unit

A private industry group, the Cliffside Refiners Limited Partnership (CRLP) has funded the installation of a Crude Helium Enrichment Unit (CHEU) at the Cliffside Gas Storage Field. The Government will operate the facility and collect the associated revenue. Twenty percent of the costs will be recovered from private helium industry and the rest will come from the natural gas sales. The Government will reimburse the CRLP for their capital investment and other costs they incur and the balance of the revenue will go to the helium fund. The CRLP will have recovered their investment in 15 years (April 2018) and if the unit is operated after that time only operational costs will be collected.

Revenue and expenses associated with this work need to be tracked. This is a completely new activity involving a type of work never done before by the Amarillo Field Office-Helium Operations. This work involves blending of gas from several wells in the Cliffside Field and processing it in a cryogenic gas plant to produce a crude helium product containing approximately 75 percent helium, and putting it into a pipeline for delivery to private helium companies for further processing. In addition to the crude helium a product stream of approximately 12-24 MMSCED of pipeline quality natural gas is produced for interstate sale. The description/title of this work will be "Crude Helium Enrichment Unit Costs." A project code or a program element would be inadequate because this work will continue for 15 to 20 years and will cross many fiscal year limits and is also unrelated to all other work done by the Amarillo Field Office.

There are no appropriations allocated to this subactivity. It will be a revenue account and the revenue generated by the subactivity will be used to cover the subactivity costs. Revenue consists of fees collected from private companies on redelivered helium, and income from sale of natural gas. Costs for the CHEU will be approximately \$7.0 million per year and revenue will be approximately \$30.0 million.

Program Element and Name		Workload
EK	Manage Helium	Mmcf
RB	Revenue Billings & Collection	None

L9931 Helium Fee Sales

This is a Helium Resources subaccount. Includes all costs associated with fees related to sales of helium extracted from the Federally-owned mineral estate governed by the Mineral Lands Leasing Act. This is also used for evaluation and auditing functions.

Program Element and Name		Workload
EK	Manage Helium	Mmcf
RB	Revenue Billings & Collection	None

L9932 Royalties

This is a Helium Resources subaccount. Includes all costs associated with royalties related to sales of helium extracted from the Federally-owned mineral estate governed by the Mineral Lands Leasing Act. This is also used for evaluation and auditing functions.

Program Element and Name		Workload
EK	Manage Helium	Mmcf
RB	Revenue Billings & Collection	None

L9941 Resource Evaluations

This is a Helium Resources subaccount. Includes all costs associated with evaluation of domestic and foreign helium sources.

Program Element and Name		Workload
EK	Manage Helium	Mmcf
RB	Revenue Billings & Collection	None

L9951 External Technical and Analytical Services

This is a Helium Resources subaccount. Includes all costs associated with services performed by the Section of Technical and Analytical Services specifically associated with external customer orders.

Program Element and Name	Workload
EK Manage Helium	Mmcf

L9961 Natural Gas Royalties

Includes all costs relating to the administration of natural gas rights owned by Helium Operations, issuance of leases, monitoring for compliance of lease terms, and collection of royalties due from natural gas production and sales. The Midcon Leases (211 and 212) are still active but no production or royalties are being collected.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
RB	Revenue Billings & Collection	None

L9971 Organizational Support

Helium program support. Used for the overhead and NMSO support and NOC support. New Service Level Agreement's are in place to control costs.

Program Element and Name		Workload
EK	Manage Helium	Mmcf
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

LF100 Wildland Fire Preparedness

Includes all costs of planned and predictable fire and aviation management preparedness activities that occur in an average annual fire season as defined in approved State and Field Units Fire Management Plans (FMP). Excludes fuels management activities as described in subactivities LF310. A fire or project number is required when assigned to wildland fire operations activities (suppression operations, emergency stabilization, and hazardous fuels reduction).

Allowable activities under Preparedness include the following costs:

- The costs of hiring and training Bureau personnel, including permanent, seasonal and temporary personnel;
- Salary costs for base 8 hours of regular fully funded fire preparedness employees, up to 40 hours per week, including when responding to wildfire suppression duties;
- Boot stipends for fire funded personnel;
- Prevention and detection activities;
- Operating and annual maintenance costs for support facilities;
- Purchase and contracting costs for equipment, aircraft, supplies, support, planning, and coordination;
- Purchase of capitalized, traceable, durable, and consumable equipment and supplies to outfit fire management personnel, including militia and emergency firefighters, for fire response (excludes fire stores procurement);
- Replacement of capitalized, traceable, and durable equipment and supplies that reach the end of their service life;
- Policy development and oversight;
- Aviation costs for exclusive use aircraft availability;
- Aviation flight hours and other use costs for pilot and crew currency requirements, training, or Preparedness related missions;
- Information management and decision support systems; and
- Predictive services costs.

This activity also includes the program management costs for the bureau's aviation management program. The operational costs of aviation activities are to be finance by the benefiting activity.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
AM	Provide Community Assistance	Number Of Actions To Assist Communities
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
BG	Other Hazard Sites Assessed	Number
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
HR	Construction/Maintenance Admin Site	None
HT	Ensure Fire Preparedness	None
HU	Manage Wildfire Fire	Acres Burned
IA	Building Annual Maintenance	Number Of Buildings
IU	Site Non-Building Annual Maintenance	Number Of Sites
JL	Apply Fire Rehab Treatments	Acres
JM	Implement Fuels Treatments Outside WUI Using Prescribed fire	Acres Treated
JQ	Implement Fuels Treatment Mechanically outside of WUI	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically Within WUI	Acres Treated
JW	Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None

Program Element and Name	Workload
XM Provide Employee Development And Training Services	None
XN Administer Civil Rights	None
XO Provide Safety Program Services	None
XP Conduct Management Analysis And Studies	None
XT Administer Employee And Labor Relations	None
XW Conduct Budget Formulation/Execution And Cost Management Activities	None
XX Provide Strategic Leadership	None
XZ Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA IT Mission Delivery	None
YB IT Infrastructure	None
YC EA Capital Planning & ADIR Office	None
YD IT WCF Payments to DOI	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

LF200 Suppression Operations (WBS Required)

Includes all costs associated with the suppression of wildland fire. The BLM assigns a unique project code or FireCode for each wildland fire incident funded through the Suppression Operations program. Every office, when assigned to a single fire, utilizes the same FireCode within the WBS cost structure. The FireCode/WBS is used in the account coding for all charges against a specific incident, which may include the following examples: employee salary, supplies, equipment, travel, and contract costs. The majority of the costs for an incident are charged against a specific FireCode/WBS. There will likely be support costs which are not included. For example, the costs of overtime for national overhead operations, such as: Dispatch Centers, leadership and administrative support in general would not always be charged against each FireCode/WBS. These costs are generally charged to a FireCode/WBS that is more generic and covers multiple incidents.

The following is a description of types of costs associated with the suppression of wildfire and which are charged to the Suppression Operations program:

- Salary costs of firefighting and support personnel (excluding the first 8 hours of regular time each day, up to 40 hours per week for personnel normally coding to Preparedness), including overtime, hazard or environmental differential pay;
 - Salary costs for all regular time and overtime for both firefighting and support personnel not normally coding salary to Preparedness;
 - Travel costs associated with transporting personnel to and from an incident location;
 - Logistical and subsistence support costs for all employees assigned to the fire;
 - Support costs to hire emergency personnel known as Administratively Determined (AD) personnel: costs for fire boot stipends, and costs to attend emergency incident training in preparation for emergency situations
 - Aircraft operations for use, and flight time for non-exclusive use air support;
 - Aircraft operations for flight time for exclusive use air support;
 - Replacement of consumable supplies and equipment (e.g. forms, canteens and other water and food containers, rope, batteries, medical supplies, fuel/oil, earplugs, files, flagging, gloves, goggles/safety glasses, pens, paper, boxes/cartons, and food) expended during fire suppression operations;
 - Replacement of capitalized, traceable, durable, and expendable equipment lost or destroyed during fire suppression and covered by a board of survey or equivalent action;
 - Contracts for goods and services, such as: water, ice, gasoline and diesel, caterers, shower units, laundry units to name a few;
 - Rental of equipment and facilities, such as: a school or fair grounds for a fire camp, or rental of dozers, water trucks and similar equipment;
-

- Associated logistical support provided by Geographic Area Coordination Centers or Cache units or similar support units;
- Compensation for injury and/or illness when firefighters need to be treated at an incident;
- Measures taken to correct damages resulting from actions taken to suppress the wildfire;
- Costs associated with investigation and review activities related to specific wildfires;
- Costs of returning suppression equipment to a serviceable condition; and

Costs for the procurement of supplies and equipment for the fire stores that are managed by the National Interagency Fire Center (NIFC), the Billings Interagency Fire Cache, and the Alaska Fire Service (AFS). The fire stores purchase items with Suppression funding in advance of the incident. As the supplies are sent, the costs are moved to a specific incident FireCode/WBS.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BS	Inventory for Presence Invasive Plants and/or Noxious Weed	Acres
DD	Plan For Public Health/Safety And Property Protection	Number
HF	Heritage Resources Stabilized, Managed and Protected	Number
HT	Ensure Fire Preparedness	None
HU	Manage Wildfire Fire	Acres Burned
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JS	Stabilize Burned Areas	Acres Stabilized
MK	Evaluate Weed Treatments	Acres
MZ	Monitor Fire Rehabilitation Treatments	Acres
NJ	Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
PH	Provide Program Support: Restore Health Of Public Lands	None

Program Element and Name	Workload
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
YE Payment for Rent/Space	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

LF210 Severity (WBS Required)

Includes costs for severity funding, which is the use of suppression funds for extraordinary preparedness activities that are required due to an abnormal increase in fire potential or danger, or to fire seasons that either start earlier or last longer than planned in the fire management plan. The objective of severity funding is to mitigate losses by improving suppression response capability. Use of severity funding requires justification, approval, pre-assigned fire numbers, and is subject to special constraints. Further clarification of appropriate and inappropriate uses of these funds may be found in Chapter 10 of the Interagency Standards for Fire and Fire Aviation Operations.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
HT Ensure Fire Preparedness	None
HU Manage Wildfire Fire	Acres Burned
NU Conduct Patrol Enforcement Activities	Number Of Incidents

LF220 Emergency Stabilization (WBS Required)

Includes all costs associated with work to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life and property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency stabilization actions must be taken within one year following containment of a wildfire. Expenditures may be made to replace or repair minor facilities essential to public health and safety; prevent soil loss and erosion through seeding, drainage control, and protective fencing; protect critical habitat to prevent permanent impairment through seeding and plantings; assess damage to cultural resources and initiate actions to stabilize and mitigate cultural site damage; prevent establishment of invasive plants through seeding and integrated pest management activities; and monitoring activities for up to three years following the date of containment of the fire. Includes costs to plan, survey and design emergency measures to ensure stabilization of lands damaged by wildfire. Includes all cost of preparing Emergency Stabilization. All charges in this activity must be made to the fire number that caused the need. Further clarification of acceptable use of these funds may be found in the Burned Area Emergency Stabilization and Rehabilitation Handbook H-1742-1.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BS	Inventory For Presence Invasive Plants And/Or Noxious Weed	Acres
DD	Plan For Public Health/Safety And Property Protection	Number
HF	Heritage Resources Stabilized, Managed And Protected	Number
HI	Prepare/Hold Wild Horses And Burros	Number Of Animal Days
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JS	Stabilize Burned Areas	Acres Stabilized
MK	Evaluate Weed Treatments	Acres
MZ	Monitor Fire Rehabilitation Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
PH	Provide Program Support: Restore Health Of Public Lands	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

LF310 Fuels Management (WBS Required)

The Fuels Management program is responsible for removing or modifying vegetation to restore and maintain healthy, resilient landscapes; reducing wildfire risks to communities and other values; providing assistance to communities for education, planning, and treatments on adjacent non-federal lands; aiding in fire suppression, lessening post-wildfire damage; reducing smoke and emissions from wildfire; and reducing invasive species, and insects and disease. The Fuels Management program collaborates with adjacent landowners and land management agencies, and with other programs within the Bureau, to implement projects and treatments that remove or modify vegetation to achieve Fuels Management objectives and benefit wildlife habitat and other values.

The Fuels Management program includes all costs associated with planning, implementing, and supporting Fuels Management activities. Methods include prescribed fire and mechanical, biological, and chemical treatments. Associated activities include planning, inventory of fuel hazards, determination of appropriate fuel treatment methods, analysis of treatment alternatives, clearances, consultation, permitting, monitoring and evaluating fuel treatment accomplishments and providing community assistance.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
AM	Provide Community Assistance	Number Of Actions To Assist Communities
DD	Plan For Public Health/Safety And Property Protection	Number
DF	Plan For Interdisciplinary Activities	Number
HE	Biomass Utilization	None
JM	Implement Fuels Treatments Outside WUI Using Prescribed Fire	Acres Treated
JQ	Implement Fuels Treatment Mechanically Outside Of WUI	Acres Treated
JR	Implement Fuels Treatment By Other Means Outside Of WUI	Acres Treated
JT	Reduce Fuels Mechanically Within WUI	Acres Treated
JU	Reduce Hazardous Fuels By Other Means Within WUI	Acres Treated
JW	Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
LC	Monitor Fuels Treatment In Wildland Urban Interface	None
MT	Monitor Fuels Treatment	Acres

Program Element and Name	Workload	
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PH	Provide Program Support: Restore Health Of Public Lands	None
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
XG	Provide Facilities And Space Management Services	None
XI	Process Payments, Billings And Collections	None
XK	Manage Procurement, Acquisition And Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development And Training Services	None
XN	Administer Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis And Studies	None
XT	Administer Employee and Labor Relations	None
XW	Conduct Budget Formulation/Execution And Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services, Other Management Support	None
YA	IT Mission Delivery	None
YB	IT Infrastructure	None
YC	EA Capital Planning & ADIR Office	None
YD	IT WCF Payments to DOI	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

LF320 Burned Area Rehabilitation (WBS Required)

Burned Area Rehabilitation provides funds for efforts undertaken up to five years of containment of a wildland fire to repair or improve fire- damaged lands unlikely to recover naturally to management approved conditions, or to repair or replace minor facilities damaged by fire. Includes cost necessary to restore and maintain proper function to watersheds, landscapes, and wildlife habitat by such action as reseeding with native (preferred) and non-native plants and invasive species control and management. Also includes the cost to repair or replace minor operating facilities and cost of monitoring up to five years from the date of fire containment. All Burned Area Rehabilitation projects require an approved Burned Area Rehabilitation Plan. Plans and funding are approved at the national office. All charges in this activity must be made to the fire number that caused the need. Further clarification of acceptable use of these funds may be found in the Burned Area Emergency Stabilization and Rehabilitation Handbook H-1742-1.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
BS	Inventory For Presence Invasive Plants and Noxious Weeds	Acres
DD	Plan For Public Health/Safety And Property Protection	Number
HF	Heritage Resources Stabilized, Managed And Protected	Number
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Number
JC	Maintain Shrub/Grass/PJ/Forest Projects	Number
JD	Apply Weed Treatments	Acres
JH	Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JL	Apply Fire Rehab Treatments	Acres
JN	Restore Forest And Woodlands Through Development	Acres
JS	Stabilize Burned Areas	Acres Stabilized
JZ	Native Plant Materials Collection	None
MK	Evaluate Weed Treatments	Acres
MZ	Monitor Fire Rehabilitation Treatments	Acres
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
PH	Provide Program Support: Restore Health Of Public Lands	None
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None

Program Element and Name	Workload
YG Facilities Security Costs	None

LF330 Fire Facilities (WBS Required)

Includes all costs of for fire facilities deferred maintenance and capital improvement construction funded through line item appropriation. Covers expenditures related to architectural and engineering design, site preparation, construction, contract administration, and other site development and improvements.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
HR	Construction/Maintenance Admin Site	None
IB	Facilities Deferred Maintenance and Construction	Number Of Projects
IN	Administrative Site Deferred Maintenance/Construction	None
IO	Construct Admin Sites	None

LF340 Joint Fire Science

The Joint Fire Science Program (JFSP) original direction consisted of four principal purposes: fuels inventory and mapping; evaluation of fuels treatments; scheduling of fuels treatments; and monitoring and stabilization. The JFSP provides funding for applied research for wildland fuels and fire.

Program Element and Name	Workload	
88	Undistributed Labor Costs	None
HT	Ensure Fire Preparedness	None
JL	Apply Fire Rehab Treatments	Acres
JM	Implement Fuels Treatments Outside WUI Using Prescribed fire	Acres Treated
JQ	Implement Fuels Treatment Mechanically outside of WUI	Acres Treated
JR	Implement Fuels Treatment By Other Means Outside Of WUI	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically within WUI	Acres Treated
JU	Reduce Hazardous Fuels by other means within WUI	Acres Treated
JW	Implement Fuels Treatments by prescribed fire Within the WUI	Acres Treated
LC	Monitor Fuels Treatment in Wildland Urban Interface	None
MT	Monitor Fuels Treatment	Acres
MZ	Monitor Fire Rehabilitation Treatments	Acres
NV	Conduct Investigative Activities	Incidents Closed
YE	Payment for Rent/Space	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

LF460 State Assist Collections - Suppression

This subactivity serves as a collection account for funds collected as reimbursement for suppression assistance provided to states. Collections are distributed between LF460 (Suppression) and LF470 (Preparedness) based on the ten-year average ratio of Suppression (LF200) to Preparedness (LF100) expenditures. The current ratio to be utilized for all deposits is 55 percent Suppression and 45 percent Preparedness. Subactivity LF460 is the collection account for the Suppression portion of a collection. These funds are moved into the Protection Assistance Expenditures-Suppression (LF561) subactivity the year after collection.

Program Element and Name		Workload
RD	Revenue Billings & Collection	None

LF470 State Assist Collections – Preparedness

This subactivity serves as a collection account for funds collected as reimbursement for preparedness assistance provided to states. Collections are distributed between LF460 (Suppression) and LF470 (Preparedness) based on the ten year average ratio of Suppression (LF200) to Preparedness (LF100) expenditures. The current ratio to be utilized for all deposits is 55 percent Suppression and 45 percent Preparedness. Subactivity LF470 is the collection account for the Preparedness portion of a collection. These funds are moved into the Protection Assistance Expenditures-Preparedness (LF571) subactivity the year after collection.

Program Element and Name	Workload
RD Revenue Billings & Collection	None

LF561 State Assist Expenditures – Suppression (WBS Required)

Expenditures may be used to cover what normally would be charged to Suppression (LF200). A project number is mandatory and is assigned by Fire and Aviation (FA). Control and approval of expenditures from the LF561 account is held by FA.

Program Element and Name	Workload
88 Undistributed Labor Costs	None
HT Ensure Fire Preparedness	None
HU Manage Wildfire Fire	Acres Burned
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
PN Provide Program Support: Protection of Lives, Resources, and Property	None

LF571 State Assist Expenditures – Preparedness

Expenditures may be used to cover what normally would be charged to Preparedness (LF100). Fifty percent of a state's LF4700000 collection dollars will be returned to the state as part of the Annual Work Plan (AWP) process. Funds collected in the current budget year are typically distributed the following budget year. The remaining LF4700000 collection amount will be targeted to bureauwide fire projects. States with carryover amounts exceeding ten percent of their base Preparedness allocation may be excluded from additional corporately spread funds. These funds may be used only for non-recurring contracts, interagency activities, labor, and one-time purchases not requiring continued monetary commitment beyond the level of the current preparedness base budget.

Program Element and Name		Workload
88	Undistributed Labor Costs	None
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
AM	Provide Community Assistance	Number Of Actions To Assist Communities
BG	Other Hazard Sites Assessed	Number
DD	Plan for Public Health/Safety and Property Protection	Number
DF	Plan for Interdisciplinary Activities	Number
HT	Ensure Fire Preparedness	None
HU	Manage Wildfire Fire	Acres Burned
JL	Apply Fire Rehab Treatments	Acres
JM	Implement Fuels Treatments Outside WUI Using Prescribed fire	Acres Treated
JQ	Implement Fuels Treatment Mechanically outside of WUI	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically within WUI	Acres Treated
JW	Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
MI	Monitor Air Resource/Climatic Conditions	Number Of Parameters Collected
NU	Conduct Patrol Enforcement Activities	Number Of Incidents
NV	Conduct Investigative Activities	Incidents Closed
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
PN	Provide Program Support: Protection Of Lives, Resources, And Property	None
YF	Furniture/Moving Cost-GSA	None

Program Element and Name	Workload
YG Facilities Security Costs	None

LF581 Preparedness Assistance Collection (WBS Required)

All revenues received from other government agencies or entities for training and publications provided under the fire program are deposited in this subactivity. This subactivity is also used for all expenditures related to training and publications material provided by the fire program to other government agencies or entities.

Program Element and Name		Workload
HT	Ensure Fire Preparedness	None
RD	Revenue Billings & Collection	None
YF	Furniture/Moving Cost-GSA	None
YG	Facilities Security Costs	None

LF690 Fire Program Reimbursements (WBS Required)

Covers funds received from other government agencies or entities for services provided under fire program reimbursable agreements. These funds may be used for fire activities authorized within the scope of the agreement. If these funds are used to purchase equipment or facilities, the reimbursing agency must concur with use and ownership of the equipment and/or facilities. Requires formal reimbursable agreement with a obligating document from the agency requesting services and that a project number be established with the National Business Center.

Program Element and Name	Workload
AM Provide Community Assistance	Number Of Actions To Assist Communities
BL Collect Digital Cadastral Data (GCDB)	Number Of Townships
DD Plan For Public Health/Safety And Property Protection	Number
DF Plan For Interdisciplinary Activities	Number
HT Ensure Fire Preparedness	None
HU Manage Wildfire Fire	Acres Burned
HY Patent Alaska Native Corp Selection/Conveyances	Acres Patented
JH Construct Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JI Maintain Lake/Wetland/Stream/Riparian Projects	Number Of Projects
JL Apply Fire Rehab Treatments	Acres
JM Implement Fuels Treatments Outside WUI Using Prescribed Fire	Acres Treated
JP Implement Threatened and Endangered Species Recovery/Actions	Number
JQ Implement Fuels Treatment Mechanically Outside Of WUI	Acres Treated
JR Implement Fuels Treatment by other means outside of WUI	Acres treated
JS Stabilize Burned Areas	Acres Stabilized
JT Reduce Fuels Mechanically Within WUI	Acres Treated
JU Reduce Hazardous Fuels By Other Means Within WUI	Acres Treated
JW Implement Fuels Treatments By Prescribed Fire Within The WUI	Acres Treated
KE Implement Conservation Actions for Non-ESA Species and Communities	None
KO Historic Structure P/S/R	None
MY Heritage Resources Monitored	Number

Program Element and Name	Workload
NJ Process Trespass/Unauthorized Occupancy Cases	Number Of Cases Processed
NU Conduct Patrol Enforcement Activities	Number Of Incidents
NV Conduct Investigative Activities	Incidents Closed
NY Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ Conduct Security Activities	Number Of Vulnerability Assessments
PN Provide Program Support: Protection Of Lives, Resources, And Property	None
RD Revenue Billings & Collection	None
YF Furniture/Moving Cost-GSA	None
YG Facilities Security Costs	None

LF691 All Risk Reimbursements (WBS Required)

Covers funds received from other government agencies or entities for services provided under all risk reimbursable agreements. These funds may be used for all risk activities authorized within the scope of the agreement. If these funds are used to purchase equipment or facilities, the reimbursing agency must concur with use and ownership of the equipment and facilities. This subactivity requires formal reimbursable agreement with an obligating document from the agency requesting services and a project number to be

Program Element and Name		Workload
AL	Public Outreach Through Interpretation, Environmental Education	Programs/Events Delivered
HT	Ensure Fire Preparedness	None
NY	Conduct Emergency Response Activities	Number Of Incidents Resolved
NZ	Conduct Security Activities	Number Of Vulnerability Assessments
RD	Revenue Billings & Collection	None

Chapter 8 Budget Object Codes (BOC)

Budget object code (BOC) is a 4 character government wide standard classification identifying the obligations and expenditures of the Federal government by the types of goods or services involved. Examples are personnel compensation, supplies, materials, contracts, services, travel, equipment and cooperative agreements. OMB defines the first two positions, referred to as the Major Object Class. OMB defines the first three positions of the BOC in some cases. The last one or two positions are discretionary for agency use. A DOI team (BOCT), with representatives from each bureau, controls the BOCs for DOI.

In FBMS, BOC is known as Commitment Item and is a 6 character code. Commitment item cannot be entered on a financial transaction. Commitment item is derived in FBMS from the General Ledger (GL) account entered on a financial transaction. For example,

GL Account	Commitment Item	OMB Major Object Class	OMB Minor Object Class	DOI BOC
6100.211E0	211E00 – NF Employee M & IE	21 – Travel & Trans Persons	211 – Non Foreign Travel	211E - NF Employee M & IE
6100.311D0	311D00 – Capitalized IT Software	31 - Equipment	311 - Capitalized Equipment	311D - Capitalized IT Software
6100.111A0	111A00 – Regular Salaries & Wages	11 – Personnel Compensation	111 – Full Time Permanent (FTP)	111A – Regular Salaries & Wages
6100.113A0	113A00 – Regular Salaries & Wages	11 – Personnel Compensation	113 – Other Than FTP	113A – Regular Salaries & Wages
6100.321A0	321A00 – Capitalized Land Acquisition	32 Land & Structures	321 – Lands & Rights	321A – Capitalized Land Acquisition

There are a few exceptions like Time and Attendance/Quicktime and fleet utilization transactions where the GL account and commitment item are generated in the automated processing, so the GL account is not entered. Also, acquisition documents entered into the Prism system derive the GL account and commitment item from a User Product Code (UPC) entered.

A List of the DOI BOC codes and definitions for the current Fiscal Year can be found using the following link:

[*WO budget share point sight link*](#)

Chapter 9 Financial Reporting with Treasury Account Symbol (TAS) and Business Event Type Code (BETC)

In an effort to streamline Government financial reporting and standardize data for transparency, The Department of Treasury directed each Agency to record the applicable Treasury Account Symbol (TAS) and Business Event Type Code (BETC) on all Federal financial transactions beginning in Fiscal Year 2015. Use of this data through the Government-wide Treasury Account (GTAS) Adjusted Trial Balance System allows agencies to report proprietary and budgetary data together which simplifies reconciliation of account balances.

All Federal entities are identified with Treasury by Agency Location Code (ALC). For most Agencies this 8 digit code contains the Trading Partner in the first 4 positions and can be used to determine the Agency Identifier and the Sub Account used to track financial authority for all of the Federal Government's funding appropriations. Military ALC codes begin with 0000 and are an exception to this general rule.

BLM Agency Location Code	Trading Partner	Agency Identifier	Sub Account
14110008	1411	014	000 for direct appropriation authority
14110008	1411	014	011 for indirect appropriation parent/child authority

Treasury Account Symbols are used to classify payments, collections, and intra-governmental transactions at the source of the initial transaction to facilitate tracking costs back to the correct appropriation funding source. Each Main Account source has a specific budget cost target and workload accomplishments which identify the type of work performed for example, Management of Lands and Resources (MLR) in main account 1109, Fire in main account 1125, or Trust Funds in main account 8069.

These component TAS formats listed below are examples of common BLM accounts.

Sublevel 1 Prefix (SP) Char 2	Allocation Transfer Agency (ATA) Char (3) ***	Agency Identifier (AID) Char (3) *	Begin Period of Availability (BPOA) Char (4) **	Ending Period of Availability (EPOA) Char (4) **	Availabilit y Type Code (A) Alpha- Char (1) **	Main Account (MAIN) Char (4) *	Sub Account (SUB) Char (3) * ***	Business Event Type Code (BETC) Char(8) *
	014	014			X	1125	011	DISB
		014	2016	2016		1109	000	DISB
		014			X	1109	000	DISB
		014			X	8069	000	COLL
		014			F	3885	011	DISB BCA

Sub Level Prefix is a programmatic breakdown of the account for Treasury publication purposes. This field is left blank for most Treasury Account Symbols.

*** Allocation Transfer Agency (ATA) Identifier refers to the agency receiving funds through an allocation transfer. This is a required TAS data element for reporting use of funds transferred from a partner agency or bureau.

*Agency Identifier (AID) represents the department agency or establishment of the U.S. Government that is responsible for the TAS. It is used in conjunction with the main account code. The Agency Identifier (AID) for all Interior Bureaus including BLM is 014. This field is a required component of the TAS.

**Beginning Period of Availability (BPOA) for annual and multi-year funds, this identifies the first year of availability under law that an appropriation account may incur new obligations.

**Ending Period of Availability (EPOA) for annual and multi-year funds, this identifies the last year of availability under law that an appropriation account may incur new obligations.

**Availability Type Code (A) identifies no-year accounts "X", clearing/suspense accounts "F", and Treasury's central summary general ledger accounts "A".

The Beginning and Ending Period of Availability (BPOA and EPOA) are used to identify annual or multiyear appropriations. These funds expire and unused balances will eventually be returned to Treasury. Most of BLM's funds are Availability Type Code (A) X indicates that they are no-year appropriations which do not expire. BLM is allowed to 'carry forward' any available balance of the funds to be spent in a subsequent fiscal year. Beginning and Ending Period of Performance BPOA/EPOA are always provided together, but will never be referenced with Availability Type Code (A). The TAS requires an availability indicator, either a BPOA and EPOA combination or an availability type code (A), but not both.

*Main Account Code identifies the type and purpose of the fund.

*Sub Account code is used to identify an available receipt or other Treasury-defined subdivision of the main account. The Sub Account (SUB) is used to further identify which specific bureau is receiving the sub allotment funds. Sub Account code 011 identifies BLM for sub allotted funds or transactions held in a suspense account. For funds directly appropriated to BLM, the Sub Account is always 000. SUB is a required component of the TAS.

Business Event Type Code (BETC) requires one BETC for each line of the Requesting Agency and Servicing Agency accounting cost structure. The BETC is required and must be valid with the TAS. The BETC identifies the type of activity that the transaction is recording. For example, collections are COLL, disbursements are DISB and Suspense entries are disbursements from budgetary clearing accounts are classified as DISBBCA.

When funds are transferred or split over several Bureaus to perform the work, they have a Parent/Child relationship for fund reporting purposes. See the first example in the table above. The Allocation Transfer Agency (ATA) is the Agency Identifier of the 'Child' agency (BLM 014) who gets funding from another agency (AID) (DOI 014) which received the funding by law and is considered the primary fund manager or "Parent" of the appropriation. The availability type code (A) for the fire is (X = no year) the Main Account 1125 indicates the fire fund and Sub Account (SUB) is used to further identify which specific bureau (BLM = 011) as receiving the sub allotment funds.

The required data elements for most BLM transactions in Financial Business and Management System (FBMS), will be derived from the transaction code and validation tables by entering only the 4 digit Trading Partner (TP) and the 4 digit Main account code (MAIN). The 4 digit Main Account can be identified in both the Source Budget Year fund (16XL1109AF) and Funds Application (14X1109).

The partner agencies TAS/BETC required data elements cannot be derived by BLM's accounting system. Obtaining accurate data each time an inter/intra agency agreement, modification, or collection agreement is negotiated is a critical step in the process and must be provided to process transfer collections or billing transactions through the Treasury's Intra Governmental Payment and Collection (IPAC) System.

The TAS/BETC requirement is government wide. To ensure the integrity of financial reports, the TAS/BETC data elements must be provided on all federal financial transactions including credit card or miscellaneous obligations, Inter/Intra Agency Agreements, and Collections and is mandated when doing business with a Federal partner. Both agencies must provide this data for each funding line of accounting (LOA) at the time of each agreement. A modification may be

requested by partner agencies for transactions or agreements negotiated prior 2015 to prevent inaccurate billing data and reclassification of the fund balance with Treasury.

Correcting expenditure transactions using a Voucher Adjustment entry also requires these data elements. Trading Partner and Main Account must be enter for each line of cost correction referencing inter/intra governmental funds.

A crosswalk of valid DOI FBMS Funds to the Funds Application and Treasury Account Symbols can be found on the FBMS portal under FI Notification/News by selecting Core Financials > Display > Fund AoF TAS Crosswalk.

A complete list of all Trading Partner and Main Account combinations can be found on the FBMS portal path Core Financials > Display > FI Notification/News _ Agency ID's (AID) and Main Account Codes.

Acronyms and Terms Definitions

ACCRONYM/TERM	DEFINITION
4ST	<u>F</u> orest
A-123	Office of Management and Budget (OMB) Circular Defines management's responsibility for internal control in Federal agencies.
ABAP	<u>A</u> dvanced <u>B</u> usiness <u>A</u> pplications <u>P</u> rogramming A proprietary SAP 4GL programming language. It is used to code SAP, in addition to Java.
ABC	<u>A</u> ctivity- <u>B</u> ased <u>C</u> osting
ABP	<u>A</u> utomatic <u>B</u> udget <u>P</u> ostings ABP refers to the budget entries that are automatically generated from specific source transactions.
Acceptance Date	The <u>A</u> cceptance <u>D</u> ate the COR/RO approves the receipt of goods or services.
ACH	<u>A</u> utomated <u>C</u> learing <u>H</u> ouse
ACO	<u>A</u> dministrative <u>C</u> ontracting <u>O</u> fficer
ACQ	<u>A</u> cquisition
Active Directory	A system containing DOI e-mail addresses and UPNs for employees and non-employees.
ADIR	Assistant Director Information Resources
AF	BLM Fund Identifier for <u>A</u> ppropriated <u>F</u> unds
AFR	<u>A</u> gency <u>F</u> inancial <u>R</u> eport
ALC	<u>A</u> gency <u>L</u> ocation <u>C</u> ode
ALLT	<u>A</u> llotment
AMD	<u>A</u> viation <u>M</u> anagement <u>D</u> ivision
AML	<u>A</u> bandoned <u>M</u> ine <u>L</u> ands
AMR	<u>A</u> sset <u>M</u> aster <u>R</u> ecord
AMS	<u>A</u> viation <u>M</u> anagement <u>S</u> ystem
AO	<u>A</u> dministrative <u>O</u> fficer
AOF	<u>A</u> pplication of <u>F</u> unds
AOPC	<u>A</u> gency <u>O</u> rganization <u>P</u> rogram <u>C</u> oordinator (Bank Card)
AP	<u>A</u> ccounts <u>P</u> ayable or <u>A</u> leyeska <u>P</u> ipeline
APD	<u>A</u> pplication <u>P</u> ermit to <u>D</u> rill
APO	<u>A</u> ccountable <u>P</u> roperty <u>O</u> fficer
APOR	<u>A</u> pportionment
APPU	<u>A</u> pportionment <u>U</u> navailable
AR	<u>A</u> ccounts <u>R</u> eceivable or BLM Fund Identifier for <u>A</u> vailable <u>R</u> eceipt <u>F</u> unds
ARRA	<u>A</u> merican <u>R</u> ecovery and <u>R</u> einvestment <u>A</u> ct

ACCRONYM/TERM	DEFINITION
ASAP	<u>A</u> utomated <u>S</u> tandard <u>A</u> pplication for <u>P</u> ayments. Managed by the Treasury FRB (Federal Reserve Board) and distributed by the Treasury. ASAP allows grantee organizations receiving General funds to draw from accounts pre-authorized by Federal agencies.
ATB	<u>A</u> ddjusted <u>T</u> rial <u>B</u> alance
AUC	<u>A</u> sset <u>U</u> nder <u>C</u> onstruction
AUR	<u>A</u> ircraft <u>U</u> se <u>R</u> eport
AVC	<u>A</u> vailability <u>C</u> ontrol
AWP	<u>A</u> nnual <u>W</u> ork <u>P</u> lan
BA	<u>B</u> udget <u>A</u> uthority
BAPI	<u>B</u> usiness <u>A</u> pplication <u>P</u> rogramming <u>I</u> nterface
BAR	<u>B</u> urned <u>A</u> rea <u>R</u> ehabilitation
BE	<u>B</u> usiness <u>E</u> ntity
BEA	<u>B</u> udget <u>E</u> nforcement <u>A</u> ct
BETC	<u>B</u> usiness <u>E</u> vent <u>T</u> ype <u>C</u> ode
Bex Web Analyzer	SAP BI Web Application used for data analysis and allows user to define queries online.
BFY	<u>B</u> udget <u>F</u> iscal <u>Y</u> ear
BI	<u>B</u> usiness <u>I</u> ntelligence
BIO	<u>B</u> usiness <u>I</u> ntegration <u>O</u> ffice, the DOI FBMS organization that replaced the FBMS Program Management Office on October 1, 2013.
BL	<u>B</u> ureau <u>L</u> eads
BLT	BLM Leadership Team
BMC	
BOAC	<u>B</u> illing <u>O</u> ffice <u>A</u> ctivity <u>C</u> ode
BOBJ	<u>B</u> usiness <u>O</u> bjects
BOC	<u>B</u> udget <u>O</u> bject <u>C</u> lass. Also known as Commitment Item in FBMS.
BPA	<u>B</u> lanket <u>P</u> urchase <u>A</u> greement
BPC	<u>B</u> usiness- <u>P</u> lanning and <u>C</u> onsolidation
BPD	<u>B</u> usiness <u>P</u> rocess <u>D</u> efinition
BPN	<u>B</u> usiness <u>P</u> artner <u>N</u> etwork
BPP	<u>B</u> usiness <u>P</u> rocess <u>P</u> rocedure
BU	<u>B</u> uilding
BW	Business Warehouse
CANC	Cancelled
CBS	<u>C</u> ollection and <u>B</u> illing <u>S</u> ystem
CBT	<u>C</u> omputer <u>B</u> ased <u>T</u> raining
CC	<u>C</u> harge <u>C</u> ard
CCI	<u>C</u> ooperative <u>C</u> onservation <u>I</u> nitiative
CCLA	<u>C</u> arson <u>C</u> ity <u>L</u> and <u>A</u> ct
CCR	<u>C</u> entral <u>C</u> ontractor <u>R</u> egistration

ACCRONYM/TERM	DEFINITION
CCS	<u>C</u> hallenge <u>C</u> ost <u>S</u> hare
CE	<u>C</u> ognizant <u>E</u> mployee.
CERCLA	<u>C</u> omprehensive <u>E</u> nvironmental <u>R</u> esponse, <u>C</u> ompensation, and <u>L</u> iability <u>A</u> ct
CF	<u>C</u> ore <u>F</u> inancials
CFO	<u>C</u> hief <u>F</u> inancial <u>O</u> fficer
CFR	<u>C</u> ode of <u>F</u> ederal <u>R</u> egulations
CGE	<u>C</u> oncur <u>G</u> overnment <u>E</u> dition
CHF	<u>C</u> entral <u>H</u> azmat <u>F</u> und
CI	<u>C</u> ommitment <u>I</u> tem or Budget Object Class
CIO	<u>C</u> hief <u>I</u> nformation <u>O</u> fficer
CIP	<u>C</u> onstruction <u>I</u> n <u>P</u> rogress
CIRI	<u>C</u> ook <u>I</u> nlet <u>R</u> egion <u>I</u> nc.
Client	Independent partition of an SAP Instance
CMA	<u>C</u> ost <u>M</u> anagement <u>A</u> ctivities
CMDM	<u>C</u> entral <u>M</u> aster <u>D</u> ata <u>M</u> aintenance
CO	FBMS Controlling Module or Contracting Officer
COLL	<u>C</u> ollection
Control-M	Batch job scheduling program
COOP	A <u>C</u> ontinuity of <u>O</u> perations <u>P</u> lan
COPS	<u>C</u> ontrolling <u>P</u> roject <u>S</u> ystem Module in FBMS
COR	<u>C</u> ontracting <u>O</u> fficer's <u>R</u> epresentative
COTR	<u>C</u> ontracting <u>O</u> fficer's <u>T</u> echnical <u>R</u> epresentative
COTS	<u>C</u> ommercial <u>O</u> ff- <u>T</u> he- <u>S</u> helf software
CPI	<u>C</u> onsumer <u>P</u> rice <u>I</u> ndex
CPO	<u>C</u> ustodial <u>P</u> roperty <u>O</u> fficer
CHCC	<u>C</u> rude <u>H</u> elium <u>C</u> ompression <u>C</u> ost
CHEU	<u>C</u> rude <u>H</u> elium <u>E</u> nrichment <u>U</u> nit
CR	<u>C</u> ontinuing <u>R</u> esolution
CRDA	<u>C</u> onservation <u>R</u> ecreation and <u>D</u> evelopment <u>A</u> ct
CY	<u>C</u> alendar <u>Y</u> ear
DDA	<u>D</u> eclining <u>D</u> eposit <u>A</u> ccount
DI	<u>D</u> isclaimer of <u>I</u> nterest
DIT	<u>D</u> isbursements in <u>T</u> ransit
DL	<u>D</u> amaged <u>L</u> ands
DM	<u>D</u> erferred <u>M</u> aintenance
DO	<u>D</u> istrict <u>O</u> ffice
DOI	<u>D</u> epartment of the <u>I</u> nterior
DUNS	<u>D</u> ata <u>U</u> niversal <u>N</u> umbering <u>S</u> ystem
EA	<u>E</u> nterprise <u>A</u> rchitecture or <u>E</u> nvironmental <u>A</u> ssessment
ECC	<u>E</u> RP <u>C</u> entral <u>C</u> omponent

ACCRONYM/TERM	DEFINITION
ECS	<u>E</u> lectronic <u>C</u> ertification <u>S</u> ystem
EFF	<u>E</u> mergency <u>F</u> ire <u>F</u> ighter or Casual Hires
EFT	<u>E</u> lectronic <u>F</u> unds <u>T</u> ransfer
EIS	<u>E</u> nvironmental <u>I</u> mpact <u>S</u> tatement
EMIS	<u>E</u> nterprise <u>M</u> anagement <u>I</u> nformation <u>S</u> ystem FBMS data warehouse.
EMR	<u>E</u> quipment <u>M</u> aster <u>R</u> ecord
ENLRP	<u>E</u> astern <u>N</u> evada <u>L</u> andscape <u>R</u> estoration <u>P</u> roject
ES	<u>E</u> mergency <u>S</u> tabilization
ESA	<u>E</u> ndangered <u>S</u> pecies <u>A</u> ct
ERR	<u>E</u> mergency <u>R</u> oad <u>R</u> epair
EXP	<u>E</u> xpense
FA	<u>F</u> unctional <u>A</u> rea code
FACTS	<u>F</u> ederal <u>A</u> gencies' <u>C</u> entralized <u>T</u> rial Balance <u>S</u> ystem
FACTSII	<u>F</u> ederal <u>A</u> gencies' <u>C</u> entralized <u>T</u> rial Balance <u>S</u> ystem II
FAQ	<u>F</u> requently <u>A</u> sks <u>Q</u> uestions
FAR	<u>F</u> ederal <u>A</u> cquisition <u>R</u> egulations
FASAB	<u>F</u> ederal <u>A</u> ccounting <u>S</u> tandards <u>A</u> dvisory <u>B</u> oard
FAST	<u>F</u> ederal <u>A</u> ccount <u>S</u> ymbols and <u>T</u> itles Book
FATA	<u>F</u> ederal <u>A</u> gency <u>T</u> ravel <u>A</u> dministrator
FBMS	<u>F</u> inancial and <u>B</u> usiness <u>M</u> anagement <u>S</u> ystem
FBMS Portal	The single point of entry for end-users into FBMS
FC	<u>F</u> und <u>C</u> enter The same as Cost Center for BLM
FCH	<u>F</u> und <u>C</u> ode <u>H</u> andbook
FDS	<u>F</u> unctional <u>D</u> esign <u>S</u> pecifications
FEA	<u>F</u> ederal <u>E</u> nterprise <u>A</u> rchitecture
FedConnect	Central Internet portal from Compusearch.
FedReg	Federal Agency Registration System
FEHRF	<u>F</u> orest <u>E</u> cosystems <u>H</u> ealth & <u>R</u> ecovery <u>F</u> und
FHWA	<u>F</u> ederal <u>H</u> ighway <u>A</u> dmistration
FI	<u>F</u> inancial Accounting Module of FBMS
FIFO	First In, First Out
FIPS	<u>F</u> ederal <u>I</u> nformation <u>P</u> rocessing <u>S</u> tandards
FISMA	<u>F</u> ederal <u>I</u> nformation <u>S</u> ecurity <u>M</u> anagement <u>A</u> ct
Fleet Manager	Person responsible for the Maintenance of a Fixed Group of Vehicles
FLPMA	<u>F</u> ederal <u>L</u> and and <u>P</u> olicy <u>M</u> anagement <u>A</u> ct
FLREA	<u>F</u> ederal <u>L</u> and <u>R</u> ecreation <u>E</u> nhancement <u>A</u> ct
FM	Funds Management Module in FBMS
FMS	Financial Management Service (Treasury)
FO	<u>F</u> ield <u>O</u> ffice
FOIA	<u>F</u> reedom of <u>I</u> nformation <u>A</u> ct
FOP	<u>F</u> inancial <u>O</u> fficers <u>P</u> artnership
FOR or Use Rate	<u>F</u> ixed <u>O</u> wnership <u>R</u> ate

ACCRONYM/TERM	DEFINITION
FP	<u>F</u> unded <u>P</u> rogram. Derived from WBS code in the Funds Management Module.
FPDEFAULT	<u>F</u> unded <u>P</u> rogram <u>D</u> efault <u>V</u> alue . The funded program value when WBS code is not entered.
FPPS	<u>F</u> ederal <u>P</u> ersonnel and <u>P</u> ayroll <u>S</u> ystem. Supplies labor and PCS data to FBMS.
FRPP	<u>F</u> ederal <u>R</u> eal <u>P</u> roperty <u>P</u> rofile
FS	<u>F</u> orest <u>S</u> ervice
FSAB	<u>F</u> inancial <u>S</u> ystem <u>A</u> dvisory Board
FSALT	<u>F</u> inancial and Business Management System <u>S</u> oftware <u>A</u> dvocacy <u>L</u> eadership <u>T</u> eam
FSGT	<u>F</u> inancial <u>S</u> tatements <u>G</u> uidance <u>T</u> eam
FSIO	<u>F</u> inancial <u>S</u> ystems <u>I</u> ntegration <u>O</u> ffice (formerly JFMIP)
FSS	<u>F</u> ederal <u>S</u> upply <u>S</u> chedules
FTE	<u>F</u> ull <u>T</u> ime <u>E</u> mployee - the equivalent of 2,080 annual work hours
FTP	<u>F</u> ull <u>T</u> ime <u>P</u> ermanent
Functional Area (FA)	<u>F</u> unctional <u>A</u> rea code
Functional Location	
FY	<u>F</u> iscal <u>Y</u> ear
GAO	<u>G</u> eneral <u>A</u> ccountability <u>O</u> ffice
GIS	<u>G</u> eographic <u>I</u> nformation <u>S</u> ystem
GL	<u>G</u> eneral <u>L</u> edger.
GOALS	<u>G</u> overnment <u>O</u> nline <u>A</u> ccounting <u>L</u> ink <u>S</u> ystem
GPO	<u>G</u> overnment <u>P</u> rinting <u>O</u> ffice
GPRA	<u>G</u> overnment <u>P</u> erformance and <u>R</u> esults <u>A</u> ct
GR	<u>G</u> oods <u>R</u> eceipt
GSA	<u>G</u> eneral <u>S</u> ervices <u>A</u> dministration or <u>G</u> eothermal <u>S</u> tream <u>A</u> ct
GTAS	<u>G</u> overnmentwide <u>T</u> reasury <u>A</u> ccount Symbol Adjusted Trial Balance <u>S</u> ystem
GUI	<u>G</u> raphical <u>U</u> ser <u>I</u> nterface User interface with a computer.
GWA	<u>G</u> overnment- <u>W</u> ide <u>A</u> ccounting
HF	BLM Fund Identifier for Mining Law <u>H</u> olding <u>F</u> ee <u>F</u> unds
HFR	<u>H</u> azardous <u>F</u> uels <u>R</u> eduction
HHG	<u>H</u> ousehold <u>G</u> oods
HR	<u>H</u> uman <u>R</u> esources
HRO	<u>H</u> uman <u>R</u> esource <u>O</u> ffice
HSPD-12	<u>H</u> omeland <u>S</u> ecurity <u>P</u> residential <u>D</u> irective -12. Mandatory common identification standard for federal employees and contractors.
IAA	<u>I</u> nteragency <u>A</u> greement
IBC	<u>I</u> nterior <u>B</u> usiness <u>C</u> enter
IBM	<u>I</u> nternational <u>B</u> usiness <u>M</u> achines

ACCRONYM/TERM	DEFINITION
ICR	<u>I</u> nternal <u>C</u> ontrol <u>R</u> eview
IE	<u>I</u> nternet <u>E</u> xplorer - Internet Browser
I & E	<u>I</u> nspection & <u>E</u> nforcement
IGF	<u>I</u> nherently <u>G</u> overnmental <u>F</u> unction
IP Address	<u>I</u> nternet <u>P</u> rotocol <u>A</u> ddress
IPA	<u>I</u> nterest, <u>P</u> enalties, <u>A</u> ddmin
IPAC	<u>I</u> ntra-Governmental <u>P</u> ayment <u>A</u> nd <u>C</u> ollection System.
IPP	<u>I</u> nvoice <u>P</u> rocessing <u>P</u> latform
iQMIS	<u>I</u> nternet <u>Q</u> uarters Management Information System
IR	<u>I</u> nvoice <u>R</u> eceipt
IT	<u>I</u> nformation <u>T</u> echnology
JFS	<u>J</u> oint <u>F</u> ire <u>S</u> cience
JPMC	<u>J</u> P <u>M</u> organ <u>C</u> hase. The provider of the bank card interface with FBMS.
JV	<u>J</u> ournal <u>V</u> oucher
L	<u>B</u> LM 1 character bureau identifier in FBMS
LCLA	<u>L</u> incoln <u>C</u> ounty <u>L</u> and <u>A</u> ct
LE	<u>L</u> aw <u>E</u> nforcement <u>or</u> <u>L</u> and <u>E</u> xchange
LEO	<u>L</u> aw <u>E</u> nforcement <u>O</u> fficer
L.U.	Bankhead-Jones Act Lands
LUP	<u>L</u> and <u>U</u> se <u>P</u> lan
LWOP	<u>L</u> eave <u>W</u> ithout <u>P</u> ay
L000	<u>B</u> LM Business Area in FBMS
MAC	<u>M</u> aster <u>A</u> ccount <u>C</u> ode (Charge Card)
MAXIMO	Mandated asset maintenance management system for the DOI.
MCC	<u>M</u> erchant <u>C</u> ategory <u>C</u> ode
MDM	<u>M</u> aster <u>D</u> ata <u>M</u> aintenance
MLA	<u>M</u> ineral <u>L</u> easing <u>A</u> ct
MLR	<u>M</u> anagement of <u>L</u> ands and <u>R</u> esources
MO	<u>M</u> iscellaneous <u>O</u> bligations
MOU	<u>M</u> emorandum of <u>U</u> nderstanding
NDAA	<u>N</u> ational <u>D</u> efense <u>A</u> uthorization <u>A</u> ct
NCA	<u>N</u> ational <u>L</u> andscape <u>C</u> onservation <u>A</u> rea
NCS	<u>N</u> ational <u>C</u> onservation <u>S</u> ystem
NEPA	<u>N</u> ational <u>E</u> nvironmental <u>P</u> rotection <u>A</u> ct
NFR	<u>N</u> otification of <u>F</u> indings and <u>R</u> ecommendations by FISCAM auditors.
NHPA	<u>N</u> ational <u>H</u> istoric <u>P</u> reservation <u>A</u> ct
NIST	<u>N</u> ational <u>I</u> nstitute of <u>S</u> tandards and <u>T</u> echnology
NLCS	<u>N</u> ational <u>L</u> andscape <u>C</u> onservation <u>S</u> ystem
NM	<u>N</u> ational <u>M</u> onument
NPR	<u>N</u> aval <u>P</u> etroleum <u>R</u> eserve
NRDA	<u>N</u> atural <u>R</u> esource <u>D</u> amage <u>A</u> ssessment

ACCRONYM/TERM	DEFINITION
NP	<u>N</u> ative <u>P</u> lant
NSF	<u>N</u> on- <u>S</u> ufficient <u>F</u> unds (Initial Source: BPD509/AR)
O&C	<u>O</u> regon and <u>C</u> alifornia Grant <u>L</u> ands
O&G	<u>O</u> il & <u>G</u> as
O&M	<u>O</u> peration and <u>M</u> aintenance
OHV	<u>O</u> ff <u>H</u> ighway <u>V</u> ehicle
OLAP	<u>O</u> n- <u>L</u> ine <u>A</u> nalytical <u>P</u> rocessing
OMB	<u>O</u> ffice of <u>M</u> anagement and <u>B</u> udget
OPM	<u>O</u> ffice of <u>P</u> ersonnel <u>M</u> anagement
OWCP	<u>O</u> ffice of <u>W</u> orkers <u>C</u> ompensation <u>P</u> rograms
PALEO	<u>P</u> aleontological
PAWP	<u>P</u> reliminary <u>A</u> nnual <u>W</u> ork <u>P</u> lan
Pay.gov	Payment system for federal agencies.
PBC	<u>P</u> rovided by <u>C</u> lient
PCS	<u>P</u> ermanent <u>C</u> hange of <u>S</u> tation
PD	<u>P</u> ublic <u>D</u> omain Lands
PDF	<u>P</u> ortable <u>D</u> ocument <u>F</u> ormat
PE	<u>P</u> rogram <u>E</u> lement
PII	<u>P</u> ersonally <u>I</u> dentifiable <u>I</u> nformation
PILT	<u>P</u> ayments in Lieu of Taxes
P.L.	<u>P</u> ublic <u>L</u> aw
PLSS	<u>P</u> ublic <u>L</u> and <u>S</u> urvey <u>S</u> ystem
PM	<u>P</u> lant <u>M</u> aintenance
PMDS	<u>P</u> erformance <u>M</u> anagement <u>D</u> ata <u>S</u> ystem
PO	<u>P</u> urchase <u>O</u> der
POC	<u>P</u> oint of Contact
POD	<u>I</u> BC <u>P</u> ayroll <u>O</u> perations <u>D</u> ivision
Posting Date	System assigned date for posting date in SAP
PP&E	<u>P</u> roperty, <u>P</u> lant & <u>E</u> quipment
PPA	<u>P</u> rompt <u>P</u> ay <u>A</u> ct
PPIF	<u>P</u> ermit <u>P</u> rocessing <u>I</u> mprovement <u>F</u> und
PR	<u>P</u> urchase <u>R</u> equest (commitment)
PRF	<u>P</u> ipeline <u>R</u> estoration <u>F</u> und
PRIA	<u>P</u> ublic <u>R</u> angelands <u>I</u> mprovement <u>A</u> ct
PS	<u>P</u> roject <u>S</u> ystem
PT	<u>P</u> art <u>T</u> ime
PTA	<u>P</u> lanning <u>T</u> arget <u>A</u> llocation
QA	<u>Q</u> uality <u>A</u> ssurance
QT	<u>Q</u> uicktime

ACCRONYM/TERM	DEFINITION
R/3	SAP ERP (Enterprise Resource Planning) product. Integrated financial, budget, property, fleet, and real estate modules for FBMS now referred to as ECC (ERP Central Component).
RE	<u>Real Estate Module</u>
REV	<u>Revenue</u>
RFI	<u>Request for Information</u>
RFP	<u>Request for Proposal</u>
RFQ	<u>Request for Quotation</u>
RI	<u>Range Improvement</u>
RITA	<u>Relocation Income Tax Allowance</u>
RM	<u>Road Maintenance</u> or BLM Fund Identifier for <u>Reimbursable Funds</u>
RMP	<u>Resource Management Plan</u>
ROD	<u>Record Of Decision</u>
ROW	<u>Rights Of Way</u>
RP	<u>Real Property</u> or <u>Riparian Project</u>
RUP	<u>Recreation Use Permit</u>
RV	BLM Fund Identifier for <u>Revolving (WCF) Funds</u>
RWA	<u>Reimbursable Work Authorization</u>
SAF	<u>Subjected to Availability of Funds</u>
Sales Order	Reimbursable Agreement as entered into FBMS
SALT	Sub-allotment
SAP	<u>Systems, Applications, and Products in Data Processing</u>
SBY	<u>Source Budget Year</u>
SCD&F	<u>Service Charges Deposits & Forfeitures</u>
SD	<u>Sales and Distribution</u> . SAP module limited to processing reimbursable transactions.
SDLC	<u>System Development Life Cycle</u>
SES	<u>Service Entry Sheet</u>
SFFAS	<u>Statement of Federal Financial Accounting Standards</u>
SGL	<u>Standard General Ledger</u>
SHRO	<u>Servicing Human Resource Office</u>
SIG	<u>Special Interest Groups</u>
SitRep	Situation Report
SLA	<u>Service Level Agreement</u>
SME	<u>Subject Matter Expert</u>
SNPLMA	<u>Southern Nevada Public Land Management Act</u>
SO	State Office
SOD	<u>Separation of Duties</u>
SOW	<u>Statement of Work</u>
SPL	<u>Special Purpose Ledger</u>
SPOC	<u>Security Point of Contact</u>
SPS	<u>Secure Payment System</u>
SRS	<u>Secure Rural Schools</u>

ACCRONYM/TERM	DEFINITION
SSN	<u>S</u> ocial <u>S</u> ecurity <u>N</u> umber
SSO	<u>S</u> ingle <u>S</u> ign- <u>O</u> n
Standing Order	A Plant Maintenance Work Order that exists for the life of the vehicle.
Surplus	Any excess real property not required by any federal agency.
T&A	QuickTime <u>T</u> ime & <u>A</u> ttendance recording system
T&E	<u>T</u> hreatened & <u>E</u> ndangered
TA	<u>T</u> ravel <u>A</u> uthorization
TAP	<u>T</u> rans- <u>A</u> laska <u>P</u> ipeline
TAS	<u>T</u> reasury <u>A</u> ccount <u>S</u> ymbol
TDY	<u>T</u> emporary <u>D</u> uty Travel
TECO	<u>T</u> echnically <u>C</u> omplete
TF	BLM Fund Identifier for <u>T</u> rust <u>F</u> unds
TFM	<u>T</u> reasury <u>F</u> inancial <u>M</u> anual
TGA	<u>T</u> aylor <u>G</u> razing <u>A</u> ct
TIN	<u>T</u> axpayer <u>I</u> dentification <u>N</u> umber
TR	National Scenic and <u>H</u> istoric <u>T</u> rail
TROR	<u>T</u> reasury <u>R</u> eport on <u>R</u> eceivables
TV	<u>T</u> ravel <u>V</u> oucher
UDO	<u>U</u> ndelivered <u>O</u> der or Un-liquidated Obligation
UFCO	<u>U</u> nfilled <u>C</u> ustomer <u>O</u> der
UPC	<u>U</u> ser <u>P</u> roduct <u>C</u> ode
USGL	<u>U</u> nited <u>S</u> tates <u>G</u> eneral <u>L</u> edger
VPN	<u>V</u> irtual <u>P</u> rivate <u>N</u> etwork
WA	<u>W</u> ilderness <u>A</u> rea
WBS	<u>W</u> ork <u>B</u> reakdown <u>S</u> tructure. Known as a Funded Program in the FBMS FM module.
WCF	<u>W</u> orking <u>C</u> apital <u>F</u> und
WEBI	<u>W</u> eb <u>I</u> ntelligence, a component within the Business Intelligence suite of products that is used for reporting.
WFM	<u>W</u> ildland <u>F</u> ire <u>M</u> anagement
WH&B	<u>W</u> ild <u>H</u> orse & <u>B</u> urro
WO	<u>W</u> ork <u>O</u> der or Washington Office
WPC	<u>W</u> hite <u>P</u> ine <u>C</u> ounty
WS	<u>W</u> ild & <u>S</u> cenic <u>R</u> iver
WSA	<u>W</u> ilderness <u>S</u> tudy <u>A</u> rea
X	No-year Treasury Account Symbol
ZGLVALID	Processes where accounting values and/or combinations of values are validated against pre-established edits and business rules. These are unique to each Business Area.

Glossary