



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825

www.ca.blm.gov



February 7, 2001

In reply refer to:
1681CA-944 (P)

EMS TRANSMISSION: 02/07/01
Information Bulletin No. **CA-2001-019**

To: All California Employees

From: State Director

Subject DRAFT Cost Coding Handbook

It is the responsibility of all managers and employees of the Bureau of Land Management to help ensure that the funds received from Congress are used appropriately for the purposes for which they were appropriated and in accordance with congressional intent. Appropriate use is further defined to mean that BLM's use of funding can withstand close scrutiny by outside entities such as the Office of Inspector General (OIG) and the General Accounting Office (GAO) and result in clean financial statement audits.

As you are well aware, it is becoming increasingly difficult to understand and keep current on the many changes that have occurred affecting proper cost coding of labor and operational expenditures. In an effort to address the frustration expressed by employees and simplify the process, the Washington Office Budget Office convened a team to develop a Cost Coding Handbook. The primary objective of the team was to tie each subactivity with their "most commonly used" program elements in an easy to follow format. Although still in DRAFT form, the cost coding handbook has been posted to the BLM California Intranet website located at <http://web.ca.blm.gov/> for employee use. The guidance included in this cost coding handbook is intended to assist employees in the proper cost coding of funds. All employees are strongly encouraged to familiarize themselves with the contents of this document. Due to the size of the document (over 400 pages) we recommend that employees find the sections pertaining to their area of responsibility and keep a hard copy for quick reference.

It is uncertain when a final handbook will be released by the Washington Office. Keep in mind that this is a DRAFT document and some sections may undergo substantial changes when finalized. We expect the handbook will be printed and distributed to all employees Bureau-wide when it becomes final. Please direct any questions, comments or concerns regarding the DRAFT handbook to the CASO Budget Staff at 916-978-4508.

Signed:
Carl Rountree
Acting State Director

Authenticated:
Liza Raymundo
Records Management