



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
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Sacramento, California 95825
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December 6, 2001

In Reply Refer To:
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EMS TRANSMISSION: 12/6/01
Instruction Memorandum No. CA 2002-014
Expires: 9/30/2003

To: State Office Division and Branch Chiefs and SAC

From: Deputy State Director, Support Services

Subject: Review of California Instruction Memoranda Issued in FY 2000 **DD: 12/21/01**

Attached you will find the listing of California Instruction Memoranda (IMs) issued in FY 2000. The directives on this list were to expire on 9/30/2001. Originating offices should review the list and indicate in the appropriate column of the attachment if specific directives associated with their office should be extended for a period of 12 months or if they may expire. Instruction memoranda may be extended only once. Continuing policy or procedural instructions initiated by California offices must then be reissued as a new IM or written into the manual system as a supplement to the Bureau manual.

The due date for response to this directive is December 21, 2001. All responses should be forwarded to the State Records Manager, Louise Tichy, by this date or directives for non-reporting offices will not be extended. Any questions pertaining to this directive or the review may be directed to Louise via E-Mail or at extension 4301.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment
1 - Directives Listing (6 pp)

CALIFORNIA FY 2000 INSTRUCTION MEMORANDA

Memo Number	Subject	Orig. Office	Delete	Extend
2000-001	Year 2000 Day One Reporting Requirements DD: 10/29/99, 01/01/2000, 01/03/2000	940		
2000-001 Chg. 1	Year 2000 Day One Reporting Requirements	940		
2000-001 Chg. 2	Year 2000 Day One Information Technology Transition Plan	940		
2000-002	National Indexing System DD: 10/20/99	912		
2000-003	Review of CA Instruction memoranda DD:/ 11/19/99	944		
2000-004	FY 1999 Activity Based Costing Input DD: 11/24/99 & 12/15/99	940		
2000-005	Continuity of Operations Plan for Vital Records DD: 11/30/99	944		
2000-005 Chg. 1	Continuity of Operations Plan for Vital Records DD: 3/15/2000	944		
2000-006	Close out of FY 1999 Employee Performance Plans Results Report (EPPRR) DD: 11/30/99 & 12/15/99	945		
2000-007	FY 2000 Procurement and Agreement Plans DD: 11/12/99	944		
2000-008	Vehicle Smog Compliance DD: 11/19/99 & 11/30/99	944		
2000-009	Avoiding Forfeiture of Annual Leave Due to Y2K Computer Conversion Efforts	945		
2000-010	Using Government Credit Cards for Duplicating/Printing	912		
2000-011	California Planning Target Allocations (PTA) for FY2000	940		
2000-012	Recreation Website Database	930		
2000-013	Data Cleanup for Acquisition Case Group in LR2000	930		
2000-014	Interim Water Rights Policy for Public Lands in Nevada Administered by BLM-California	930		
2000-015	Extension of FY-98 Instruction Memoranda	944		

CALIFORNIA FY 2000 INSTRUCTION MEMORANDA

Memo Number	Subject	Orig. Office	Delete	Extend
2000-016	Restricted Access to Cottage Way Building on New Years Weekend	940		
2000-017	Washington Office Call for Fish and Wildlife Data DD: 1/21/2000	930		
2000-018	BLM California Policy on Assault Weapons	913		
2000-019	Fiscal Year 2001 OHV Grant Application Procedures	930		
2000-020	California's Year 2000 Prescribed Fire Management Policy Update	943		
2000-021	Designation of Field Office Contacts for Water Quality Planning	930		
2000-022	Late Payments on the Government Integrated Card (Master Card)	944		
2000-023	Tort and Employee Claims	940		
2000-024	Urgent Request	912		
2000-025	Management Responsibilities for Occupational Health and Safety Programs in California	944		
2000-026	FY 2000 Personal Property Inventories (Field Offices)	944		
2000-027	FY 2000 Personal Property Inventory (State Office)	944		
2000-028	Policy on Occupational Safety and Health for California BLM (All Employees)	944		
2000-029	California FY 2000 Annual Work Plan (AWP) Approval	940		
2000-030	Final Salary Clearance Report and Exit Interview Questionnaire	945		
2000-031	Rangeland Standards and Guidelines Information System DD: 2/29/2000	930		
2000-032	California Working Capital Fund - FY 2000 Light Truck Procurement DD: 3/6/2000	944		
2000-033	Policy on BLM California Web Servers	912/ 946		

CALIFORNIA FY 2000 INSTRUCTION MEMORANDA

Memo Number	Subject	Orig. Office	Delete	Extend
2000-034	Freedom of Information Act Request From the California Wilderness Coalition DD: 3/24/2000	930		
2000-035	Increase in Delegation of Procurement Authority	944		
2000-036	FY 99 Expired Grazing Permits/Leases	930		
2000-037	Request for FY 2002 Land and Water Conservation Fund (LWCF) Project Submissions	930		
2000-038	Interim Guidance - records Access Categories List	944		
2000-039	BLM California's Policy for Young Volunteers	940		
2000-040	Digitizing of Grazing Allotment and Pasture Boundaries	930		
2000-041	FY 2000 Mid-Year Review (MYR)	940		
2000-042	California Safety and Health Action Plan	940		
2000-043	Acceptable Use of the Internet	943		
2000-044	Approval and Issuing of 2000 Red Cards	943		
2000-045	Fire Trespass and Protection Assistance Collections	940		
2000-046	Bank of America Charge Card Reissue	944		
2000-047	Water Quality Management Plan Workshop	930		
2000-048	Fire Module Leader Special Use Master Cards	944		
2000-049	Law Enforcement Policy Compliance Inspection - California	913		
2000-050	Prescribed Fire Modules - Operating Guide FY 2000-2005	930/ 943		
2000-051	OHV Monitoring Requirements	930		
2000-052	Using Cost Management Information	940		
2000-053	Revised Schedule for FY 2001 OHV Grant Applications	930		
2000-054	Change in Survey Schedule for Seven Survey and Manage Fungi	931		

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Memo Number	Subject	Orig. Office	Delet e	Extend
2000-055	Riparian Reassessment	930		
2000-056	Semi-Annual Report of Payments Accepted Under 31 U.S.C. Section 1353	944		
2000-057	California Land Exchange Program and Procedures	931		
2000-058	Motor Vehicles Compliance with Emission Standards	944		
2000-059	Participation in the Leadership Effectiveness Inventory	945		
2000-060	Processing of Contracts and Agreements for the Remainder of FY 2000	944		
2000-061	Duplicating/Printing Annual Report	912		
2000-062	Update of Fuels Portion of the fire Management Plan	943		
2000-063	Workforce Planning - Validation of Current Approved Organization and Staffing Plan	945		
2000-064	Refining Strategic Direction and Budget Strategy	930		
2000-065	Campground Fees for BLM Administered Campgrounds in California	932		
2000-066	State Board of Surveys Appointment	944		
2000-067	Appointment of Local Survey Officers	944		
2000-068	Comments on Draft Land Use Planning Guidance, WO IB 2000-115	930		
2000-069	Update to Prescribed Management Handbook H-9214 and California Interim Policy Guidance and Handbook	943		
2000-070	Five Year MOU Radio Frequency Agreement	946		
2000-071	Recommendations of California Budget Strategy Team	944		
2000-072	FY 2000 Third Quarter Review	944		
2000-073	FY 2000 SCEP Orientation	947		
2000-074	Review of Credit Limits on Employee Charge Cards	944		

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Memo Number	Subject	Orig. Office	Delete	Extend
2000-075	Proposed Determination of Critical Habitat for Peninsular Bighorn Sheep	930		
2000-076	Leadership Effectiveness Inventory (LEI) Changes	945		
2000-077	California Core Budget Strategy Team Representatives	944		
2000-078	CA BLM's Action Plan Items Resulting From the National Preparedness Review	943		
2000-079	Requirements for Print and Electronic Publishing	912		
2000-080	Proposed FY 2001 Program Elements	944		
2000-081	Fire Situation	943		
2000-082	Confined Space Entry Program	944		
2000-083	Final Phase, Electronic Records Inventories	944		
2000-084	Transporting and Dispensing Gasoline, Diesel, and Drip Torch Fuel Used with Terratorches, Helicopters, and Drip torches	943		
2000-085	Long Term Retardant Sampling of 1999 and 2000 Drop Areas	943		
2000-086	Firestone Tire Recall	944		
2000-087	Fish/Water Program Self Assessment	930		
2000-088	CA Cooperative Fire Protection Agreement Update	943		
2000-089	Land Exchange Processing - NEPA Documentation	930		
2000-090	Preparation for EPPRs	940		
2000-091	New Organization Codes, Creating Interim Table of Organization & Facility Information for National Monuments and National Conservation Areas in the National Landscape Conservation System (NLCS)	944		
2000-092	Contract Appraisals	931		
2000-093	Guidance for Grazing Permits/Lease Renewals and NEPA Compliance	930		

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Memo Number	Subject	Orig. Office	Delet e	Extend
2000-094	Information Needed for Cultural Heritage Strategic Plan	930		
2000-095	Rental and Cost Reimbursement collection Procedures for Film Permits	931		
2000-096	New Procedures for Publication of Directives in the California State Office	944		
2000-097	2000 BLM CA Post Season Fire Meeting	943		
2000-098	Final Guidelines Greensweep	913		
2000-099	Review of CA Instruction Memoranda	944		
2000-100	FY 2001 Program Elements	944		