

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply To:

1221/1278 (934.DD) P

February 9, 2004

EMAIL TRANSMISSION – 2/9/04
Instruction Memorandum No. MT-2004-027
Expires: 9/30/05

To: All Montana/Dakotas Employees
Attention: FOIA Field Coordinators, Records Managers, and Program Leads

From: Deputy State Director, Division of Support Services

Subject: Codes for Posting Directives to the Internet/Intranet

Washington Office Instruction Memorandum No. (WO IM) 2003-089 introduced new definitions for access codes to be assigned to all Bureau of Land Management (BLM) directives. These codes determine whether the BLM directives are to be posted to the Internet and/or Intranet. These access codes apply only to the BLM directives and are not to be confused with the Records Access Categories defined in the BLM Manual 1278 and listed in WO IM No. 97-94. Washington Office IM No. 2003-089 also cancels WO IM No. 96-60, Changes 1 and 2.

The Freedom of Information Act (FOIA) at 5 U.S.C. § 552(a)(2)(C) states that agencies must make available to the public “*administrative staff manuals and instructions to staff that affect a member of the public.*” One way the BLM meets this requirement is by posting directives to Electronic Reading Rooms on our external (public) websites. Washington Office IM No. 96-90, Changes 1 and 2, established policy for designating which directives should be posted to Internet (external) and/or Intranet (internal) websites. However, that policy only addressed temporary directives (i.e., Instruction Memoranda and Information Bulletins) and did not address permanent directives (i.e., Manuals, Supplements, and Handbooks). The policy in this IM will apply to all BLM directives, both permanent and temporary.

This IM cancels IM No. MT-97-024, and IM No. MT-97-055, as each pertains to access codes and replaces the previous code definitions (i.e., P = public, N = non-public, and L = limited). The new definitions for access codes to be used on all BLM directives are:

P = Public Use on directives with full public access.

A “**P**” is used when the content of the directive is a policy or practice that directly affects a member of the public and when no information contained in the directive is prohibited from release under the FOIA. Example of use: Directive on the BLM’s cost recovery policy.

Directives with a “**P**” access code must be posted on both the Intranet and Internet.

I = Internal

Use on directives that can only be accessed by the BLM staff and that may require a FOIA request for public access.

An “**I**” is used when (1) the content of the directive contains any information that is prohibited from release without review under the FOIA, and/or (2) when the content is strictly internal BLM policy or practices that do not affect the public. Examples of use: A temporary directive seeking leave donations for a co-worker; a temporary directive distributing a draft policy to other BLM staff for their review and comment.

Directives with an “**I**” access code must be posted only on the Intranet (internal website).

R = Restricted

Use on directives with access restricted to specific BLM staff.

An “**R**” is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have “a need to know” (i.e., only the person(s) the directive is addressed to, not all BLM employees, and not for public release). Example of use: Directive explaining sensitive security or Law Enforcement procedures.

Directives with an “**R**” access code must not be posted (linked) on either the Internet or the Intranet website.

It is the responsibility of the author of the directive to assign the correct access code. If assistance is needed, contact your local Records Manager.

On a temporary directive (Instruction Memorandum or Information Bulletin), the access code will follow the subject code and office code, as follows:

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On a permanent directive (Manual, Supplement, or Handbook, and Transmittal Sheet Form 1221-1), the access code will be added to the title line, as follows:

1400-630 – ABSENCE AND LEAVE – (**Internal**)

Each field office will continue to send their public (“**P**”) directives, to the State Office by the 5th of the month, so they can be posted to the Internet and/or Intranet.

If you have any questions or require clarification on this IM, please notify Debbie DeBock, Chief, Branch of Records, at 406-896-5157.

Signed by: Sandra L. Guches

Authenticated by: Laura Schmier (MT-932)