

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL APPLIED RESOURCE SCIENCES CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
P. O. BOX 25047  
DENVER, COLORADO 80225-0047

In Reply Refer To:  
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Instruction Memorandum No. RS-97-007  
Expires: 09/30/98

To: All NARSC Employees  
From: Director, National Applied Resource Sciences Center  
Subject: Project/Service Planning and Allocation of Operations Funds

This IM applies only to those projects/services that meet the criteria for tracking by the NARSC Projects/Services Tracking System (projects/services requiring more than 40 hours of labor or operational funds).

Effective immediately, NARSC will shift the allocation of operations funds for projects/services from a no-year to a fiscal year funding basis. This will require that operations funds necessary to complete a project/service be estimated for each fiscal year that work is planned. Operations funds for a project/service will align NARSC more closely with the budget process used by other BLM offices and improve management of the NARSC budget for a given fiscal year.

A second change is in the identification of tasks necessary to provide the deliverables for a project/service. In the past, tasks were not tied to a specific deliverable but lumped together. In the future, project/service planning will require that tasks be tied directly to a specific deliverable. The purpose of this change is to provide more definition and, hopefully, understanding of what will be provided to a customer and how it will be produced. In addition, this should improve the planning and management of our projects.

To accommodate these changes, a Project Work Sheet has been developed that will replace the NARSC Project/Service Request Form. Attached is a copy of the work sheet and an example of a completed work sheet. For every project/service that exceeds the threshold identified in the first paragraph, a work sheet must be completed including all required initials and submitted to the appropriate Work Flow Coordinator (WFC) prior to the initiation

of any work associated with the project/service. For employees using PCS, you should copy the blank work sheet to your C drive so that it is available for planning a project/service. The work sheet should be filled out using WordPerfect 6.1. For UNIX users, save the blank form to your local directory and use WordPerfect 6.0 to complete the form.

Finally, the following is a clarification of the process used to edit information regarding a project/service in the NARSC project/service tracking system. The term edit refers to any change to a project including, but not limited to, adding employees to a project, increasing or decreasing operations funds, moving due dates, notification of completion, etc. To edit a project, the NARSC project lead indicates the edits on a copy of the project/service summary report and submits it to his/her supervisor. If the supervisor approves the change(s), it will be submitted to the WFCs for processing.

Signed by:  
Lee Barkow, Director  
National Applied Resource  
Sciences Center

Authenticated by:  
Rheda Dodd  
Staff Assistant

#### 2 Attachments

- 1 - Blank Project Work Sheet (2 pp)
- 2 - Example of Completed Work Sheet (2 pp)

#### Distribution

WO-400, MIB, Room 5650  
RS-150A, BLM Library  
NI-100, Reading File