

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1220/1221/1541(9540) P

EMS TRANSMISSION 4/09/2009
Instruction Memorandum No. AZ-2009-012
Expires: When Superseded or Canceled

To: All Employees
From: Deputy State Director, Division of Business and Support Services
Subject: Office Codes for Correspondence and Records

Purpose: The purpose of this Instruction Memorandum (IM) is to provide new four-digit office codes for use with correspondence and records prepared by Arizona offices of the Bureau of Land Management (BLM).

Policy/Action: Washington Office (WO) IM No. 2009-065, Change 1, directs BLM to use a modified version of the Financial and Business Management System (FBMS) cost center code for organizational codes. A related office code consisting of the last four digits of the organizational code shall be used by BLM-Arizona in all correspondence and similar records. Attachment 1 shows the organizational codes as "org codes" in Column three; the office codes to be used in Arizona correspondence are shown in **bold** in Column four. Because the letterhead/heading of the correspondence/record identifies the document as an Arizona record, the "AZ" portion of the organizational code is not used (e.g., see above in parenthesis in the "In Reply Refer To:" portion of this IM).


Timeframe: This policy is effective immediately.

Budget Impact: None.

Background: See WO IM No. 2009-065, Change 1, for additional information and background.

Manual/Handbook Sections Affected: BLM Manual 1220 – Records and Information Management, BLM Manual 1221 – Directives, and BLM Manual 1541 – Correspondence Preparation.

Contact: If you have questions or need additional information, please contact Toni Klimek, State Records Administration Team Lead, at 602-417-9364; Richard Gibbs, State Records Administrator, at 602-417-9347; or Theresa Davis, State Records Manager, at 602-417-354.



Raymond Stazo

1 Attachment:

- 1 - BLM-Arizona Organizational Codes and Office Codes (1 p)

