



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release
1-1573

Date
12/28/89

Subject

1221 - DIRECTIVES

1. Explanation of Materials Transmitted: This release transmits a completely updated and reorganized Manual Section. The following significant changes have been incorporated into this Manual Section.
 - a. Clarification of responsibilities is provided in .04.
 - b. Clarification of policies for the Directives System is provided in .06 which includes clarifying that the Directives System is an integral element of the Bureau's Records Management program and that the contents of directives are a mandatory requirement unless otherwise specified.
 - c. Clarification of public access to Bureau directives is included in .08 External Access to Bureau Directives.
 - d. The importance of the Subject Code System and how it relates to directives has been clarified and moved to .11 under the Directives System Structure.
 - e. To more easily find and understand the Directives Indexing and Finding Aids, it has been clarified, refined, and moved to .12 under the Directives System Structure.
 - d. The mandatory and optional contents of a Manual Section have been clarified in .13A.
 - e. Many changes have been made to policies governing issuing IM's and IB's (see .14). They include:
 - 1) Instruction Memorandums (IM's).
 - a) IM's that affect a Manual Section must include "Affects Manual Section" under the subject code for easily identifying Manual Sections requiring updating and for ease of interleaving IM's with Manual Sections, if offices so desire.

- b) IM's must be used to transmit new policies, procedures, and direction. The reason for this change is to ensure that all policies and procedures are included in the directives system regardless of the number of offices affected and to ensure appropriate policies, procedures, and directions are included in the permanent records system.
 - c) Clarification is provided on how IM's are numbered. In addition, the system for assigning expiration dates has been changed to coincide with procedures currently used by most Field Offices.
- 2) Information Bulletins (IB's).
- a) IB's are used to transmit information to more than one office and to request information, such as reports, training attendees, comments on draft documents, meeting agenda items, etc. If responses are needed, a due date should be included in the subject line. IB's are considered short-term records and are kept only as long as they are needed.
 - b) Instructions have been provided in .41 for retaining and disposing of comments when comments become an overall record on how a policy or report was developed.
- f. All Employee Bulletins have been eliminated because of the lack of use and inconsistent policy direction regarding use for non-official business only.
 - g. The surnaming and signing standards have been clarified, have been changed to coincide with the changes above, and now provide the Phoenix Training Center Manager the authority to sign IB's requesting input on training material, requesting nominations for classes, and issuing information on subject matter changes or location changes.
 - h. Distribution of directives has been clarified in .3.
 - i. Directives maintenance has been clarified in .4.
 - j. Cancellation procedures have been clarified in .51C.
 - k. The Glossary has been updated to coincide with the above changes.
 - l. Illustrations have been modified to coincide with the above changes.
 - m. The Appendix has been updated to coincide with external directive changes.
 - n. The role of Records Managers is clarified throughout.

2. Reports Required. Appropriate monthly and annual Directives Indexes must be issued, retained, and disposed of in accordance with the Bureau Records Schedule 16, item 1.
3. Materials Superseded: The material superseded by this release is listed under "REMOVE" below. Instruction Memorandum 89-137 is also superseded by this directive.
4. Filing Instructions: File as directed below.

REMOVE:

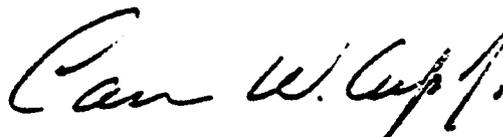
All of 1221 (Rel. 1-1463)

(Total: 19 Sheets)

INSERT:

1221

(Total: 28 Sheets)



Assistant Director, Management Services
Acting

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.01 Purpose. This Manual describes the BLM Directives System and provides instructions for preparing, clearing, distributing, and maintaining the various types of directives prescribed for BLM use.

.02 Objectives. The BLM Directives System is designed to:

A. Provide BLM officials with the means to effectively and efficiently convey written instructions to users and to document BLM's policies and procedures.

B. Provide each originating office with adequate control over those policies and procedures for which it is responsible.

C. Provide BLM employees with authoritative instructions and information to effectively and efficiently implement BLM programs and support activities.

D. Integrate all Bureau policies and procedures into one recordkeeping system for easy reference and retrieval.

E. Establish distinctive formats for directives which are recognizable as authoritative instructions, differentiate between permanent and temporary directives, and are clear, concise, and easy to understand.

.03 Authority.

A. Federal Records Act of 1950, as amended, (44 U.S.C. 29 and 31) requires the head of each Federal agency to establish and maintain an active program for managing agency records.

B. Paperwork Reduction Act of 1980 (44 U.S.C. 3501-3520) provides standards and procedures for information collection and dissemination.

C. Executive Order 12291 requires Federal agencies to adopt a writing style that is simple and clear.

D. Executive Order 12336 requires gender-neutral text.

E. Freedom of Information and Privacy Acts, as amended, mandates establishing policies for accessing Bureau information.

F. Federal Information Resource Management Regulation (41 CFR 201) directs each agency to provide policy and procedural guidance through an established directives program and provides specific procedures for managing a directives system.

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G. Departmental Manual (381 DM 1) prescribes policies, outlines procedures, and assigns responsibilities for maintaining agency directives systems within the Department of the Interior.

H. Departmental Manual (235 DM and 430 DM) provides delegations of authority relating to Directives Management to the Director from the Secretary.

I. BLM Manual 1211 lists responsibilities of the Headquarters Chief, Division of Administrative Services, for directives management and the Chief, Division of Information Resources Management, for paperwork management.

.04 Responsibility.

A. The Director and the Deputy Directors are responsible for the overall BLM Directives System. This responsibility is exercised through the Assistant Director, Management Services. The Director and Deputy Director are responsible for making final decisions about the content of directives involving general BLM policies and issues which affect the responsibilities of more than one Assistant Director.

B. Assistant Directors, within their assigned program areas, have ultimate responsibility for final decisions about the content of directives involving program policies or procedures. Assistant Directors are responsible for:

1. Keeping their directives current.
2. Ensuring that proper coordination occurs when program policies or procedures in their directives may impact program areas assigned to other Assistant Directors.
3. Converting Instruction Memorandums (IM's) which contain long-term policy or procedural instructions promptly into Manual format no later than 12 months after issuance of the IM's.
4. Supporting the Directives System.
5. Requiring subordinates to support and follow the Directives System.

C. Assistant Director, Management Services, is responsible for the general oversight of the BLM Directives System.

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D. Chief, Division of Administrative Services guides and directs development of policy, standards, and procedures for the BLM Directives System, oversees operation of the system, and coordinates with the Division of Information Resources Management on policies and other issues which affect the Bureau's Records Management program.

E. Chief, Branch of Directives Management, under general guidance of the Chief, Division of Administrative Services, is responsible for developing, installing, and administering the overall Directives System, establishing standards and procedures for directives, and reviewing operation of the system throughout BLM. This includes:

1. Directing a comprehensive system for issuing all permanent directives to Washington and Field Offices.
2. Directing a comprehensive system for issuing temporary directives to Washington and Field Offices in a timely fashion.
3. Monitoring and evaluating directives activities and recommending needed changes to appropriate officials. Coordinating with the Branch of Records and Information Security on policies and issues which affect the Bureau's Records Management program.
4. Updating Directives System requirements and standards.
5. Prior to signature, reviewing and approving proposed Washington Office and Bureauwide directives for conformance with procedures and objectives of the system, coordinating with appropriate officials, and referring unresolved questions pertaining to content or character of proposed directives to a higher authority for decision.
6. Implementing and maintaining a BLM standardized Subject Code System applicable to all forms of paperwork management. Coordinating updates to the Subject Code System with the Division of Legislation and Regulatory Management to ensure updates are consistent with CFR publications.
7. Assisting, advising, and instructing all BLM officials in all phases of the Directives System.
8. Maintaining the BLM directives master files, including record copies of the BLM Manual, Instruction Memorandums (IM's), and Information Bulletins (IB's) that are issued out of the Washington Office.
9. Maintaining the Checklist of BLM Manual Pages in Effect.
10. Maintaining the Subject Code Index.

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11. Preparing monthly and annual Directives Indexes.
12. Updating the computerized Directives Index.
13. Directing the revalidation of directives.
14. Ensuring that distribution lists for directives are up-to-date.
15. Publishing the Directives Index in the Federal Register annually.

F. Chief, Division of Information Resources Management is responsible for overall information resources management and for developing a coordinated Paperwork Management System (see Manual 1211).

G. Chief, Branch of Records and Information Security develops, as well as ensures compliance with, records policies.

H. Chief, Division of Legislation and Regulatory Management is responsible for ensuring that regulation numbering meets the Bureau's integrated Paperwork Management System requirements to the extent possible, through coordination with the Chief, Branch of Directives Management.

I. Service Center Director is provided the following responsibilities:

1. Issuing permanent and temporary directives in areas where the Service Center has operational and reporting responsibility. When Bureauwide directives are issued, the Headquarters counterpart office must be notified in advance. Such directives would provide procedural instructions, reporting instructions, and technical requirements needed to carry out the Service Center's responsibilities.
2. Issuing directives at the specific direction of Headquarters. There must be close coordination between the responsible Headquarters Office and the Service Center in developing these directives.
3. Maintaining sufficient supply of Bureauwide Manual Releases and, upon request, providing copies to Field Officials.
4. Providing a copy of Bureauwide directives issued by the Service Center to the appropriate Headquarters office and the Branch of Directives Management.
5. Providing support to the Headquarters Branch of Directives Management regarding accessing and updating the Automated Directives Index, reviewing directives related to the Directives System, providing directives training to Field Offices, and participating in Information System Reviews and problem analysis.

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J. BLM Director-Boise Interagency Fire Center (BLM Director-BIFC) is provided limited authority for issuing directives to other Field Offices on matters under BIFC's jurisdiction after concurrence from Headquarters. A copy of Bureauwide directives issued by BLM Director-BIFC must be provided to the Headquarters counterpart and the Branch of Directives Management.

K. State Directors, Service Center Director, and BLM Director-BIFC, are responsible for establishing, operating, and maintaining directives subsystems within their areas of jurisdiction according to standards and instructions contained in this Manual. If State Directors have authorized District and Resource Area Directives Systems, these responsibilities shall be applicable to District Managers and Resource Area Managers. These responsibilities may be redelegated to other officials. State Directors, Service Center Director, and BLM Director-BIFC are also responsible for:

1. Supporting the Directives System.
2. Requiring compliance with the system.
3. Keeping directives current.
4. Avoiding unnecessary duplication or repetition of Bureauwide directives.
5. Revising or canceling directives which are not current.
6. Providing a process for revalidating directives issued by their office.
7. Notifying the responsible issuing Headquarters program office when Bureauwide directives are no longer useful to Field operations.

L. Bureau Officials Originating Directives are responsible for assuring that their issuances:

1. Are consistent with existing Bureauwide or higher level directives and established policy.
2. Conform with the standards and instructions prescribed in this Manual.
3. Do not contain incorrect, conflicting, or irrelevant information and instruction.
4. Present the subjects clearly, accurately, and concisely but with sufficient detail for the recipients' needs.

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5. Receive adequate coordination and clearance by officials concerned.
6. Are revalidated and certified current, revised, or canceled through the revalidation process (see .5).
7. Are timely and responsive to Bureau needs.
8. Are addressed to appropriate Bureau personnel.

M. All Employees are responsible for learning to use the Directives System as a basic source of direction for their work.

.05 References.

- A. BLM Manual 1220 - Paperwork Management.
- B. BLM Manual 1222 - Reports Management.
- C. BLM Manual 1223 - Forms Management.
- D. BLM Manual 1270 - Records Management.
- E. BLM Manual 1271 - Filing Operations.
- F. BLM Manual 1272 - Records Disposition.
- G. BLM Manual 1273 - Records Security.
- H. BLM Manual 1278 - Confidentiality and Access to BLM Information.

.06 Policy.

A. The BLM Directives System is an integral element of the Bureau's Records Management program.

B. The contents of Directives are mandatory unless the direction provides discretion or is specifically stated as guidance.

C. BLM's policy of decentralizing operational authority assigns to Field Officials the discretion, authority, and accountability for making decisions. To implement this policy successfully, the Directives System must provide the central instructions needed to comply with laws, regulations, and administrative policy; ensure program effectiveness; and provide a reasonable consistency of approach and results among Field Offices while allowing flexibility to respond to local circumstances. All directives shall be user-oriented and kept to the minimum needed for program direction.

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D. Headquarters program managers must consult with Field officials and determine the degree of standardization of technical and procedural requirements necessary to attain these objectives. It is BLM's policy to have Field Officials review proposed Manual Releases when a Manual involves controversial subjects or requires significant effort for the Field to implement.

E. BLM's policy is to use Manuals as the primary means of conveying written policies, procedures, and program direction. Program managers are responsible for keeping the Manuals current and complete rather than relying on IM's to convey long-term instructions. IM's and IB's are to be used only to transmit interim instructions and information; this restriction may be waived by the Headquarters Branch of Directives Management for emergency transmittals.

F. BLM directives shall provide essential, accurate, and timely instructions and information, shall be clear and concise, and shall meet the approved formatting requirements.

G. Directives System policies and procedures shall be evaluated on a regular basis as a part of the Information System Review (see Manual Section 1244.21B).

.07 File and Records Maintenance. Directives filing requirements are found at .41.

.08 External Access to Bureau Directives. The public may review and obtain copies of BLM Manual Sections and Handbooks (excluding those addressing law enforcement policies and procedures). The public may also review and obtain copies of the BLM Directives Index and any IM (excluding those addressing law enforcement policies and procedures). Public requests for IB's should be handled under the FOIA process. (See Manual Section 1278, Confidentiality and Access to BLM Information.)

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.1 Directives System Structure. The BLM Directives System is comprised of both temporary and permanent directives (see Illustration 1). Temporary directives include Instruction Memorandums (IM's) and Information Bulletins (IB's) which are in effect for a short specific time only. Permanent directives are included in the BLM Manual System and consist of Manuals which provide program instructions. These instructions are in effect until the Manual is revised or removed from the BLM Manual System. Directives remain in effect until they are superseded, canceled, or expire.

.11 Subject Code System. The Bureau's Paperwork Management System uniformly identifies all records or documents, regardless of physical form or characteristic, based on a logical numeric coding system.

A. Subject Code Numbering System. To the maximum extent practicable, the BLM Manual, IM's, and IB's maintain subject code numbering patterns consistent with 43 CFR. Subject codes are grouped into 9 primary subject areas with one-thousand level codes (1000 through 9000). Related subsidiary subjects and corresponding codes fall under each of these 9 major subject areas. The subjects are codified by a series of numbers, generally with a four-digit number to the left of the decimal and subsidiary numbers and letters to the right of the decimal.

B. Subject Code Index. The Headquarters Branch of Directives Management issues the Subject Code Index every 2 years as an Appendix to Manual 1220, Paperwork Management, to ensure all offices use the most current and up-to-date subject codes. Appendix 1 of the index is a numerical listing of titles and their related codes to the first digit after the decimal. Appendix 2 is an alphabetical index of subject matter contained in Appendix 1.

.12 Directives Indexing and Finding Aids.

A. Directives Index.

1. Headquarters. The Branch of Directives Management publishes a Directives Index monthly which lists BLM IM's, IB's, Manual Releases, and Forms issued that month (see Illustration 2). The Annual Directives Index lists IM's still in effect, those which have been extended, and Manual Releases distributed the prior fiscal year (see Illustration 3). The Directives Indexes are also computerized and may be accessed as needed. Instructions for accessing the Directives Indexes for Headquarters, Service Center, and D-BIFC issued IM's and IB's are contained in H-1221-2, Accessing the Automated Directives Digest Bulletin.

2. Field Offices. The Service Center, Boise Interagency Fire Center, and State Offices must publish similar Directives Indexes and distribute them within their jurisdiction.

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B. Checklist of BLM Manual Pages in Effect.

1. Headquarters. The Checklist of BLM Manual Pages in Effect lists every current facing page number (right-hand page) in BLM Manuals. Use the checklist to ensure that BLM Manual sets are up-to-date and to assemble complete BLM Manuals. Headquarters Branch of Directives Management issues the Checklist of BLM Manual Pages in Effect once a year. The Branch of Directives Management also issues a Checklist of BLM Manual Pages in Effect for Washington Office Manual Supplements.

2. Field Offices. Field Officials must issue Manual page checklists for Field Office Manual Supplements.

.13 Manual System. The BLM Manual System is a permanent record of written policy and procedural instruction for BLM employees. It contains material having continuing application to BLM programs. Instructions in BLM Manuals are mandatory unless the text states otherwise. The Manual System is arranged by numbered Manuals, as outlined in the BLM Subject Code Index (Manual Section 1220, Appendix 1). BLM Manuals consist of the Manual Section, Manual Section Supplements, Handbooks, and Handbook Supplements. The Manual Section and Handbooks must not conflict; they combine to form a complete set of instructions. Officials may elect to write Handbooks to transmit a particular set of detailed technical or procedural instructions. Criteria which may be used to judge whether Handbooks are appropriate are located in Handbook 1221-1, Chapter III, Paragraph B2. Both the Manual Section and the Handbooks have equal force and effect. The Manual Section and the Handbooks are structured systems, tied together by subject code. A Handbook cannot be released without a Manual Section in effect.

A. The Manual Section contains BLM policy and program direction. In most cases, the primary audience is program managers. A Manual Section must contain the following:

1. Table of Contents. Identifies the major headings in the Manual Section, generally to the capital letter level. After listing the major headings in the Manual Section, list the Glossary of Terms, Illustrations, Appendixes, Bibliography, and Handbooks by number and title.
2. Objectives and Policies Sections (.01 through .09).
 - a. .01 Purpose. State briefly what the Manual contains.
 - b. .02 Objectives. State the objectives of the program or activity covered in the Manual. Describe what can be achieved by following the instructions contained in the Manual.
 - c. .03 Authority. Cite sources of authority which contains legal requirements for conducting the program involved (see Appendix 1 for a list and description of external directives).

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- d. .04 Responsibility. Beginning with the highest Bureau officials involved, list the principal officials by their titles who are responsible for planning and executing the program covered in the Manual. State the jurisdictional responsibilities of these officials.
 - e. .05 References. List all sources of instruction and information referred to in the Manual, other than those listed in .03 Authority, that are essential to implement instructions contained in the Manual.
 - f. .06 Policy. General statement(s) which prescribe(s) a governing principle, course, or plan of action designed to govern present and future actions, decisions, or procedures.
 - g. .07 File and Records Maintenance. Describe filing procedures, records disposition requirements, and any special requirements necessary to safeguard against unauthorized disclosure of information. This series may be used as a locator to direct the reader to portions of the Manual dealing with files and records. As a minimum, the specific Bureau Records Schedule number and item shall be cited to direct the reader to the appropriate retention and disposition policies (see Manual Section 1272).
 - h. .08 through .09. May be used to add material not included in the .01 through .07 series above, i.e., statements concerning Bureau practices, historical data, coordination requirements, etc.
3. Procedural Series (.1 through .9). This series of numbers, with its subsidiary coding levels, contains systems and procedural material which are important to managers. Under .1 there may be .11 through .19; under .2 there may be .21 through .29, etc. At lower levels of the outline, there are no limits to the number of items (see H-1221-1, Chapter III, pages 4 and 5). In most cases, identify every paragraph and item by a number or letter for easy reference. Do not use dots or dashes for major paragraphs because these cannot be easily cited. Do not split paragraphs between pages. The procedural series may contain the following:
- a. Program policy.
 - b. Prescribed parameters of discretionary authority and responsibility.
 - c. General standards of management.

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- d. Procedures needed to manage and operate the program.
- e. Program monitoring and evaluation.
- f. Reporting requirements.
- g. Coordination requirements.
- h. Detailed instructions for specialists and technicians, if Handbooks are not used (see Handbook 1221-1, Chapter III, Paragraph D for Handbook criteria).

4. Supplementary Material, when applicable. The following provides the type of supplementary material which may be contained in a Manual Section and the order in which they should be included:

- a. Glossary of Terms containing all definitions needed to understand material in the Manual Section.
- b. Illustrations relating to the text material (i.e., forms).
- c. Bibliography providing reading material and background information which supplements the Manual Section but which does not contain mandatory instructions.
- d. Appendixes relating to the text material (e.g., indexes, copies of laws, legal opinions, lists, memorandums of understanding, documents from other agencies, Executive Orders, and other material not readily available to the reader).
- e. Supplements (Field and Washington Office Supplements) augmenting the Manual Section to meet needs of particular Field or Washington Offices. Supplements must not conflict with the Manual (see Handbook 1221-1, Chapter III, Paragraph E).

B. Handbooks may be used to provide detailed instructions necessary to carry out policy and direction described in the Manual Section. The primary audience is specialists, technicians, and clerks. Handbooks must contain the following:

- 1. Table of Contents.
- 2. Text. The text may include the following:
 - a. Introductory material in a background or foreword paragraph.
 - b. Specialized procedures.

- c. Processes.
 - d. Technical standards.
 - e. Specifications.
 - f. Optional procedures for implementing mandatory requirements.
 - g. Figures (see H-1221-1, Chapter III, Paragraph D).
3. Supplementary Material, when applicable, such as:
- a. Glossary of Terms containing all definitions needed to understand material in the Handbook.
 - b. Illustrations relating to the text material.
 - c. Bibliography providing reading material and background information which supplements the Handbook but which does not contain mandatory instructions.
 - d. Appendixes relating to the text material (e.g., indexes, copies of laws, legal opinions, lists, memorandums of understanding, Executive Orders, and other material not readily available to the reader).
 - e. Supplements (Field and Washington Office Supplements) augmenting the Handbook to meet needs of particular Field or Washington Offices. Supplements must not conflict with the Handbook. (See Handbook 1221-1, Chapter III, Paragraph E.)

.14 Instruction Memorandums and Information Bulletins. These controlled directives are of a short-term, temporary nature. IM's affecting Manuals must include "Affects Manual Section" under the subject code to ensure Manual Sections that need updating can be tracked more readily and to allow offices to interleave appropriate IM's with the affected Manual Section, if they so desire. Material of a proprietary or sensitive nature should not be contained in IM's because such information may be accessed by the public. If in doubt, discuss your concerns with the Chief, Branch of Directives Management prior to including such information in temporary directives.

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A. Instruction Memorandums provide new policy or procedural instructions which must reach BLM employees quickly or interpret existing regulations, policies, or instructions and are used when there is not enough time to issue a Manual Release. IM's are generally used for transmitting material of an urgent nature. The numbering system for IM's include the Fiscal Year (FY) and the IM number (starting with 001 for the first IM issued at the beginning of a FY, e.g. IM 90-001). In most cases, IM's expire on September 30 of each year. They remain in effect for a minimum of 12 months, but cannot exceed 24 months. (For example, an IM issued on October 1, 1990, may have an expiration date of 09/30/91 to allow time to include the policy or procedure in the appropriate Manual if the direction is of a permanent nature.) IM's may be extended by program officials for an additional 12 months. Instructions contained in an IM may not be extended after it has been in effect for the maximum 24 months and extended for the maximum 12. These instructions must be reissued as a new IM or as a Manual Release. Because IM's contain interim policies and procedures, they are considered permanent records and must be filed in accordance with .41. IM's which interpret existing regulations, policies, or instructions or which provide new policies or procedures must include in the text that it affects an existing Manual Section or that a new Manual Section will be released.

B. Information Bulletins are used to disseminate information of interest to Bureau employees. They do not contain BLM policy, directive, or instructional material. They may be used to transmit material such as publications and announcements or call attention to existing policies or procedures. Any information of a sensitive or privacy nature should be transmitted using the IB process. IB's may require action by, or response from, Bureau officials for actions such as confirming attendance at meetings, requesting review and comment to draft documents, or requesting reporting information. For this reason, they may have a due date (DD). The numbering system for IB's include the FY and the IB number (starting with 001 for the first IB issued at the beginning of a FY, e.g. IB 90-001). IB's are not assigned an expiration date and are kept only as long as they are needed by individual program officials. IB's are not a part of the permanent records system and may be destroyed within 1 year of issuance or when no longer needed. IB's are considered internal documents and may be released to the public in response to a FOIA request, if a FOIA exemption does not apply. Therefore, IB's should be filed separately from IM's. Program offices are responsible for retaining and disposing of responses received from IB's when comments become an overall record on how a policy was developed (see .41A).

C. Types of Instruction Memorandums and Information Bulletins include:

1. Instruction Memorandums and Information Bulletins which are issued from Headquarters to Field Offices and sometimes also to Washington Office staff.
2. Director's Office Instruction Memorandums or Information Bulletins which are issued by Headquarters only to Washington Office staff.

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3. Field Office Instruction Memorandums or Information Bulletins which are issued by a Field Office to Field personnel. The Service Center Director and BLM Director-BIFC may issue IM's and IB's having Field application for implementing and complying with those directives issued by Headquarters. Such IM's and IB's must be issued in accordance with .04I and .04J.

.15 Program Notes. Headquarters program officials may prepare informational program notes which highlight ongoing activities within the program (see Illustration 4). Program notes:

- A. May not contain policy, direction, or instruction.
- B. May not transmit enclosures.
- C. Must be signed by an Office Chief, Staff Chief, Division Chief, or higher official.
- D. Are prepared, developed, and distributed by the responsible program office. A copy of each program note must be forwarded to the appropriate Records Manager. Program notes should be distributed to the Field Offices only if the notes contain material of sufficient interest.

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.2 Surnaming and Signing. This section provides instructions for surnaming and signing BLM directives. All Manual Supplements and temporary Field Office directives must follow the same pattern.

.21 Determining Surnaming and Signing Officials. Before signature, each directive issued must be reviewed by the officials who have a direct interest in the proposed directive for one or more of the following reasons:

- A. Programs or functions for which they are responsible could be materially affected by the adoption of the proposed policy and/or procedure.
- B. They are authorities on the subject-matter.
- C. They are administratively or legally responsible for making a review.

.22 Surnaming and Signing Standards. Headquarter's directives must include a Clearance Sheet (Form 1220-1) (see Illustration 5).

A. Surnaming Standards. Officials reviewing the directive must ensure:

- 1. The subject matter is adequately, accurately, and clearly covered.
- 2. The directive is consistent with existing Federal policy.
- 3. The directive does not have statements which conflict with functions and responsibilities assigned elsewhere.
- 4. The directive is the most efficient and effective means of accomplishing the desired objectives.

B. Signing Standards.

- 1. Only authorized officials may sign directives (see Signing Authority Chart, .22C).
- 2. On Instruction Memorandums and Information Bulletins, the official must sign after the last paragraph of the directive.
- 3. The signature should be legible. Black ink must be used when signing directives to ensure photocopy reproduction.
- 4. As a general rule, if two or more officials surnaming the directive have a direct policy or program related interest in the directive, an official who is responsible for overseeing the programs of those officials must sign the directive.

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C. Signing Authority Chart.

If the type of directive is:					Then the official or his/her designated "Acting" (within their area of assigned responsibility) authorized to sign is:
Manual Section	Handbook	Instruction Memorandum	Information Bulletin	Program Note	
X	X	X	X	X	Director, Deputy Directors
X ¹	X ¹	X	X	X	Assistant Directors
		X	X	X	Deputy Assistant Directors Assistant Deputy Director, External Affairs
		X ²	X ²	X	Special Assistants to the Director
			X	X	WO Division Chiefs, Office Chiefs, and Staff Chiefs
X ³	X ³	X ⁴	X ⁴		Service Center Director, Deputy Service Center Director; State Directors; Associate State Directors; District Managers; Associate District Managers; BLM Director-Boise Interagency Fire Center
			X ⁵		Phoenix Training Center Manager

1. Authority to sign Manual Sections and Handbooks as an "Acting" Assistant Director extends only to the Deputy Assistant Director.
2. Director's Office Instruction Memorandums and Information Bulletins only.
3. Manual Section Supplements and Manual Handbook Supplements only.
4. Within their respective areas of responsibility, the State Directors, BLM Director-Boise Interagency Fire Center, and the Service Center Director may redelegate authority for signing Instruction Memorandums and Information Bulletins.
5. Authority to sign Information Bulletins requesting input on training material, requesting nominations for classes, and issuing information on subject matter changes and locations.

1221 - DIRECTIVES

.23 Surnaming and Signing Process. See Handbook 1221-1, Writing and Formatting Directives, Chapter II, Paragraph R, for the surnaming process particular to IM's and IB's and Chapter III, Paragraph H, for the surnaming process particular to Manual Releases.

A. Clearance Route. Clearance routes vary according to the content of material contained in the directive. Writers of the directives are responsible for indicating the correct routing of directives for review, surnaming, and signature. To facilitate the surname process, coordinate informally with affected offices prior to writing the directive.

B. Concurrent Surnaming. Surnaming may be concurrent in emergency situations by using duplicate documents, each with its own Clearance Sheet (Form 1220-1).

1221 - DIRECTIVES

.3 Distribution. Each official is required to maintain current directives necessary to the functioning of their program area. Each State, Service Center, BIFC, District, and detached Resource Area Records Managers, and the Service Center Library should maintain one complete set. To meet this requirement, officials must ensure that their offices are on the directives distribution list for pertinent Manuals.

.31 BLM Manual. Each State, Service Center, BIFC, District, and detached Resource Area Records Manager, and the Service Center Library should have one complete set. Supervisory officials are responsible for determining and specifying the Manuals needed by their offices.

A. New Manual Releases. The Headquarters Branch of Directives Management updates the distribution list for new BLM Manual Releases, as needed. Submit additions or deletions in distribution and address changes to the Headquarters Branch of Directives Management on the BLM Manual Distribution Change Request (Form 1221-7) (see Illustration 6). Manual Supplements are distributed according to the particular distribution systems of the Washington Office for Washington Office Supplements and Field Offices for their Field Office Manual Supplements.

B. Published Manual Releases. Order published Manual Releases by Manual Release number as follows:

1. Headquarters. Obtain copies from the Headquarters Branch of Directives Management with an informal written or verbal request.
2. Field Offices. Order copies of published Manual Releases from the Service Center Printed Materials Distribution Section, using Requisition/Oral Order (Form 1510-18) (see Illustration 7).

.32 Instruction Memorandums and Information Bulletins. Official distribution of Headquarters IM's and IB's to officials on the "To" line is made by the Headquarters Branch of Directives Management (WO855). IM's and IB's are transmitted electronically whenever possible, generally when the directive is 10 pages or less and does not include unusual charts and/or attachments. If so, there is no hardcopy distribution. Electronically transmitted directives are directly sent to all officials in the "To" line and are identified as official when it includes the transmission date, WO855, and a signature authenticated by the Headquarters Chief, Branch of Directives Management. (See Illustration 8 for a sample of an electronically transmitted directive.) If hardcopy distribution is necessary, the distribution is only made to the State Directors, Service Center Director, and BLM Director-BIFC. Additional distribution to other Field Officials and related photocopying is the responsibility of the State Directors, Service Center Director, and BLM Director-BIFC. IM's and IB's need not be rewritten by these officials for redistribution to other Field Offices but may be transmitted by informal methods. Distribution of advance copies of IM's and IB's to BLM officials is not permitted under any circumstances unless the original is signed, dated, and numbered.

1221 - DIRECTIVES

.33 Distribution of Field Office Directives to BLM Officials. Field Officials may send one copy of each Field Office directive to the appropriate Headquarters program leader for information.

1221 - DIRECTIVES

.4 Directives Maintenance. State, Service Center, BIFC, District, detached Resource Areas Records Managers, and the Service Center Library should maintain a current set of directives for general reference. Supervisory officials should have access to current sets of Bureau directives pertinent to their program responsibilities for their employees and dispose of obsolete issuances.

.41 Filing Directives.

A. Official Record Files. The Headquarters Branch of Directives Management maintains the official record copies of the BLM Manual, Washington Office Manual Supplements, Transmittal Sheets, superseded pages, IM's and IB's and Director's Office temporary directives (plus attachments), Clearance Sheets, and Headquarter's issuance of Directives Indexes. Field Office Records Managers must maintain official record copies of their own permanent and temporary directives (with attachments) and Directives Indexes. BLM Manuals, Supplements, and IM's are permanent records and Records Managers must maintain and dispose of them in accordance with the BLM Records Schedule 16, Item 1 (see Bureau Records Schedule and Manual Section 1272). IB's and all other reference copies of permanent records are temporary and may be disposed of when no longer needed. However, when comments received from IB requests become an overall record on how a policy was developed, program offices must retain such responses in the directive's case file.

B. Field Office Files.

1. Instruction Memorandums and Information Bulletins. File in numerical order one copy of each numbered IM and IB received. In addition to the numerical file, IM's and IB's may also be filed by subject code or interleaved into the Manual System where appropriate. However, IM's which are not extended must be removed from the Manual System upon expiration. IB's will typically be kept in Central Files 1 year after the date of issuance.

2. BLM Manuals. File Manuals in numerical order by subject code in BLM Manual binders. File each Manual Supplement where most appropriate within the BLM Manual to which the Supplement pertains. File Handbooks immediately after the Manual Section and any Supplements.

3. Superseded Pages. Records Managers must maintain a collection of superseded pages for their own State or District Office Manual Supplements.

4. Manual Transmittal Sheets. The Manual Transmittal Sheet (Form 1221-2) contains instructions for filing Manual Releases and Manual Release Supplements. Records Managers shall permanently maintain a copy of each Manual Transmittal Sheet issued for their own State or District Office Manual Supplements. Records Managers must maintain a copy of other Manual Transmittal Sheets for 2 years to provide a record of Manual Releases received.

5. Program Notes. Receiving offices are not required to file program notes.

1221 - DIRECTIVES

.5 Revalidation of Directives. Both Instruction Memorandums and Manuals must be revalidated periodically to assure currency of directives.

.51 Directives Issued by Headquarters.

A. Schedule for Revalidating Headquarters Directives. The schedule for revalidating directives is outlined below:

1. Instruction Memorandums are revalidated once each year. A list of each IM which has been in effect for more than 9 months and which is approaching its expiration date is sent to the originating office by the Headquarters Branch of Directives Management in July. The originating office reviews each directive and is allowed to revalidate and extend the IM one time for up to 12 months.

2. Information Bulletins are not included in the revalidation process because they are not assigned an expiration date and expire as soon as they are no longer needed.

3. Manuals are revalidated once every 2 years. The Headquarters Branch of Directives Management issues to appropriate Headquarters officials the Review and Certification of BLM Manuals format for each Manual Section and Handbook (see Illustration 9).

4. Reprinting Manual Sections and Handbooks requires revalidation prior to reprinting by the responsible official using the Review and Certification of BLM Manuals format.

B. Review Process. The official's decision to revise, cancel, or continue the Manual Section or Handbook is based on criteria listed on the Review and Certification of BLM Manuals format. The official completes the Review and Certification of BLM Manuals format and returns it to the Headquarters Branch of Directives Management.

C. Cancellation Process. If a Manual Section or Handbook is canceled, it is the official's responsibility to complete a Manual Transmittal Sheet (Form 1221-2) explaining the reason for cancellation, referring the reader to other pertinent policies and procedures on the subject, as appropriate, and removing the Manual Section or Handbook from the BLM Manual System (see Handbook 1221-1, Writing and Formatting Directives, Chapter III, Paragraph H).

D. Revision Process. If a Manual Section or Handbook needs revision, it is the official's responsibility to issue a revised Manual Section or Handbook at the earliest date possible.

.52 Directives Issued by Field Offices. Field Offices must also have a system for revalidating directives issued out of their offices.

1221 - DIRECTIVES

Glossary of Terms

-A-

alphabetical index: a list of subject headings in alphabetical sequence accompanied by appropriate subject code(s) (see BLM Manual 1220, Appendix 2).

-D-

directive: any written communication issued by an authorized official to provide essential instructions and information for conducting work under that official's functional jurisdiction. A directive has general applicability, as distinguished from specific instructions given by a supervisor in an individual matter.

1. permanent directive: a directive which contains instructions having continuing application to Bureau operations. Permanent directives are issued in the form of BLM Manuals (including the Manual Section and Handbooks) and BLM Manual Supplements to Manual Sections and Handbooks.
2. temporary directive: a directive which conveys information or contains instructions which require immediate attention or which will be in effect for a short period of time.

-M-

Manual Supplements: directives which elaborate upon BLM Manual Sections and Handbooks. They may include mandatory instructions in documents from sources outside the Bureau. Manual Supplements must not conflict with BLM Manuals. Types of Manual Supplements issued are:

1. Washington Office Manual Supplements: issued by the Washington Office and contain instructions which apply to the Washington Office only.
2. Field Office Manual Supplements: issued by Field Offices and contain instructions which apply to the Field Office only.

1221 - DIRECTIVES

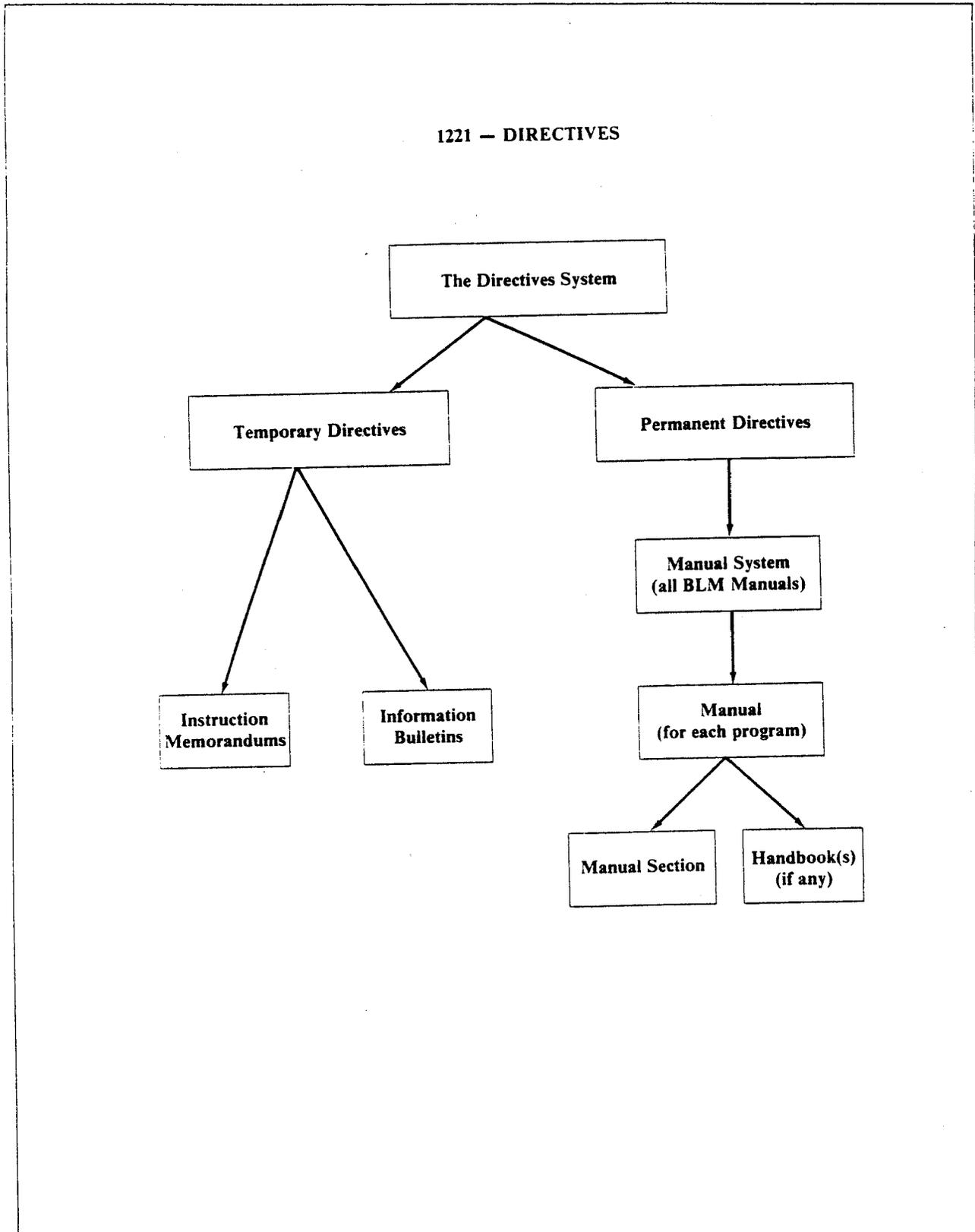
-P-

Paperwork Management System: a system of subject codes which integrates all BLM policies and procedures by subject-matter according to BLM's mission and irrespective of organizational structure. The system includes regulations, BLM directives, correspondence, forms, files, and reports. Subject codes are grouped into 10 primary subject areas with one-thousand level codes 1000 through 9000. Related subsidiary subjects and corresponding codes fall under each of these 10 major subject areas. The subjects are codified by a series of numbers, with a four-digit number to the left of the decimal and subsidiary numbers and letters to the right of the decimal. To the maximum extent possible, Title 43 of the Code of Federal Regulations, the BLM Manual System, and other paperwork management components maintain consistent numbering patterns for each program area. Subject code numbers are assigned by the Branch of Directives Management in cooperation with appropriate program officials.

-R-

revalidation: a program to review and certify directives as current. For IM's, revalidation is an annual process. For Manuals, the process is once every 2 years.

The Directives System



1221 - DIRECTIVES

Sample of an Annual Directives Index

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

DIRECTIVES INDEX

Issue Date	October 15, 19XX
Issue No.	Annual Directives Index
Period Covered	10/1/XX - 09/30/XX

CIRCULATE A COPY OF THIS INDEX TO ALL USING OFFICIALS TO ASSURE THAT ONLY CURRENT DIRECTIVES OR FORMS ARE USED

Each type of directive in the *Directives Index* is identified by a letter prefix. To compile a complete running index to all current directives, separate the pages and interfile by type and numerical order with previous issuances.

LETTER PREFIX	TYPE OF DIRECTIVE IN THIS ISSUANCE
A	Instruction Memos
B	Information Bulletins (None)
C	Director's Office Instruction Memos (IM's)
D	Director's Office Information Bulletins (IB's) (None)
E	Manual Releases
F	Forms (None)

NOTE: Annual Directives Index includes Instruction Memos and Manual Releases issued in FYXX. Memos Marked with an (*) have been extended from FYXX through FYXX. Any double entries are due to more than one originating office or subject code.

Form 1221-12 (March 1986)

Sample of a Program Note

Issue 10, 11/17/89

Land Information System Friday Fact Sheet

•Coordination is continuing between BLM, the FS and GS, as a result of the Nov 1988 three-way interagency agreement. Efforts are focusing on data standards (elements & attributes) and the use of GCDB as a standard for the graphic portrayal of land parcels. The next BLM-GS coordination meeting will be held on Dec. 8, 1989.

•Demand for the May 1989 LIS Study titled "Managing Our Land Information Resources" has been so great that its in its fourth reprint. States and counties have been particularly interested in the study. Additional copies have also been requested by the private sector, including the World Bank, which is distributing it internationally. The BMT was prebriefed on the study's findings last April and copies have been provided to State Directors, and other line managers. If you would like a copy, please contact Juanita at (FTS) 653-6105.

•BLM has been invited to submit papers to the U.S. Delegation for the National Report covering 1987-1990 to the F.I.G. (International Federation of Surveyors) Congress 1990 to be held in Helsinki.

Finland. The papers will be on two topics, "Cadastral Surveying" and "Land Information Systems" and will be distributed to ACSM/NSPS and ACSM/AAGS members as a special edition of the ACSM Journal of Surveying and Land Information Systems (formerly the Journal of Surveying and Mapping). Copies will also be distributed to all official delegates to the Permanent Committee of the F.I.G. in Helsinki.

•The Division of Data Management at the Service Center is developing a Records Transition Plan (to be incorporated into the Master Plan) to facilitate implementation of the Target System. In order to prepare for the changes that will occur when moving from a manual to an automated environment, policy and guidance will be developed and tested in the pilot state, New Mexico. After fine tuning, the new policies will be implemented in each State as Target System Implementation occurs. Wendy Spencer, Management Analyst in SC-324a will be developing and managing the Records Transition Plan. For more information, call FTS 776-6642, or (303) 236-6642.

BLM'S LIS IS A MULTIPLE USE SYSTEM.
YOU WANT MAPS AT DIFFERENT SCALES?
I CAN GIVE YOU MAPS AT
DIFFERENT SCALES.



The Friday Fact Sheet is put out weekly by the WO LIS Staff to update the status of the Master Plan and other automation efforts. For information please call 202-653-6119.

Example of a Clearance Sheet (Form 1220-1)

Form 1220-1
(April 1984)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

- Manual Release
- Instruction Memorandum
- Information Bulletin
- Regulation
- Other

CLEARANCE SHEET

INSTRUCTIONS TO ORIGINATING OFFICE

Attach to copies of documents being submitted for clearance. List all reviewing officials by office code and office title. For Bureauwide Directives, list (855) - Directives Management, both before and after signing official.

Brief Description of Issuance (include Subject-Function Number and Heading)

1323 (820/SC-615) Fiscal Year 1990 Indirect Cost Rate for Cost Recoverable
Projects and Reimbursable Projects

SIGN ALL DOCUMENTS IN BLACK INK

ROUTING (Begin with Originator)			NON- CON- CUR- RENCE ()	COMMENTS
TO	SURNAME OR INITIAL	DATE		
B. McFarlane BLM 820 Room 3070 MIB	<i>[Signature]</i>	8/15		
D. Holland BLM 820 Room 3070 MIB	<i>[Signature]</i>	8/16/89		
BLM 880 Room 5060 MIB	<i>[Signature]</i>	8/16/89		
BLM 855 Room 2454 MIB	<i>[Signature]</i>	8/16/89		in/out 8/16/89 (1235)
1742 BLM 800 Room 2454 MIB				
BLM 855 Room 2454 MIB	<i>[Signature]</i>	8/16/89		

1221 - DIRECTIVES

BLM Manual Distribution Change Request (Form 1221-7)

Form 1221-7
(July 1986)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

Date
8/14/89
 Office address
has changed

BLM MANUAL DISTRIBUTION CHANGE REQUEST

TO: Director,
Bureau of Land Management
Attn: 854

FROM: New Mexico State Office
P.O. Box 1449
Santa Fe, NM 87504-1449

SECTION	NO. COPIES NOW RECEIVING	CHANGE NEEDED		TOTAL COPIES REQUIRED	SECTION	NO. COPIES NOW RECEIVING	CHANGE NEEDED		TOTAL COPIES REQUIRED
		MORE	LESS				MORE	LESS	
1000-1199	2	1		3	2000-2999	4	1		5
1112	3	1		3	3000-3999	10	22		32
1120	5		1	4	4000-4999	2			2
1200-1299	6			6	5000-5999	2			2
1220-Appen- dices 1 & 2	40	2		42	6000-6999	2			2
1221	52		34	18	7000-7999	2			2
1300-1399	21		17	4	8000-8999	3	1		4
1382	15		4	11	9000-9199	5		2	3
1400:000-999	6	1		7	9200-9299	6		2	4
1500-1599	7		2	5	9300-9399	3			3
1541	53		34	19	9400-9499	2			2
1600-1699	6			6	9500-9599	2			2
1684	49		27	22	9600-9699	2	1		3
1684 pocket- size	132	11		143	9700-9799	1	1		2
1700-1799	5		1	4	9800-9999	0	2		2
1800-1999	3			3					

Remarks

1221 - DIRECTIVES

Example of a Requisition/Oral Order (Form 1510-18)

Requesting Office Requisitioned by (Signature) <i>Ellen L. Strader</i> Title Chief, Branch of Directives Management Requisition approval by (Signature) Title	UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT PURCHASE REQUISITION/ORAL ORDER	Page 1 of 1 pages Requisition number Date Aug. 15, 1989																																
Deliver to (street address) Department of the Interior Bureau of Land Management (855) Rm 2454 18th and C Streets, NW Washington, D.C. 20240		Required delivery date Sept. 30, 1989																																
By approving this requisition, the office or delegate certifies that funds are available for this action in the accounts specified (See 1510.03D1).																																		
ORGAN. CODE STATE OFFICE	FUND CODE	SUB-ACTIVITY	PROG. ELEM.	PROJECT	OBJECT CLASS MAJOR MINOR	AMOUNT	Source of supply, if known Bureau of Land Management Service Center (SC-658B) Printed Materials Distribution Section Contract No.																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">ITEM NO.</th> <th rowspan="2">DESCRIPTION OF SERVICE OR ITEM INCLUDING STOCK NUMBER <i>(Double space between items)</i></th> <th rowspan="2">QUANTITY</th> <th rowspan="2">UNIT</th> <th colspan="2">ESTIMATED</th> <th colspan="2">ORDERED</th> </tr> <tr> <th>UNIT PRICE</th> <th>TOTAL</th> <th>UNIT PRICE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <u>Manual Releases</u> 1-1489 (H-1244-1-Administrative Procedures Review) 1-1499 (1542-Mail Management) 1-1503 (1203-Delegation of Authority) 1-1551 (1400-752-Discipline and Adverse Actions) </td> <td>1 1 1 1</td> <td></td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td>2</td> <td> <u>Forms</u> 1510-18 (Requisition/Oral Order) </td> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							ITEM NO.	DESCRIPTION OF SERVICE OR ITEM INCLUDING STOCK NUMBER <i>(Double space between items)</i>	QUANTITY	UNIT	ESTIMATED		ORDERED		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	1	<u>Manual Releases</u> 1-1489 (H-1244-1-Administrative Procedures Review) 1-1499 (1542-Mail Management) 1-1503 (1203-Delegation of Authority) 1-1551 (1400-752-Discipline and Adverse Actions)	1 1 1 1		N/A	N/A	N/A	N/A	2	<u>Forms</u> 1510-18 (Requisition/Oral Order)	10					
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				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL																											
1	<u>Manual Releases</u> 1-1489 (H-1244-1-Administrative Procedures Review) 1-1499 (1542-Mail Management) 1-1503 (1203-Delegation of Authority) 1-1551 (1400-752-Discipline and Adverse Actions)	1 1 1 1		N/A	N/A	N/A	N/A																											
2	<u>Forms</u> 1510-18 (Requisition/Oral Order)	10																																
Contract No.				Discount for prompt payment		GRAND TOTAL																												
Time of Delivery				Ship Via																														
F.O.B. Point				Vendor																														
Order No.				Date																														
(Instructions on reverse of Purchasing Copy)				Quoted By																														
				Purchased By																														
				Contracting Officer																														

Example of an Electronically Transmitted Directive

Message 587-344
Subj: IB 89-302

BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

In Reply
Refer To:
1290 (772)

June 26, 1989

EMS Transmission - 6/26/89
Information Bulletin No. 89-302

To: WO Officials, SD's, SCD, BLM D-BIFC
From: Director
Subject: FTS 2000 Briefing

Due to the release of more and more information on FTS 2000, GSA and AT&T have been scheduled to provide extensive briefings for Bureau IRMAC members and Telecommunications Managers regarding voice, data, and billing information under FTS 2000. All IRM Branch Chiefs and their Telecommunications Managers are strongly urged to attend. These briefings have been scheduled near Salt Lake City in Park City, UT, beginning at 9:00 a.m. on Tuesday, July 11 through July 13, 1989.

The meetings will be held at the Olympic Hotel in Park City, which is approximately a 40-minute drive East of the Salt Lake City airport. A block of rooms has been set aside at the Olympic Hotel until July 3rd. Room rates are \$35 for a single occupancy and \$45 for double occupancy. Each person is responsible for making his/hers own reservations. Reservations can be made through Group Reservations on 1-800-234-9003. The hotel number from Salt Lake City is 355-0910.

Transportation is available from Park City Transportation on 1-800-637-3803. Their number from Salt Lake City is 649-8567. Presently, they are running scheduled transportation between Salt Lake City airport and Park City leaving the airport at 11 a.m., 3 p.m., 7 p.m., and 10 p.m. at a cost of \$13 per person. Transportation required at nonscheduled times requires at least 4 people in order to receive the \$13 per individual rate. In any case, prior reservations must be made with the transportation company giving names, flight numbers, and arrival times.

If you have any questions regarding this meeting please contact Dan Cole or Ron DeRamus on FTS 653-8853.

Signed
John D. Tabb
Acting Assistant Director, Support Services

Authenticated
Chana Baum
Directives (WO-855)

W0855 for W0853 15:46 EDT 26-Jun-89 Message 587-344 [2] * Priority *

Review and Certification of BLM Manuals Format

REVIEW AND CERTIFICATION OF BLM MANUALS FORMAT

To: _____ From: _____
 Request Date: _____ Response Date: _____
 Section/Handbook No. _____
 Title: _____

Date of Latest Substantive Revision _____

BLM officials are responsible for keeping directives issued by this office current and ensuring that directives are canceled when no longer needed. Please review the directive listed below based on the following criteria:

- o The potential conflict with law, regulations, and written policy within the material. Identify policy questions, delegation of authority issues, areas of disagreement, or other issues which require resolution.
- o The degree of conflict and inconsistency within the directive or with related directives, including other Manuals and IM's.
- o The nature and extent of complaints or comments received which suggest the material does not meet the needs of the user. Consider internal and external evaluation reports which indicate conflicts, deficiencies, and additional coverage needed. Review IM's on subject. Is there a low degree of compliance?
- o The degree to which the material is consistent with BLM policy on decentralization of operational functions.
- o The potential for simplification, efficiency, and relief of unnecessary administrative burden.
- o Condition Status (Check One)

<input type="checkbox"/> Unneeded or Obsolete - Cancel	<input type="checkbox"/> New Manual Section or Handbook Needed
<input type="checkbox"/> Substantive Revisions Needed	<input type="checkbox"/> Minor Changes Needed
<input type="checkbox"/> Current as Written	

Comments:

 (Name of Reviewer and Date)

1221 - DIRECTIVES

External Directives

External Directives. Policy and procedure are communicated throughout the Federal Government in a variety of directive type material. Some of these external directives which affect BLM operations are summarized below.

1. Code of Federal Regulations. A compilation of the general and permanent regulations which the Executive departments and agencies of the Federal Government publish in the Federal Register.
2. Presidential Directives. There are three types of directives by which the President promulgates policy, delegations, etc., to the Executive branch and official general public interest announcements:
 - a. Executive Orders. Executive Orders are generally directed to Federal departments and establishments. They may set policy, establish organizations, assign responsibilities, delegate authority, activate programs, or prescribe procedures, and are founded on constitutional or statutory authority. If not based on such authority, they are not legally binding.
 - b. Proclamations. Proclamations, in most instances, affect the activities and interests of the general public. They may establish policy and regulate actions when they cite constitutional or statutory authority. If not based on such authority, they are not legally binding.
 - c. Presidential Memoranda. Presidential Memoranda are generally directed to Federal departments and establishments on a single or multiple addressee basis. They may require specified actions by or reports from the addressee(s). Generally they deal with a one-time project or activity, though on occasion they may prescribe continuing policy.
3. Other Federal Agencies.
 - a. Office of Management and Budget (OMB). OMB issues three types of directives which may affect BLM:
 - (1) Circulars. The Director or Acting Director, OMB issues OMB Circulars. They may deal with the matters of concern to the Government, and are used when the directive may have some continuing or recurring effect.
 - (2) OMB Bulletins. The Director or Deputy Director, OMB issues OMB bulletins. They may deal with any matter, but are generally used only when the directive requires a one-time action or is of a temporary nature.

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- (3) Memorandums. The Director, Deputy, Associate, and Assistant Directors, and other staff members issue OMB Memorandums. They are used to convey information, request action or review, or set policy in some specific area of activity such as statistics, committee management, directives control, etc. They are directed to Federal departments and agencies on a single or multiple addressee basis.
- b. Office of Personnel Management (OPM). OPM issues the following type of directives:
- (1) The Federal Personnel Manual (FPM and its Supplements). The FPM is written for personnel generalists. The supplements are written for personnel specialists. Both Manual and supplements transmit OPM's regulations and instructions, policy statements, and related material on governmentwide personnel programs.
 - (2) FPM Letters and Bulletins. FPM letters contain continuing instructions which, because of urgency, cannot be put into FPM or supplement page form at the time of issuance. FPM Bulletins give temporary, not continuing, instructions.
- c. General Services Administration (GSA). GSA issues several types of directives:
- (1) Federal Property Management Regulations (FPMR's). The Administrator of General Services Administration issues FPMR's to prescribe uniform rules and procedures on managing real and personal property owned by the Federal Government. FPMR's are published in the Federal Register and codified in the Code of Federal Regulations (CFR) as Chapter 101, Title 41, "Public Contracts and Property Management."
 - (2) Federal Acquisition Regulations (FAR's). The Administrator of General Services Administration issues FAR's to prescribe uniform rules and procedures on procuring all goods and services. FAR's are published in the Federal Register and codified in the Code of Federal Regulations as Chapter I, Title 48, "Federal Acquisition Regulations System." The Department of Interior supplements the FAR's, publishes the regulations in the Federal Register and codifies them in the Code of Federal Regulations as Chapter 14, Title 48, "Department of the Interior Acquisition Regulation (DIAR) System."

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- (3) Federal Information Resources Management Regulations (FIRMR's). The Administrator of General Services Administration issues FIRMR's to prescribe uniform rules and procedures on managing Information Resources programs within the Federal Government. FIRMR's are published in the Federal Register and codified in the Code of Federal Regulations (CFR) as Chapter 201 of Title 41, "Public Contracts and Property Management."
 - (4) General Services Administration Bulletins. The various Services of GSA issue numbered GSA bulletins.
 - (5) Federal Travel Regulations. These regulations prescribe overall Federal Government policy for travel and transportation.
- d. The Department of Labor. Labor issues the following types of directives:
- (1) Federal Contract Compliance Memorandums. These memorandums, issued through the Office of Federal Contract Compliance Programs, contain specific information on all facets of the Federal Contract Compliance Program.
 - (2) Unemployment Compensation for Federal Employees Manual. This manual, issued by the Employment and Training Administration, contains instructions for Federal agencies on unemployment compensation for Federal employees.
 - (3) Department of Labor Manual Series. Internal Department of Labor directives on administrative or housekeeping matters are published in the Department of Labor Manual Series (DLMS). The DLMS thus contains the framework upon which directives on administrative or housekeeping matters are based.
- e. The Department of Treasury. Treasury issues the following types of directives:
- (1) Treasury Fiscal Requirements Manual for Guidance of Departments and Agencies. The Fiscal Service, Bureau of Government Financial Operations, originally issued this manual in April 1966. It prescribes procedures for departments and agencies on central accounting, financial reporting, and other governmentwide fiscal responsibilities. Bulletins provide or solicit information, while Transmittal Letters supplement, revise, or cancel previously issued sections of the Manual or Transmittal Letters.

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- (2) Manual for Procedures and Instructions for Cashiers. The Fiscal Service, Bureau of Government Financial Operations, Division of Disbursement, issued the current manual in June 1976. It prescribes procedures and contains instructions for cashiers. Cashier Notices transmit instructions to the Manual or previously issued Cashier Notices.
 - (3) Department Circulars. The Office of the Secretary issues Department Circulars to prescribe general governmentwide financial and fiscal policy.
 - (4) Memorandums to Heads of Departments and Agencies. The Office of the Secretary issues these memorandums on specific financial or fiscal policy matters such as Administration policy on minority banks.
 - (5) Letters to the Secretary. The Secretary or Under Secretary signs these letters on broad fiscal policy matters.
 - (6) Fiscal Service, Bureau of Government Financial Operations, Division of Disbursement Circulars. These Circulars prescribe the policy and procedures of the Bureau of Government Financial Operations on Department of the Treasury disbursing network.
- f. The General Accounting Office (GAO). GAO, although not an agency of the Executive Branch, issues directives which the various departments and agencies must follow.
- (1) General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies. The Manual is the official medium through which the Comptroller General promulgates:
 - (a) Accounting principles, standards, and related requirements for agencies' use in developing their accounting systems and internal audit programs.
 - (b) Uniform procedures for use by Federal agencies.
 - (c) Relationships of the GAO with other Federal agencies and with individuals and private concerns doing business with the Government.

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- (2) Decisions of the Comptroller General of the United States. The Comptroller General of the U.S. decides on the legality of proposed payments or transactions at the request of heads of departments and agencies, and disbursing and certifying offices. To keep Government informed, GAO furnishes daily synopses of decisions of general interest, and advance copies of the decisions upon request.
 - (3) Memorandums to Heads of Executive Agencies. The Comptroller General of the U.S. issues these numbered memorandums. They cover subjects which affect all Federal Government departments and agencies, e.g., standards for waivers of claims for erroneous payments of pay.
 - (4) Letters to the Secretary. These are signed either by the Comptroller General or Deputy Comptroller General and generally cover a particular subject which relates to one or more departments.
- g. The Department of the Treasury and the General Accounting Office Joint Regulations. Treasury and GAO issue these regulations jointly on broad financial and fiscal policy matters where both agencies share responsibility. These are issued governmentwide and are signed by the Secretary of the Treasury and the Comptroller General of the United States.
 - h. The Department of the Defense. Defense issues Civilian Personnel Per Diem Bulletins, which prescribe maximum per diem rates for civilian travel for areas outside the continental United States (nonforeign).
 - i. The Department of State. State issues the following types of directives:
 - (1) Foreign Currency Bulletins. These Bulletins prescribe the use of excess and near-excess foreign currencies in lieu of U.S. dollars for travel, transportation, per diem, and related costs in specified foreign countries.
 - (2) Standardized Regulations (Government Civilians, Foreign Areas)-Per Diem Supplements. These per diem supplements, issued in a consecutive numbered series, prescribe and establish per diem allowances for travel in foreign areas.

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- j. National Archives and Records Administration (NARA). The Archivist of the United States issues General Records Schedules which govern the disposition of certain types of records common to many or all agencies. Application of the disposition instructions in these schedules is mandatory.