In Reply Refer To:
1220( P)
CA-944

EMS TRANSMISSION: 9/20/00
Instruction Memorandum No. CA-2000-099
Expires:09/30/01

To: DSD’s and Branch Chiefs
From: Deputy State Director, Support Services
Subject: Review of CA Instruction Memoranda DD: 10/15/2000

Attached is a list of CA Instruction Memoranda issued by each division. Information Bulletins are self-expiring and will be held by the Records Section for one year. Instruction Memoranda may be extended for one year only. Memos dated prior to January 1998 have previously been extended and are not subject to further extension. Pertinent, ongoing instructional material should be rewritten in the form of a manual supplement.

Indicate, in the left margin of each attached sheet, which Instruction Memoranda, with an expiration date of September 30, 2000, you wish to extend. A response, directed to Liza Raymundo, is due no later than October 15, 2000 or no memorandum from your office will be extended.

Signed
Karen Barnette
DSD, Support Services

Authenticated
Liza Raymundo
Records Management

1- Attachment
1- Directives Listing (5 pp)

INSTRUCTION MEMOS
Office CA-912

99-012 Joint Committee on Printing Commercial Printing Report (JCP Form No. 2)
99-016 Mail List Training - National Mail List System
99-018 World Wide Web
99-051 1999 External Affairs Field Office Visits
99-055 Internal/External Information Requests
99-076 Wild Horse and Burro Web Pages
99-078 Using Government Credit Cards for Duplicating /Printing
99-085 Web Training Opportunity for Recreation Program
99-122 California Customer Service Plan

INSTRUCTION MEMOS

Office CA-920

99-068 1999 Mining Law Adjudication Field Office Visits

INSTRUCTION MEMOS

Office CA-930

99-001 Priority Completing Rangeland Health Assessments for Livestock Grazing Permit or Lease Renewals, including Minimum NEPA Documentation
99-003 April 6, Protocol between SHPO and BLM
99-014 Annual Progress Report Called for in the Rangewide Biological Opinion on Livestock Grazing – Tortoise Critical Habitat Interactions (FSW #1-5-96-F298R)
99-019 Recreation Management Information System Data Cleaning Exercise
99-022 Implementation of Communications Site Appraisals
99-030 Washington Office Call for Fish and Wildlife Data
99-031 Fiscal Year 2001 OHV Grant Application Procedures
99-039 Further Guidance for Grazing Permit and Lease Renewals
99-042 Project Accomplishment Report
99-044 Interim Policy fo the Implementation of Environmental Assessment Procedures for the Acquisition and Disposal of BLM Lands in California
99-045 Information Needed to Compile First Annual report of Rangeland Standards and Guidelines Implementation
99-052 Statewide Recreation Conference
99-054  NEPA and EIS Documents on the web
99-056  Use Inventory worksheet to Communication Site R/W Holders
99-057  Film Permits Web Site Policy
99-059  Use of Customer Feedback comment cards
99-066  Rangeland Standards and Guidelines implementation workshop
99-071  Proposal to Designate Critical habitat for Nine Evolutionary Significant Units of Steelhead under the Endangered Species Act.
99-072  Proposal to list the Mountain Plover as a Threatened Species under the endangered Species Act
99-082  Cultural Resources workshop
99-083  Rangeland Standards and Guidelines Implementation workshop
99-092  Designation of Field Offices contacts for Water Quality Planning
99-093  Implementation of Appraisal Policy and Process
99-094  OHV Environmental Protection Grant Procedures
99-095  OHV Annual awards
99-096  Developing Standards for Land Health
99-097  Validation Study of Customer Service and Service First
99-107  Framework for conducting Section 7 Consultations on Land Use Plans
99-108  FY 1999 Weed Management Add-on Spending
99-110  Eagle Lake Field Office Recreation Fee Demonstration Pilot Project Financial Procedures
99-112  Updated Animal Sensitive Species List—Final Review Draft
99-120  FY 1999 Cultural Resources Management Program Annual Report: California Indian Protocol Tracking Form
99-124  Challenge Cost Share Tracking
99-125  Cultural Resource Compliance for Grazing Permit Renewals

INSTRUCTION MEMOS

Office CA-940

99-009  FY 1999 Proposed Annual Work Plan (PAWP)
99-010  California Desert District Firearm Inventory
99-015  Employees Purchasing Sensitive and Capitalized Property
99-023  Year 2000 (Y2K) Inventory Data Call
99-028  California BLM Telephone Directory Update
99-029  BLM Indirect Cost Rate for Cost Recoverable, Reimbursable and Trust Projects
99-040  Response to IM No 99-038 Privacy Act Systems Survey
99-046  California Annual Work Plan for FY 1999
99-048  FY 1999 Final Performance and Workload Measures Allocations
99-049  FY 1999 Personal Property Inventories
99-058  Contracting Officer’s Representative (COR) Certification Requirements
99-061  Legacy Rehost 2000 (LR2000) - Data Freeze Dates
99-073 Wild Horse and Burro Program
99-074 Review, Approval and Records Retention Procedures for Government Purchase Cards
99-075 Legal Use of BLM vehicles by Non Federal Employees
99-080 YR 2000 Manual Progression Test of selected PC’s
99-081 Office YR 2000 Compliance Certification
99-098 Requirement to comply with State Drivers License and Motor Vehicle Laws
99-106 California Budget Operating Procedures for the remainder of FY99
99-115 Office Year 2000 compliance Re-Certification
99-116 Findings of the California Y2K Review
99-118 FY 1999 3rd Quarter California Budget Status

INSTRUCTION MEMOS

Office CA-943

99-005 1998 Post-Season Fire Season
99-006 Prescribed Fire Qualifications and Grandfathering Criteria
99-050 Compliance with the Supplemental Policy for Fire Report Cost, Reimbursement and Trespass Wildland Fires
99-053 Qualified fire (Call-When-Needed) Helicopter Manager & Qualified Project Helicopter Manager
99-065 Supplemental Policy for Fire Reports for Cost Reimbursement and Trespass Wildland Fires
99-091 1999 Annual California Fire Readiness Review
99-109 Changes to California’s Prescribed Fire Policy and Program
99-126 Training Standards and Qualifications for California BLM Fire Personnel
99-127 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Ukiah
99-128 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Arcata
99-129 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Surprise
99-130 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Barstow
99-131 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Needles
99-132 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Hollister
99-133 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Eagle
99-134 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Palm Spring
99-135 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-Alturas
99-136 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-
Ridgecrest
99-137 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-
CDD
99-138 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-
El Centro
99-139 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-
Folsom
99-140 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-
Bakersfield
99-141 Re-certification of Delegated Authority to Approve and Review Prescribed Fire Plan-
Bishop
99-142 State Office Roles and Responsibilities for Fuel Management

INSTRUCTION MEMOS

Office CA-944

99-008 Contracting Officer’s Representative Certification Monitoring
99-013 Review of CA Instruction Memoranda
99-020 YR 2000 Purchase and Contract Specification
99-021 Compliance with Building Codes and Other Federal Laws
99-034 State Board of Survey Appointments
99-036 Electronic Mail Records Course
99-041 Review of BLM CA Publications
99-043 FY 1999 Personal Property Inventory
99-063 Lead Based Paint
99-064 FY 1999 California Annual Work Plan Final Allocations
99-067 FY 1999 Procurement and Agreements Plans
99-070 Appointment of Contracting Officers Representatives
99-077 Compliance with Regulations for Above ground Petroleum Storage Tank Facilities
99-086 FY 1999 Mid Year Review
99-087 Additional Use of Project Numbers
99-088 Fire Module Leader Special use Master Cards
99-099 Submission Requirement for 5 Year Deferred & Construction 5 Year Cycle
99-100 May Budget Status Concerns
99-101 Mid Year Cost Target Adjustments
99-103 Policy on Respiratory Protection Program
99-105 Interior Department Electronic Acquisition System
99-111 End of June Budget Status
99-114 Receiving Officers
99-121 Records Inventory
99-123 FY 1999 End of August California Budget Status
99-143 California Office Space Assessment

**INSTRUCTION MEMOS**

**Office CA-945**

- 99-002 Additional Personnel Policy within BLM California
- 99-017 Premium Pay for California State Rangers
- 99-024 Use or Lose Annual Leave
- 99-026 Early Dismissal for Thanksgiving
- 99-027 Mandatory Use of Employee Express
- 99-032 Critical Element for all Managers and Supervisors
- 99-033 Discontinuation of Weekly California Vacancy Listing
- 99-037 Half-Day Closing on Christmas Eve
- 99-038 Supervisory Training: Conflict Resolution Skills
- 99-062 New Procedures for Recruitment of Vacant Positions
- 99-079 Use of Overtime
- 99-084 Decision of AUO for Law Enforcement Rangers
- 99-089 Organizational Structure Accuracy
- 99-102 Standard Organization and Position Description for Type III Engines
- 99-113 Implementation of WOIM99-066 Accretion of Duties Promotion
- 99-117 Employees Serving as an Officer in an Outside Organization

**INSTRUCTION MEMOS**

**Office CA-946**

- 99-004 Geographic Information Systems, Freedom of Information Act request from the southwest
  - Center for biological Diversity
- 99-011 Installation of Informix and ESRI upgrade software on the UNIX Platform
- 99-025 Spatial Metadata Collection Instructions
- 99-035 YR 2000 Compliance Inventory
- 99-060 Electronic E-mail System upgrade to Lotus Domino Notes
- 99-090 Communication Site Evaluation
- 99-104 Legacy Rehost 2000 Microcomputer Deployment

**INSTRUCTION MEMOS**

**Office CA-947**

- 99-007 Prevention of Sexual Harassment Training