

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way - Suite W-1834
Sacramento, California 95825
www.ca.blm.gov
November 13, 2001

In reply refer to:

1680(N)

CA-944

EMS Transmission 11/13/01

Instruction Memorandum No. **CA-2002-007**

Expires: 09/30/2003

To: DSDs, CDD District Manager, All Field Managers

From: State Director

Subject: Preparation of FY 2003 Budget Justifications to Congress Using the Budget Planning System
DD: 11/27/01

The attached Washington Office Instruction Memorandum No. 2002-030, dated November 1, 2001, provides guidance for the development of the Bureau's FY 2003 budget justifications through use of the Budget Planning System (BPS).

The BPS was developed as a part of the Redesigned Budget Process to provide the budget information needed to complete the BLM budget justifications submitted to Congress, the President's Budget, as well as an "Opportunities Book" and an information/data source for internal budget allocations, decisions, or directives. Phase I of the BPS has been deployed and a train-the-trainer session was conducted for California in August 2001 to provide a cadre of personnel to conduct further training as needed to assist with use of the system.

The DSDs and Field Managers are being asked to enter project proposals in the BPS for the FY 2003 budget justifications. Projects are to be submitted through the Regional/State Office Budget Coordinators to the State Office BPS Administrator (State Budget Officer) by **November 27, 2001**. There is no limit on the number of project proposals that may be entered in the BPS by a Field Office or State Office Division. However, each Region and the State Office are limited to submitting to the State Office BPS Administrator no more than five "flexible" funding projects and two "base" funding projects per theme. The "flexible" funding projects must be submitted in priority order. The "base" funding projects should not be prioritized as these will be used as examples of the BLM's current capabilities.

The guidelines for the input and submission of information in the BPS contained in the attached WO IM should be *carefully* reviewed before beginning entry of project proposals (or reviewing data already entered). In addition to the WO guidelines, the following supplemental guidance is provided concerning use of the BPS in California:

- Although WO encourages all BLM employees to participate in the BLM budget planning process, obtaining a login identification and password for use of the BPS should be limited to those employees having a direct budget/program role or responsibility for the project proposal.
- Emerging issues shall *not* be entered into BPS for FY 2003. Headquarters is only interested in project proposals at this time.
- Data entry is required in **ALL** data fields for California projects. This does not mean entering the maximum amount of data allowable for each field. Users should exercise good judgement when entering data and be as clear and concise as possible. As noted on page 3 of the attached WO IM, be sure to address the Secretary's emphasis on the 4 C's in the appropriate data field.
- No additional statewide criteria will be entered into BPS for use in evaluating and prioritizing California project proposals. Project proposals will be evaluated and prioritized on the basis of the "themes" already identified in the BPS, and the selection criteria developed on a national basis for each theme.
- To distinguish between "flexible" funding projects and "base" funding projects in BPS, the word "BASE" shall be added at the end of the project name in the project name data field. Base funding projects are those that can be accomplished within California's current funding capabilities and do not require additional one-time funding from Headquarters.

The current scheme of eight (8) user roles and levels for BPS described on page 21 of the BPS User Guide does not accommodate those three-tier organizations that still exist in certain States, e.g., the California Desert District, nor a regional approach as we are using in California. The Washington Office is aware of this concern and plans to have the user roles expanded to fourteen (14) levels. Pending completion of this system enhancement (expected within a week), the State Office BPS Administrator will issue two Level 3 authorizations to each Field Office and State Office Division (primary and a backup) to allow those offices to prioritize project proposals. The State Office BPS Administrator will coordinate assignment of these authorizations with the Regional Budget Coordinators. The Regional Budget Coordinators have already been assigned Level 3 status that will allow them to submit to the State Office BPS Administrator each Region's prioritized project proposals.

The Regional Budget Coordinators and the State Office Budget Staff are available to assist Field Managers and DSDs with any BPS training needs or general questions regarding use of the BPS. As mentioned in the August train-the-trainer session, Field Managers and DSDs are strongly encouraged to review California's FY 2002 budget justification package as it contains a considerable amount of

project proposal data that is still valid for preparing and prioritizing FY 2003 budget justifications. An electronic version of the FY 2002 package has been provided to the attendees of the August training session, and is available upon request from the State Office Budget Staff.

Any questions concerning these instructions can be addressed to Rob Nauert, State Office Budget Officer and BPS Administrator at 916-978-4508, or Millie Lee at 916-978-4514.

Signed
James Wesley Abbott
Acting State Director

Authenticated
Louise Tichy
Records Management

Attachment - WO IM No. 2002-030 (4pp)

Distribution
Regional Budget Coordinators

United States Department of the Interior

Bureau of Land Management

Washington, D.C. 20240

November 1, 2001

In Reply Refer To:
1673 (880) N

EMS TRANSMISSION 11/06/01
Instruction Memorandum No. 2002-030
Expires: 09/30/2003

To: Assistant Directors, WO-170, State Directors, Center Directors

From: Budget Officer

Subject: Data Request for Preparation of Fiscal Year (FY) 2003 Budget Justifications to
Congress **DD: 12/03/01, 12/13/01**

Program Area: FY 2003 budget development.

Purpose: This Instruction Memorandum (IM) provides guidance to develop the FY 2003 budget justifications through the use of the Budget Planning System (BPS).

Background

The redesigned budget process was approved by the Executive Leadership Team (ELT) in 1999. Principal among the reasons for this redesign of the Bureau of Land Management's (BLM) budgeting process was the improvement and strengthening of the BLM's presentation and justification of its annual budget request to Congress. One of the improvements to this budgeting process, was the need for the budget justifications to include more site-specific, project-specific, geography-specific, and State-specific information developed in concert with the BLM's Strategic Plan. This would allow the BLM to request additional funding from Congress for specific projects, proposals, or subactivities on a State and Field Office (FO) basis. It would also allow us to provide clear, concise examples that show where and how the BLM has excelled with requested funding as provided by the Congress.

As anticipated in the original 3-year schedule, the implementation of the BPS now provides for all steps of the redesign process to be in place for the FY 2003 budget cycle. Phase I of the BPS process will enable the development, prioritization, and submission of FY 2003 budgetary information from the FOs, State Directors (SD), Center Directors (CD), and Assistant Directors (AD) to be used on a Bureauwide data base. The BPS will minimize and potentially eliminate the need for any short-term "data calls" in the preparation of the BLM's budget justifications, opportunities book, Planning Target Allocation (PTA), or Annual Work Plan (AWP).

Attachment 1-1

FY 2003 Budget Themes

The seven budget themes for FY 2003 were developed to link and focus the BLM's strategic planning goals directly to budget priorities and the initiatives of the Administration and the Department of the Interior. The seven themes are: (1) Energy Development; (2) Land Use Planning; (3) National Landscape Conservation System; (4) Public Land Restoration; (5) Community Support; (6) Infrastructure Improvement; and (7) Business Infrastructure. Our FY 2003 Budget Estimate to the Office of Management and Budget (OMB) stressed our commitment to these initiatives.

The BLM 2003 request has been received positively by OMB. However, the constraints of the balanced budget caps and the needs of the country for response to terrorist threats present a challenge for the OMB to address competing priorities and programs. This situation could result in the BLM needing to shift resources from lower to higher priority projects and programs. It is, therefore, important that we position the BLM to be able to provide the most comprehensive and contemporary information in our FY 2003 budget request to Congress, which is due the first week of February 2002.

Actions Needed

The ADs, SDs, CDs, and FO Managers are being asked to provide information into the BPS for the BLM to build its FY 2003 congressional budget justifications around the aforementioned themes. The information you input and submit through the BPS will be used to prioritize and provide project-specific examples in the budget justifications.

The selection, prioritization, and submission of project proposals for the FY 2003 justifications will be completed through use of the BPS. The following provides guidelines for the input and submittal of this information:

- All BLM employees are encouraged to participate in the BLM budget planning process by obtaining a login identification and password for the BPS. Procedures can be found by logging onto <http://bps.blm.gov> and then selecting the request login.
- Project proposals for FY 2003 should take into consideration the following:
 - C Project proposals should focus on activities which directly relate to one of the seven BLM themes;
 - C Development of project proposals should focus primarily on actions which require "flexible" funding and are not anticipated to be conducted at "base" funding levels. Identification of "base" funding projects should focus on those which exceed \$150,000 in costs and will be used as examples of the BLM's current capabilities. There is no funding threshold for "flexible" funding/project proposals;
 - C Information on how project proposals specifically address the Secretary of the Interior's emphasis on conservation, coordination, cooperation, and communication (4 C's) should be specifically identified in the External Support/Partner/Opposition field of the proposal justification; and

Attachment 1-2

- C State Offices/FOs are encouraged to consolidate proposals on a watershed, multi-FO, or geographic basis. The National Office may also consolidate proposals for inclusion into the budget justifications.
 - Project proposals will be filtered and prioritized on the basis of “themes” already identified in BPS, using selection criteria developed on a national basis for each theme. Location-specific criteria may be used to target site-specific needs.
 - The following requirements should be followed by all States and Centers for submission of projects to the Washington Office:
 - C States/Centers should submit in priority order, using the BPS, no more than five “flexible” funding project proposals and no more that two “base” funding project proposals per theme;
 - C No project proposals within the infrastructure improvement theme will be needed at this time as the data for development of the BLM’s 5-Year Construction and Maintenance Plan are currently being evaluated. Inclusion of construction and maintenance project proposals in the BPS system will be re-evaluated at a later date;
 - C Development of the budget for the Wildland Fire Management appropriation is being handled under a separate process and is not included in this IM; and
 - C Submission of State/Center projects will be the sole responsibility of the designated BPS Administrator.
 - The State/Center projects, as prioritized by theme, shall be submitted through the BPS for Washington Office review and evaluation by December 3, 2001. The Director of the National Landscape Conservation System and the following ADs will have primary responsibility for evaluation and prioritization of the submitted projects by theme through the BPS:
 - C (D-170) - National Landscape Conservation Strategy;
 - C (AD-200) - Land Use Planning, Public Land Restoration, Community Support;
- Attachment 1-3
- C (AD-300) - Energy Development; and
 - C (AD-800/AD-500) - Business Infrastructure.
 - The Director of the National Landscape Conservation System and ADs will submit through the BPS their recommendations concerning prioritization of BLM project proposals for development of the FY 2003 Budget Justifications by December 13, 2001.

Coordination: The preparation of the FY 2003 Budget Justifications necessitates a close and integrated working relationship between all levels of the BLM. The introduction of the BPS into the budgeting process provides another tool in the BLM's effort to provide a clear and functional view of our funding needs for the sound management of the public lands.

We believe that the information you provide will help to better tell the "BLM story" to our constituents and delegations and result in a more effective and comprehensive budget document. All budgeting information generated by this IM should be kept confidential within the executive branch of government and not shared or distributed outside the BLM.

Contact: If you have any policy questions concerning these instructions, please contact Larry Benna, BLM Budget Officer, at 202-452-7745. If you have any general questions regarding the use of the BPS or the request for information for the budget justifications, please contact Barbara David at 202-452-5081, Kevin Andersen at 202-452-7729, or Steve Tryon at 202-452-5099.

Signed by:
Lawrence E. Benna
Budget Officer

Authenticated by:
Vincent C. Chapman Jr
Policy & Records Group,
WO-560