



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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

October 10, 2002

In reply refer to:

1680 (N)
CA-944

EMS TRANSMISSION: 10/10/02
Instruction Memorandum No. CA-2003-006
Expires: 09/30/2004

To: All DSDs, DM-CDD, and All Field Managers
From: State Director
Subject: Final Program Elements (PEs) for FY 2003 and Priority PEs

Purpose: This Instruction Memorandum (IM) provides guidance and direction concerning the final approved PEs for FY 2003, and the Priority PEs used by the Washington Office Budget and Program staffs to conduct the program performance and workload analysis for the FY 2003 PTA.

Policy/Action: FY 2003 PEs: The attached Washington Office (WO) IM No. 2003-005, dated October 3, 2002, provides information concerning the final approved PE modifications for FY 2003. All PE additions, deletions, and modifications can be found on the Cost Management website at <http://web.wo.blm.gov/abc/>. Major changes include the addition of four new PEs, deletion of two PEs, establishing units of accomplishment for the A (outreach) program elements, and restructuring and rewrites of several other PEs.

Deputy State Directors and Field Managers should ensure all employees become familiar with the program element definitions and proper use of PEs in the BLM cost structure for expenditure of funds.

Priority PEs: The Priority PEs identified by the WO Budget and Program staffs are contained in Attachment 2. The purpose of identifying Priority PEs is to focus the performance and workload analysis performed annually by Headquarters. The WO acknowledges that funds may legitimately be charged to a large number of PEs for any given subactivity, and they are aware the Draft Fund Coding handbook lists commonly used program elements and says very clearly "Not Restricted to These". However, the WO determined that it was simply too complex to include all possible (legitimate) subactivity/PE combinations in its analysis. Furthermore, a select few of the allowable PEs (generally less than 15 PEs) capture the bulk of the core work and expenditures within any given subactivity. The intent was never to imply that coding to other PEs in a subactivity is inappropriate.

It is apparent the WO will continue to make budget recommendations on a program-by-program basis using its performance and workload analysis process. Accordingly, it is in the best interests of BLM-California to direct charge as much work as possible to Priority PEs identified by the WO *and* those PEs that reflect work in support of California's FY 2003 Strategic Priorities (Attachment 3).

Timeframe: Beginning October 1, 2002, only the final FY 2003 PEs should be used.

Contact: Questions concerning PEs should be directed to the responsible State Office (SO) Program Lead as shown in Attachment 4. Deputy State Directors should notify the SO Budget Staff of any change to the attached contact list. Questions concerning the Cost Management website can be directed to Dale Buffaloe, State Management Analyst, at (916) 978-4513.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by
Richard A. Erickson
Records Management

Attachments: (4) (*see separate Word & Excel files*)

Attach. 1 – WO IM 2003-005 (12pp)

Attach. 2 – Priority PEs (2pp)

Attach. 3 – FY 2003 California Strategic Priorities (3pp)

Attach. 4 – SO Program Lead Contacts (5 pp)