



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In reply, refer to:
1280 (CA-946)R

EMS Transmission: 12/08/03
Instruction Memorandum No. CA-2004-007
Expires: 09/30/2005

To: All California Managers

From: State Director

Subject: Fiscal Year 2004 Information Technology Budget Guidance

The purpose of this Instruction Memorandum is to convey Washington Office (WO) Instruction Memorandum (IM) No. 2004-056, Fiscal Year (FY) 2004 IT Labor Rebaseline. The WO IM provides guidance on how to more accurately account for the Bureau's Information Technology (IT) expenditures. In particular, the IM establishes IT spending caps for each state, and identifies how compliance with this cap is to be implemented and monitored. The IM further states that those states which exceed their IT spending cap without prior approval will suffer a reduction in future year base funding.

Particular attention must be paid to the guidance on appropriate use of Program Elements (PE) and Budget Object Classes (BOC) for IT labor and operations. For IT labor, the only employees that are authorized to code their labor to PE's XA through XF and XR are all employees in the Branch of Information Resources Management (CA-946) and those field office system administrators identified on Attachment 2. Non-IT labor must use other PE's, as all charges to the IT PE's will be assessed against our IT cap. It should also be noted that GIS labor is not part of the IT spending cap and such labor should be coded to XH (Manage Records/Central Files/Mailroom/Library/Directives Operations). In the event that non-IT labor has been coded to any of the IT PE's, such charges need to be backed out and coded to an appropriate PE.

If you have any questions please contact either Rob Cervantes, Chief Information Officer, at (916) 978-4541 or Rob Nauert at (916) 978-4508.

Signed
James Wesley Abbott
Acting State Director

Authenticated By
Louise Tichy
Records Management

2 Attachments

- #1 - List of System Administrators Authorized to Code to IT PEs (1p)
- #2 - WO IM No. 2004-056 w/3 Attachments (10pp)

System Administrators Authorized to Code to XA – XF and XR

<u>Office</u>	<u>Employees</u>
CA-160	Jolene Ponce
CA-160	Monica Villa
CA-170	Laurie Morrow
CA-180	Sarah Tomich
CA-190	Lenore Avila-Pino
CA-320	Lori White-Bagnaschi
CA-330	John Price
CA-340	Valerie Parker
CA-350	George Phillips
CA-360	David Cook
CA-610	John Ellington
CA-610	Arzaretta Shelton
CA-650	Robin Moen
CA-660	Gary Cotterell
CA-670	Valerie Kastoll
CA-680	Randall Bales
CA-680	Frank Volasgis
CA-690	Mary Howell