

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Arizona State Office
One North Central Avenue, Suite 800
Phoenix, Arizona 85004-4427

April 7, 2009

In Reply Refer To:
1220/1221/1541(9540) P

EMS TRANSMISSION 4/09/2009
Instruction Memorandum No. AZ-2009-012
Expires: When Superseded or Canceled

Expired

To: All Employees

From: Deputy State Director, Division of Business and Support Services

Subject: Office Codes for Correspondence and Records

Purpose: The purpose of this Instruction Memorandum (IM) is to provide new four-digit office codes for use with correspondence and records prepared by Arizona offices of the Bureau of Land Management (BLM).

Policy/Action: Washington Office (WO) IM No. 2009-065, Change 1, directs BLM to use a modified version of the Financial and Business Management System (FBMS) cost center code for organizational codes. A related office code consisting of the last four digits of the organizational code shall be used by BLM-Arizona in all correspondence and similar records. Attachment 1 shows the organizational codes as “org codes” in Column three; the office codes to be used in Arizona correspondence are shown in **bold** in Column four. Because the letterhead/heading of the correspondence/record identifies the document as an Arizona record, the “AZ” portion of the organizational code is not used (e.g., see above in parenthesis in the “In Reply Refer To:” portion of this IM).

Timeframe: This policy is effective immediately.

Budget Impact: None.

Background: See WO IM No. 2009-065, Change 1, for additional information and background.

Manual/Handbook Sections Affected: BLM Manual 1220 – Records and Information Management, BLM Manual 1221 – Directives, and BLM Manual 1541 – Correspondence Preparation.

Contact: If you have questions or need additional information, please contact Toni Klimek, State Records Administration Team Lead, at 602-417-9364; Richard Gibbs, State Records Administrator, at 602-417-9347; or Theresa Davis, State Records Manager, at 602-417-354.

Signed by:
Raymond Suazo
DSD, Business & Support Services

Authenticated by:
Margaret Walker
Division Management Assistant

1 Attachment:
1 - BLM-Arizona Organizational Codes and
Office Codes (1 p)

BLM-Arizona Organizational Codes and Office Codes

<u>Current Code</u>	<u>New - FBMS- Fund/Cost Center</u>	<u>Org Code</u>	<u>4-Digit Office Code</u>	<u>Long Name</u>	<u>Short Name</u>
AZ100	LLAZA00000	AZA000	A000	ARIZONA STRIP DISTRICT OFFICE	ASDO
AZ110	LLAZA01000	AZA010	A010	ARIZONA STRIP FIELD OFFICE	ASFO
AZ120	LLAZA02000	AZA020	A020	VERMILION CLIFFS NM	VCNM
AZ130	LLAZA03000	AZA030	A030	GRAND CANYON/PARASHANT NM	GCPNM
AZ200	LLAZP00000	AZP000	P000	PHOENIX DISTRICT OFFICE	PDO
AZ210	LLAZP01000	AZP010	P010	HASSAYAMPA FIELD OFFICE	HFO
AZ220	LLAZP02000	AZP020	P020	LOWER SONORAN FIELD OFFICE	LSFO
AZ230	LLAZP03000	AZP030	P030	AGUA FRIA NATIONAL MONUMENT	AFNM
AZ240	LLAZP04000	AZP040	P040	SONORAN DESERT NM	SDNM
AZ300	LLAZC00000	AZC000	C000	COLORADO RIVER DISTRICT OFFICE	CRDO
AZ310	LLAZC01000	AZC010	C010	KINGMAN FIELD OFFICE	KFO
AZ320	LLAZC02000	AZC020	C020	YUMA FIELD OFFICE	YFO
AZ330	LLAZC03000	AZC030	C030	LAKE HAVASU FIELD OFFICE	LHFO
AZ400	LLAZG00000	AZG000	G000	GILA DISTRICT OFFICE	GDO
AZ410	LLAZG01000	AZG010	G010	SAFFORD FIELD OFFICE	SFO
AZ411	LLAZG01100	AZG011	G011	GILA BOX RIPARIAN NCA	GBRNCA
AZ420	LLAZG02000	AZG020	G020	TUCSON FIELD OFFICE	TFO
AZ421	LLAZG02100	AZG021	G021	LAS CIENEGAS NCA	LCNCA
AZ422	LLAZG02200	AZG022	G022	SAN PEDRO RIPARIAN NCA	SPRNCA
AZ430	LLAZG03000	AZG030	G030	IRONWOOD FOREST NM	IFNM
AZ910	LLAZ910000	AZ9100	9100	OFFICE OF THE STATE DIRECTOR	STATE DIRECTOR
AZ912	LLAZ912000	AZ9120	9120	OFFICE OF COMMUNICATIONS	COMMUNICATIONS
AZ914	LLAZ914000	AZ9140	9140	OFFICE OF MANAGEMENT & BUDGET	BUDGET
AZ930	LLAZ930000	AZ9300	9300	DIVISION OF RESOURCES	RESOURCES
AZ931	LLAZ931000	AZ9310	9310	LANDS/RECREATION & PLANNING	LANDS/REC/PLANNING
AZ932	LLAZ932000	AZ9320	9320	RENEWABLE RESOURCES BRANCH	RENEWABLE RES.
AZ933	LLAZ933000	AZ9330	9330	LANDS/MINERALS/ADJUD/WTHDRWLS	ADJUDICATION
AZ934	LLAZ934000	AZ9340	9340	FIRE & AVIATION MANAGEMENT	FIRE & AVIATION
AZ950	LLAZ950000	AZ9500	9500	DIV. of BUSINESS & SUPPORT SERVICES	SUPPORT SERVICES
AZ951	LLAZ951000	AZ9510	9510	ADMINISTRATIVE SERVICES	ADMIN SERVICES
AZ953	LLAZ953000	AZ9530	9530	HUMAN RESOURCES BRANCH	HUMAN RESOURCES
AZ954	LLAZ954000	AZ9540	9540	INFORMATION RESOURCES MGMT	IRM
AZ955	LLAZ955000	AZ9550	9550	ENGINEERING BRANCH	ENGINEERING
AZ956	LLAZ956000	AZ9560	9560	CADASTRAL & INDIAN SURVEYS	CADASTRAL