



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
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August 29, 2016

In Reply Refer To:
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Arizona Permanent Instruction Memorandum No. 2016-001

To: State Office Leadership Team and Line Officers

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

Subject: Bureau of Land Management Arizona Permanent Instruction Memorandums

Program Area: Directives

Purpose: This directive provides guidance on the issuance of Bureau of Land Management (BLM) Arizona (AZ) Permanent Instruction Memorandums (P-IMs).

Policy/Action: The BLM Directives System consists of both temporary directives and permanent directives. Each type of directive serves a unique purpose and should not be used interchangeably. Temporary directives (i.e. Instruction Memorandums (IMs) and Information Bulletins (IBs)) are of a short-term temporary nature. Permanent directives (manuals, handbooks, and P-IMs) contain material having continuing application to BLM AZ programs.

Effective immediately, the BLM Arizona may issue a P-IM, if it meets the criteria listed below. Arizona manual and handbook supplements and P-IMs have equal force and effect. Therefore, carefully consider the use of permanent versus temporary directives.

The BLM AZ P-IMs must adhere to the following guidelines:

1. A P-IM provides continuing guidance that is intended to remain in use for five years or more.
2. A P-IM remains in effect until it is superseded or canceled.
3. A P-IM must not have a due date.
4. A P-IM does not apply to a specific timeframe, i.e. calendar or fiscal year.

5. A P-IM is not a substitute for manual or handbook supplements. When possible, permanent policy should be incorporated into an Arizona manual or handbook supplement.
6. P-IMs will be included in the annual directives review process to ensure all active directives are consistent and current.
7. A P-IM template is available on the AZ Central Files Correspondence Templates internal website. This template must be used when initiating the P-IM process.
8. All P-IMs will be numbered sequentially, e.g. AZ-P-IM-2016-001. The P-IM number will be assigned by the directives staff after it has been signed.
9. The P-IM will be distributed through the established official email distribution process. When distributing a P-IM, District Offices and Field Offices will include a cc: to blm_az_central_files@blm.gov for posting to the intranet pursuant to BLM Manual MS-1221, Directives Management, section 3.5.
10. The official record of the master paper and electronic files for P-IMs will be maintained by the directives staff. The master file will contain:
 - a. Original surnamed document with all attachments,
 - b. Original signed document,
 - c. BLM Form 1220-1, Clearance Sheet,
 - d. Electric Mail System (EMS) Transmission email showing distribution,
 - e. Background material.
 - f. Electronic version of the P-IM and all attachments in the original file format.
11. Signing authority for P-IMs will be the same as for AZ manual and handbook supplements as described under Subject Code 1221 of the BLM AZ Manual Supplement AZ-1203-MS, Delegation of Authority, Appendix 2-4.

Background: The BLM Manual Supplement MS-1221, BLM Directives, released on July 22, 2016, introduced P-IMs into the BLM Directives System.

Pages of Manual/ Handbook Sections Affected: MS-1221, BLM Directives, page 2-3, item F and the BLM AZ Manual Supplement AZ-1203-MS, Delegation of Authority, Appendix 2-4, Subject Code 1221.

Instruction Memorandums Affected: None

Contact: Questions concerning this P-IM should be directed to Theresa Davis, AZ State Office Records Management Specialist, at t8davis@blm.gov or by phone at 602-417-9354.

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