



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION 02/06/2009
Instruction Memorandum No. NV-2009-031
Expires: 9/30/2010

To: Field and District Managers, Nevada

From: Acting State Director, Nevada

Subject: Standard numbering convention for National Environmental Policy Act Documents

Program Area: National Environmental Policy Act (NEPA) and Land Use Planning

Purpose: This purpose of this Instruction Memorandum is to transmit [WO IM 2008-199 Change 1](#) (December 18, 2008) and provide standard Cost Center Designation Codes (CCDC) for Nevada to implement the new policy.

Outcome: Statewide consistency in applying the standard NEPA numbering convention to BLM Nevada NEPA documents.

Background: In advance of Bureau-wide deployment of ePlanning, all NEPA documents must conform to an FBMS compliant national standard numbering convention. When implemented, the ePlanning system will automatically generate a sequential reference number for all NEPA and planning documents developed through the system. Beginning in FY09, all NEPA documents are required to conform to the new standardized numbering convention to make a smoother transition to the new system. A Data Standard for this numbering convention has been developed and approved by the National Operations Center (NOC).

Policy/Action: All BLM Nevada NEPA and planning documents will utilize the numbering convention described in BLM NV NEPA Cost Center Designation Codes (Attachment 1) as defined by [WO IM 2008-199 Change 1](#). The format requirements are self explanatory with the exception of the Cost Center Designation Code (CCDC). These codes are derived from the FBMS Coding Reference Guide and represent truncated FBMS codes for the CCDC.

Due to the high number of organizational choices within a District or Field Office under the Three Tier organization, BLM Nevada will administer its NEPA documents by geographic NV

administrative unit and not by organizational divisions or subdivisions within an office. The exception to this will be the Nevada State Office and the Palomino Valley Center (PVC), as these offices do not administer geographic units. The Nevada State Office and PVC, therefore, will utilize division organizational codes for any NEPA documents generated by those offices. Attachment 1 contains a cross-walk spreadsheet identifying the approved CCD codes for use on NEPA documents in BLM Nevada.

Timeframe: Effective immediately.

Budget Impact: None

Manual/Handbook Sections Affected:

Coordination: This IM has been coordinated with the Division of Natural Resources, Lands and Planning and Nevada District Offices.

Contact: If there are any questions regarding this guidance, please do not hesitate to contact Marguerite McKee, Nevada State Office Planning and Environmental Coordinator at (775) 861-6482, or via email at Marguerite_McKee@blm.gov.

Signed By:
Amy L. Lueders
Acting State Director

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1 Attachment
1 –BLM NV NEPA Cost Center Designation Codes (1p)