

**FY2004 Instruction Memorandums**

| <b>Date</b>       | <b>Subject</b>   |
|-------------------|--|
| October 3, 2003   | Codes for Posting Directives to the Internet/Intranet  |
| October 7, 2003   | Director's Safety Policy   |
| October 10, 2003  | Safety Action Plan 2004  |
| October 14, 2003  | Washington Office (WO) Instruction Memorandums 2003-274 and 2003-275   |
| October 17, 2003  | Guidance for Updating Land Use Plans (LUP) and Fire Management Plans (FMP)   |
| October 20, 2003  | Clarification of Off-Highway Vehicle (OHV) Designations and Travel Management in the BLM Land Use Planning Process   |
| October 22, 2003  | Oil & Gas Permitting Process Efficiencies and Effectiveness  |
| October 23, 2003  | Response to Washington Office Instruction Memorandum No. 2004-009, National Fluid Minerals Conference  |
| October 24, 2003  | Wild and Scenic River Eligibility Process Review   |
| November 5, 2003  | 2004 Health Benefits Open Season   |
| November 12, 2003 | Consideration of Wilderness Characteristics in Land Use Plans (IM 2003-275-Ch 1)   |
| November 12, 2003 | Implementation of Washington Office Instruction Memorandum No. 2003-075 Regarding Review and Updating of Wilderness-Related Guidance   |
| November 13, 2003 | Distribution of Microsoft Publisher Licenses   |
| November 19, 2004 | Nominations for the 2004 Employee Excellence Seminar   |
| November 24, 2003 | Vehicle Justification Form   |
| December 12, 2003 | Request for SubTerra Information   |
| December 29, 2003 | Areas of Critical Environmental Concern Process Review   |
| January 29, 2004  | Annual Report of Accomplishments in Travel and Trails Management Data Request, Travel and Trails Accomplishments, FY 2003  |
| January 30, 2004  | Fiscal Year 2004 Oil and Gas Inspection and Enforcement (I&E) Strategy Matrices Instructions and Strategy Goals  |
| February 3, 2004  | Alternative Dispute Resolution (ADR) Training Requirement  |
| February 9, 2004  | Internal Bureau of Land Management (BLM) Comments on the Draft Environmental Impact Statement (DEIS) for the Proposed Grazing Regulations and County Commissioner Contacts     |
| February 9, 2004  | Utah Special Recreation Permit (SRP) Cost Recovery Policy  |
| February 12, 2004 | Expedited Review of the Price Preliminary Draft Resource Management Plan (RMP) to Accommodate a Release of the Draft RMP by April 9 and a Record of Decision by December 2004. |
| February 12, 2004 | Utah's Statewide Fire Management Planning Strategy for Meeting National Policy   |
| February 13, 2004 | Land and Water Conservation Fund (LWCF) Program Packages for FY2006 Funding  |
| February 17, 2004 | GIS Data Standard for Off Highway Vehicle Area Designations  |
| February 26, 2004 | Submission of Recommended Stewardship Projects   |
| March 8, 2004     | Cost Recovery for Special Recreation Permits   |
| March 15, 2004    | Submission of Pesticide Control Reports for Fiscal Year (FY) 2003  |
| March 15, 2004    | Healthy Forest Restoration Act Project Data Call   |
| March 17, 2004    | Use and Care of Government-Owned, Rented and Leased Motor Vehicles   |

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| March 24, 2004     | Challenge Cost Share (CCS) and Cooperative Conservation Initiative (CCI) Agreements   |
| March 26, 2004     | Stream List for Recreational Dredging and Sluicing Application  |
| March 29, 2004     | State Aviation Plan   |
| March 30, 2004     | BLM Edition 1:100,000 Scale - Surface Management Status Maps  |
| April 1, 2004      | Draft MOU Concerning Abandoned Mine Reclamation   |
| April 1, 2004      | Issuance of Utah Statewide NEPA Guidebook and Trial Implementation  |
| April 2, 2004      | 2004 Range Technical Program Review   |
| April 6, 2004      | Pesticide Use Proposals (PUPs)  |
| April 7, 2004      | Effective Immediately - Interim Guidance on Cultural Resource Documentation for Oil & Gas Leasing (Quarterly Sales)   |
| April 13, 2004     | Designating Off Highway Vehicle Routes in the Land Use Planning Process   |
| April 21, 2004     | Utah Data Steward Designation, CHANGE 1   |
| April 27, 2004     | Timber Volume Measurement Policy  |
| May 6, 2004        | Greater Sage-Grouse Information Request for Land Use Planning Areas   |
| May 19, 2004       | Effective Immediately – Instruction Memorandum No.: UT-2004-060, Providing Interim Guidance on Cultural Resource Documentation for Oil & Gas Leasing (Quarterly Sales) is Rescinded |
| May 20, 2004       | Fiscal Year 2004 Deadline for Submission of Purchase Requisitions to the Utah State Office, Branch of Support Services, (UT-952)  |
| June 1, 2004       | Indexes for Procurement Files   |
| June 2, 2004       | Purchase of Network Printers  |
| June 4, 2004       | Sagebrush Restoration and Management  |
| June 16, 2004      | Memorandum of Understanding Between the Bureau of Land Management and the Public Lands Council  |
| June 23, 2004      | Delegation of Authority to Initiate or Cooperate in Environmental Impact Statements (EISs)  |
| June 29, 2004      | Care, Use and Custody of Government Property  |
| August 12, 2004    | GIS Data Standard for Authorized Right-of-Way (ROW) Information   |
| September 3, 2004  | Procurement Roles and Responsibilities  |
| September 3, 2004  | Information Technology Security and Inappropriate Use of BLM Computers  |
| September 9, 2004  | Utah Emergency Stabilization & Rehabilitation (ES&R) Plan Quality Standards and Program Requirements  |
| September 14, 2004 | Electronic Forms Initiative   |
| September 15, 2004 | Utah Emergency Stabilization & Rehabilitation (ES&R) Year End Procedures  |
| September 15, 2004 | Federal Leadership Forum  |
| September 17, 2004 | Status of the Recreational Fee Demonstration Program FY 2001 Evaluation   |
| September 21, 2004 | Inspection of Water Developments and Installation of Escape Ramps   |
| September 30, 2004 | Review of the Meadow Prescribed Fire  |