Form 1221-2
(June 1969)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

MANUAL TRANSMITTAL SHEET

Release
1-1760

Date
07/25/14

Subject

H-1221-1 – DIRECTIVES HANDBOOK

1. Explanation of Materials Transmitted: The foregoing Directives Handbook replaces references to the Information Resource Directorate with references to Business, Fiscal, and Information Resource Management. Instruction regarding the use of the Data Tracking System is also included.

1. Reports Required: None.

2. Materials Superseded: The Directives Handbook issued on October 21, 2011, Rel. 1-1736, is superseded.

4. Filing Instructions: File as directed below.

REMOVE	INSERT
All of H-1221-1 (Rel. 1-1736) (Total: 45 sheets)	All of Revised (Total: 39 sheets)

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Table of Contents

CHAPTER I. WRITING DIRECTIVES

A. General Requirements

Directives are the primary means of communicating new or revised policy, instructions, and information to Bureau of Land Management (BLM) employees. Authors are responsible for preparing directives that are complete, concise, consistent, and easy to understand. Write directives in plain language that conforms to the BLM Style Guide.

B. General Rules for Directives

The following general rules apply to manuals and handbooks and are not addressed by the BLM Style Guide.

1. **Types of Graphics**. Many different types of graphics can be used to explain and enhance the text. Use tables, illustrations, and other graphics to replace or elaborate on text in the directive when graphic aids would convey meaning more easily than text. All graphics must comply with Section 508 of the U.S. Rehabilitation Act.

    a. **Drawings** may be used to convey pictorial material that is difficult to describe in text. Examples include how a fence or an embankment dam is constructed, shapes of signs, etc. Drawings may be included as figures in the text or as illustrations following the text.

    b. **Worksheets** may be used to guide performance for complex, repetitive, step-by-step tasks. For example, a worksheet can be used to guide calculations (similar to a tax form) or to list steps in a process to be completed. Use worksheets to—

    (1) Provide an aid for use on-the-job;
    (2) Show step-by-step tasks;
    (3) Reduce the need to refer back to the directive since instructions are on the worksheet; or
    (4) Provide a formal record of a completed job.

    c. **Tables** may be used to convey instructions and information. There are many different kinds of tables. Each type may be used individually, or several types may be combined to meet particular needs. Major types of tables are listed below:

    (1) **Standard Tables** consist of data arranged in columns. The listed items are organized by some criterion such as alphabetical or numerical order. The format requirements for standard tables are not rigid; many variations are possible depending on the kind of material portrayed in the table.

    (2) **Text Tables** provide narrative how-to instructions in a tabular format. They may be used when there are certain common elements to particular situations that fit

into a matrix.

d. **Flow Charts** typically show steps in a process and who is responsible for completing those steps (see Illustration 1). Flowcharts may also be useful when—

(1) Explaining a choice of actions that depends on a condition or set of conditions; or
(2) Describing such a choice would be complex or wordy.

2. **Location.** Tables, drawings, and worksheets may be included in directives as follows:

a. **Instruction Memorandum (IM) and Information Bulletin (IB)**. Include the graphic as part of the text or as an attachment.

b. **BLM Manual Section**. Include the graphic as a figure in the body of the text or, if more extensive, as an illustration at the end of the manual section.

c. **Handbook**. Include the graphic as a figure in the body of the text or, if more extensive, include as an illustration at the end of the handbook.

3. Oversized Material. Use the following procedures when dealing with oversized material:

a. **Reductions.** Sometimes oversized charts and tables can be reduced to fit within the margins prescribed. Use this method if legibility is not impaired. Do not reduce material without making sure reduction will not seriously impede use.

b. **Orientation.** Try to avoid using landscape orientation as it is more difficult to view and generally requires scrolling back and forth on an online image.

c. **Large or Oversized Formats.** If reduction does not work effectively, use an oversized format. Avoid this technique if other workable solutions are available (e.g., multiple graphics instead of one large one) since it is more difficult to view large images online.

4. **Standard Citations.** Examples of standard citations are listed below:

a. **Legal Authorities.**

(1) Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520).
(2) Section 28 of the Mineral Leasing Act of 1920, as amended (30 U.S.C. 185).
(3) Federal Coal Management Program Regulations (43 CFR 3400, et seq.).
(4) Alaska Livestock Grazing Act, as amended (43 U.S.C. 316 to 3160).
(5) Executive Order 11988, Floodplain Management (42 CFR 26951; May 25, 1977).
(6) Departmental Manual (370 DM 713).

(7) Secretarial Order 3048, Dam Safety, February 28, 1980.

b. **Forms.** Use the form number and complete title the first time the form is referenced. Thereafter, use only the form title.

c. **Reports.** Use the complete report title and report number, if any. Thereafter, use only the report title.

d. **Units of Organization.** Use officially designated organizational names only.

5. **Assistance Information.** Do not use employee names, telephone numbers, organization codes, room numbers, or other information subject to change in Manual Sections or Handbooks. However, these references should be included in IMs and IBs.

6. **Prescribing Materials, Supplies, and Forms.** Include the following information in the directive's text, unless the listing is extensive. In that case, the following information must be provided in an appendix:

a. **Source of supply** and availability date.

b. **Method** of requisitioning.

c. **Unit of issue** and stock number, if any.

7. **Notes.** Use a note following a paragraph to explain or to ensure better understanding of a word or statement. Place a note in parentheses or precede it by the word "note" in all capital letters and/or bolded and/or underlined.

8. **Footnotes.** Use footnotes if the explanation is so lengthy that it interrupts the thought sequence. Place the explanation in a footnote or consider reorganizing the text. Identify the footnote by a superior number (a number placed slightly above the line at the end of the sentence or passage to which it relates). Place the footnote at the bottom of the page that contains the reference. Separate it from the text by a line. If the footnote is in a form, table or chart, place the footnote at the bottom of the item, not the bottom of the page.

C. Templates

All directives must be initiated in the appropriate design template (available internally on the Directives intranet page). Originators of directives are limited to the styles and layouts available in these templates. Graphics and other non-text elements may be added to the extent that they do not interfere with the standard layout.

D. Accessibility

All directives must comply fully with Section 508 of the U.S. Rehabilitation Act. Guidance for creating Section508 compatible directives is available from the Directives Program and the Bureau Section 508 Coordinator. Program offices are responsible for ensuring compliance with Section 508. Only directives compliant with Section 508 will be processed.

E. Posting

National directives publicly posted by state offices, field offices, and centers should link to the national Laws, Regulations, Policies web page. National directives internally posted by state offices, field offices, and centers should link to the national Directives webpage. Linking national directives to the national websites ensures version control, the protection of sensitive information, and Section 508 compliance.

CHAPTER II. FORMATTING PERMANENT DIRECTIVES

A. Structure of the Permanent Directives System

The BLM Permanent Directives System contains three distinct, but interrelated parts: BLM manual sections, handbooks, and supplements.

1. **Manual Sections**. Manual sections contain BLM policy, procedures, and instructions to manage individual programs. The primary audience for manual sections is program managers.

2. **Handbooks**. Handbooks provide detailed instructions, techniques, practices, and processes for performing specialized procedures to carry out policy and direction described in the associated BLM manual section. The primary audience is specialists, technicians, and clerks. Each handbook is controlled by its manual section that sets out the basic authority for performing tasks and states who bears the ultimate responsibility for seeing that these tasks are accomplished. Handbooks must not contain broad objectives, policies, assignment of responsibilities, or delegations needed primarily by line officials and principal staff officials to administer programs. Handbooks are considered part of their associated BLM manual section and have the same force of authority as the BLM manual section. Handbooks are not always the appropriate means of conveying instructions to technicians and specialists. If this is the case, instructions for technicians and specialists may be included in the BLM manual section, in which case the format and structure for BLM manual sections must be followed by the author. A list of criteria for judging whether handbooks are appropriate includes the following:

    a. Does the material consist of detailed instructions for specialists, technicians, or clerks?

    b. Will the intended audience use the handbook on a regular basis?

    c. Is the handbook targeted for a specific audience?

    d. Will having the material in handbook format facilitate the understanding and use of these instructions?

    e. Is the material of sufficient page volume (generally at least 15 pages) to warrant its publication as a handbook?

    f. Do special conditions of use (e.g., use in the field) warrant its publication as a handbook?

3. **Supplements**. Supplements to manual sections and handbooks may be issued by the Washington Office, the centers, or state or field offices to meet particular office needs. Supplements implement local programs or elaborate upon BLM manual sections or

handbooks. Supplements must not conflict with the BLM manual section or its handbook(s).

B. Numbering Permanent Directives

For ease of reference, all BLM permanent directives must be identified as follows:

1. **Manual Sections** must be identified with a capital "MS" preceding the manual section number such as MS-2880, followed by the title of the manual section. For example, MS-2880, Oil and Natural Gas Pipelines. The manual section number should be the subject code for that subject matter. A complete list of subject codes is available on the Directives intranet page.

2. **Handbooks** must be identified with a capital "H" preceding the handbook number and numbered sequentially, followed by the title of the handbook. For example, H-1221-1, Writing and Formatting Directives, prepared in conjunction with MS-1221, BLM Directives. The handbook number should be the subject code for that subject matter. A complete list of subject codes is available on the Directives intranet page.

3. **Manual Section Supplements or Handbook Supplements** must follow the same guidance as above, except that the originator's state abbreviation must follow the document identification number. For example MS-2880-UT, Oil and Natural Gas Pipelines, for a manual section supplement issued by Utah to MS-2880, Oil and Natural Gas Pipelines. A field office supplement must include the office code, e.g., MS-2880-NM-010, Oil and Natural Gas Pipelines.

4. **Changes to BLM Permanent Directives** will require the issuance of a new version of the entire directive. The new version of the entire directive is found on the Directives intranet page.

C. Letter Designation for Directives

It is the responsibility of the author of the directive to assign the correct letter designation (P, I, or R for Public, Internal, or Restricted content) to indicate who may view a directive. On permanent directives, the letter designation follows the title of the directive in the header of every page (see the header on this page).

1. **Public.** Use "P" on directives that can be viewed by everyone, including the public. The "P" designation is used when the content of the directive is a policy or practice that directly affects a member of the public and all information is releasable under the FOIA (e.g., a directive on the BLM's application process for grazing allotments). Post directives labeled with a "P" designation on both the BLM Freedom of Information Act Electronic Reading Room (http://www.blm.gov/wo/st/en/res/FOIA/Reading_Room.html) and the BLM Directives intranet page.

2. **Internal.** Use "I" on directives that only can be viewed by BLM staff. The "I" designation is used when (1) the content of the directive contains information requiring a review under FOIA, and/or (2) when the content is strictly an internal BLM policy or procedure that does not affect the public (e.g., a manual section on time and attendance). Directives with an "I" designation must be posted only on the BLM Directives intranet page.

3. **Restricted.** Use "R" on directives with access restricted to specific BLM staff. The "R" designation is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have "a need to know" (i.e., only the person(s) the directive is addressed to, not all BLM employees and not for public release). Example of use: a directive explaining sensitive security or law enforcement procedures. Directives with an "R" designation will ***not*** be posted (linked) on either the BLM FOIA Electronic Reading Room website or the BLM Directives intranet page; however, they will be identified on the BLM Directives intranet page index (listed, but not linked).

D. BLM Manual Section Structure

Table of Contents List the major headings that are needed to adequately index the manual section for easy reference, with their corresponding page numbers. The level of detail will depend on the complexity of the manual section. After listing the major headings, list the Glossary of Terms, Illustrations, Appendices, Bibliography, and Handbooks by number and title (see Illustration 2). The Table of Contents may include lists of figures and tables to assist the reader in locating tables, charts, graphs, and other graphic material embedded in the text. *Note: Illustrations differ from embedded graphic elements and are numbered consecutively regardless of the chapter they reference.*

Introductory Series: 1.1 through 1.9 Introduce the subject matter of the ENTIRE directive (BLM manual section and related handbooks) with the 1.0 series. The 1.0 series tells what the directive contains and gives general or background information that applies to the entire directive. Do not put procedural material in the 1.0 series. The first seven numbers (1.1 through 1.7) are reserved for specific subjects, so the headings must always be used as shown below. Use the remaining two numbers (1.8 and 1.9) for any additional introductory material. Look at published BLM manual sections for examples of the content of the point-zero series.

1.1 Purpose. State briefly what the directive contains.

1.2 Objectives. State the objectives of the program or activity covered in the directive. Describe what can be achieved by following the instructions contained in the directive.

1.3 Authority. Cite sources of authority or legal requirements for conducting the program involved. These might include the United States Code, the Code of Federal Regulations, executive orders, secretarial orders, Departmental Manuals, Federal Acquisition Regulations, etc. Temporary directives such as IMs and IBs may not be cited as authorities. Review MS-1203, Delegations of Authority, for a compilation of delegations (do not cite MS-1203, IMs, or IBs as authorities at 1.3).

1.4 Responsibility. Beginning with the highest BLM officials involved, list the principal officials, by their titles, who are responsible for planning and executing the program covered in the directive. State the jurisdictional responsibilities of these officials. Also state the responsibility for all employees, if applicable.

1.5 References. List all sources of instruction and information referred to in the directive, other than those listed in the 1.3 Authority, that are ESSENTIAL to implementing the instructions contained in the directive (material that may be used optionally is contained in the bibliography). Give a reference to the exact paragraph or subparagraph unless an entire directive or chapter must be read. Make certain that the material cited is current and readily available to the reader. Most federally published documents are readily available to the reader and should not be included as an appendix. If the material is not readily available to the reader, include it as an appendix to the BLM manual section or handbook. Do not reference draft material, temporary directives, or materials not yet published.

1.6 Policy. The policy statement is mandatory. Provide a broad, general statement that prescribes a governing principle or a course or plan of action designed to govern present and future actions, decisions, or procedures. The policy section may contain:

(1) The BLM's position or approach in handling the program.
(2) Broad statements about how the program will implement laws, regulations, and administrative policies.
(3) How the program interfaces with other programs and fits into a multiple-use management approach.

1.7 File and Records Maintenance. Describe filing procedures (arrangement and maintenance of documents), records disposition requirements, and any special requirements needed to safeguard against unauthorized disclosure of information. This heading is to be used principally as a locator to direct the reader to the section within each BLM Manual Section or Handbook dealing with files and records.

1.8 and 1.9. Use these numbers (optionally) for inserting material that does not fit under the 1.1 through 1.7 headings. This can include statements concerning BLM practices, historical data, coordination of programs, or projects with other agencies, etc.

Text: Procedural Series

This series of numbers, with its subsidiary coding levels, contains systems and procedural material that are important to managers. Under 2 there may be 2.1 through 2.9; under 3 there may be a 3.1 through 3.9; etc.

In most cases, every paragraph and item in a list in the BLM manual section must be identified by a number or letter. *Do not use dots or dashes for major paragraphs because these cannot be easily cited*. Make all components as numerically consistent as possible between the Code of Federal Regulations and the BLM manual section.

Additional Materials

Following the procedural series are materials that contribute to the understanding of the preceding text. This material includes the following:

Glossary of Terms (definitions needed to understand the material).

Bibliography (reading material that is not necessary to implementing the manual section itself, but provides background information for the reader).

Appendices (technical guidance, legal opinions, lists, copies of laws, documents from other agencies, and other material not readily available in the reader's office).

Numbers and Titles

Manual section numbers are tied to the subject codes (see MS-1220, Records and Information Management, Appendix 1).

E. Handbook Structure

Table of Contents	Begin each handbook with a Table of Contents. The Table of Contents must show at least all the major internal headings (to the first level) and their corresponding page numbers for each chapter. Provide enough detail so the reader can easily navigate through the document.
Background or Foreword Paragraphs	If desired, background or foreword paragraphs may be used preceding the body of the text. As a general rule, these paragraphs should be brief. Avoid an elaborate history or justification of the program.
Text	The remaining handbook format is flexible. A traditional outline format (beginning with either a Roman numeral or capital letter) is preferred since it is commonly used and readily recognized by employees.
Illustrative Materials	**Figures** include graphic material embedded in the text. They are numbered consecutively within each chapter, beginning with the chapter number, for example Figure 2-1 is the first figure in chapter 2. Illustrations differ from embedded graphic elements because they are provided as a supplement to the text of the manual section or handbook and are numbered consecutively regardless of the chapter they reference, for example Illustration 1, Illustration 2, etc. All illustrative materials must have appropriate alternate text to ensure compliance with Section 508 of the U.S. Rehabilitation Act.
Number of Handbooks	There are no limits on the number of handbooks per manual section. Offices should use discretion in balancing the length and number of handbooks.
Cover	Every handbook must have a cover that clearly labels its contents as a BLM Handbook. Artwork may be used on handbook covers. The cover should include the handbook number and title (see next entry) and the version number. DO NOT include a date on the Handbook cover.

Numbers and Titles Handbooks have the same number as the BLM manual section to which they are appended. An “H” precedes the handbook number. Since BLM manual sections may have more than one handbook, the handbooks that are part of a particular BLM manual section are also numbered consecutively; for example H-9670-l, H-9670-2, H-9670-3, etc. If a handbook crosses functional lines, assign the handbook to the most pertinent BLM manual section. A handbook may not have more than one subject code. List the handbook in the Table of Contents in any other pertinent BLM manual sections; handbooks are listed at the end of the Table of Contents.

F. Supplement Structure

General Supplements may be prepared for existing manual sections or handbooks. Each supplement must be numbered as a supplement (e.g., H-1221-1-CA for a handbook supplement specifically applicable to California or MS-1221-UT for a manual section supplement for Utah). Supplements must be limited to additional information not found in the original directive.

Table of Contents The supplement must mirror the Table of Contents of the existing manual section or handbook. It may not change the existing titles and location of material in the Table of Contents other than to add titles at the end of particular sections. If a title is not used in the text of the supplement, the words (“See Manual Section” or “See Handbook”) are added immediately following the title in the Table of Contents.

Text The manual section’s headings must be mirrored in the manual section supplement listed by number and title. If material is not supplemented, the words (“See Manual Section” or “See Handbook”) are inserted immediately following the title. If the text is supplemented, that material is inserted after the title. Supplements are limited to additional information not found in the original directive.

Additional Materials	**Glossary of Terms.** A Glossary of Terms may be included in the supplement. Add terms that are not included in the manual section or handbook. **Illustrations.** Illustrations may be included in the supplement. These must be numbered sequentially starting with the next number following the last illustration in the manual section or handbook. **Bibliography.** A bibliography may be included in the supplement. Add listings in the bibliography that are not included in the manual section or handbook. **Appendices.** Appendices must be numbered sequentially starting with the next number following the last appendix in the manual section or handbook.
Numbers and Titles	The supplement has the same number and title as the manual section or handbook that it is supplementing.
Page Numbering	The supplement has the same page numbering system as the manual section or handbook that it is supplementing.
Writing a Supplement in the Absence of a Valid or Current Manual Section or Handbook	Offices should consult with the responsible Headquarters office and the Division of IRM Governance prior to writing a supplement when a manual section or handbook is outdated.

G. Format Standards Pertinent to BLM Manual Sections and Handbooks

1. **Headings.**

   a. **When to Use Headings.** Use headings if a paragraph in the BLM manual section is tied to a part, section, or paragraph in the Code of Federal Regulations, or is of sufficient importance that the subject is located at the first digit after the decimal point in the subject code. If desired, headings may be used at lower outline levels. Use headings in the BLM manual section and handbook to highlight any important material. Headings may be bold, italic, or underlined, but the same style must be used consistently at each outline level of the document.

   b. **Types of Headings.** Use either static or running headings. For static headings, each heading is followed by a period and then a sentence with its own period at the end. For running headings, the first words of the sentence are the heading; the period appears only at the end of the sentence. Within any particular paragraph (A, B, C or

1, 2, 3, etc.), the headings should be either consistently static or consistently running.

2. **Cross-References.** Cross-references to lengthy material are encouraged. Cross-referencing may be incorporated as part of the paragraph title by putting the cross-reference citation in parentheses, or it can be incorporated as part of the text of the paragraph. In either case, hyperlinks may be used in electronic documents. When using cross-references, remember that when the cross-referenced material is changed, the paragraph references to that material may also need to be changed.

   a. **Cross-References to BLM Manual Sections.** For brevity, avoid repeating one part of the BLM manual section in another part. Sometimes it may be best to briefly paraphrase information from another BLM manual section. Usually the best method is to cite the BLM manual section.

   b. **Cross-References within a Manual Section or Handbook.** Mention every form or other type of illustration included in a BLM manual section or handbook in the text of that BLM manual section or handbook. The illustration itself must also carry a cross-reference to the text. The cross-reference is the paragraph number of the paragraph in the text where the illustration is mentioned. Place the corresponding page number and cross-reference to the paragraph number in parentheses directly below the illustration title. Cite cross-references within BLM manual sections and handbooks as shown in Figure II-1.

Figure II-1 – How to Cross-Reference BLM Manual Sections and Handbooks

Cross Reference	BLM Manual Section	Handbook
Cross Reference to BLM Manual Section or Handbook.	See MS-XXXX, BLM Manual Section Title.	See H-XXXX-Y, Handbook Title.
Cross Reference to BLM Manual Section or Handbook Chapter.	See MS-XXXX, Manual Section Title, Chapter Z, Chapter Title.	See H-XXXX-Y, Handbook Title, Chapter Z, Chapter Title.
Cross Reference to BLM Manual Section or Handbook Section.	See MS-XXXX, Manual Section Title, Section Z.Z, Section Title.	See H-XXXX-Y, Handbook Title, Section Z.Z, Section Title.

   c. **Cross-References to IMs and IBs**. **NEVER** cite temporary directives (IMs or IBs) as an authority.

d. **Cross-References to Other Publications.** It may be helpful to refer readers to instructions in other publications. However, do this only if readers will have access to these publications. Include these references in the BLM Manual Section 1.5, References, if these references are necessary for employees to understand or implement instructions in the BLM manual section or handbook. Include publications in the bibliography if the material is not necessary, but optional.

H. Formatting the Final Copy

Template	All directives must use the approved BLM template, which standardizes fonts and styles.
Typeface or Font	All text should be in the BLM standard font (Times New Roman, size 12). Use standard BLM word processing software. See the BLM Correspondence intranet page for recommended default settings.
Dual-Column Format	Dual column format is not authorized, only single-column format is allowed.
Entering the Header	Center the BLM manual section or handbook number and title in capital letters at the top of each page of a BLM manual section or handbook. See the header on this page for an example of the header on permanent directives.
Table of Contents	Organize the Table of Contents using automatic indexing capabilities of the word processing software or hyperlink to bookmarks within the document. The Table of Contents reflects all major paragraphs in the manual section or handbook as determined by the writer.
Text	Use word processing software to enter the text. Do not split a block of numbers or a figure that occupies a page or less. Place it either on the same page as the related text or on the page immediately following. Ensure that no pages contain “widows” or “orphans.” A widow is defined as a paragraph-ending line (or heading) that falls at the beginning of the following page/column, thus separated from the remainder of the text. An orphan is defined as a paragraph-opening line (or heading) that appears by itself at the bottom of a page/column. See the BLM Style Guide on the Correspondence intranet page for other questions of style and usage within the BLM.
Glossary of Terms	See Illustration 3 for an example of a Glossary of Terms.

Illustrations	Include illustrations in the directive when appropriate.
Bibliography	See Illustration 4 for an example of a bibliography.
Version Number and Date Signed	The Directives Office adds this information to each page of the BLM manual section or handbook when the BLM manual section or handbook is prepared for distribution.
Page Marking	Clearly annotate draft documents on each page with "DRAFT" centered at the bottom of the page.
Downloaded or Printed Documents	Permanent directives must be marked "Check the BLM Directives Website to verify that this is the current version before use."
Page Number Location	Number all pages consecutively at the upper right margin. Page numbers begin with the following:

Table of Contents	i
Text	[Chapter #]-[Page #]
Glossary of Terms	G-[Page #]
Illustration	I-[Page #]
Bibliography	B-[Page #]
Appendix	A-[Page #] (if one appendix)
Appendices	A1-[Page #], A2-[Page #] (if more than one appendix)

I. Preparing the Permanent Directive for Surname and Signature

1. **Transmittal Sheet.** Prepare a separate transmittal sheet for each BLM manual section or handbook. Specifically identify what the changes are if the version is less than a total rewrite. Transmittal sheets for manual section supplements should be identified as either a Headquarters or Field Office Supplement on the heading in the space between "Bureau of Land Management" and "Transmittal Sheet."

2. **Clearance Sheets and Surnaming Report**. The official file copy of the manual section or handbook must contain documentation of the review process. For documents processed through the BLM Data Tracking System (DTS), a printed control slip and surnaming report will serve as documentation of the review process. The Clearance Sheet serves as documentation of the review process for documents processed outside of DTS. A Transmittal Sheet must be used for all manuals and handbooks processed. File either the Clearance Sheet or control slip along with the original signed copy of the manual section or handbook. The Records Administrator maintains these records as required by the applicable GRS Records Schedule. A copy of these documents, plus documentation of all major revisions that reflect the development of policy and procedures, will be retained in accordance with BLM GRS 16/1(b)(2).

J. Surnaming and Signing for DTS Users

1. The originating office must route the permanent directive packet to the appropriate surnaming and signing officials.

2. The BLM DTS Desk Guide for Users (H-1541-1 Appendix 1) provides instruction for creating a document within DTS and establishing a workflow for surnaming and signature.

3. The originating office will resolve comments received during the surnaming process.

4. The signing official's office will scan the original signed documents and upload them into the DTS record. The office will complete the "signature" task within DTS and ensure the Directives Office final routing is active. The signing official's office must forward the paper file copy to the Directives Office for records retention purposes as described in (GRS) 16/1.

5. The Directives Office will authenticate and validate the directive within DTS, and close the record.

6. The originating office must maintain documentation of all major revisions that reflect the development of policy and procedures in accordance with the applicable General Records Schedule.

K. Distribution

The Division of IRM Governance or appropriate Directives Office:

1. Updates the electronic version of the directive with the signed date and version number.

2. Posts the manual section, handbook, or supplement with the scanned transmittal sheet to the BLM Directives intranet page. If the manual section, handbook, or supplement is a public document, Directives posts the directive to the FOIA Electronic Reading Room.

3. Prepares an email to BLM employees announcing the manual section, handbook, or supplement and specifying the web link where the file containing the approved directive is located.

CHAPTER III. FORMATTING TEMPORARY DIRECTIVES

A. Letterhead

Temporary directives must use the letterhead format for the office of the signing official.

B. Subject Codes and Office Codes

It is the responsibility of the author of the directive to assign the proper subject code.

1. Place the subject code(s) and originating office code(s) in the upper left corner of the IM or IB directly beneath the phrase "In Reply Refer To:"

2. Assign all subject codes that apply to the subject of the IM or IB. In many cases, multiple subject codes are needed, but only the office code of the originating office should be used.

3. Do not use subject codes with extra numbers or letters that are not in use across the BLM.

4. If there is no appropriate subject code available, contact the Washington Office Directives and request a new code to be issued.

C. Letter Designation for Viewing Directives

It is the responsibility of the author of the directive to assign the correct letter designation for viewing directives. On temporary directives (IMs and IBs), the letter designation (P, I, or R) must follow the subject code and office code.

1. **Public.** Use "P" on directives that can be viewed by everyone, including the public. The "P" designation is used when the content of the directive is a policy or practice that directly affects a member of the public and all information is releasable under the FOIA (e.g., a directive on the BLM's application process for grazing allotments). Directives with a "P" designation must be posted on both the BLM Freedom of Information Act Electronic Reading Room webpage and the BLM Directives intranet page.

2. **Internal.** Use "I" on directives that only can be viewed by BLM staff. The "I" designation is used when (1) the content of the directive contains information requiring a review under FOIA, and/or (2) when the content is strictly an internal BLM policy or procedure that does not affect the public (e.g., a manual section on time and attendance). Directives with an "I" designation must be posted only on the BLM Directives intranet page.

3. **Restricted.** Use "R" on directives with access restricted to specific BLM staff. The "R" designation is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have "a need to know" (i.e., only the

person(s) the directive is addressed to, not all BLM employees and not for public release). Example of use: a directive explaining sensitive security or law enforcement procedures. Directives with an "R" designation will ***not*** be posted (linked) on either the BLM FOIA Electronic Reading Room website or the BLM Directives intranet page; however, they will be identified on the BLM Directives intranet page index (listed, but not linked).

Figure III-1 – Notations

In Reply Refer To: 4100 (200) P	In Reply Refer To: 1400-210 (700) I	In Reply Refer To: 9310 (120) R

D. Date Signed

The date of signature is the effective date of the IM or IB unless stated otherwise in the directive. The signature date is placed on the original and all copies after the IM or IB is signed.

E. EMS Notification Line

The Directives Analyst (IRM Governance) will enter the date the directive is published. This date may or may not be the same as the effective date; for example an IM signed on 12/26/2005 and published the same day would have the same notification and effective date.

F. Types of Temporary Directives

There are two types of temporary directives: IMs and IBs. Guidelines and guidebooks are not directives and should not be cited by IMs or IBs as primary authorities.

G. Numbering Temporary Directives

Both IMs and IBs are numbered using separate numbering systems for tracking composed of the office abbreviation for the issuing office, followed by type of temporary directive, fiscal year of issuance, and sequential number. For offices below state office level, include the office code (e.g., WO IM 2005-022; CO IB 2005-001, NM-10000 IM 2005-050). The number is assigned by the Directives Office (or appropriate administrative office at the field office level) only after the IM or IB is signed.

H. Administrative Corrections

Administrative corrections (correcting typos or omissions) that do not materially affect the content of the directive may be made and the directive reposted without issuing a new directive. For example, corrections to subject codes, form numbers, due dates, etc. Notification must be made through the directives distribution process. Administrative corrections generally will be allowed within 2 business days of submission of the temporary directive to IRM Governance.

I. Changes to Temporary Directives

Changes in content to previously issued IMs must be issued as a "Change 1." The revised IM will be issued with the same IM number as the original followed by "Change 1." Changes in content to an IB can only be made by issuing a new IB.

J. Expiration of Temporary Directives

All IMs remain in effect until the end of the third fiscal year following issuance, unless they have an earlier self-cancelling date. These IMs may be renewed for an additional 1 year; and they may be renewed a second time (also for 1 year). Information Bulletins expire no later than the end of the fiscal year following issuance.

K. "To" Line

All IMs and IBs are sent to titles of officials or offices, not to names of individuals. The authoring program office is responsible for making certain that all officials who need to see the IM or IB and officials are included in the IM or IB are on the **To** line. Please contact Directives with any questions regarding officials listed in the **To** line and/or distribution of the IM or IB. The following table identifies receiving officials and their abbreviations:

Figure III-2 – "To" Line

RECEIVING OFFICIALS	ABBREVIATION
1. Directorate a. Director and Special Assistants b. Deputy Director c. Assistant Directors d. Deputy Assistant Directors	1. (None) a. Must be spelled out b. DD c. ADs d. DADs
2. All Washington Office Officials a. Director and Special Assistants b. Deputy Director c. Assistant Directors d. Deputy Assistant Directors e. Division Chiefs f. Deputy Division Chiefs	2. All WO Officials

RECEIVING OFFICIALS	ABBREVIATION
3. All Field Officials a. State Directors b. Field Managers c. District Managers d. Resource Area Managers e. Center Directors	3. All FOs
4. State Directors	4. SDs
5. Center Directors a. National Interagency Fire Center b. National Training Center c. National Operations Center	5. CDs a. CD-NIFC b. CD-NTC c. CD-NOC

Titles of receiving officials may be combined on the **To** line. For example, the **To** line may read **All WO and Field Officials**, or it may read **Directorate, SDs, and CD-NOC**. The **To** line may also be written to show exceptions such as **All State Directors (except Montana)**. Directives may be issued to a single office.

L. Attention Line (Optional)

An **Attention** line may be included just below the **To** line, indented and abbreviated as “Attn:” on the line below. This procedure is helpful in those cases where IMs or IBs should be brought promptly to the attention of particular officials or groups (e.g., Human Resources Officers, Planning Chiefs, Deputy State Directors, etc.).

M. From Line

The **From** line is the signing official’s title.

N. Subject Line

Be as specific as possible about the subject content of the IM or IB. As a general rule, limit the subject line to two lines. Include key words within the subject line to enable indexing of IMs and IBs.

O. Due Date

Use the Due Date (DD) to alert officials of the need to submit material to a specific office by a designated time. Due dates may be used on IBs for minor actions, such as submitting names for training, etc. Follow these rules:

1. Put the DD on the subject line near the right margin if there must be a response to the IM or IB by a certain date. It may be bolded to emphasize the deadline.

2. Make certain that the DD does not fall on a weekend or holiday.

3. Allow a reasonable time to respond to a request for information.

P. Instruction Memorandum Format

The body of an IM must contain the following sections (see Illustration 6):

1. Program Area. Cite or reference the affected program(s).

2. Purpose. Provide a brief statement of the intent of the directive.

3. Policy/Action. Describe the policy established by the IM or the action required of the recipient.

4. Timeframe. Include the effective date of the policy and any associated actions.

5. Budget Impact. Indicate costs to implement policies/actions or cost savings.

6. Background. Briefly describe the conditions or situation that prompted the IM.

7. Manuals/Handbooks Affected. List the manual sections, handbooks, supplements, or IMs impacted by the issuance of the directive. For IMs, this could also indicate which prior IM is canceled through the issuance of the directive, if appropriate.

8. Coordination. Show which offices and/or agencies were involved in developing this IM.

9. Contact. Include the name, title, and office telephone number of the individual(s) best prepared to answer questions or respond to concerns.

Q. Information Bulletin Format

The body of the IB is written in standard paragraph form.

R. Quality Checking an Instruction Memorandum or Information Bulletin

1. Thoroughly check these items before sending the IM or IB for surnaming:

   a. Grammar.

   b. Punctuation.

   c. Spelling and typing errors.

   d. Clarity.

   e. Correct and complete legal or reference citations.

2. Do not reference policy contained in a canceled IM.

3. Clearly annotate draft documents with “Draft” on each page.

S. Signature Line

1. Be certain the signing official is authorized to sign the IM or IB. See MS-1203, Delegation of Authority.

2. Ensure there is room for the signature. Allow adequate space for the signature between the last line of the IM or IB and the attachment line.

3. The signing official must sign an original version of the directive and forward the signed version to the Directives Program. Signatures should be in blue ink. The signing official’s name is typed below the signature. If the official is acting, “Acting” must be typed below the official’s name. Acting officials sign as “Acting,” not as “Acting for.” Even DTS users must forward the signed version to the Directives Program for records retention purposes as required by (GRS) 16/1a(1).

T. Attachments

1. All attachments must be in an electronic format. All attachments must be separate documents.

2. If the attachment is a draft document, mark each page “**Draft**” in the header or footer, or as a watermark on the page.

3. For the Attachment listing on the last page of the directive:

   a. List the number of attachments.

   b. Enter the EXACT titles of the attachments.

   c. Give the number of pages each attachment has in parentheses at the end of the attachment title. For example:

Figure III-3 - Attachment Listing

2 Attachments: 1 - FY 2004 Budget Report (12 pp) 2 - Project List (1 p)

4. Attachments must be identified and attachment pages numbered.

   a. For attachment materials previously numbered (e.g., booklets, large-volume materials), the attachment number must be placed on the cover page or the first page of the document with the total number of pages of the attachment specified. Existing attachment pagination may be used.

   b. For attachment materials previously not numbered, each page must be annotated with the attachment page number.

   c. For attachment materials in modifiable electronic format, each page must be identified with the number of the attachment readily visible on every page. Page numbers must be numbered consecutively for each attachment, beginning with page 1. For example, Attachment 1-1, Attachment 1-2, etc.

   d. For one page attachments, only the Attachment number is needed. For example, Attachment 2.

5. Directives may announce the availability or distribution of material which cannot be attached in an electronic format, e.g., videos, documents generated from outside sources, etc. These materials will not be identified as attachments to the directive. The material will be distributed separately and will not be disseminated through the Directives System.

U. Preparing the Temporary Directive for Surname and Signature

When not using the Data Tracking System (DTS), the originating office must attach a Clearance Sheet to the draft IM or IB, with all attachments, and any supporting documentation. All Washington Office directives are processed using DTS.

V. Surnaming and Signing

1. The originating office must route the temporary directive to the appropriate surnaming officials.

2. Data Tracking System users will use DTS to forward electronic copies of the directive, a text version (i.e. Word) and a PDF of the signed original, to the Directives Program. Data Tracking System users will also forward paper copies of: (a) the Surnaming Report

generated by DTS, (b) the Control Slip generated by DTS, and (c) the original signed paper copy of the directive. Paper copies must be provided to Directives for maintenance according to the BLM General Records Schedule 16/1. These paper copies must be provided to Directives until the BLM adopts a NARA approved electronic record keeping system.

3. Originating offices that do not use DTS must forward the directive and Clearance Sheet to the appropriate surnaming officials. The surnaming officials review the proposed directive, provide comments, and surname the directive, indicating concurrence or non-concurrence on the Clearance Sheet, Form 1220-1. The originating office then forwards an electronic version of the final (signed) directive to the Directives Program.

4. The final surnaming official is the signatory. The signatory must sign the temporary directive on the last page. The name of the signatory is then typed below the signature by Directives. "Acting" is added, if appropriate, below the typed name. This step applies to offices that use DTS and to offices that do not use DTS.

5. Offices that do not use DTS must submit the surnamed Clearance Sheet and original signed copy of the directive to the Directives Program.

6. Please note that directives files documenting the development of a BLM mission-related program are permanent records pursuant to BLM GRS 16/1(b)(2). Draft directives within DTS that contain substantive comments still need to be printed and filed pursuant to BLM GRS 16/1(b)(2).

W. Distribution

1. The Division of IRM Governance or appropriate Directives office will:

   a. Number the original directive and any associated copies.

   b. Annotate the electronic version of the directive with the date and authenticate the signature, and "Acting," if appropriate, of the signing official. The name and office of the individual authenticating the signature, and the EMS notification date must also be placed on the electronic version of the directive.

   c. Post the IM or IB on the BLM Directives intranet page where approved and effective documents are presented. "Restricted" directives must not be posted on the BLM Directives Website, but will appear on the index without a link to the directive. A separate distribution (e.g., email, hardcopy, etc.) will be made to only those employees with a "need-to-know."

   d. Prepare an email to all BLM officials designated to receive the directive by the authoring program office.

e. Provide the official record copies to the Records Program for retention.

CHAPTER IV. EXTENDING AND MAINTAINING DIRECTIVES

A. Directives Update

Directive updates must occur as often as required to ensure BLM policy, direction, and information remain current.

B. Review and Revalidation

All BLM manual sections, handbooks, and IMs must be periodically revalidated to ensure the directives are current. Revalidation of a directive involves a review for currency and appropriateness. This can result in updating of the directive if required or cancellation of the directive.

C. Cancellation

If a BLM manual section or handbook is canceled, the originating office must document the cancellation using a Transmittal Sheet, Form 1221-2. The originating office completes Form 1221-2 by explaining the reason for canceling a manual section or handbook; the form is then surnamed by the approving official. The transmittal sheet refers the reader to other pertinent policies and procedures on the subject, as appropriate, and provides direction regarding removal of the BLM manual section or handbook from the BLM Directives System, the BLM FOIA Electronic Reading Room, and the BLM Directives intranet page.

D. Revision

If a BLM manual section or handbook needs revision, the originating office must issue a revised BLM manual section or handbook and corresponding transmittal sheet.

E. Directives Website Maintenance

The Division of IRM Governance, or the appropriate field office Directives Office, will maintain the BLM Directives intranet page as follows:

1. All current directives are posted to the active section of the BLM Directives intranet page, where only the latest approved and effective versions of directives are maintained and available.

2. The BLM Directives intranet page will contain an index, including the directive number, signature datesubject code, and subject. All other local Directives intranet pages must mirror the BLM Directives intranet page established by the Washington Office. For technical specifications concerning the BLM Directives intranet page, contact the webmaster identified on the website.

F. Filing

The official record copy of directives is maintained in a hard copy format with an original signature. Directives that contain an access category of "Restricted" (R) must be maintained in a secure location, i.e., a locked cabinet or room.

Official records files are maintained by the Records Manager of the originating office who holds the official record copy for any Manual Section, Handbook, Manual Section Supplement, Handbook Supplement, IM, or IB issued by their office. Permanent directives are filed in subject code order. Each permanent directive issued will have its own file folder containing the original signed hard copy directive, Transmittal Sheet, and Clearance Sheet. Each IM and IB is filed by fiscal year (FY) and numerical order, and contains the original signed hard copy directive, attachments, and Clearance Sheet. The IMs and IBs are filed by FY and numerical order and contain a copy of the directive, attachments, control slip, and any background material, including significant draft documents and comments. Reference copies of directives may be maintained solely for convenience.

G. Disposition

1. Directives Master Files.

    a. Retain manual sections, handbooks, supplements, and IMs in accordance with the General Records Schedule (GRS) 16/1a(1).

    b. Information bulletins are used to disseminate information of interest to BLM employees and do not contain long-term policy; therefore, they are considered temporary. Dispose of IBs in accordance with GRS 16/1a(2) (proposed disposition).

2. Directives Case Files.

    a. Administrative Directives Case Files documenting aspects of BLM administrative program directives relating to routine administrative functions (e.g., payroll, procurement, personnel, property, vehicles, budget, forms, etc.) are disposed of in accordance with GRS 16/1b(1).

    b. Mission-Related Directives Case Files documenting aspects of the development of a BLM mission-related program directive (e.g., lands, minerals, range, forestry, wildlife, soil, water, air, recreation, etc.) are permanent records maintained in accordance with GRS 16/1b(2).

3. Reference Copies. Reference copies of directives are considered non-record working files and can be disposed of when no longer need for convenience or reference purposes under GRS 23/21.

Illustration 1 - Example of a Flow Chart

FLOW CHART FOR DETERMINING DIRECTIVE CATEGORY

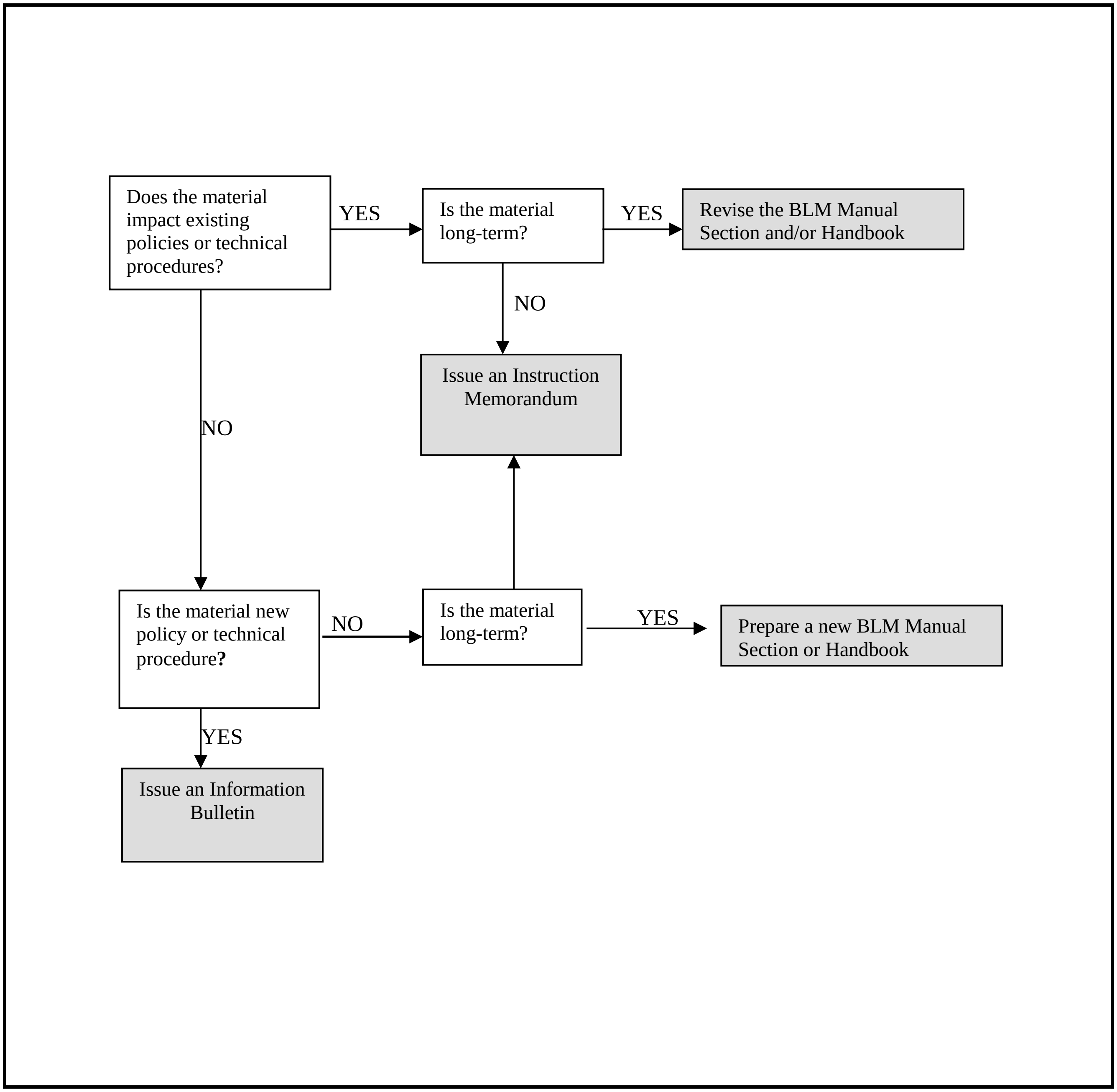

Illustration 2 – Example of a Table of Contents

MS-1541 – BLM CORRESPONDENCE AND DOCUMENT MANAGEMENT (I)
i

Table of Contents

BLM MANUAL
Rel. No. 1-1746
Date 1/7/2013

Illustration 3 – Example of a Glossary of Terms

Glossary of Terms

-A-

Alphabetical Index: A list of subject headings in alphabetical sequence accompanied by appropriate subject code(s) (see MS-1220, Records and Information Management, Appendix 2).

-D-

Directive: Any written communication issued by an authorized official to provide essential instructions and information for conducting work under that official's functional jurisdiction. A directive has general applicability, as distinguished from specific instructions given by a supervisor in an individual matter.

1. Permanent directive: A directive that contains instructions having continuing application to BLM operations. Permanent directives are issued in the form of BLM Manual Sections, Handbooks, and Supplements to Manual Sections and Handbooks.

2. Temporary directive: A directive that conveys information or contains instructions that require immediate attention or that may be in effect for a short period of time.

Illustration 4 – Example of a Bibliography

Bibliography

Bernstein, Theodore. The Careful Writer - A Modern Guide to English Usage. Atheneum, New York; latest edition available.

Hodges, John C. and Mary E. Whitten. Harbrace College Handbook. Harcourt, Brace & World, Inc., New York; latest edition available.

Roget's International Thesaurus. Thomas Y. Crowell Company, New York; latest edition available.

Strunk, William and E. B. White. The Elements of Style. MacMillan Publishing Company, Inc., New York; latest edition available.

U.S. Government Printing Office. U.S. Government Printing Office Style Manual. U.S. Government Printing Office, Washington, D.C.

Webster's New World Dictionary of the American Language. The World Publishing Company, New York; latest edition available.

Illustration 5- Example of a Transmittal Sheet (Form 1221-2)

Form 1221-2
(June 1969)

	UNITED STATES **DEPARTMENT OF THE INTERIOR** **BUREAU OF LAND MANAGEMENT** **MANUAL TRANSMITTAL SHEET**	**Release** To be Completed by Directives **Date** Date Surnamed by AD or Acting

Subject

Subject Code – Manual/Handbook Title ("P" for Public or "I" for Internal)

1. Explanation of Materials Transmitted: Explain the new material being introduced.

2. Reports Required: Include any internal or external reports required or state, "None."

3. Materials Superseded: Describe any material superseded, if no pages of the manual or handbook have been superseded state, "None."

   NOTE: If your updated manual or handbook removes superseded pages, please provide a paper *and* electronic copy of the manual or handbook to Directives with the superseded pages removed. Directives will then post that version to the internet/intranet.

4. Filing Instructions: File as directed below.

REMOVE	INSERT
Complete if applicable All of XXXX (Rel. X-XXXX) (Total: X pages)	All of Revised XXXX (Total: X pages)

Signature of Signing Official
[Include "Acting" if applicable]
Assistant Director
Directorate Name

Illustration 6 – Template for an Instruction Memorandum

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240
http://www.blm.gov

(3 lines (or 2 spaces) between letterhead and In Reply Refer To)
In Reply Refer To:
1680(850) P *Subject Code (Office Code) *For P, I or R access designation, see 2nd page*

(4 lines (or 3 spaces) between reference codes and IM heading)

Instruction Memorandum No. 201x *(** see definitions of IM/IB on 2nd page)*
Expires: 9/30/20xx *(This is the end of the third fiscal year following issuance)*

To: (Titles of Receiving Officials)

From: (Signing Official's Title)

Subject: (Be as specific as possible about content- try to limit subject line to 2 lines)
DD: *(if necessary-across from last word in subject line)*

Program Area: (Cite or reference affected program(s))

Purpose: (Provide brief statement of the intent of the directive)

Policy/Action: (Describe the policy established by the IM or the action required of recipient)

Timeframe: (Include the effective date of the policy and any associated actions)

Budget Impact: (Indicate costs to implement policies/ actions or how much will be saved)

Background: (Briefly describe the conditions or situation which prompted the IM)

Manual/ Handbook Sections Affected: (List the Manual Sections, Handbooks, Supplements, or IMs impacted by the issuance of the directive. For IMs, this could also indicate which prior IM is cancelled through the issuance of the directive, if appropriate).

Coordination: (Show which offices and /or agencies were involved in developing this IM)

Contact: (Include the name, title, and office telephone number of the individual(s) best prepared to answer questions or respond to concerns)

(Directive to be signed below last sentence)
(Leave 8 spaces)

Attachment
(title of attachment) (# of pages- i.e., 1p)

OR

2 Attachments
1- (title of attachment) (# of pages-i.e., 1p)
2- (title of attachment) (# of pages, i.e., 3pp)

*<u>*Public (P).</u> Use Use "P" on directives that can be viewed by everyone, including the public. The "P" designation is used when the content of the directive is a policy or practice that directly affects a member of the public and all information is releasable under the FOIA (e.g., a directive on the BLM's application process for grazing allotments). Directives with a "P" designation must be posted on both the BLM Freedom of Information Act Electronic Reading Room*

<u>Internal (I).</u> Use "I" on directives that only can be viewed by BLM staff. The "I" designation is used when (1) the content of the directive contains information requiring a review under FOIA, and/or (2) when the content is strictly an internal BLM policy or procedure that does not affect the public (e.g., a Manual Section on Time and Attendance). Directives with an "I" designation must be posted only on the BLM Directives Website.

<u>Restricted (R).</u> Use "R" on directives with access restricted to specific BLM staff. The "R" designation is used when the content of the directive is administratively sensitive and viewing is restricted to limited BLM personnel who have "a need to know" (i.e., only the person(s) the directive is addressed to, not all BLM employees and not for public release). Example of use: a directive explaining sensitive security

or law enforcement procedures. Directives with an "R" designation will **not** *be posted (linked) on either the BLM FOIA Electronic Reading Room website or the BLM Directives Website; however, they will be identified on the BLM Directives Website index (listed, but not linked).*

***<u>Instruction Memorandums:</u>*

1. *Contain new policy or procedures that must reach BLM employees quickly.*
2. *Interpret existing policies.*
3. *Provide one-time instructions.*

They are issued only when urgency compels release of a directive before the information can be incorporated into a Manual Section or when the issue treated is a one-time occurrence.

<u>Information Bulletins:</u>

1. *Disseminate information of interest to BLM employees. They do not contain new BLM policy or procedures.*
2. *Call attention to existing policies or procedures.*
3. *Transmit material such as publication and announcements.*
4. *Require action or response for BLM officials such as confirming attendance at meetings, commenting on draft documents or providing requested information.*
5. *IBs may have a due date (DD) if they require a response.*

***Attachments must be identified in the body of the IM/IB and attachment pages numbered. For one-page attachments, only the Attachment number is needed, i.e., Attachment 2. For attachment materials in modifiable electronic format, each page must be identified with the number of the attachment readily visible on every page. Page numbers must be numbered consecutively for each attachment, beginning with page 1. For example, Attachment 1-1, Attachment 1-2, etc. For materials previously numbered (booklets, large-volume materials), the attachment number is placed on the cover page or the first page of the document with the total number of pages of the attachment specified.*

Illustration 7 – Example of an Information Bulletin

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240-0036
http://www.blm.gov

October 15, 2010

In Reply Refer To:
9260 (WO120) I

EMS TRANSMISSION 10/22/2010
Information Bulletin No. 2011-002

To: All Field Officials
Attn: Law Enforcement Officers

From: Deputy Director, Policy, Programs, and Budget Office of Law Enforcement and Security

Subject: Soliciting Nominations for Advanced Training in Fiscal Year 2011

The Office of Law Enforcement and Security (OLES) is soliciting nominations from BLM law enforcement officers (LEO) interested in attending advanced training at the Federal Law Enforcement Training Center (FLETC) in fiscal year (FY) 2011. Please refer to Attachment 1 for a listing of the specific courses in which the OLES has been given seats in FY 2011. Descriptions of these courses can be found on the FLETC website at http://www.fletc.gov/training/programs/.

Be advised, the BLM Law Enforcement General Orders establish eligibility qualifications for some instructor training courses, and other courses may have prerequisites. LEOs should verify they meet any applicable qualifications and/or prerequisites before submitting a Nomination Form.

Nomination Forms are to be transmitted via fax to the attention of the OLES Law Enforcement Training Coordinator, at (912) 267-2872.

Signed by:
Daniel J. Fowler
Acting, Deputy Director
Policy, Programs, and Budget
Office of Law Enforcement and Security

Authenticated by:
Robert M. Williams
Division of IRM Governance,WO-560

1 Attachment
1 – BLM OLES Training Allocation for FY 2011 (1 p)

APPENDIX 1

Acronyms and Abbreviations

Spell out each acronym prior to use and follow with the acronym in parentheses (e.g., Annual Work Plan (AWP)).

ACEC	Area of Critical Environmental Concern
AD	Assistant Director
AFOs	All Field Officials
APD	Application for Permit to Drill
ASD	Associate State Director
AWP	Annual Work Plan
BLM	Bureau of Land Management
CD	Center Director
CFR	Code of Federal Regulations
COB	Close of Business
COLA	Cost of Living Adjustment
DD	Due Date
DD	Deputy Director
DM	District Manager
DO	District Office
DOI	Department of the Interior
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EO	Executive Order
EOY	End of Year
EIS	Environmental Impact Statement
FLPMA	Federal Land Policy and Management Act
FOIA	Freedom of Information Act
FR	Federal Register
FRC	Federal Records Center
FY	Fiscal Year
GIS	Geographic Information System
GME	General Management Evaluation
IBLA	Interior Board of Land Appeals
IM	Instruction Memorandum
MOU	Memorandum of Understanding
MS	Manual Section
MTP	Master Title Plats
NEPA	National Environmental Policy Act
OPF	Official Personnel File
PAWP	Preliminary Annual Work Plan
PD	Position Description
PD	Public Domain
PL	Public Law
PLO	Public Land Order
PLS	Public Land Statistics
POV	Privately Owned Vehicle
RFB	Request for Bid
RFP	Request for Proposal
SD	State Director
SRP	Special Recreation Permits
T&A	Time and Attendance
T&R	Township and Range
TA	Travel Authorization
TO	Table of Organization
WM	Work Month
WO	Washington Office
WSA	Wilderness Study Area