



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82003-1828



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December 27, 2007

EMS TRANSMISSION DATE: 01/08/2008  
Instruction Memorandum No. WY-2008- 017  
Expires: 09/30/09

To: Wyoming Management Team  
From: State Director  
Subject: FY 2008 1650 and 2110 Budget Allocation for the Field Offices  
**DD: 02/01/08**

**Program Areas:** Engineering, Property, Budget.

**Purpose:** The purpose of this Instruction Memorandum (IM) is to provide additional guidance for the FY 2008 1650 and 2110 budget allocation to the Field Offices. This funding is utilized to maintain the BLM's facilities in good condition.

**Policy/Action :** The Field Offices will submit their work month and operational costs to the State Engineer by February 1, 2008. The State Engineer will present the requested costs to the WY Budget Team to ensure coordination and planning of the statewide FY2008 budget. Funds will be allocated to the State Engineer in a lump sum to the subactivities.

The State Engineer and Business Manager will coordinate a meeting with the Zoned (District) Office Engineers and AFM's for Support Services to establish appropriate distribution levels for work required within the Fiscal Year for their respective Offices. The distribution of 1650 and 2110 funds for operational needs will be distributed to the Field Offices for the current Fiscal Year.

The AFM Support Services Managers and the Zoned (District) Office Budget Analysts will distribute the 1650 and 2110 funding to their respective Field Offices within their jurisdiction. If planned projects cannot be completed within the Fiscal Year, the money will be re-distributed to Field Offices with projects that can be completed.

- **1651:** This subactivity is for the maintenance of Recreation Sites, mainly for pumping vault toilets and minor repairs of the facilities. This subactivity is not used for work month distribution.
- **1652:** This subactivity is for the maintenance of all Recreation and Administrative Facilities. The funding is for scheduled maintenance within the current Fiscal Year. Most of the work months for maintenance are charged to this subactivity.

- **1653:** This subactivity is for Deferred Maintenance on Recreation and Administrative Facilities that cannot be performed within the current Fiscal Year or require more funding than is available with the distribution of annual maintenance funds. These projects are presented in the Five Year Plan and distributed through the Washington Office. These projects can provide some work month distribution for personnel directly involved in the specific project.
- **1654:** This subactivity is limited to the Rawlins Field Office Construction. There are no additional funds for this subactivity. This subactivity will be closed in FY 08 when the Rawlins Field Office is complete.
- **2110:** This subactivity is for new construction within the Deferred Maintenance program for Recreation and Administrative Facilities. These projects are presented into the Five Year Plan and distributed through the Washington Office. These projects can provide some work month distribution for personnel directly involved in the specific project.

**Timeframe:** Effective immediately.

**Budget Impact:** There is no significant effect on the budget.

**Background:** Historically, the State Engineer distributed the 1650 and 2110 funds based on historical needs and distribution levels. With the use of the Asset Business Plan and FAMS work orders becoming a major component of business decisions for the BLM, the distribution of funds for maintenance and the upkeep of the FAMS data base will affect the distribution of the maintenance budget.

**Manual or Handbook Sections Affected:** No manual or handbook sections are affected.

**Coordination:** This IM was coordinated among the State Office Engineering, State Budget Officer and the Business Manager.

**Contacts:** Jim Honn, State Engineer, 307-775-6233 and Janet Edmonds, Business Manager, 307-775-6007.

/s/Robert A. Bennett