

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

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Instruction Memorandum No. 2003-249
Expires: 09/30/2004

To: AFOs
From: Assistant Director, Minerals, Realty, and Resource Protection
Subject: LR2000 Data Entry

Program Area: Mineral Materials Program (1330)

Purpose: This IM emphasizes the requirement that mineral materials case data must be entered into the LR2000 database.

Policy/Action: Cases are not complete until case record data has been entered into LR2000. Actions should not be reported as complete in the Management Information System (MIS) until the appropriate case data has been entered into LR2000.

Any accomplishments for currently active cases that were previously reported in MIS but not documented in LR2000 constitute an existing backlog that must be entered into LR2000 by September 30, 2003. In FY04, budget reviews and adjustments will focus on the workloads and accomplishments that have been documented in LR2000. MIS units that are not supported by corresponding entries in LR2000 involve work that is not complete. Any excess MIS units that cannot be reconciled with LR2000 entries will be disregarded for purposes of performance and workload review in the mineral materials program.

Field offices should continue to report accomplishments related to Indian lands directly in MIS because those cases are not included in LR2000.

Time Frame: Backlogged casework must be entered in LR2000 by September 30, 2003.

Budget Impact: Minimal.

Background: Currently, accomplishments are entered separately in both LR2000 and the Management Information System (MIS). Past MIS records for FY00-03 show substantially

more accomplishments reported than were identified in the LR2000 records for the same time period, indicating a backlog of data entry. The documentation in LR2000 supporting MIS accomplishments needs to be thorough. State and Field Office specialists should complete the MIS comments field when reporting their MIS daily performance accomplishments, if needed.

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