

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION 04/15/2005
Instruction Memorandum No. 2005-126
Expires: 09/30/2006

To: All Field Officials

From: Assistant Director, Minerals, Realty, and Resource Protection

Subject: Data Standard Changes for Surface Management Plans of Operations DD: 06/03/2005
(Case Types 380210, 380910 and 381402)

Program Area: Mining Law Administration (1990) – Surface Management

Purpose: This Instruction Memorandum (IM) provides guidance and direction for changes to the 3809 Data Standards for Plan of Operation Case Types (380210, 380910 and 381402). These changes are necessary for the creation of a Bureauwide tracking system that will compute timelines for specific actions related to the processing of Plans of Operations (PoO) for mining law cases.

Action: As stated above, the tracking system will enable monitoring through timelines for several PoO actions (items that may impact processing PoOs). It is now mandatory that these actions be included or added to all currently pending and authorized PoO cases, and for all new PoO cases. Attachment 1 is a list of all of the actions and actions codes that are now mandatory and necessary for the development of the new tracking system. The attachment lists the mandatory action codes, a description of each action code, and identifies if the action code is a new code.

Additional Data Standard Changes

To create the new tracking system, some historical action codes were eliminated or changed. These changes were necessary because of conflicts across BLM programs and case types that used the same action codes. Attachment 2 lists the action code changes and modifications for 3809 PoOs.

Additionally, the “Document Number Field” is a new entry that will be required when inputting the actions codes outlined in Attachment 1 and 2. This entry will enable LR2000 to differentiate

between two or more occurrences of the same action in a single case. *This field will require that consecutive numbers or alpha characters (depending on the action code) be entered in LR2000 for each occurrence of the same type of action for a single case.* Additional instructions for the document number field are provided in Attachment 3.

What is needed from Denver Project Office and BLM Field Offices

Mass Action Changes

The BLM Denver Land & Resources Project Office will initiate a mass data change on April 22, 2005. This mass data change will make a one time change of action codes in currently authorized and pending 3809 PoO cases. The specific action codes that will be changed are shown in Attachment 4. These action codes are being changed because their current uses in the 3809 PoO case types and in other programs are not compatible with those that are needed for establishing the new 3809 tracking system. This will be a one time mass change; all future cases must have the new action codes manually entered into LR2000 as the cases are being established or processed. During the Mass Action change, Action Code 915 (Operations Authorized) will be added to all cases that contain Action Code 909 (Bond Accepted).

The system will not allow the entering of the old action codes after April 22, 2005. Attachment 4 identifies those action codes that will be locked out of LR2000 for 3809 PoO case types.

Data Clean up and Entry

After the mass action change occurs, field offices will still have to complete additional clean up and data entry to ensure that an accurate report can be generated. During the development of the tracking system, a number of action code errors were discovered. These errors will have to be corrected in order for the tracking system to work. Attachment 5 identifies several rules and new data standard guidelines that must be followed. Attachment 6 is a list of PoO cases (along with serial numbers) in which errors have been identified that will have to be cleaned up.

Case file data clean up and entry must be completed by June 3, 2005.

To maintain a case file record, all data should be routinely entered within five working days of each action.

Summary

This IM specifically addresses those action codes that are now mandatory for the creation of the PoO tracking system. The revised data standards for the mandatory action codes for 3809 Surface Management PoO cases are listed in Attachment 7. Additionally, it must be understood that the action codes and changes identified in this IM should be used in conjunction with other established action codes as outlined in the LR2000 data dictionary 2910 and the LR2000 data standards.

Time Frame: Effective Immediately. Case Recordation data must be revised by June 3, 2005.

Budget Impact: Unknown

Background: The December 8, 2004, Consolidated Appropriations Act rolled back the increased mining claim location and maintenance fees to the fee amounts in effect prior to September 1, 2004. The location and maintenance fees may not be increased until BLM has complied with Congress' request to establish a tracking system to determine the length of time it takes to approve a PoO and submit a report to Congress. To accomplish this Congressional mandate, LR2000 data standards for PoOs must be changed. The new data standards will track the length of time for PoO approvals, NEPA development and approval, bond adjudication, and appeals.

State Data Administrator and Surface Management program leads at the State office should help and support Field offices in completing this task.

Coordination: Washington Office Solid Minerals Group with the Denver Project Office and Field Data Stewards.

Contact: Mitchell Leverette, Deputy Group Manager Solid Minerals, at 202-452-5088, or Scott Murrellwright, at 202-785-6568 or Andrea Hauger, Case Recordation User Representative (Denver) at 303-236-0535.

Signed by:
Tom P. Lonnie
Assistant Director
Minerals, Realty and Resource Protection

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO 560

7 Attachments

[1 - Action Codes Used to Generate LR2000 Tracking Report \(1p\)](#)

[2 - New/Modified Action Codes \(1p\)](#)

[3 - Document Number Field Information \(2 pp\)](#)

[4 - Mass Data Change Rules \(1p\)](#)

[5 - Data Clean Up Rules and Guidance \(1p\)](#)

[6 - Cases that need modifying \(4 pp\)](#)

[7 - Mandatory Action Codes for 3809 PoOs \(4 pp\)](#)