

FY 2014 1050 Budget Subactivity Core Program Element/Workload Measure Quick Reference Guide

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This guide is designed to assist heritage staff with a quick reference for planning and reporting workload/PE units of accomplishment and for labor & procurement costs in Quicktime & FBMS. The units of measure & descriptions are drawn from, but do not replace, the full PE code definition, available on the BLM Cost Management web site, also provided in the informal FY 2014 1050 Core PE Catalog.

General guidelines:

- When coding to these PEs/workload measures, include necessary support work, such as: cadastral surveys, GIS support, data management support, consultations with Indian Tribes and Alaska Native Corporations, and any outreach or education done in support of this workload.
- When planning and reporting accomplishments to the 1050 program, be sure those efforts were funded by 1050 budget dollars. There should be a direct relationship between 1050 units of accomplishment and 1050 budget coding. Accomplishments in core heritage PEs that are funded by other subactivities should be coded as accomplishments in those subactivities. For example, heritage sites studied (FD) in NLCS units funded by 1711 are 1711 units of accomplishment.

Program Element Code and Name		Unit of Measure (Workload Targets & Accomplishments)	Description (For Labor & Operations cost coding in Quicktime, FBMS, etc.)
AE	Heritage Resources Education and Outreach	Number of programs/events delivered – 1 unit per program, product, or event. Do not count each person to a visitor center or interpreted site as a unit.	Costs related to preparation, delivery and provision of <u>general information</u> about heritage resources and the laws, regulations and policies pertaining to them that cannot be assigned to another direct cost, output-producing program element.
AJ	Consultations with Indian Tribes and Alaska Native Corporations	Number of Consultations - Number of face-to-face meetings, telephone calls, including conference calls, with tribes for the purposes of general government-to-government coordination and consultation.	Costs associated with consulting and coordinating on a government-to-government basis with Federally recognized Indian tribes, including Alaska Native villages and corporations, when that consultation and coordination is of a general nature about BLM's mission and programs and is not tied to specific actions covered by other program elements.
BC	Acres of Heritage Resource Inventoried	Acres Inventoried – Number of acres of public land to the nearest whole number that are inventoried for cultural and paleontological resources as part of <u>proactive</u> resource management activities (NHPA Section 110 & ARPA Section 14; PRP Section 3302).	Costs of conducting cultural and paleontological resource inventory, including: <ul style="list-style-type: none"> • on-the-ground inventory; • completing and automating records and digitizing locations in GIS; • designing inventory strategies; • preparing inventory reports.
BD	Museum Collections Managed <i>(includes NAGPRA Sections 5-7 Compliance for museum collections)</i>	Number of museum collection units - Number of units accessioned, cataloged, inventoried, rehoused and/or otherwise upgraded; including collections documented for compliance with NAGPRA. An item may consist of an individual artifact/specimen, or a group, or "lot" of artifacts/specimens, and associated records. Units may be aggregated at the highest level to encompass all objects/records, at the accession or catalog level. Museum collections are managed at different levels of aggregation according to professional standards. In using this PE, apply the most appropriate aggregate to the nature of the material and project.	Costs related to managing collections in BLM and non-BLM repositories, such as: <ul style="list-style-type: none"> • Documenting collections, such as accessioning; cataloging, inventorying • Preserving collections, such as archival housing, stabilization or conservation. • Implementing environmental and security equipment and furnishings to secure and stabilize collections. • Evaluating repositories, such as using the DOI Checklist for evaluating facilities that house DOI museum collections. • Developing memoranda of understanding, assistance agreements, or similar arrangements for the management of collections. • NAGPRA collections (summaries, inventories, FR notices, repatriations).
FB	Permits Issued Authorizing Heritage Resource Investigations	Permits processed - Report numbers of cultural and paleontological resource use permits processed to the nearest whole number.	Costs associated with processing cultural and paleontological resource use permits, issuing permits and field work authorizations, and monitoring approved activities for investigations. Costs for all aspects of permit management should be charged to this program element, including processing and resolving applicant or permittee appeals of permit denials, suspensions and revocations.
FD	Heritage Resources Intensively Recorded, Evaluated and Studied	Number of properties – Report the number of cultural properties and paleontological localities at which data recovery, intensive recordation, and other field studies were conducted, including excavation and/or removal of Native American human remains and cultural items recovered pursuant to NAGPRA. Also report the number of National Register nominations prepared, as well as the number of historic property condition assessments, oral history studies, cultural landscape studies, Class I Regional Overviews, historic contexts, and similar intensive studies.	Costs related to proactive cultural and paleontological resource data recovery, recordation, studies and evaluations, such as: <ul style="list-style-type: none"> • documenting, • mapping, • excavating, and • completing damage assessments.

Program Element Code and Name		Unit of Measure (Workload Targets & Accomplishments)	Description (For Labor & Operations cost coding in Quicktime, FBMS, etc.)
FD – cont'd	<i>(includes some NAGPRA Section 3 compliance for New Discoveries)</i>	Also report the number of recovery plans or Plans of Action completed as part of intentional excavation or new discovery provisions of NAGPRA.	For compliance with the new discovery requirements of NAGPRA (as opposed to collections), include costs associated with intentional excavation or inadvertent discovery of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony discovered on the public lands after 11/16/1990: <ul style="list-style-type: none"> the above listed excavation and recordation activities; preparing Recovery Plans and Plans of Action implementing handing and treatment of the site and collected remains and cultural items; determining disposition and publishing a newspaper notice announcing the agency decision; and transferring custody to an Indian tribe or tribes upon a valid claim.
HF	Heritage Resources Stabilized, Managed and Protected <i>(includes some NAGPRA Section 3 compliance for New Discoveries)</i>	Properties/Localities protected or restored - Number of properties/localities receiving on-the-ground protection. Report the number of cultural properties or paleontological localities, including cultural properties subject to the Native American Graves Protection and Repatriation Act (NAGPRA) (e.g. burial grounds) and reburial locations, receiving on-the-ground protection to the nearest whole number. For properties receiving multiple stabilization, management and/or protection treatments, count each property only once.	Costs associated with stabilizing, managing and protecting cultural properties and paleontological localities. This includes costs associated with: <ul style="list-style-type: none"> bricks and mortar stabilization, installation of fences and gates, installation of anti-looting/anti-vandalism signs specifically to protect heritage resources, and protective treatments such as applying mud to seal adobe walls and filling holes dug by looters; and/or other protection and stabilization measures. Use this PE for reporting work related to sites subject to NAGPRA, including: <ul style="list-style-type: none"> stabilization in place of Native American human remains and/or cultural items inadvertently discovered on the public lands; and/or reburial of human remains and/or cultural items that have been repatriated or custody transferred.
KO	Historic Structures Managed	Number of historic structures managed to preserve integrity, character, and material. Historic structures consist of historic-era standing buildings or other structures listed on, or eligible for listing on, the National Register of Historic Places, or located in a registered historic district, on which maintenance dollars have been spent.	Costs associated with stabilization, protection, study, and monitoring, including – <ul style="list-style-type: none"> Efforts to protect, stabilize, and restore-historic structures (similar to HF, but specific to historic structures), Proactive data recovery, recordation, condition assessments, studies and evaluations conducted on historic structures (similar to FD, but specific to historic structures), and Monitoring historic structures to assess condition (similar to MY, but specific to historic structures).
MY	Heritage Resources Monitored	Properties/Localities monitored - Report the number of individual cultural properties and paleontological localities monitored, including cultural sites subject to the NAGPRA and reburial sites. Monitoring by partners should be reported as units of accomplishment, even when there is no BLM cost.	Costs related to monitoring cultural properties and paleontological localities to assess condition, and detect and deter looting and vandalism, and/or identify risks or damage caused by natural or man-made activities.
PC	Provide Program Support: Natural/Cultural Heritage	None	Costs associated with the overall management and support of projects and programs of its relevant Mission Goal (Preserve Natural & Cultural Heritage), and includes costs which cannot be assigned to a specific, direct cost, program element.
KEY WBS Codes	Code	Brief Description	
	LXSIPALE0000	Use the "LXSIPALE0000" project code to denote accomplishments related to paleontological resources .	
	LXSINAGP0000	Use the "LXSINAGP0000" project code to denote accomplishments related to compliance with the Native American Graves Protection and Repatriation Act .	
	LXSICRDS0000	Use the "LXSICRDS0000" project code to denote accomplishments related to compliance with Cultural Resource Data Sharing and management .	

Feedback: If PE units are currently not sufficient for tracking and reporting performance and costs, please contact the WO-240 1050 Program Lead so that changes can be considered in annual PE reviews. Such changes might include adding/removing subactivities, clarifying definitions, and modifying units of measure. In addition, WBS codes might be created for special issues and projects.