

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Idaho State Office  
1387 South Vinnell Way  
Boise, Idaho 83709-1657

In Reply Refer to:  
1221/1278 (954) P

February 3, 2003

EMS TRANSMISSION:  
Instruction Memorandum No. ID-2003-027  
Expires: 09/30/2004

To: All Employees

From: State Director

Subject: Codes for Posting Directives to the Internet/Intranet

**Purpose:** This Instruction Memorandum (IM) clarifies the definitions for access codes to be assigned to all BLM directives. These codes determine whether BLM directives are to be posted to the Internet and/or Intranet. These access codes apply only to BLM directives

**Background:** The Freedom of Information Act (FOIA) at 5 U.S.C. § 552(a)(2)(C) states agencies must make available to the public “*administrative staff manuals and instructions to staff that affect a member of the public.*” One way BLM meets this requirement is by posting directives to Electronic Reading Rooms on our external (public) websites. The policy in this IM will apply to all BLM directives, both permanent and temporary.

**Policy/Action:** This IM replaces the previous code definitions (i.e., P = public, N = non-public, L = limited, and R = under review). The new definitions for access codes to be used on all BLM directives are:

**P = Public** Use on directives with full public access.

A “**P**” is used when the content of the directive is a policy or practice that directly affects or influences the public. Example of use: Washington Offices IM on BLM’s cost recovery policy.

Directives with a “**P**” access code must be posted on both the Intranet and Internet.

**I = Internal**

Use on directives that can only be accessed by BLM staff and that may require a FOIA request for public access.

An “**I**” is used when (1) the content of the directive contains any information that is prohibited from release without review under the FOIA, and/or (2) when the content is strictly internal BLM policy or practices that do not affect or influence the public. Examples of use: A temporary directive seeking leave donations for a co-worker; a temporary directive distributing a draft policy to other BLM staff for their review and comment. Directives with an “**I**” access code must be posted only on the Intranet (internal website).

**R = Restricted**

Use on directives with access restricted to specific BLM staff.

An “**R**” 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: Directive explaining sensitive security or Law Enforcement procedures.

Directives with an “**R**” access code must **not** be posted (linked) on either the Internet or the Intranet website.

It is the responsibility of the author of the directive to assign the correct access code. If assistance is needed, contact your local FOIA Coordinator or Records Administrator.

On a temporary directive (Instruction Memorandum or Information Bulletin), the access code will follow the subject code and office code, as follows:

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On a permanent directive (Idaho Manual Supplement or Handbook, and Transmittal Sheet Form 1221-1), the access code will be added to the title line, as follows:

1400-630 – ABSENCE AND LEAVE – **(I) (Internal)**

**Time frame:** Effective immediately, access codes must be assigned to all new directives as they are created. Directives should be posted to appropriate websites within 5 working days from issuance.

For current, existing directives, ID-954 will review and make appropriate designations within six (6) months of the issuance of this IM. Within the same time frame, each

District Records Administrator will ensure the review and assignment of access codes to all existing District-issued directives.

**Manual/Handbook Sections Affected:** This IM cancels Idaho Instruction Memorandum 2003-026. Idaho BLM Manual 1221 – Directives and Idaho BLM Manual Handbook H-1541-1 – Correspondence Preparation. All current, existing Manuals and Handbooks are also affected to the extent that they must be given an access code according to the guidance in this IM. Note: The access code is used only on directives.

**Coordination:** This policy was developed in coordination with WO-560, DSD 950, and the IRM staff and was reviewed by the Idaho Records Managers/Administrators and FOIA Coordinators.

**Contact:** Questions about this IM may be directed to the State Records Administrator and FOIA Coordinator.

**Lower Snake River District with Union:** Bargaining unit members are not adversely affected by this IM by coordination with the Union.

Signed  
K Lynn Bennett

Authenticated  
Linda Matthews  
State Records Administrator