

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL BUSINESS CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
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In Reply Refer To:  
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September 8, 1999

Information Bulletin No. BC-99-127

To: All Field Officials  
Attn: Fleet Management Staff

From: Director, National Business Center

Subject: Automated Fleet Management System (AFMS) Monthly  
Utilization Window Dates for Fiscal Year 2000

Utilization data may only be entered into the AFMS during a designated period each month. This period is called the "window" and will be the last four (4) working days prior to the 20th of each month.

The dates listed below are the reporting periods for Fiscal Year 2000.

<u>Month</u>	<u>Year</u>	<u>Open Window Dates For Utilization</u>			
October	1999	<b>14</b>	(Thursday)	<b>15</b>	(Friday)
		<b>18</b>	(Monday)	<b>19</b>	(Tuesday)
November	1999	<b>16</b>	(Tuesday)	<b>17</b>	(Wednesday)
		<b>18</b>	(Thursday)	<b>19</b>	(Friday)
December	1999	<b>14</b>	(Tuesday)	<b>15</b>	(Wednesday)
		<b>16</b>	(Thursday)	<b>17</b>	(Friday)
January	2000	<b>13</b>	(Thursday)	<b>14</b>	(Friday)
		<b>18</b>	(Tuesday)	<b>19</b>	(Wednesday)
February	2000	<b>15</b>	(Tuesday)	<b>16</b>	(Wednesday)
		<b>17</b>	(Thursday)	<b>18</b>	(Friday)
March	2000	<b>14</b>	(Tuesday)	<b>15</b>	(Wednesday)
		<b>16</b>	(Thursday)	<b>17</b>	(Friday)

<u>Month</u>	<u>Year</u>	<u>Open Window Dates For Utilization</u>	
April	2000	<b>14</b> (Friday) <b>18</b> (Tuesday)	<b>17</b> (Monday) <b>19</b> (Wednesday)
May	2000	<b>16</b> (Tuesday) <b>18</b> (Thursday)	<b>17</b> (Wednesday) <b>19</b> (Friday)
June	2000	<b>14</b> (Wednesday) <b>16</b> (Friday)	<b>15</b> (Thursday) <b>19</b> (Monday)
July	2000	<b>14</b> (Friday) <b>18</b> (Tuesday)	<b>17</b> (Monday) <b>19</b> (Wednesday)
August	2000	<b>15</b> (Tuesday) <b>17</b> (Thursday)	<b>16</b> (Wednesday) <b>18</b> (Friday)
September	2000	<b>14</b> (Thursday) <b>18</b> (Monday)	<b>15</b> (Friday) <b>19</b> (Tuesday)

Unfortunately, computer system problems are possible and cause additional work. However, you can reduce the adverse effect by planning ahead. Input as many of your vehicles as possible on day 1 or 2 of the window. Do not wait until the last day. Why? At the very least, you will have the bulk of your vehicles reported if the computer system has problems or goes down on the last day.

If you have any questions or problems during the window period please call Judy Reck at (303) 236-9464.

Signed:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

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