

2888.01 Instruction Memoranda

A. General. For the 2800 and 2880 Manual Series, future Instruction Memoranda (IMs) automatically become part of the 2808 and 2888 Manual series. They remain in effect until 1) incorporated into the appropriate parts of the rest of the Manual or 2) specifically terminated.

B. Programmatic Issues. Some cross cutting programmatic issues are likely to remain under this IM portion of the Manual series for a number of years. See “Wind Energy Development Policy” at 2808.20 or the “Solar Energy Development Policy” at 2808.30.

C. Short Term IMs consist of three types – Manual Modifications; Annual or Periodic Changes, and One Time Requests.

1. All Manual Modifications shall be announced by an IM.

a. Transmitting New Manual Pages. Those IMs announcing the actual modification, i.e., transmitting a new page or pages, shall contain a one-month termination date. For example, an IM issued May 5, 2008, will terminate on June 4, 2008.

b. Presenting a Minor Modification. This type of IM presents a minor modification as opposed to a programmatic issue, but does not transmit the actual modification in the form of a revised Manual page(s).

i. Manual Notation. A pen & ink notation of the IM shall be made at 2808.10 or 2888.10 as appropriate. This notation shall include the subject of the IM and the 24 month termination date. Example:

2808.10

IM 2008-1; New rental terms; terminates July 2, 2010.

ii. Completion of Modification. The revised Manual page(s) will be completed within 24 months, otherwise the IM will terminate and the change(s) will no longer be considered part of the Manual.

iii. Transmitting Modification. Upon completion the new Manual page(s) will be transmitted by another IM. This IM will also specifically terminate the initial IM as well as contain its own one-month termination date.

c. Presenting a Major Modification. Major programmatic changes, such as the “Wind Energy Development Policy”, may be established through an IM without a termination date. These will be shown by pen & ink entry in the appropriate 2808 or 2888 manual at the next available .10, .20, etc. location. Follow-up IMs on the same subject are to be added by pen & ink – see 2808.20 (Wind Energy Development Policy) as an example.

2. Annual or Periodic Changes. This short term IM transmits an annual change such as the linear rental schedule. The IM being issued must include a paragraph specifically terminating the prior year’s IM. For example IM 2009-1 implementing the new rental schedule for 2009 must state that IM 2008-1 implementing the rental schedule for 2008 is terminated.

3. One Time Requests Other than requesting reaction to a proposed change in the Manual, this group does not directly affect the existing Manual. It is more likely to request widget counting or clarification of LR2000 data. Upon receipt of the data requested or within a reasonable period after the due date, the requesting office shall issue a follow-up IM expressing

the extent of response to the request, results or conclusions from the material, additional action to be taken, and a specific termination of the original IM.

2888.10 Manual Modifications.

IM 2008-017, October 25, 2007, CY 2008 Linear ROW Rental Schedule (Expires 12/31/08).

IM 2008-038, December 5, 2007, CY 2008 ROW Cost Recovery Fee Schedule (Expires 9/30/09).

[Note: when the 2009 schedules are distributed, the 2008 referenced would be lined through and the 2009 added. When the 2010 schedules are distributed, the 2008 would be erased, the 2009 lined through and the 2010 added.]

2888.20 [Reserved]

2888.30 [Reserved]