

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:
2000 (924.5) P

September 17, 2003

EMAIL TRANSMISSION - 9/17/03
Information Bulletin No. MT-2003-071

To: State Management Team

From: Deputy State Director, Division of Resources

Subject: Nominations for Lands and Realty Academy - Fiscal Year (FY) 2004
DD: 09/29/03

This transmits WO IM No. 2003-267, requesting nominations to the fifth offering of the Lands and Realty Academy in FY04. Prospective students in the training program can include entry-level (GS-5/7/9) Realty Specialists, Student Career Employment Program (SCEP) positions that will convert to permanent Realty Specialist positions prior to the start of the FY04 session of the Academy, and Upward Mobility positions that have been recruited at the field office level. Consideration will be given to non-Realty Specialist positions that perform lands and realty duties. Also, based on a set of criteria and space available, the needs of participants who wish to attend only the Rights-of-way session (approximately 2 weeks during Module I of the Academy) will be considered.

As in the past, the course is delivered in three modules; with Module 1 beginning in March 2004 (lasting 10 weeks); Module 2 beginning in October 2004 (lasting 4 weeks); and Module 3 beginning in January 2005 (lasting 4 weeks). Prospective students must attend all three modules consecutively and achieve a grade of 80 percent or better in each module to successfully complete the Academy.

Nominations should be submitted to Craig Haynes, State Office Lands and Realty Program Lead, by September 29, 2003. Nominations from the Montana organization will then be forwarded to WO-350 and the NTC.

Please direct any questions to Craig at 406-896-5040, or to Dee Baxter at 406-896-5044.

Signed by: Randy D. Heuscher, for Howard A. Lemm, Acting DSD, Div. of Res.

Authenticated by: Kathy Iszler, Staff Assistant (MT-924)

1 Attachment

1-WO IM No. 2003-267 (3 pp in its entirety)

Distribution w/Attn.

Assistant Field Manager, Havre Field Station

Assistant Field Manager, Glasgow Field Station

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

September 8, 2003

In Reply Refer To:
2100 (350) P

EMS TRANSMISSION 09/09/2003
Instruction Memorandum No. 2003-267
Expires: 09/30/2004

To: All Field Officials

From: Assistant Director, Minerals, Realty and Resource Protection

Subject: Lands and Realty Academy-Fiscal Year (FY) 2004 DD: **10/03/2003**

The fifth offering of the Lands and Realty Academy will begin in FY 2004. A total of 24 training slots will be available for Bureau of Land Management (BLM) and Forest Service (FS) students for this next session of the Academy. The course will again be delivered in three Modules; with Module 1 beginning in March 2004, lasting approximately 10 weeks; Module 2 beginning in October 2004, lasting approximately 4 weeks; and Module 3 beginning in January 2005, comprising approximately 4 weeks. Successful completion of the Academy is contingent on students attending all three modules consecutively and achieving a grade of 80% or better in each Module.

This dynamic lands and realty training program is designed to meet the future workforce needs of the Bureau and the FS, and provide entry-level Realty Specialists with the basic skills needed to function effectively in the GS-1170 Realty Specialist series.

Students in the training program include entry-level (GS-5/7/9) Realty Specialists, Student Career Employment Program (SCEP) positions that will convert to permanent Realty Specialist positions prior to the start of the FY 2004 session of the Academy, Upward Mobility positions that have been recruited at the local level, and entry-level Forest Service Realty Specialist positions.

States may recruit and select Upward Mobility and entry-level Realty Specialist positions to fill vacancies at the Field level. There is no longer a requirement to request an exception for hiring from the Washington Office, as was previously required by Instruction Memorandum 2000-058. However, there is a requirement that all announcements for entry-level Realty Specialist positions contain the stipulation that the selected candidate must attend and successfully complete the Lands and Realty Academy.

Attachment 1

We will continue to consider requests by States for nominations of non-realty specialist positions that perform lands and realty duties. These requests will be reviewed on a case-by-case basis and will depend on space availability after the priority candidate slots have been filled.

Therefore, if a need is identified and requested by a State for a non-realty specialist to attend the Lands and Realty Academy, and justification is provided, the request will be considered jointly by the National Training Center and the Washington Office.

The priority criteria to attend the Academy is that an attendee must 1) be in the 1170 Realty Specialist series and have not attended the long-term training; 2) be selected for an Upward Mobility position into the lands and realty field; or 3) be a SCEP student who will be converted to a Realty Specialist position prior to the beginning of the Academy.

We will also consider, based on a set of criteria and space availability, the needs of participants who wish to attend only the Rights-of-Way session (approximately 2 weeks) during Module 1 of the Academy. Criteria includes: 1) candidates must have field skills and field experience, 2) candidates must have experience in writing National Environmental Policy Act (NEPA) documents, and 3) candidates must have a good understanding of realty laws, policies and processes. **This is the only portion of the Academy in which we allow additional participation.**

The following information is required to be consolidated and submitted by each State Office by October 3, 2003, in order to identify the slots available in the FY 2004 Lands and Realty Academy.

- 1) Each State Office will identify any existing entry-level (GS-5/7/9) Realty Specialist that still needs to attend the Lands and Realty Academy. It is anticipated that there are few, if any, existing Realty Specialists that would be identified for this long-term basic training course. Any employees should be identified by name, grade and title, and permanent duty station.
- 2) Each State Office will identify the specific SCEP positions that have converted or will convert to permanent Realty Specialist positions prior to the March 2004 start date of Module 1. These converted SCEP positions are required to complete the basic lands and realty training program and will be given priority for attendance at the Academy. Each student will be identified by name, date of conversion (prior to March 2004), school and degree, and permanent duty station.
- 3) Each State Office will identify any Upward Mobility Realty Specialist vacancies that will be advertised and filled at the local level prior to the March 2004 start date of Module 1. Slots will be held for the successful candidates. All Upward Mobility vacancy announcements for Realty Specialist positions are required to include the stipulation that the selected candidate must attend and successfully complete the Lands and Realty Academy. In addition, it should also be noted that any Upward Mobility announcements for entry-level (GS-5/7/9) Realty Specialist vacancies are only open, under personnel rules, to employees who currently occupy positions classified as one-grade interval positions.

4) Each State Office will identify any non-realty specialist positions that perform lands and realty functions and who require lands training. A justification must be submitted for consideration. Nominations will be considered on a space available basis. Each employee should be identified by name, grade and title, job series, and permanent duty station.

5) Each State Office will identify any Realty Specialists or other non-realty specialist requesting to attend only the Rights-of-Way portion of Module 1 of the Lands and Realty Academy. Justification as to why only this portion of the training is needed should be submitted. Each employee should be identified by name, grade and title, job series, and permanent duty station.

We are committed to maintaining the professionalism of the Realty Specialist positions in the Bureau, as well as meeting the future staffing needs of the Bureau and the Forest Service. We appreciate your continued support and assistance to the Lands and Realty Academy and hope we are responding to your training needs in the lands and realty program. Any questions regarding this Instruction Memorandum can be directed to Ray Brady, Lands and Realty Group Manager (WO 350) at 202-452-7773 or Carolyn Spoon, Lands Training Coordinator, National Training Center at 602-906-5524.

Signed by:
Thomas Lonnie
Assistant Director
Minerals, Realty and Resource Protection

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