

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive, P.O. Box 36800

Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:

1115 (933.MP) P

April 9, 2004

EMAIL TRANSMISSION - 04/09/04
Information Bulletin No. MT-2004-054

To: State Management Team

From: State Director

Subject: Take Pride in America

On April 16, 2003, Secretary Gale A. Norton re-launched Take Pride in America (TPIA), a national partnership initiative aimed at increasing volunteer service on America's public lands. Originally conceived by the U.S. Department of the Interior in 1985, TPIA empowers volunteers from every corner of America to help improve our parks, refuges, recreation areas, and cultural and historical sites. The program inspires citizen stewardship and supports a nationwide volunteer recognition and awards program.

Refer to WO IB No. 2004-069 for highlights of the initiative and actions to be taken to implement the program in the field.

If you are interested in ordering or implementing TPIA initiatives, please contact the appropriate BLM representative listed in the attached Washington Office Information Bulletin.

If you have any questions, please contact Connie Raynock or Charlene Gunther, Acting Human Resource Specialists, at 406-896-5230.

Signed by: A. Jerry Meredith, Associate

Authenticated by: Donna K. Zentz, MT-933

1 Attachment

1-WO IB No. 2004-069 (4 pp in its entirety)

Distribution w/attm.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240
<http://www.blm.gov>

February 23, 2004

In Reply Refer To:
1115 (650) P

EMS TRANSMISSION 02/23/2004
Information Bulletin No. 2004 -069

To: Assistant Directors, State and Center Directors
Attn: State Volunteer Coordinators, Budget Officers

From: Director

Subject: Take Pride In America

On April 16, 2003, Secretary Gale A. Norton relaunched Take Pride in America (TPIA), a national partnership initiative aimed at increasing volunteer service on America's public lands. Originally conceived by the U.S. Department of the Interior in 1985, TPIA empowers volunteers from every corner of America to help improve our parks, refuges, recreation areas and cultural and historical sites. The program inspires citizen stewardship and supports a nationwide volunteer recognition and awards program. Following are highlights of the Take Pride initiative and actions to be taken to implement the program in the field.

A) **TPIA Events:** To the fullest extent possible, BLM field offices should promote BLM volunteer events and projects as TPIA events by taking the following actions:

Use the TPIA logo on all materials (flyers, brochures, etc.) promoting the event or project. The logos are available for your use on the BLM intranet site at:

http://web.blm.gov/internal/wo-600/00_wo650_vol/650_vol_tpia.html

- As appropriate, exhibit the TPIA banner at the event or project site. Banners will be provided to BLM State volunteer coordinators for this purpose.
- Post events, programs or projects on the volunteer.gov/gov calendar. Calendar listings posted on this calendar will automatically also appear on the Take Pride In America site at www.takepride.gov.

In order to post a calendar item on the volunteer.gov/gov site, a BLM staff person must be registered as an official user. If not already registered, contact Kevin Flynn at kevin_flynn@blm.gov or 202-452-0363.

Attachment 1

- B) **Awards and Recognition:** BLM volunteers should be routinely considered for TPIA length of service certificates and annual special achievement awards. All BLM volunteers are eligible for TPIA awards **in addition** to BLM's national awards.
- Volunteers with **3,000** hours of accumulated service are eligible for the "Secretarial Award."
 - Volunteers with **4,000** hours are eligible for a "Presidential Award."
 - To obtain recognition certificates for volunteers who have met the appropriate hours of service, fill out the TPIA Volunteer Recognition form posted on the BLM Volunteer Program Intranet site http://web.blm.gov/internal/wo-600/00_wo650_vol/650_vol_tpia.html, and forward to Carolyn Cohen at Carolyn_cohen@blm.gov.
 - **Be sure to allow at least 4 weeks for receipt of the certificates.**
 - Consider organizing a TPIA award ceremony to recognize volunteers with 3,000 and 4,000 hours of service. These events should be listed on the volunteer.gov/gov events calendar (referenced in A3 above). For such events, you may request a visit in person or by videotape by the DOI Secretary, TPIA Executive Director or surrogate. To request a visit or personalized video tape email Michelle Cangelosi at Michelle Cangelosi@doi.gov.
 - Nominations for the TPIA Annual Special Achievement Awards will be solicited annually (during the summer) from this office. These awards are presented in the fall of each year for accomplishments that took place during the one year preceding the award. Winners will receive their awards at a ceremony in Washington, D.C.
- C) **Partners/State Coordinators** – more than 100 major corporations, conservation groups, service organizations and trade associations have signed on to support the Take Pride program. The governor of each state has appointed a TPIA representative. We strongly encourage State Volunteer Coordinators to contact the TPIA coordinator for their state to explore possible collaboration. A link to the list of the partners and state coordinators is available on the BLM Volunteer Program intranet site or at www.takepride.gov.
- D) **Fundraising:** BLM employees are allowed to fundraise for TPIA volunteer projects under statutory authority of the TPIA program for amounts under \$10,000.
- 1) Fundraising activities may include bake sales, golf tournaments, door-to-door solicitation, etc.
 - 2) Employees must ensure their TPIA fundraising activities adhere to the Standards of Ethical Conduct (posted on http://web.blm.gov/internal/wo-600/00_wo650_vol/650_vol_tpia.html).
 - 3) All receipts and expenditures are to be coded to account number 14X8369. (See attached directions)
 - 4) Funds acquired through TPIA fundraising events may only be used to support TPIA volunteer projects.

E) **Recognition Items** – Take Pride/Volunteer recognition items are available from the Printed Materials Distribution Services (PMDS) at the National Business Center in Denver in quantities up to 200 each. Contact Carolyn Cohen at Carolyn_cohen@blm.gov to request approval for orders in quantities greater than 200.

- To order, email PMDS at blm_nbc_pmids@blm.gov specifying the item name and number, quantity, and your name and shipping address (must be a street address). Below are the stock numbers for the available TPIA items:

- 1) Take Pride lapel pins EE7017
- 2) Survival tools EE7001
- 3) Compass keychains EE7002

THERE IS NO COST TO BLM FIELD STAFF FOR THESE ITEMS.

Signed by:
Kathleen Clarke
Director

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

1 Attachment

1- Financial Procedures for the Take Pride in America Program (TPIA) (1 p)

Financial Procedures for the Take Pride in America Program (TPIA)

At the direction of the Office of the Secretary, the following financial procedures will be followed in our use of their Fund 14X8369 (Gifts and Bequest, Take Pride in America, Department of the Interior):

Deposits:

Monies collected by BLM Field Offices for the TPIA Program should be recorded in the Collection & Billing System (CBS). (A Fund Code and Program Code are being established in FFS and a Commodity, Subject, and Action code is being established in CBS for these collections which will be reported as deposits to Fund 14X8369).

Costs (Unliquidated Obligations/Expenditures):

Unliquidated obligations and expenditures incurred for the TPIA Program by BLM Field Offices need to be recorded in reimbursable subactivity 1920. The Bureau's National Business Center will bill (IPAC) the Office of the Secretary for reimbursement from their Fund 14X8369. Contact the NBC Reimbursable Program Coordinators (Lisa Dehn 303-236-6423 or Mary Carver 303-236-6305) for guidance and to obtain a reimbursable project code.