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September 20, 1999

E-Mail Transmission
Instruction Memorandum No. BC-99-068
Expires: 9/30/2000

To: All Washington Office and Field Officials
Attn: Public Land Statistics Section and Table Leads

From: Director, National Business Center

Subject: Public Land Statistics Report FY 1999 Data Call DD: 11/01/99

The purpose of this Instruction Memorandum is to provide instructions to assigned Section Leads and Table Leads for submitting FY 1999 tables and text for the Bureau of Land Management's (BLM) Public Lands Statistics (PLS) publication. This memorandum discusses responsibilities, due dates, format requirements, and other key concerns.

Who are the PLS Section Leads and Table Leads, and what are they responsible for?

PLS Section Leads and Table Leads are listed in Attachment 1. This attachment lists all the PLS Tables, along with names and phone numbers of each Section and Table Lead.

Section Leads must:

- Review and update the narrative for their assigned section. Most of the PLS section narratives have been virtually unchanged year after year. This year, we encourage Section Leads to rewrite their section narrative to provide fresh, updated information for PLS readers.
- Coordinate the submittal of all tables within their section.
- Review completed tables as appropriate.
- Ensure all tables are submitted on time.

Table Leads must:

- Gather and verify data.
- Organize data in a finished WordPerfect format.
- Ensure tables are accurate and consistent with previous submittals.
- Explain significant data changes in footnotes. Typical reasons for data changes include: new data inventories, new accounting or computer systems, or errors in previously reported data.
- Coordinate significant revisions, new graphics, or new tables through the Section Lead and PLS Clearinghouse Coordinator.
- Keep their Section Lead apprised of their progress.
- Submit completed table(s) to their Section Lead for approval, if required.

When are the 1999 PLS Narratives and Tables due?

All PLS Section and Table Leads should submit their FY 99 tables and narratives via e-mail to the PLS Clearinghouse Coordinator (Candace Thatcher, BC-650) no later than November 1, 1999. Requests for extensions of this deadline will be considered on a case-by-case basis. However, tables annotated with an asterisk * in the attachment are also needed for the Bureau's Annual Report and must be submitted by the November 1 deadline.

What format is required for PLS Narratives and Tables?

PLS narratives and tables must be provided in WordPerfect format. (Although we previously told you we were going to convert tables to an Excel spreadsheet format, we were unable to complete that effort this year.) To assist you in completing this year's narratives data, we will e-mail the WordPerfect FY 1998 narratives and tables to Section and Table Leads under separate cover.

What must States do to ensure critical deadlines are met?

The States must review, clean up, and download their automated data, (located in Legacy, ALMRS, ORCA, TSIS, etc.), no later than October 15, 1999. To ensure timely publication of both the PLS and Annual Report, States must meet these deadlines.

I need to revise the format of my table, and I'd like to add a graphic. What should I do?

The column headings and recurring footnotes have evolved over the years into their current format and should not be changed or omitted without a compelling reason. However, if you wish to significantly change your table or add a new table or graphic, please coordinate the change or addition with both your Section Lead and the PLS Clearinghouse Coordinator, Candace Thatcher.

What is the relationship of the PLS to the BLM Annual Report?

Some of the data and/or tables from the PLS will be used or duplicated in the Bureau's Annual Report. This single call for data will provide a data "snapshot" from the BLM data bases to

ensure consistency between the two reports. Narratives and additional data that may appear in the Annual Report will continue to be provided through normal channels (i.e., Annual Report narrative writers), not through the PLS Clearinghouse Coordinator.

If you have any questions, please contact the PLS Clearinghouse Coordinator, Candace Thatcher, at (303) 236-6369.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assisant

1 Attachment
1 - PLS Table and Contacts Listing (6 pp)

Distribution
RS-150, BLM Library
PLS Table Contacts