

NLCS WORKSHOP & RETREAT ACTION ITEMS

(10/20/00)

Category*	Action	Status/Comments	Time Frame	Contact
<i>Message and Communication</i>				
I.A.1	Finalize & get buy-off on mission, vision, & guiding principles.	Incorporated into draft NLCS manual, which will be distributed for field review.	End of October	Rob Hellie
I.A.2	Summarize above for widespread, consistent use in BLM.	Will be addressed in the manual as described above.	End of October	Rob Hellie
I.A.3	Inform key internal and external constituencies.	Met with ELT, DOI Policy Group, selected National NGOs, other meetings scheduled.	Ongoing	Elaine Brong/Peter Mali
I.A.4	Secure consultants to help market, refine & deliver message.	Contracted with one firm to assist with NLCS logo design. Have requested a proposal from a second firm on overall BLM marketing strategy (NLCS would be part of this).	Proposal due by Dec. 15	Elaine Brong/Larry Finfer/Pam Cleary
I.A.5	Form national communications team made-up of WO, SO, and field office representatives.	Team formed; charter written.	Complete	Elaine Brong/Larry Finfer/Rem Hawes
I.A.6	Develop communications plan and “side” strategy.	Plan and guidelines begun.	November/Dec.	Communications Team
I.A.7 I.B.1	Adopt general graphic style & “brand” for NMs & NCAs.	Contracted with one firm to assist with logo design. (Same as project listed under “Message”.)	Proposal due by Dec. 15	Elaine Brong/ Larry Finfer/Pam Cleary
I.A.8	Trademark names and logos; register web addresses.	Current thinking is that trademarks may inhibit full use of logos. Issue needs to be researched.	End of year.	Communications Team
I.A.9	Develop preliminary local outreach plans for potential announcements.	The Secretary’s Office will coordinate roll-out for new units prior to designation.	End of year.	Secretary’s Office, Public Affairs, FOs
I.B.3	Develop products (Q & A; video; media kit; brochure, etc.)	Have completed initial Q&As, brochure, and media kit. One page “fact sheets” sent to FOs via IB 2001-005, dtd 10/11/00	Done	Peter Mali/Rebecca White

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I.B.5	Est. guidelines/format for local products (brochures, web sites)	Contracted with a firm to assist logo design. Additional efforts to be determined.	December	Pam Cleary, Communic. Team
I.B.6	Involve existing "Friends" groups.	No action to date.	Time frame not established.	Larry Finfer
I.B.7	Prepare for potential national citizen's support organization.	No action to date.	Time frame not established.	Elaine Brong
I.B.8	Make use of Partnership Series training course.	Planning has been talking with NTC.	Ongoing.	Ann Aldrich
I.B.9	Develop inventory of potential partners.	Meetings with interested foundations have been planned.	End of year.	Kit Muller
I.B.10	Develop/implement strong marketing program for all NLCS.	Contracted with one firm to assist with logo design. Have requested a proposal from a second firm on overall marketing strategy.	Ongoing.	NLCS Communications Team
Retreat	Create National BLM "friends" foundation.	Discussions are underway with the Departmental officials.	Ongoing.	Kit Muller/Jeff Jarvis/Larry Finfer
Retreat	Conduct best-practices inventory of what is working.	No action to date.	Time frame not established.	Communications Team
Retreat	Arrange meeting w/ law enforcement (Walter/Felicia).	Elaine met with WO representatives. Team will advise on law enforcement policy needs for NCAs and Monuments.	Ongoing.	Elaine Brong
Retreat	Develop outreach articles for press releases.	No action to date.	End of the year.	Peter Mali/Rebecca White
Retreat	Library of images for NLCS units.	Completed preliminary assessment of opportunity to create library. Need to complete proposal.	Ongoing.	Jarvis/Mali/Krauss
Retreat	Prepare for trails' symposium and Sylvia Baca's speech.	Completed by Sept. 14.	Complete	Deb Smith

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<i>Budget</i>				
II.A.1	Manage Director's discretionary fund for new designations.	Funding has been provided from the Director's discretionary fund for all new designations to date.	Complete	Larry Benna
II.A.2	Develop unit costs for NCAs, NMs, & Headwaters.	Office codes have been est. for all NCAs and National Monuments, FY 2001 cost targets will be established for each unit. Develop contingency funding strategy.	Complete.	Rob Roudabush/Rob Hellie
II.A.3	Update FY01 Pres. Budget request (incl. new & unfunded).	Amendment to President's Budget forwarded to CEQ/OMB by the Department.	Complete	Rob Roudabush
II.A.4	Fully develop NLCS theme for FY 02 budget process.	Initial meeting on FY 02/03 future funding priorities included NLCS funding priorities within existing themes.	Fall 2000	Rob Roudabush/Kit Muller
II.B.4	Complete Opportunities Book– (preamble, unfunded opportunities list, etc)	FY 2001 Opportunities Book has been completed w/opportunities identified for many NLCS units.	Complete	Rob Roudabush
Retreat	Prepare FY 2002 Opportunities Book.	Begin identifying opportunities.	Winter 2001	Detaillee

<i>Staffing</i>				
III.A.3	Complete full workforce analysis and tie to budget.	Workforce planning strategy requested as part of FY01 Budget Data Call.	October	Elaine Brong/Rob Roudabush
III.B.3	Develop core competencies & consistent field presence.	Target TOs for NCAs and Monuments have been submitted to the NLCS Office.	September	Elaine Brong
Retreat	Assure NLCS representation re: land acquisitions.	Develop guidance for LWCF training and development of state submissions for FY 03.	End of year.	Jeff Jarvis/David Beaver

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III.B.4	ID program gaps for potential details and/or skilled temps.	A request for interested detailees has been issued and a list compiled. Current detail personal identified & potential details continually being developed.	Ongoing	Jeff Jarvis
Retreat	Identify additional skill sets needed (i.e. VER authorization) at WO NLCS level.	No action to date.	Ongoing	Elaine Brong/Kit Muller
Retreat	Address WO staffing needs, TOs and PDs.	Interim TO approved by Director for NLCS office. HR developing necessary PDs.	Fall 2000	Elaine Brong

Conditions and Trends

IV.A.1	Rewrite National Strategic Plan goals & narratives.	National Strategic Plan narratives have been rewritten to incorporate NLCS and new goals have been established.	Complete	Kit Muller
IV.A.3	Check existing databases to modify for reporting by unit.	Process initiated.	Spring 2001	Dave Porter
IV.A.2	Write/adjust program elements.	Program elements have been edited to incorporate NLCS.	Complete	Rob Roudabush
IV.B.6	Ask each NCLS unit to complete a self-assessment on how well they are meeting goals.	This has been established as a goal in the National Strategic Plan to be completed by FY 2002.	Ongoing	Detailee
Retreat	Clarify legislative affairs assistance.	Contacts identified.	October	Elaine Brong
Retreat	Identify science opportunities/needs (USGS, S&T).	NLCS science needs were identified in BLM's Strategic Science Plan. Additional science coordination w/USGS and Aldo Leopold Science Center is planned.	Ongoing.	Kit Muller and Jeff Jarvis
Retreat	Maintain current information on NLCS web sites. Data Steward for NLCS.	Review existing NLCS web sites, assure all sites contain current data.	Complete review by end of year. Update sites ongoing.	Dave Porter

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Retreat	Develop national GIS standards for mapping boundaries of NLCS units.	Data definitions have been established for wilderness and WSAs, additional GIS data definitions and standards for other NLCS units will be initiated once proposal approved by the S & T Review Board.	Definitions March 2001. Update ongoing.	Dave Porter
Retreat	Determine differences/similarities among legislative/proclamation provisions for all NCAs and Monuments.	Digest prepared and sent to field via IB 2001-005, dtd 10/11/00.	Complete	Rebecca White

Planning

V.A.1	Review/revise planning guidance.	Review comments have been forwarded to the WO Planning Group, further coordination will occur as needed.	Complete	Ted Milesnick/ Jordon Pope
V.A.2	Develop criteria for planning base review.	Criteria has been added to the planning handbook during the review process.	Complete	Jordon Pope and Ted Milesnick
V.A.3	Develop prep-plan/planning strategy for existing units .	200 has distributed e-mail on strategy.	Ongoing.	Henri Bisson
V.A.4	Identify publics & initiate partnerships/outreach for each unit.	Outreach efforts have been initiated for each new NCA and Monument.	Ongoing.	Local field office
V.B.1	Address plan amendment vs stand-alone plan issue.	BLM policy has required stand-alone plans for NCAs and Monuments. Additional guidance being prepared.	October	Ann Aldrich/ Rebecca White
V.B.4	Determine planning base and approach for all NCAs and Monuments.	Preliminary digest included in FY01 data call.	October/November	Rebecca White/ Jordon Pope
V.B.6/Retreat	Address planning guidance for OHV—specifically inventory of roads and trails.	NLCS Office coordinating with Recreation Group on OHV Strategy.	Ongoing.	Rob Hellie/ Gary Pavek
V.B.7	Help coordinate Comprehensive Business Plans for each unit.	No action to date.	Ongoing.	
V.B.23	Identify WO & SO team members for each unit.	No action to date.	Ongoing.	Elaine Brong/ State Director

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<i>Organization</i>				
VI.A.1	Define roles, responsibility & accountability for all levels.	Departmental Manual has been completed for WO organization establishing the NLCS office. The BLM WO organization manual is being updated and the delegation of authority manual will be revised to reflect NLCS responsibilities.	End of year.	Rob Hellie
VI.A.2	Prepare policy document on parameters for administering NLCS.	Draft NLCS manual is being developed and will be distributed for review.	October	Rob Hellie
VI.A.3	Form national team to prepare generic position descriptions.	Team has been formed and model PD descriptions drafted for NCA/Monument Mgrs. Addtl. generic PDs may be developed.	October	Detaillee
VI.A.4	Revise 1203 Manual to incorporate NLCS codes.	The BLM WO organization manual is being updated and the delegation of authority manual will be revised to reflect NLCS responsibilities.	End of year.	Rob Hellie
VI.A.5	SOs will revise State's "Delegation of Authority" manuals.	No action to date.	Ongoing	State Directors
Retreat	Coordinate OHV policies (esp. Montana and Colorado) for consistency with proclamation.	No action to date.	End of Oct.	Gary Pavek
Retreat	Review regs for holes/gaps (i.e. monument rules and regs).	No action to date.	End of year	Rob Hellie
Retreat	Determine where NLCS fits in the Bureau regulations.	Discussions have been initiated with Directives and Regulations Group to establish subject function codes for the NLCS guidance.	End of year	Lennie Eubanks
Retreat	Prepare for new monuments (guidance and TOs, communications)	Informal procedures have been established in consultation with the Secretary's Office. Formal procedures will be est. in a BLM manual for NCAs and Monuments.	October	Rob Hellie and Rebecca White

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Retreat	"Establish" the NLCS Office.	Negotiations are underway to establish office space. Procurement of furniture, equipment, etc. is underway.	Ongoing	Vicki Dixon and Bob Donelson
VI.B.3	ID a "point person" in each field office as an NLCS contact.	NLCS contacts have been established in many offices. A comprehensive effort to establish these contacts has not yet been initiated.	End of year.	Lennie Eubanks
Retreat	Determine management responsibilities for special areas not in the NLCS system.	Instruction Memorandum will be updated to reflect changes due to NLCS.	November	Gary Marsh
Retreat	Finalize MOU for Parashant.	MOU has been completed in draft by Field and State offices, currently under review in solicitor's office.	End of October	Rob Hellie
Retreat	Address San Pedro EIS-border issue.	EIS being reviewed in local Field Office and WO.	Ongoing	Rob Hellie
Retreat	Address larger AZ/NM/CA border/INS issues.	No action to date.	Ongoing	Rob Hellie
Retreat	Distribute guidance digest and manuals for field review.	Information Bulletin 2000-005 with guidance digest and fact sheets has been sent out.	October 16	Rebecca White
Retreat	Work on NLCS portion of the Transition Book.	Draft prepared.	End of year	Elaine Brong
Retreat	Create list of trails contacts.	Current list needs to be expanded.	Oct. 31	Deb Smith & Carl Barna
Retreat	Identify BLM contact for trails programs and analyze workload.	No action to date.	Dec. 31	Elaine Brong
Retreat	Determine NLCS inclusion in brochures and documents (e.g. PLS).	Review of PLS and Public Rewards documents has been initiated.	End of year	Lennie Eubanks

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<i>Guidance/Tng.</i>				
VII.A.1	Develop Maps and Legal Descriptions Handbook for NLCS.	Revise Draft Instruction Memorandum into Handbook that will cover all NLCS units. Identify NLCS units where map and descriptions are required. Inventory existing maps and descriptions. Coordinate completion of needed maps and descriptions.	Handbook Dec. 15. Inventory Jan. 15. New Maps and descriptions ongoing.	Lennie Eubanks
VII.A.2	Deliver local training or a training series for needs.	No action to date.	Ongoing.	
VII.A.3	Encourage training on Cooperative Associations, etc.	No action to date.	Ongoing.	
VII.A.4	Develop GSENM regulations regarding demonstrations.	Notice of Interim final Supplementary Rule has been published in the Federal Register.	Done.	Ted Hudson
Retreat	Finish/prepare guidance for Canyons of the Ancients and Cascade Siskiyou.	Supplemental guidance for Canyons of the Ancients has been issued. Director's Guidance Memo for Cascade-Siskiyou was sent in June.	Complete	Kit Muller/ Rob Hellie
Retreat	Complete proposed DOI rulemaking at 43 CFR 39, Section 7 of WSR Act.	At OMB for review.	Dec. 15	Gary Marsh
Retreat	Regional interagency WSR Training on applying Section 7 of the WSR Act to designated WSRs and language in proposed DOI rulemaking at 43 CFR 39.	Plan to hold at least two sessions in FY01.	Ongoing	Gary Marsh
Retreat	Develop Interagency Trails Training Course Design.	Message sent to FOs requesting course designers (selected by 10/30).	Nov. 22.	Deb Smith & Carl Barna
Retreat	Finish wilderness inventory manual and meet with CO/UT reps.	SO comments under review; CO, UT, & SOL contacted & meeting by end of Sept.	Dec. 31.	Gary Pavek
Retreat	Develop Interim Management Policy training course module.	Course design scheduled for week of 10/23.	March 2001.	Chris Barns
Retreat	Complete wilderness regulations.	With SOL; high priority.	Dec. 31.	Jeff Jarvis

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Retreat	Address outstanding issues of rock climbing & mining claims.	To be resolved after wilderness rule is published.	Dec. 31.	Jeff Jarvis
Retreat	Address issue of primitive skills teams—especially AZ and CA (Mule teams vs pick-up trucks).	In Budget Advices for FY 01.	Dec. 31.	Jeff Jarvis
Retreat	Compile list of wilderness, rivers, & trails litigation.	Listing begun.	End of year.	Lennie Eubanks
Retreat	Develop guidance on providing electronic public notification of proposals within Wilderness and WSAs.	Direct all offices to develop standard electronic public notification process.	End of year.	Dave Porter
Retreat	Work on MOUs for trails.	NTTP has FACA concerns by FHWA. NHT/NST MOU has FHWA FACA concerns due to NTTP.	Dec. 31	Deb Smith & Carl Barna
Retreat	Plan next NLCS workshop (internal & external participants).	No action to date.	End of the year.	Jeff Jarvis

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