

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, DC 20240

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To: Assistant Directors, State Directors, Center Directors

From: Director

Subject: Nominations for the Bureau's Directives Re-engineering Team DD:
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In December 1996, a Directives Assessment Team was established to formally assess the Bureau's Directives process (Attachment 1 lists the team members).

The Directives Assessment has been divided into two phases. Phase I, which was completed in February 1997, focused on the Directives System within the Washington Office (e.g., procedures, staffing, and workload). Phase II of the Directives assessment will begin in May 1997. The goal of Phase II is to better meet the needs of the Bureau by re-engineering the entire Directives process at all levels throughout the Bureau.

We are soliciting nominations to add two additional members to the Phase I Assessment Team. The nominees should be individuals who are either a District or Resources Area Manager, and a senior staff member from any program office in the Washington Office. Please send your nominations to the Directives Assessment Team Leader, Frank Splendoria, Deputy State Director for Support Services in New Mexico, (e-mail "fsplendo" or fax 505-438-7435), by April 28, 1997. The Directives Assessment Team is tentatively scheduled to meet in Santa Fe, New Mexico, during the week of May 19, 1997, to begin work on Phase II.

If you have questions regarding either phase of the assessment, please call Frank Splendoria at (505) 438-7528, or Ruth Welch at (303) 236-1783.

Signed by:
Gayle Gordon
Assistant Director
Information Resources Management

Authenticated by:
Robert M. Williams
Directives and Records
Group, W0540

1 Attachment

1 - List of Team Members (1 p)

DIRECTIVES ASSESSMENT TEAM MEMBERS

Daron Clay, Systems Administrator, Arizona

Marcella Davis, Group Manager, Directives and Records, Washington Office

Marsha Harley, Management Analyst, Washington Office

Wendy Spencer, Bureau Records Manager, (added for Phase II)

Frank Splendoria, Deputy State Director for Support Services, New Mexico

Sandy Thomas, Records Administrator, Alaska

Eileen Vigil, Records Administrator, New Mexico (Advisor for Phase II)

Ruth Welch, Management Analyst, Washington Office