



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

6100 (OR-932) P

October 23, 2007

EMS TRANSMISSION 10/26/2007

Instruction Memorandum No. OR-2008-012

Expires: 9/30/2009

To: District Managers: Burns, Medford, Salem

From: State Director, Oregon/Washington

Subject: Preparation and Submission of the FY 2007 Annual Manager's Report DD: 11/02/2007

Program Area: Cascade-Siskiyou National Monument, Steens Mountain Cooperative Management and Protection Area, Yaquina Head Outstanding Natural Area.

Purpose: This directive requests that three district managers compile and submit an Annual Manager's Report for certain units of the National Landscape Conservation System (NLCS).

Policy/Action: Transmits the Washington Office (WO) Instruction Memorandum (IM) No. 2007-095 which establishes the requirement that managers of certain NLCS units complete an Annual Manager's Report for their units during fiscal year 2007.

Timeframe: The Annual Manager's Report should be completed by the unit manager and sent to Dave Harmon (OR-932) by COB November 2, 2007. The reports will then be compiled and transmitted to WO-171 by COB November 9, 2007.

Budget Impact: This IM will have no impact on the allocation of resources and will have only a minimal impact on District offices.

Background: The WO issued IM No. 2007-195 to state directors. This IM is transmitting the WO guidance to those district managers responsible for management of the three NLCS units affected by that guidance: Steens Mountain Cooperative Management and Protection Area (Burns); Cascade-Siskiyou National Monument (Medford); Yaquina Head Outstanding Natural Area (Salem).

Manual/Handbook Sections Affected: N/A

Coordination: This IM was coordinated with Burns, Medford, and Salem NLCS managers.

Contact: Questions may be directed to Dave Harmon, Forester, at 503-808-6062.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Michael S. Mottice
Acting, Associate State Director

Authenticated by
Paj Shua Cha
Records Section

Attachment

1- [WO IM No. 2007-195](#) (6pp)

Distribution

OR-912

OR-930