



United States Department of the Interior



Bureau of Land Management

Eastern States
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IN REPLY REFER TO:
1120 (912) P

February 15, 2005

Instruction Memorandum No. ES-2005-03
Expires: 09/30/2006

To: BLM-Eastern States Expanded Leadership Team
From: State Director, Eastern States
Subject: BLM-Eastern States Procedures for Preparing Weekly Reports

Program Area: External Affairs.

Purpose: This Instruction Memorandum clarifies BLM-Eastern States (ES) policy on preparing and submitting Weekly Reports. Field Managers (FMs), Deputy State Directors (DSDs) and Office Chiefs are responsible for compliance with these directions across BLM-ES.

Policy/Action: Weekly Reports are to be prepared, proofed and finalized each week by each division/office in the BLM-ES organization. If your office does not have anything significant to report, please reply with a negative declaration.

The Office of External Affairs uses the Weekly Reports submitted by each sub-unit of BLM-ES to pull items for submission to the Washington Office (WO). These reports are also compiled by ES910, and sent out to All Employees on Tuesday mornings.

Use the attached BLM-ES Weekly Report format (in Microsoft Word), which has been updated to allow emphasis on our 7 major program areas. All offices should report "Major Accomplishments / Goals" by the applicable 7 program areas. Other items for inclusion in the Weekly Report are recognizing employees who are making a difference each week, upcoming decisions that impact the organization/individuals, early alerts to notify those involved in meetings or political visits, and any hot issues or major events that may be controversial or significant. Do not include small items such as weekly meetings or conference calls, unless they are significant or controversial issues.

If there are items that develop after BLM-ES reports are submitted or more information is needed to determine if an item is right for WO Weekly Reports, please contact Joe Zilincar or Bill Davenport in ES912, Office of External Affairs.

Timeframe: BLM-ES Weekly Reports are due to ES910, Office of the State Director, no later than Friday, close of business, to include the week's information.

Budget Impact: None.

Background: The WO Weekly Report addresses both upcoming events up to 2-8 weeks out, as well as Presidential initiatives, Congressional items, media inquiries, major decisions/issues, and Congressional and major contacts. The Secretary and Assistant Secretary read these reports carefully.

Primary focus should be on the following issues:

- Significant events and accomplishments; and
- Controversial issues likely to attract media or other external interest.

This might include:

- Trips by the Director or DOI managers to your area of jurisdiction;
- Oil and gas lease sales (include a subsequent item on sale results);
- Congressional tours
- Coal activities
- Openings of recreational facilities and natural areas
- Issues that may adversely affect the agency

These reports are useful because they are established conduits to convey information about us to senior Departmental Officials and to the White House. Additionally, by including a prospective item about an upcoming controversial event in the report, it will be significantly easier to get WO clearance on any press release relating to that event (e.g. controversial upcoming planning decisions).

Manual/Handbook Sections Affected: None

Coordination: This document was coordinated with the State Director, State Director's Staff, and External Affairs Staff.

Contact: If you have any questions or concerns regarding this policy, please contact Terry Lewis, Chief, Office of External Affairs at (703) 440-1713.

Signed by:
Michael D. Nedd
State Director

Authenticated by:
Barbara A. Beaudin
Records Manager

Attachment

Weekly Report
(Office)
(Date)

Employees Making a Difference:

Upcoming Decisions: (LUPs, major appeals [Glady], resource use decisions [Mosquito Creek O&G leasing])

Early Alerts: (visits by political or foreign dignitaries, public meetings, meetings with state/local officials or other agency representatives)

Hot Issues: (brewing controversies [AR NPS/COE issue], potentially adverse/embarrassing news, major events)

Major Accomplishments/Goals by Major Program Area if applicable:

Cadastral Survey
Energy & Minerals
GLO Records
Lands & Realty
Natural Resources
Wild Horses & Burros
Wildland Fire
Other

Upcoming Leave, Travel, Training (ES LT members only):

Summer Student/Intern Activities Report: (Bi-weekly from May 31-August 30) (projects assigned, training/learning opportunities, accomplishments)