United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
http://www.mt.blm.gov/

In Reply To:

1120 (912) **P**

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To: State Management Team

From: State Director

Subject: Web Pages

Over the last few years, the internet has become our most effective means of communicating with the public. Our web page offers both general and specific information about a variety of MT/DK programs, the latest BLM news, and NEPA documents for public review and comment.

It is vital that our web page reflect the professionalism and knowledge of our personnel and contain documents and information that are free of errors and plainly written. Unfortunately, few, if any, offices have the luxury of an in-office writer/editor. Our state office and field office public affairs specialists have the requisite writing and editing skills and can help you finalize your documents.

Effective immediately, all NEPA documents and related reports, decisions, scoping notices, etc. submitted for posting on our web page or for printing will be reviewed by either a field office or state office public affairs specialist before posting/printing. This review should only add one or two days to the document preparation process, but you should factor that time into your schedule. The public affairs specialists will not be editing for content but for style, grammar, spelling, consistent usage, and so on. This editing step should be the last in your internal review process, after all specialists and managers have commented.

Some offices have asked their NEPA and RMP contractors to prepare and host project websites outside our BLM website. Please note that all web pages with BLM documents/information must be hosted on our BLM website. The contractor can prepare the documents or individual pages, but the files should be sent to the web coordinator to ensure both compliance with Section 508 and other guidelines and design consistency before posting.

Over the next few months, the state office web team will be revamping our web page to conform to standards from the Washington Office. Lisa Romero and Mary Apple will be asking the field office specialists to assist in preparing content for new pages. Please encourage your employees to cooperate with them.

Once we have more information on the new web page format and requirements, we'll get that information to you.

Signed by: Martin C. Ott

Authenticated by: Ann Boucher, External Affairs