



# United States Department of the Interior BUREAU OF LAND MANAGEMENT

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July 1, 2014

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EMS TRANSMISSION: 7/1/14  
Instruction Memorandum No. **CA-2014-026**  
Expires: 9/30/15

To: All CA Field Managers and District Managers  
Attention: Field Office and District Office Archaeologists

From: Deputy State Director, Natural Resources

Subject: Fiscal Year 2014 Heritage Program Annual Report Data Call **DD: 08/11/14**

**Program Area:** Cultural, Paleontological Resources, Tribal Consultation

**Purpose:** This Instruction Memorandum (IM) requires each Field Office and the California Desert District Office to submit a completed Annual Heritage Program Report for fiscal year (FY) 2014.

**Policy/Action:** Per the WO-IM2014-103, each Bureau of Land Management (BLM) State Office is required to submit an annual heritage report to the Washington Office summarizing program activity for the year. The California field archaeologists provide the information that forms the basis of this report to the State Office as concise narratives that share accomplishments and issues and the completed tables referenced below. To be consistent with prior year submissions, the narrative and data should cover the period from August 1, 2013, to July 31, 2014.

- I. Narrative: Summarize FY 2014 accomplishments for the management of cultural and paleontological resources, including the associated collections and data, and tribal consultation. Please furnish the narrative in MSWord file format with graphics added in as jpegs.
  - A. Major Highlights -- Field Offices should highlight about five major exemplary activities in a few paragraphs accompanied by graphics to illustrate the work completed (MSWord File Format).
  - B. Other Accomplishments – Each Office is encouraged to share short bullets organized in the following topics. It is not required to cover all topics. Particular

attention should be given to projects supported by specific sub-activity allocations in the Planning Target Allocation and Annual Work Plan.

1. National Historic Preservation Act Section 106 Compliance
  2. Identification, recordation, and evaluation of heritage resources
  3. Stabilization, rehabilitation, and other preservation activities
  4. Monitoring and site stewardship
  5. Research, field schools, and data recovery projects
  6. Notable planning accomplishments for heritage resources
  7. Enforcement of heritage protection authorities (e.g., Section 6 of Archaeological Resources Protection Act and Section 3606 of the Paleontological Resources Protection Act) and related activities
  8. Heritage Education, Interpretation, Outreach, and Tourism
  9. Tribal consultation and coordination
  10. Native American Graves Protection and Repatriation Act (NAGPRA) activities
  11. Paleontology
  12. Museum collections management
- II. Forms and Questionnaires: Complete, update, or revise information in the following tables, as appropriate, reflecting program related activities in 2014. More specific instructions are provided in the first worksheet of the forms labeled "Instructions," where appropriate.
1. Heritage Program Annual Report Questionnaire
  2. FY 2013 and FY 2014 Heritage Resource Projects and Partnerships (updated to include all direct funded heritage projects)
  3. Historic Structures Listing
  4. Listing of Outlaw and Treachery (LOOT) form (complete for each incident)

Templates and additional information are available on the confidential archaeological server maintained by CA-BLM Archaeology at T:\ANNUAL REPORT TO WO\2014. Submissions should be completed electronically and posted to the T drive by the due date in a folder for each Office.

**Timeframe:** To allow sufficient time for State Office review and consolidation to meet Washington Office deadline, Field Offices and CDD should complete the Heritage Programs Annual Reports and submit narratives on the T Drive by August 11, 2014.

**Budget Impact:** The budget impact is minimal. This work is supported by funding distributed through the cultural resources management subactivity.

**Background:** The BLM must regularly compile and report information to comply with numerous authorities, including the ARPA, the NHPA, the Federal Land Policy and Management Act, the Government Performance and Accountability Act, and Executive Order 13327 on Federal Real Property Asset Management. Data is submitted for multiple reports, including the Report to Federal Archaeological Activities, Public Land Statistics, the Performance and Accountability Report, Financial Statements, and the Annual Museum Collections Summary Report.

**Manual/Handbook Sections Affected:** None.

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