

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

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March 3, 2003

EMS TRANSMISSION 03/03/2003
Information Bulletin No. OR-2003-095

To: All District Managers
Attn: Public Contact Representatives

From: Deputy State Director for Management Services

Subject: Public Contact Representative Workshop

DD: 03/21/2003

DD: 04/01/2003

The Oregon State Office will be hosting the first Public Contact Representative workshop in approximately eight years. This workshop will be held at the Red Lion Hotel, Vancouver at the Quay, Vancouver, Washington. The actual workshop will be in the Quay Side Port Side conference room. This workshop will provide new Public Contact Representatives exposure to various Bureau of Land Management (BLM) records, (i.e. field notes, cadastral plats, etc.), address personal safety, give an overview of unique districts programs, and look at functions within the State Office Land Office. See Attachment 1 for the Agenda.

Registration: Participants need to get approval from their supervisors to attend this workshop. Many names have already been received, but for those who have not submitted their names, please do so no later than COB Friday, March 21, 2003. Submit your name(s) to Maggie Weaver at m1weaver@or.blm.gov.

Lodging: A block of rooms is being held at the Red Lion Hotel, Vancouver at the Quay, 100 Columbia Street, until Tuesday, April 1, 2003. Reservations can be made by calling (360) 694-8341, or 1-800-RED LION. Government rate is \$55.00 for a single, and \$65.00 for a double plus tax. Tax exempt forms will be accepted and must be presented at the time of check-in. To get the government rate you must state that you are attending the BLM Public Contact Representative Workshop. Parking for hotel guests is free, and there is a free airport shuttle. For those individuals driving, see Attachment 2.

Any questions regarding this workshop should be directed to Sherrie Reid, Chief Realty Records Section at (503) 808-6655.

Districts with Unions are reminded to notify their unions of this IB 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
Kathy J. Eaton
Deputy State Director
for Management Services

Authenticated by
Mary O'Leary
Management Assistant

2 Attachments

- 1 - [Agenda](#) (3pp)
- 2 - [Driving Directions](#) (1p)

- Distribution

WO-540-(Rm. 750, LS)-1

AGENDA

OREGON and WASHINGTON

PUBLIC CONTACT REPRESENTATIVE

WORKSHOP

April 29 – May 1, 2003

Tuesday, April 29 8:00 a.m.	Logistics	Sherrie Reid Section Chief
8:05 a.m.	Welcome	Elaine Marquis-Brong State Director
8:20 a.m.	Introduction of Land Office Group	Kathy Eaton, DSD for Management Services
8:30 a.m.	Getting to Know Our Records Learn more about BLM's records such as: Read and interpret cadastral plats, field notes, reviewing legal land descriptions, and more.... This is an interactive session.	Tim Kent, OSO, Land Surveyor
11:30 a.m.	LUNCH	
1:00 p.m.	Morning session continues	
2:15 p.m.	BREAK	
3:30 p.m.	WRAP-UP	Sherrie Reid

Attachment 1-1

Wednesday, April 30 8:00 a.m.	Logistics and Introduction	Sherrie Reid
8:15 a.m.	Security and you Do you know what behaviors, or signs to watch for in dealing with a disgruntle customer. This session will heighten your awareness in protecting yourself.	Don Gordon, Special Agent National Law Enforcement Team
12:15 a.m.	Lunch	
1:30 p.m.	Maps and More Overview of aerial photography, review of recreational and topography maps, and map inventory, etc.	Jim Rounds, SO Cartographer, and Ed Zigoy, SO Cartographer (Aerial Photography)
3:00 p.m.	What's What in your district	Carolyn Tillery, Eugene Public

	There are difference's in the functions of each district, so three districts will share their functions, and what's unique to their office, i.e. O&C lands, Wild Horse and Burro Program, and Stock Raising Homestead, etc.	Information Assistant, Chris Pryse, and Helen Sagner, Burns Public Contact Representative, and Salem District Representative
4:15 p.m.	WRAP-UP	Sherrie Reid

Attachment 1-2

Thursday, May 1 8:00 a.m.	Logistics & Introduction	Sherrie Reid
8:15 a.m.	Records and You Brief over view of what is a record, and what should or should not be in a file. Also, a review of the cost recovery schedule.	Cindy Fredrickson, SO Records Manager
9:00 a.m.	BREAK	
9:15 a.m.	State Office Land Office Presentations Overview of LR-2000, Land Office Internet homepage, GLO site, Mining Claims filing dates, Land Office publications, etc.	OSO Land Office Staff
11:15 a.m.	Workshop Evaluation	

Attachment 1-3