

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, Oregon 97208**

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February 12, 2003

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Information Bulletin No. OR-2003-081

To: DMs, DSDs, Branch and Staff Chiefs

From: Associate State Director

Subject: Leadership Needs Assessment Tool Completion Date

DD: 5/30/03

The Leadership Needs Assessment Tool (LNAT) is a valuable tool in assessing leadership skills and helps target long-term development. LNAT is mandatory for all executives, managers and supervisors (EMS) to complete; therefore, I encourage all supervisors and managers to put a *priority* in completing this assignment no later than May 30, 2003.

Upon completion of the LNAT, an Individual Development Plan (IDP) needs to be developed with the immediate supervisor or manager. Consequently, from the LNAT and IDP results, all supervisors and managers are then required to complete 24 hours of annual supervisory training.

As agreed in our January 2003 State Leadership Team meeting, you will be receiving three separate lists under separate cover from the Branch of Human Resources: 1) list of managers and supervisors in your office; 2) list of those who have completed the LNAT; and 3) list of those who have started the process but have yet to complete it. In addition, you will also receive an excerpt from the Frequently Asked Questions addressing the LNAT process and results.

References to LNAT can be found in [IM-OR-2002-041 dated 2/20/02](#); [IM-TC-2002-04 dated 1/23/02](#); and [IB-OR-2001-284 dated 9/28/01](#).

The following are the LNAT Coordinators. Please contact them if you need the icon to get started or if you have questions:

Burns	Patti Wilson	Coos Bay	Sharon Hatler
Eugene	Mary Kutz	Lakeview	Michael Lysne
Medford	Susan Black	Prineville	Rachel Carver
Roseburg	Nina Moyer	Salem	Cathy Griffith
Spokane	Dave Danley	Vale	Cathy Dubois
OR-957	Mary Listy	OSO	Edna Mo

If you have any questions or comments, please contact Edna Mo at 503-808-6538 or via email at [emo@or.blm.gov](mailto:emo@or.blm.gov)

**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  
Cary A. Osterhaus  
Acting, Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

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