

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

**In Reply Refer to:**  
5400 (OR-915) P

April 22, 2003

EMS TRANSMISSION 04/22/2003  
Information Bulletin No. OR-2003-136

To: District Managers: Lakeview, Salem, Eugene, Roseburg, Medford, and Coos Bay

From: State Director

Subject: Timber Sale Program Performance Improvement Review (Self-Assessment) DD: May 9, 2003

The Oregon/Washington Bureau of Land Management (BLM) (Westside) is scheduled for a Timber Sale Program Performance Improvement Review (Self-Assessment) to be conducted during the last half of FY 2003 and the first quarter of FY 2004. The four primary objectives of the Self-Assessment are to determine if:

1. appropriate management controls and oversights are in place,
2. work processes are in place to ensure necessary program efficiency and appropriate balance between various steps in the program,
3. allocated funding produces appropriate levels of output, and
4. the program is conducted in conformance with the requirements of the Resource Management Plans and applicable laws, regulations, and policies.

Upon issuance of this memorandum, a scoping questionnaire will be given to the individual District Forestry Leads to distribute to all district employees involved in the timber sale program, who will have approximately two weeks to complete them. These will be returned directly to Glencora Lannen (OR-915) by close of business May 9, 2003, who will be responsible for analyzing the results. This scoping data will be used to formulate the interview questions for the on-site visits. Data will also be gathered, via a worksheet, from a review of contract files by the evaluation team. Additional data may be requested from the districts prior to the evaluation team visits. Any such requests will be made by Lyndon Werner (OR-931) directly to the District Forestry Leads.

The schedule of the evaluation team visits to each Westside district follows:

Coos Bay District	August 25-29, 2003
Medford District	September 29–October 3, 2003
Lakeview District (Klamath Falls)	October 20-24, 2003
Roseburg District	November 17-21, 2003
Salem District	December 15-19, 2003
Eugene District	January 12-16, 2004

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The on-site visits will include structured employee interviews held by functional groups. Other opportunities will be

made available for employee interviews. The evaluation team will be formed from two to three of the six Westside District Forestry Leads. The team will be led by Lyndon Werner (OR-931) and Glencora Lannen. Each district's forestry lead will not participate with the team evaluating their home district; however, they (or their representative) will be expected to coordinate the logistics in their district both before and during the evaluation team visit (e.g., team meeting and interview space, employee interviews, availability of contract files, etc.). Alan Wood (OR-931) will select, from Timber Sale Information System records of harvest-complete and newly offered sales, the contract files to be reviewed. At least one contract file will be reviewed from each resource area.

Participation of the District Forestry Leads, as well as associated travel expense, was included in the FY 2003 Annual Work Plan Directives. As well, it may be necessary for a non-team District Forestry Lead to cover Lyndon Werner's duties in the State Office should a critical need arise during Lyndon's absence.

For further information, please contact Glencora Lannen at (503) 808-6434.

**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  
/s/ Charles E. Wassinger  
Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

Distribution

WO-270 (204 LS)  
OR-915 (Glencora Lannen, Darwin Priebe)  
OR-931 (Lyndon Werner, Judy Nelson)  
OR-014 (Mel Crockett)  
OR-082 (Jeffrey Gordon)  
OR-090 (Dave DeMoss)  
OR-100 (Steven Niles)  
OR-110 (David D. Reed)  
OR-120 (Jon Menten)