

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

In Reply Refer to:
1120 (OR-912) P

November 22, 2002

EMS TRANSMISSION 11/27/2002
Instruction Memorandum No. OR-2003-019
Expires: 09/30/2004

To: District Managers
From: Associate State Director
Subject: Oregon State Office Review of Federal Register Notices

Purpose: The purpose of this Instruction Memorandum is to institute a process for Oregon State Office review and tracking of Federal Register Notices prior to their submission to the Washington Office and the Office of the Federal Register.

Policy/Action: In an effort to improve Oregon State Office tracking of Federal Register Notices, effective immediately, all Federal Register Notices will be sent to the Oregon State Office where they will be logged into a tracking system, approved by the appropriate Oregon State Office program lead, and then forwarded to the Washington Office and, as appropriate, the Office of the Federal Register (see IM 2002-209). A briefing paper and State Director briefing (either in writing or in person) is required for all Federal Register Notices which require Washington Office and Department of the Interior review (see IM 2002-209). The State Director briefing will take place prior to submission of the Federal Register Notice to the Washington Office.

This Instruction Memorandum does not revoke the delegation of authority to District and Field Offices to sign specific types of Federal Register Notices.

Timeframe: This Instruction Memorandum is effective immediately.

Budget Impact: Not significant.

Background: Due to the heightened interest in Federal Register notices on the part of the Washington Office and the Department of the Interior, the Oregon State Office feels that it is important to keep track of all Federal Register notices that are being issued in Oregon and Washington. It is hoped that this tracking process will help facilitate Washington Office and Departmental review of Federal Register Notices.

Related Washington Office Instruction Memoranda include No. 2001-078, No. 2001-179, No. 2002-161 and No. 2002-209.

Manual/Handbook Sections Affected: Although no manuals or handbook sections are affected or changed by this Information Bulletin, following are documents that relate to each program area and the issue of Federal Register

Notices.

Realty Actions

General Realty Segregation and discussions for appropriate opening orders in the Federal Register can be found under 43 CFR 2091 with withdrawals specifically addressed under 43 CFR 2091.5-1 thru 5-6.

- H-2740-1, Appendix 2, Manual Rel. 2-280 (R&PP NORA/Classification)
- H-2740-1, II-2.D.5, Manual Rel. 2-227 (Opening Orders for R&PP Lease Termination)
- 43 CFR 2201.1-2(c) (2) (Termination of segregative effect upon termination of land exchange)
- 43 CFR 2711.1-2(c) and (d) (NORA for Public Land Sales)
- 43CFR 2720.1-1(b) (Notice of application filing to acquire Federally-owned minerals)
- 43 CFR 2310.2(a), 2-1, 3-1, OR Handbook H 2310-1 IV, D, G, H, I, (Withdrawals)

Prohibited Acts

IM OR-2002-041

Land Use Planning

- H 1601-I, C (Public Involvement requirements and formal relationships)
- H 1601-III, D (Documentation requirements)
- H 1601, Appendix E (Overview of the RMP process)

National Environmental Policy Act

H-1790, VIII, C (Publishing notices in the Federal Register)

Obtaining a Document Control Number for Federal Register Notices

IM OR 96-86

Coordination: With the exception of realty actions, all Federal Register Notices should be emailed to Brenda Lincoln in Public Affairs (OR 912). Brenda will enter each notice into a tracking log and distribute the notice and accompanying briefing paper (in those instances where one is required) to the appropriate Oregon State Office Program lead for final review. Federal Register Notices that relate to realty should be sent directly to Bob DeViney (OR 958). Upon approving the Federal Register Notice, Bob DeViney will forward them to Brenda Lincoln for inclusion into the tracking system. If any changes are made to the Federal Register Notices, they will be sent to the issuing District for concurrence prior to it being sent to the Washington Office and, as appropriate, the Office of the Federal Register (see IM 2002-209). This log-in and review process is designed to move quickly. Field staff preparing Federal Register Notices are encouraged to work with the applicable State Office program lead(s) in the preparation of their Federal Register notices.

- Realty Actions: Bob DeViney (OR-958)
- Prohibited Acts: Jim Huff (OR-914)
- Land Use Planning and related National Environmental Policy Act Documents: Eric Stone and Leslie Frewing-Runyon (OR-930)

Following the appropriate Federal Register guidance applicable to your particular program area and coordinating with the appropriate State Office program lead(s) prior to submitting the Federal Register notices to Brenda Lincoln is recommended. Questions regarding this process can be directed to Brenda Lincoln, at 503-808-6033.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger

Authenticated by
Mary O'Leary
Management Assistant

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