



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Oregon State Office
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Portland, Oregon 97208



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March 13, 2006

EMS TRANSMISSION 03/14/2006
Information Bulletin No. OR-2006-092

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

From: Deputy State Director for Resource Planning, Use and Protection

Subject: Review of Tracking, Billing, and Collection Procedures for O&C Logging Road Right-of-Way Permits and Agreements - Field Visit Notification

Information Bulletin (IB) No. OR-2006-061, dated January 11, 2006, announced the review of tracking, billing, and collection procedures for O&C logging road right-of-way permits and agreements in western Oregon. We appreciate your District's timely response to the information requested in the subject IB. The review team recently met to prepare the agenda and dates for site visits. The agenda will consist of interviews with management and staff involved in the tracking, billing and collection procedures, a review of selected permit and agreement case files and other administrative documents, and the preparation of a review report and closeout with the District management team. Glencora Lannen, Oregon State Office management analyst, will be joining the review team to facilitate and monitor the field review process.

Visitation Schedule

The following dates have been tentatively set for the field office visits:

Eugene District	April 17-21, 2006
Lakeview District (Klamath Falls office only)	April 24-25, 2006
Roseburg District	May 8-12, 2006
Salem District (includes Tillamook office)	May 22-26, 2006
Coos Bay District	May 30 - June 2, 2006
Medford District (includes Grants Pass office)	June 12-16, 2006

The review team will arrive at 1 p.m. on the first day at each location. Please have your District's designated liaison available to meet with the team upon their arrival. Please note that the Klamath Falls office will have an informal review only.

Review Agenda

The visitation agenda at each office will generally proceed as follows:

Day one (begins at 1 p.m.): Evaluation team arrival. Office orientation and review preparation. Introduction meeting with the District Manager and manager interviews.

Day two: Review of selected case files and other records.

Day three: Staff and supervisor interviews. Team meeting to identify findings and recommendations.

Day four: Prepare final draft review report. Review team closeout with District Manager.

Day five (if necessary): Reserved for additional evaluation work.

Logistical Needs

Each District is asked to provide for the following logistical needs during the review team's visit:

1. Two workstations with phone, computer, and printer capabilities.
2. A sound-secure conference room with speakerphone which will accommodate a minimum of 12 people.
3. A sound-secure conference room which will accommodate a minimum of four people.
4. The assistance of the District liaison or Realty Specialist.
5. Access to official District records, case files, and accounting documents.

Document Review

Please ensure that the District's O&C logging road right-of-way permit and agreement case files (including field office files) for the following permittees are complete and available for team review:

Boise Cascade Corporation (Forest Capital Partners)
Freres Timber, Inc.
Lone Rock Timber Company
Menasha Corporation
Perpetua Forests Company
Roseburg Resource Company
Seneca Jones Timber Company
Weyerhaeuser Company

District Personnel Interviews

Interviews with District employees involved in the tracking, billing, and collection procedures are critical to the effectiveness of the team's review. Please make every effort to ensure that personnel shown on the attached "Listing of Persons Interviewed by District" are available on their assigned day. Interview times range between 15-60 minutes. Individual interview times will be coordinated with your employees.

The review team looks forward to visiting your office in the near future. For further information, please contact John Styduhar, Realty Specialist, Oregon State Office, at (503) 808-6454.

Districts with Unions are reminded to notify their unions of this Information Bulletin 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
Michael S. Mottice

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Listing of Persons Interviewed by District](#) (1p)

Distribution

WO-350 (1000-LS)

OR-056 (Suzanne Wiley)

OR-100 (Mark Buckbee)

OR-102 (Sherry Andrews)

OR-915 (Glencora Lannen, Colleen McBeth)

OR-959 (Dick Bergen)