



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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**In Reply Refer to:**

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January 10, 2007

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Instruction Memorandum No. OR-2007-018

Expires: 9/30/2008

To: All District Managers, District Volunteer Coordinators

From: State Director, Oregon/Washington

Subject: National Public Lands Day 2007; Process for Submitting Site  
Nominations

DD: 02/09/2007

**Program Area:** Multiple Programs District-Wide

**Purpose:** This Instruction Memorandum (IM) reissues a process for submitting National Public Lands Day (NPLD) Site Information Forms. This process was most recently issued under IM OR-2005-045. The purpose of the policy is to ensure that projects reflect priority work and receive sufficient funding support.

**Policy/Action:** The NPLD 2007 Site Information Forms are to be approved by the District Manager and emailed to Maya Fuller, Public Affairs Specialist, Oregon State Office Division of Communications, by February 9, 2007.

In an effort to provide more "seed money" to accomplish the priority work being planned on the ground, NPLD 2007 funding will be limited to 2 projects per district. Additional projects can still be included as part of NPLD, but only those two with the highest priority ranking will receive funding support. All district offices are strongly encouraged to participate.

For a site to receive NPLD funding support, the project must meet the following criteria:

- District Manager approval of the project;
- Project will occur on or near September 29, 2007;
- Partners are identified or established; and
- Meets the intent of NPLD "to improve and enhance the public lands Americans enjoy."

Please be sure that all required information for each site has been included on the Site Information Form (attached). The information on the form will be critical to the National Environmental Education & Training Foundation (the national coordinating organization for NPLD) for use in volunteer/partner recruitment, event publicity, sponsorship development, and activities at the national level. If your district is submitting additional projects to be promoted as NPLD events, please indicate the two priority projects which are to receive funding support.

Once the NPLD 2007 sites have been selected and/or approved, the Site Information Form should be emailed to Maya Fuller ([Maya\\_Fuller@blm.gov](mailto:Maya_Fuller@blm.gov)), Public Affairs Specialist, of the Oregon State Office Division of Communications by February 9, 2007. All of the Oregon/Washington BLM forms will be consolidated into one package and sent to the Washington Office Environmental Education & Volunteers

**Timeframe:** This policy is effective immediately upon issuance.

**Budget Impact:** None.

**Background:** The date for NPLD 2007 is Saturday, September 29, 2007. As our number of NPLD sites have grown over the past several years, the amount of funding support has not. This process has been established in order to be able to provide more dollars toward accomplishing priority work.

Each State Office and Center receives funding from the BLM Washington Office to distribute among NPLD sites as the State Director sees best fit. Project leaders are also encouraged to leverage BLM funding through local partner contributions, which may enable the hosting of additional sites. Funding for NPLD events is expected to be distributed near the end of March.

We look forward to a highly successful and productive National Public Lands Day 2007.

**Manual/Handbook Sections Affected:** None.

**Coordination:** Development of this IM was coordinated between the Oregon/Washington State Director's Office and the Division of Communication.

**Contact:** For assistance, clarification, and guidance in implementing this policy, or should you need any assistance in site selection or form preparation, please email or call Maya Fuller, Public Affairs Specialist, at [Maya\\_Fuller@blm.gov](mailto:Maya_Fuller@blm.gov), or (503) 808-6437.

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum 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  
James G. Kenna  
Associate State Director

Authenticated by  
Rita Wallberg  
Records Section

2 Attachment(s)

- 1 - [NLPD 2007 Site Information Form](#) (3 pp)
- 2 - [Washington Office Information Bulletin 2007-025](#) (2 pp)

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