



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

5400 (OR-931) P

May 5, 2009

EMS TRANSMISSION- 05/05/2009
Information Bulletin No. OR-2009-062

To: All District Managers

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

Subject: Collection of Information on the Use of Illustrations Found in
the Sale of Forest Products Handbook H-5400-1

DD: May 29, 2009

The Final Assessment (Assessment) of the Oregon Westside District Timber Sale Business Process Improvement (BPI) Effort was released in November 2008, in Information Bulletin (IB) No. 2009-044. The IB anticipated districts would support work on certain of the recommendations.

The Assessment included long-term recommendation No. 9 to update the Timber Sale Handbook. OR-931 has begun work on this recommendation by developing a process to create electronic copies of the illustrations. The illustrations consist of official forms and a variety of sample letters, modifications, etc.

Phase One of the process is described in this IB. We request the district's feedback on the frequency of use of illustrations, the availability of electronic format for forms, and whether forms need to be changed. OR-931 will use information from Phase One to eliminate unneeded illustrations, to distribute the illustrations workload among the six westside districts, and to determine the availability of electronic copies of forms.

Phase Two will be commissioned in a later IB. In Phase Two, we will request assistance from the six westside districts in producing electronic copies of all needed illustrations. In addition, the National Operations Center (NOC) has indicated the capacity to create fillable pdf versions of timber sale forms; the availability of an existing electronic format will facilitate their effort. Likewise, the information from Phase One on any needed changes to forms will be useful for the NOC's production of electronic forms.

During Phase One, we ask each district to make entries in Columns E, F, and G (refer to the attachment). The attachment provides an example and only displays the illustrations found in Chapter H-5420-1. Lyndon Werner will transmit an electronic copy of the actual spreadsheet to all district Forestry Leads with worksheets for all chapters of the handbook containing illustrations. A district may wish to convene a small group of personnel experienced with timber sale preparation and administration to complete the entries.

All districts are asked to complete entries in the **unshaded** cells of Columns E, F, and G, and to transmit the annotated spreadsheet electronically to Lyndon Werner by May 29, 2009. The heading for each column includes the valid codes for entry. Comments can also be placed in Column H, including an explanation of any needed changes to forms. In addition, we request that for any forms noted as needing changes, paper or electronic copies of the forms showing the suggested changes also be transmitted to Lyndon Werner by May 29, 2009.

The process and workload discussed in this IB were coordinated with the Westside Forestry Leads during the March 18, 2009, meeting.

Please address any questions to Lyndon Werner, O&C Forester, at 503-808-6071.

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 with assistance in this matter.

Signed by
Michael J. Haske
Deputy State Director for
Resource Planning, Use and Protection

Authenticated by
Rhondalyn J. Darnell
Records Section

Attachment

1 – [Format for Timber Sale Handbook Illustration Update \(1 p\)](#)

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