



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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Portland, Oregon 97208



**In Reply Refer to:**

1601 (OR933) P

DEC 23, 2010

EMS TRANSMISSION 12/28/10

Instruction Memorandum No. OR-2011-016

Expires: 9/30/2011

To: DMs, DSDs, Staff, and Branch Chiefs

From: State Director, Oregon/Washington

Subject: 1601 Land Use Planning Manual Supplement

**Program Area:** Land Use Planning

**Purpose:** Provide updated planning procedures, role definitions, review responsibilities, and other guidance for land use planning in Oregon and Washington.

**Policy/Action:** The attached 1601 Manual Supplement supersedes the Oregon State Manual Supplement 1631, Program Management, release 1-315, dated 03/06/2003.

**Timeframe:** This guidance is in effect immediately.

**Background:** This manual supplement release prescribes standards for preparing and reviewing resource management plans (RMPs), amendments and revisions, documenting plan monitoring and maintenance, and conducting periodic evaluations in Oregon and Washington. It establishes procedures and roles for quality assurance in the planning and related environmental analyses processes. It establishes planning areas when current or proposed resource management planning areas are not expected to coincide with resource area boundaries. It clarifies field office authority for initiation of plan revisions or amendments, including amendments which are integrated with implementation or activity level actions. It prescribes minimum records submission, retention, and posting for plans and supporting records.

**Manual/Handbook Sections Affected:** The attached 1601 Manual Supplement supersedes the Oregon State Manual Supplement 1631, Program Management, release 1-315, dated 03/06/2003.

**Coordination:** Field office planning staff and Oregon State Office planning staff reviewed the draft manual and provided procedural clarification.

**Contact:** For further information, contact Anne Boeder, Planner, at (503) 808-6628.

**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  
Cathy L. Harris  
Acting Associate State Director

Authenticated by  
Rhondalyn J. Darnell  
Records Section

Attachment

1 - 1601 Land Use Planning Manual Supplement (14pp)

Distribution

WO210 (LS-400)



Form 1221-2  
June 1969)  
Subject

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
OREGON STATE OFFICE  
MANUAL TRANSMITTAL SHEET

Release 1-347

Date

DEC 23 2010

1601 – LAND USE PLANNING

1. Explanation of Material Transmitted: This release prescribes standards for preparing and reviewing resource management plans (RMPs), amendments and revisions, documenting plan monitoring and maintenance, and conducting periodic evaluations in Oregon and Washington. It establishes procedures and roles for quality assurance in the planning and related environmental analyses processes. It establishes planning areas when current or proposed resource management planning areas are not expected to coincide with resource area boundaries. It clarifies field office authority for initiation of plan revisions or amendments. It prescribes minimum records submission, retention and posting for plans, and supporting records.

2. Reports required: None

3. Material Superseded: Oregon State Office Manual Supplement 1601 Land Use Planning, Release 1-315, and Dated 03/06/2003

4. Filing Instructions: File as directed below

Remove

1601 (all pages)

Insert

1601 (Total: 14 sheets)

Signed by:

Cathy L. Harris  
Acting Associate State Director

Authenticated by:

Rhondalyn J. Darnell  
Records Section

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**.01 Purpose.**

This manual supplement sets forth quality standards for preparing and reviewing resource management plans, amendments and revisions, documenting plan monitoring and maintenance, and conducting periodic evaluations in Oregon and Washington. It establishes procedures and roles for quality assurance in the planning and related environmental analyses processes. It establishes planning areas when current or proposed resource management planning areas are not expected to coincide with resource area boundaries. It clarifies field office authority for initiation of plan revisions or amendments.

It supplements national guidance to address and resolve unique Oregon and Washington planning issues; utilize alternate analysis areas; and codify staff experience and informal guidelines for coordinating and completing numerous planning projects concurrently, meeting established time and budget constraints, and making the most effective and efficient use of scarce skills.

**.02 Objectives.** (See BLM Manual Section 1601.02.)

**.03 Authority.** (See BLM Manual Section 1601.03.)

**.04 Responsibility.** BLM Manual Section 1601.04 describes the roles and responsibilities of the Director, State Directors, District Managers, and Field Managers.

- A. The Deputy State Director, Resource Planning, Use, and Protection, working with guidance provided by the State Director, is responsible for developing and maintaining supplemental resource management planning procedures, providing or arranging training necessary to accomplish resource management planning, ensuring coordination between planning procedures and other Bureau of Land Management (BLM) procedures, and ensuring intergovernmental and interagency coordination throughout the planning process. This is especially critical where other Federal or state regulatory agencies have authority or co-management responsibilities and where formal agreements provide for coordination, consultation and communication and interagency or governmental plan consistency. The Deputy State Director for Resource Planning, Use, and Protection (DSD) or his/her designated representatives will lead State Office reviews of planning documents and supporting records and consolidate comments, including those of other divisions or staffs, unless State Director approval is mandated by the BLM or Council on Environmental Quality regulations.

Use *Recommended State Office Staff Review Response Format* (Appendix 1) to develop and track procedural quality and improvements. The DSD will also appoint project sponsors, generally branch chiefs, to coordinate specific project reviews and assure that time sensitive plans are completed according to approved preparation plans; that inter-project procedural or staffing conflicts are resolved; and that an appropriate interdisciplinary team approach is used to reflect planning issues, concerns, evolving policies, and trends from litigation and legislation.

- B. The Branch of Planning, Science, and Resource Information Chief and applicable State Office Planning and Environmental Coordinators. The planning and environmental coordination staff functions within the branch which is in the Division of Resource Planning, Use, and Protection. It coordinates training for planning and environmental analyses, develops and provides procedural and policy guidance for resource planning and all environmental analyses, performs certain interagency and intergovernmental roles in project coordination and reviews, coordinates all State Office-level

quality assurance procedures, conducts periodic land use plan and environmental analysis procedure evaluations, and develops and monitors long-term planning schedules and associated funding requests and allocations.

1. Develop and maintain long-range planning schedules and strategies, providing review and input of project rankings or priorities through the Budget Planning System. Provide guidance to field staff for preplanning projects and advance interagency scoping for project cooperators or collaborators in advance of formal Notices of Intent. Identify and, where appropriate, organize, lead, define structure, and fund regional resource assessments to further identify plan revision issues, data needs, and baseline analyses for the Analysis of the Management Situation. Most studies will be interdisciplinary in nature, benefit multiple activities, and will likely cross administrative or planning area lines.
2. Assess adequacy of the overall planning and related environmental analysis activities in relation to compliance with existing and evolving legislation, litigation, directives, and policies through scheduled reviews and formal land use plan evaluations. Plan evaluations are normally completed every 5 years but may be scheduled according to approved plan records of decision or initiated at any time by the State Office staff to address local or regional issues or concerns. The State Office Planning and Environmental Coordinators will normally serve as the interdisciplinary plan evaluation team leaders and use the BLM Planning Manual and H-1601-1 Land Use Planning Handbook, sections V and VI, to structure and guide the evaluations. Evaluations may be combined with adjacent planning areas or with evaluations of major program or activity evaluations where there is a strong interconnection between land use and program or activity plans. Evaluations will be prepared by the State Office Planning and Environmental Coordinators, approved by participating interdisciplinary staff, and reviewed and concurred by the Deputy State Director. Evaluations will be considered official supporting records to the planning process and filed and retained in the same manner as the approved plan.
3. Develop guidance documents as necessary to define or clarify statewide policies, interpret national policies, and coordinate long range planning and related environmental analyses and decision making processes within Oregon and Washington. Develop guidance for statewide reporting and publication of plan implementation progress through Annual Program Summaries, Planning Update Reports, or their equivalents.
4. Provide or arrange training in policies, analysis procedures, and document preparation for land use planning and related environmental analysis, decision making, and overall land use plan monitoring activities. Training may be project-specific, as needed and requested; generic and statewide; or in workshops, teleconferences, or electronic conference formats.
5. Assist field offices in the preparation of contracts including review of statements of work and other materials as needed. Serve on technical proposal evaluation committees Technical Proposal Evaluation Committee (TPECs) as appropriate or when requested.
6. Assist field offices in preparation and coordination of State Office staff reviews of preparation plans; the Analysis of the Management Situation (which includes identification of planning issues, management concerns, and related alternatives); proposed planning criteria and State Director guidance; *Federal register* notices, environmental analyses; protest resolution or intergovernmental plan inconsistencies; and proposed decisions.

.04B7

7. Provide overall coordination of planning and related environmental documents to assure finished documents meet prescribed process and quality standards. Provide data and analytical management support and coordination. This includes, when appropriate, coordination of the formation of interdisciplinary teams when the proposed project crosses BLM or BLM/other Federal agency administrative boundaries. Examples would include interstate utility corridors or projects, interstate or interagency resource assessments and administrative recommendations for special areas, interagency prescribed fire plans, habitat recovery plans, etc.
  8. Coordinate with field and State Office public affairs staff, Oregon State Office printing specialists, and internet managers to provide guidance and assistance for public involvement in planning and related environmental documents for which State Director concurrence or approval is required. This includes establishing, with other applicable staff, document posting standards and mechanisms designed to increase public access to BLM documents while minimizing costs and difficulty of access. This also includes developing and coordinating, with applicable staff, composite or regional perspectives on major land use allocations for programs of national or regional interest.
  9. Coordinate with field and state office resource specialists to provide guidance and assistance for data management associated with major Environmental Impact Statement (EIS) or planning efforts. The BLM Land Use Planning Handbook, Appendix G, contains national guidance on managing and applying data and information to planning efforts. A data-driven approach to planning shall be used in Oregon/Washington (OR/WA). Data will be used to describe existing conditions. Proposed land use allocations, allowable uses, and restrictions should be used to develop rules to model change from the existing condition. This information will be used as the basis to quantitatively describe environmental effects. Use a data-driven approach based on science-based models, analytical logic, and consistent and repeatable processes to support management decisions.
  10. Coordinate all Oregon State Office and Office of the Regional Solicitor reviews and compliance checks on planning and related environmental documents for which State Director concurrence or approval is required. When substantial numbers of projects are concurrently underway, the lead State Office Planning and Environmental Coordinator will develop, maintain, and distribute an environmental analysis review assignment matrix to forecast anticipated reviews and significant procedural steps for all land use planning efforts as well as all projects at the environmental impact statement level of analysis, including those where the BLM is a cooperating but not the lead agency.
  11. Serve as the point of contact for arranging reviews with the Washington Office (WO) and compliance checks on planning and related environmental documents for which WO approval is required. This typically includes the Draft Environmental Impact Statement, Final Environmental Impact Statement, and Record of Decision. Schedule reviews, coordinate preparation of briefing materials, transmit documents to the WO, and coordinate *Federal register* notice preparation and review. Work with the District Offices and the Washington Office Division of Decision Support, Planning, and National Environmental Policy Act (NEPA), (WO210) to prepare draft responses to protests on land use planning documents.
- C. Branches of Forest Resources and Special Status Species; Rangeland Resources, Recreation, and Wilderness; Fire and Aviation Management; and Land, Mineral, and Energy Resources.

1. Provide procedural guidance and policy guidance and assist in training in technical standards related to preparation of preplanning, planning, and related environmental and decision-making documents and associated monitoring activities for assigned resource programs. This includes any special procedural requirements for regulatory agency consistency determinations. Assist in identifying applicable inventories and resource assessments needed to support land use plans and integrated activity plans.
  2. Review the following documents for technical adequacy and policy conformance: preparation plans or contracts, plans for internal and public scoping, Analysis of the Management Situation, Proposed Planning Criteria and State Director Guidance, scoping reports, draft and final environmental analyses, proposed decisions, proposed resolution of protests or appeals or intergovernmental plan inconsistencies, and formal notices and document filing.
  3. Participate in periodic or special land use plan and program evaluations to assure compliance with current procedures and policies; determine opportunities for plan maintenance, amendments, or revisions; and identify preliminary data and analysis needs associated with plan amendments or revisions, including multi-plan amendments to address common issues on a regional or sub-regional basis.
- D. District and Field Managers. District and Field Managers, as appropriate or delegated, are responsible for the timely completion of land use planning processes and documentation including preplans, Analysis of the Management Situation, Proposed Planning Criteria and State Director Guidance, scoping reports, environmental analyses, decision-making, monitoring, and reporting.

Through assigned staff, the managers will:

1. Develop proposals for plan amendments or revisions based on Resource Management Plan (RMP) evaluations and other appropriate information or factors. Since RMP amendment and revision authority cannot be delegated below the State Director level, proposals for initiation of plan amendments or revisions will be forwarded to the applicable Deputy State Director for staff review and consideration. Proposals should contain an outline of issues to be addressed, potential cooperating agencies, time-lines, staffing and scarce skill needs, and budget requirements, including major benefiting sub-activities.
2. Take full responsibility for the adequacy of plan amendments and revisions and associated environmental analyses, plan decision records, and related supporting documents. Utilize *Annotated Outline for a Draft and Final RMP (Amendment)/EIS* (BLM Handbook H-1601-1, Appendix F-4) when submitting draft and final environmental impact statements for State Office staff review.
3. Assure applicable quality standards are met for planning data. This includes any use of Geographic Information Systems, public involvement records, especially where sensitive information is subject to limitations under the Freedom of Information Act or the Privacy Act and any other supporting records which provide the basis for the analysis of the management situation, decision rationale or post-decision monitoring. Develop a strategy for supporting record filing and retention to allow long-term use and retrieval. For proper filing and disposition of these records at all levels, please refer to Section .07 of this manual supplement.

Document metadata for data based analysis processes. The documentation can use a variety of methods from text documents to annotated scripts, models, or even process flow charts. The documentation should describe how data will be used, contact information, input and derived data, analysis steps, and any technical constraints addressed by the chosen method (such as software or data size limitations).

Analysis documentation should be sufficient for analysts with similar skills to follow and evaluate the intent and methods used. Documentation should be general enough to convey concepts and methods with the assumption that the exact technical tools will change over time. This information will also be useful for developing Planning Criteria and documenting analysis methodology for the project record.

4. Forward copies of all published planning documents, including *Federal Register* and news media notices of intent of document availability and announcements of meetings, tours, open houses, etc., to the Division of Natural Resources, Branch of Planning, Science, and Resource Information (OR933).
5. Develop and approve district policies, direction, review, and support throughout the preplanning, land use planning, related environmental analyses, and decision-making processes. Ensure that an interdisciplinary team approach is used throughout the process, including an inter-district quality review, as appropriate, to ensure that a high quality is maintained in all work. Develop, approve, and forward for State Director concurrence any quality assurance and data management reports or affidavits for the WO.
6. Ensure compliance with appropriate national and state directives including inter-district and interagency coordination and assistance. This includes preparation of any reports, assessments, findings or statements of adverse energy impacts, environmental justice or other required or evolving standards.
7. Ensure Internet and public room posting of planning documents and supporting records, including annual program summaries, planning update reports, and NEPA registers or their equivalents which document and track plan implementation.
8. Maintain planning project-related mailing lists including paper and electronic records of mailing lists used at each major step in the planning process (e.g., scoping report, Analysis of the Management Situation, Proposed Planning Criteria and State Director Guidance, Draft Environmental Impact Statement (DEIS), Final Environmental Impact Statement (FEIS) and Record of Decision (ROD).

**.05 References.** (See BLM Manual Section 1601.05.)

**.06 Policy.** (See BLM Manual Section 1601.06, with supplemental guidance as follows.)

A. Planning Approach - Quality Review Points, Guidelines and Standards

Work quality standards for RMP processes and for development of planning system documents are dynamic and based primarily on objective professional judgment through interpretation of current policy statements and procedural requirements from numerous sources. Quality control begins with the interdisciplinary team, includes line managers and Deputy State Directors and their staffs, and concludes with the State Director as the approving official for all RMPs and amendments.

There are nine Standard State Office staff review points for RMPs and amendments:

1. Prior to submission of required preplans to the WO, with review based on sample documents, applicable data standards, budget guidelines and evaluation reports.
2. Prior to publication of the notice of intent and associated public or interagency mailers, with emphasis on preliminary issues and management concerns and potential cooperators, collaborators and agencies or governmental units with critical data or regulatory roles.
3. Prior to publication of the Analysis of the Management Situation (AMS). The AMS should discuss a). The ability of the district/field office to respond to the identified issues and opportunities, and b). The basis for formulating reasonable alternatives. See Appendix F-3 in the BLM Land Use Planning Handbook H-1601-1 for specific content requirements.
4. Prior to publication of Proposed Planning Criteria and State Director Guidance, including preliminary alternatives, analytical assumptions or models, issues outside the scope of the plan, and the reasonably foreseeable development scenarios or desired future conditions.
5. Prior to finalizing the purpose and need and the proposed alternatives. This review should take place prior to the start of effects analysis.
6. Prior to the State Director briefing on the preliminary draft RMP/EIS and for any major required or requested revisions to earlier preliminary drafts.
7. Prior to the State Director briefing on the preliminary Proposed RMP/FEIS and for any major required or requested revisions to drafts.
8. Prior to the State Director briefing on the preliminary record of decision and for any major required or requested revisions to earlier preliminary drafts.
9. Any other critical points in the planning and analysis process as identified in the preplan or subsequent reviews by either the field, State Office, or Regional Office of the Solicitor staffs. Examples include responses to public comments on the draft EIS, responses to public protests on the final EIS/Proposed RMP, and a letter requesting a Governor's Consistency Review. Important Solicitor review points include the purpose and need, range of alternatives, DEIS, FEIS, and ROD. Additional reviews, briefings or meetings may be required or requested to resolve policy issues or review revisions and corrections requested by State Office staff.

State Office quality assurance review team guidelines include the following provisions:

1. Reviews will last two to three weeks from State Office receipt of the complete text and any related maps and supporting records. Reviews may be expedited by informal coordination between key staff specialists. The Branch of Planning, Science, and Resource Information staff will annually maintain, update and circulate a schedule of anticipated planning NEPA document workloads to assist in forecasting reviews and any need for alternative reviewers.

2. A State Office quality assurance review team will be designated annually by the Division of Resource Planning, Use, and Protection Branch Chiefs. Team members will document in writing to the project sponsor and lead State Office Planning and Environmental Coordinator that the review is complete by indicating which sections, by document page number, were reviewed and found acceptable and appropriate. Where specific comments are offered, the recommended response format (see Appendix 1) will be a three-column worksheet which identifies; (1) the specific page and section, (2) the text, table or map point(s) of concern and (3) and specific recommendations for remedial actions, formats, models or commitment to assist in rectifying the concern.
3. Project leaders in field offices are expected to track requested changes and provide feedback to the line manager, project sponsor and Program Analyst of changes made or how the State Office staff review comments were resolved.
4. When issues cannot be resolved between State Office resource specialists or State Office P&EC and applicable field staff, the District Manager, and Deputy State Director will be promptly informed to assist in completing the review and required revisions. If issues still cannot be resolved, the State Director will review and make the final decision.

State Office quality assurance review team are expected to:

1. Provide procedural and policy guidance and assist in training on technical standards related to preparation of preplanning, planning, and related environmental and decision-making documents and associated monitoring activities for assigned resource programs.
2. Review planning and associated National Environmental Policy Act (NEPA) documents for technical adequacy and policy conformance.
3. As requested, participate in periodic or special land use plan and program evaluations to assure compliance with current procedures and policies. Help to determine whether opportunities for plan maintenance, amendments, or revisions exist; and assist with other issues as necessary.

State Office review standards include:

1. Procedural standards consist of the 43 CFR 1601 planning and 40 CFR 1500 Council of Environmental Quality regulations for NEPA, and all related manuals, handbooks, memoranda and cooperative agreements in force, as applicable to the part(s) of the process under review. Land Use Plan decisions; implementation decisions; and procedural requirements for notices, consultations, and hearings for the various resources/programs are outlined in the BLM Land Use Planning Handbook H-1601-1, Appendix C.
2. Applicable specific program guidance, which may be in manuals, handbooks Instruction Memorandums, or other official policy documents, will also be used as quality standards for planning criteria, inventories and data standards, analytical techniques and models, to promote and assure objectivity of analysis, and conclusions.

3. Documentation and publication standards, including use of Geographic Information Systems for data management, records management, and cartographic products will be guided by applicable national State and field office guidelines as well as available standards or guidelines for writing, editing, and document production, within staffing and funding limits.
4. Text and tables submitted to the State Office for review will adhere to the current Bureau standard word processing format which will allow State Office staff to readily search, edit, and store files. Specialized formats used only for document publication will not be accepted for standard State Office review points.

B. Planning Base and Geographic Scale for Resource Management Plans.

An RMP normally addresses land use allocations, management prescriptions and goals and objectives for an entire resource area. However, administrative areas are not always the best basis for analysis and decision-making and the exceptions listed below are approved for current or projected RMPs as of this date. The following reflects current information. Planning boundaries may change in the future depending on budgets, issues, land acquisition, etc. The State Director will approve future planning boundary changes proposed in specific planning efforts via approval of the preparation plan.

1. The Salem, Eugene, Roseburg, Medford and Coos Bay (western Oregon) Districts will utilize their entire District as single planning areas. Districts have the option to adjust analytical boundaries to match hydrologic or other appropriate lines if approved by the State Director in RMP preplanning documents. Planning documents and supporting records should disaggregate acreage or units of commodity production or demand for goods and services based on resource areas, sustained yield units, or counties, as appropriate. The Medford District, and others as appropriate, will prepare RMP-level plans for new or supplemental planning areas defined by legislation or Presidential Proclamation, such as the Cascade Siskiyou National Monument.
2. The Klamath Falls Resource Area of the Lakeview District will retain the current planning area boundaries for the Klamath Falls and Upper Klamath Basin RMPs. The Upper Klamath Basin RMP planning area may expand to incorporate additional lands acquired by the Bureau.
3. The Burns District will utilize three planning areas derived from the Andrews Resource Area and the Three Rivers Resource Area. The Andrews Resource Area is divided into two planning areas. One planning area includes land contained within the boundary of the Steens Mountain Cooperative Management and Protection Area (CMPA), designated in the Steens Mountain Cooperative Management and Protection Act of 2000, including a small portion of land (53,343 acres) within the Three Rivers Resource Area. The remainder of the Andrews Resource Area is titled the Andrews Management Unit (AMU). Lands not covered by the CMPA or AMU planning areas are covered within the Three Rivers planning area.
4. The Vale District will utilize planning boundaries that combine the Malheur and Jordan Resource Areas as the Southeastern Oregon planning area, except that portions may be amended by the Steens planning unit prescriptions, as noted in section 3, above.
5. The Vale District will utilize the historical planning boundary for the Baker Resource Area, including any Bureau-managed lands or interests in lands in the lower Grande Ronde sub-basin, which may be in southern Asotin or Garfield Counties, Washington. All or portions of the Baker

Resource Area in the North Fork John Day River sub-basin have been adjusted with analytical boundaries to match hydrologic or other appropriate lines, and included in the John Day Basin RMP planning area.

6. The Prineville District will utilize four planning areas. Two of the planning areas fall within the Deschutes Resource Area: Upper Deschutes (RMP 2005) and Lower Deschutes (RMP expected 2023). The area that will be included in the Lower Deschutes RMP is currently covered under the 1986 Two Rivers RMP. The other two planning areas are within the Central Oregon Resource Area: John Day Basin RMP (expected 2011) and Upper Crooked River RMP (expected 2018). The area that will be included in the Upper Crooked River RMP is currently covered under the 1989 Brothers/La Pine RMP.
7. The Spokane District contains two planning areas: 1) Eastern Washington and San Juan planning area which includes all lands within the district boundary east of the Cascade Crest and within the San Juan Archipelago; and 2) Western Washington planning area which includes all lands west of the Cascade Crest except for the San Juan Archipelago.

**.07 File and Records Maintenance**

Planning documents/records will be dispositioned according to the General Records Schedule/Bureau of Land Management (BLM) Combined Records Schedule under Schedule 4, Item 19. The BLM Land Use Planning Handbook, H-1601-1, Appendix F provides an example of a planning record schema. The respective district is responsible for filing, retaining, and archiving all documents created relating to a planning process to allow for long-term use and retrieval and potential litigation preparation in compliance with NEPA and National Archives and Records Administration regulations. It is recommended that these documents also be tracked in the same filing scheme electronically for ease of preparation of an Administrative Record to adhere to court mandates for electronic copies and not paper copies. Although we provide electronic copies of documents for court filing, it is still Bureau policy to keep an official paper copy of all documents.

When a district anticipates that a project will be litigated, they will send hard copies of the project record to the State Office for preparation of the administrative record for court filing. Once the administrative record has been completed, the State Office will return the hard copy documents to the district along with an electronic version of the record.

## **Glossary of Terms**

Following are definitions for terms and descriptions for acronyms used in the BLM Planning Manual 1601 and Land Use Plan Handbook H-1601-1. Also see definitions for terms used in Section 103 of FLPMA and the Planning regulations at 43-CFR 1601.0-5. This glossary does not supersede these definitions or those in other laws or regulations.

**EIS-Level Plan Amendment.** A plan amendment changes one or more of the terms, conditions, or decisions of an approved plan (such as land use allocations or management prescriptions). There are usually only one or two issues that are considered that involve only a portion of the planning area. When the proposal is known or is assumed to have significant environmental impact, an environmental impact statement (EIS) is required.

**EA-Level Plan Amendment.** A plan amendment changes one or more of the terms, conditions, or decisions of an approved plan (such as land use allocations or management prescriptions). There are usually only one or two issues that are considered that involve only a portion of the planning area. When the proposal does not, under preliminary analysis, appear to involve significant impacts to the environment, an environmental analysis (EA) should be prepared.

**Plan Maintenance:** The process of refining, documenting or clarifying a previously approved decision to reflect minor changes in data. Maintenance does not expand the scope of resource uses or restrictions or change the terms, conditions, and decisions of the approved plan.

**Plan Revision.** The process of completely rewriting the land use plan due to changes in the planning area affecting major portions of the plan or the entire plan. A revision may be appropriate even if substantial portions of the existing plan are operating effectively and in conformance with applicable policies and guidance. The management direction and allocations that are still effective and relevant may be common to all new plan alternatives. The planning issues for a revision would be based on new legislation, litigation, executive orders, new information, supplemental analyses, regional assessments, shifts in program priorities, public preferences, and national or state policies which affect numerous resources or broad portions of the planning area. These issues would normally be the drivers for major changes to land use allocations and management direction upon which alternatives are developed.

**Project Sponsor.** A State Office Branch or Staff Chief whose staff guides the dominant programs and related issues addressed in a plan and related NEPA analysis. The project sponsor provides a common point of contact for State Office reviewers below the Deputy State Director level and can assist in determining the need for supplemental guidance, supplemental staff reviews or special State Director briefings. The Branch Chief for Planning, Use, and Resource Information is generally the project sponsor for Resource Management plan revisions and amendments. The project sponsor may recommend the need and format for formal State Director briefings and document approvals.

**Appendix 1  
1601 – LAND USE PLANNING**

**APPENDIX 1  
Recommended State Office Staff Review Response Format**

**Kelsey Whisky Landscape Plan/ Medford Resource Management Plan Amendment/ Final  
Environmental Impact Statement  
State Office Review Comments  
Comments due July 10, 2002**

Lynda Boody, Glendale Resource Area Field Manager; Sherwood Tubman, Team Leader,  
Judy Nelson, Project Sponsor; Eric Stone, Planning/NEPA Lead

Reviewer Name and Resource or Program Responsibilities: \_\_\_\_\_

General Comments:

Specific Comments:

Chapter, Section, Paragraph, Page	Comment and Recommended Solution, Reference or Action Needed	Resolution **

\*\*This column is for field staff use in tracking comments, but may be useful for State Office follow-up.