



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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Instruction Memorandum No. OR-2015-026  
Expires: 09/30/2018

To: All Oregon/Washington Employees  
From: State Director, Oregon/Washington  
Subject: ePlanning Phase 1 Implementation and Training

**Program Area:** Resources and Planning

**Purpose:** This instruction memorandum (IM) provides policy and guidance on Phase 1 deployment of ePlanning in the Oregon and Washington Bureau of Land Management (BLM) for all National Environmental Policy Act (NEPA) and land use planning documents. This IM also announces Phase 1 training dates, locations, and registration requirements.

**Policy/Action:** In accordance with Washington Office (WO) IM-2014-106, the Oregon/Washington (OR/WA) BLM developed a state-specific, ePlanning, phased deployment plan. All offices will fully implement ePlanning Phase 1 beginning October 1, 2015. Completion of Phase 2 and Phase 3 is scheduled for October 1, 2016. Instructions for those phases will be outlined at a later date.

For purposes of this IM, full implementation of ePlanning Phase 1 shall be defined as follows:

1. For all projects initiated after October 1, 2015, all BLM offices in OR/WA will use ePlanning to obtain NEPA numbers and post all NEPA documents. This includes Categorical Exclusions (CE), Determinations of NEPA Adequacy, Environmental Assessments (EA), and Environmental Impact Statements (EIS) and all resulting decision documents including Findings of No Significant Impact (FONSI), Decision Records, and Records of Decision Register.
2. All BLM offices in OR/WA will use the ePlanning NEPA Register to announce the current status of all projects. Project status descriptors include:
  - Closed
  - Comment and Review Period
  - Completed

- Decision and Appeal
  - Final EIS (non LUP)
  - PRMP – Protest and Resolution
  - Preparation and Planning
  - Public Scoping
  - Withdrawn
3. There is no requirement to utilize the ePlanning NEPA Register for projects for which the BLM has already made a decision. However, for ease of public use, the Oregon State Office (OSO) strongly recommends using the ePlanning NEPA Register to also post previously completed documents for projects with decision documents signed after October 1, 2015.

To support implementation of ePlanning Phase 1, the OSO has scheduled training courses. All courses are limited to 15 students.

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Offices</b>	<b>Local POC</b>
August 11, 2015	Eugene DO Room 213	8:30-4:30	Eugene, Salem	Panchita Paulette <a href="mailto:fpaulett@blm.gov">fpaulett@blm.gov</a>
August 12, 2015	Oregon SO Edith Green Wendell-Wyatt Conf. Room 6	8:30-4:30	Oregon SO, Tillamook RA, Salem	Leslie Frewing <a href="mailto:lfrewing@blm.gov">lfrewing@blm.gov</a> 503-808-6088
August 13, 2015	Prineville DO	8:30-4:30	Prineville, Burns, Lakeview, Klamath Falls RA	Teal Purrington <a href="mailto:tpurring@blm.gov">tpurring@blm.gov</a> 541-416-6772
September 1, 2015	Vale DO	8:30-4:30	Vale, Baker RA, Burns	Brent Grasty <a href="mailto:bgrasty@blm.gov">bgrasty@blm.gov</a> 541-473-6341
September 3, 2015	Spokane DO	8:30-4:30	Spokane, Wenatchee FO	Michelle Roberts/ Kathy Ferrall <a href="mailto:mmroberts@blm.gov">mmroberts@blm.gov</a> 509-536-1296
September 22, 2015	Roseburg DO	8:30-4:30	Roseburg, Coos Bay	Paul Ausbeck <a href="mailto:pausbeck@blm.gov">pausbeck@blm.gov</a> 541-564-3270
September 23, 2015	Medford DO	8:30-4:30	Medford, Glendale RA, Coos Bay, Klamath Falls RA, All Offices Make-up Opportunity	Tony Kerwin <a href="mailto:akerwin@blm.gov">akerwin@blm.gov</a> 541-618-2402
September 24, 2015	Medford DO	8:30-4:30	Medford, Glendale RA, Coos Bay, Klamath Falls RA, All Offices Make-up Opportunity	Tony Kerwin <a href="mailto:akerwin@blm.gov">akerwin@blm.gov</a> 541-618-2402

All districts and the OSO are required to have a minimum of four individuals attend Phase 1 training. For all districts, one of the participants must be the District Planning and Environmental Coordinator. Other recommended attendees include Inter-disciplinary Team Leaders, Public Affairs Officers, Web Services Staff, GIS Leads, Public Contact Specialists, and Project Leads. Managers are also invited to attend.

Registration for all attendees will be through DOI Learn. Please complete course registration a minimum of 30 days in advance of the preferred training dates to allow time for creation and testing of ePlanning profiles for all attendees in advance of the training. In addition, please notify the local point of contact to ensure adequate information technology support will be available for each student.

**Timeframe:** Effective immediately.

**Budget Impact:** The home office of each attendee will bear the costs of all employee time and travel required to attend ePlanning Phase 1 training. The National Operations Center (NOC) will provide for the instructor and the instructor's travel at no cost to local offices.

**Coordination:** This IM was coordinated with the NOC Division of Resource Services and the local points of contact listed above. In addition, the minimum standards for Phase 1 implementation of ePlanning were presented at the 2015 Field Users Group Meeting on April 28, 2015, and the OR/WA Planning and Environmental Coordinator Workshop on May 6, 2015.

**Contacts:** Please direct questions or comments to Leslie Frewing, Planning Coordinator, Oregon State Office, at 503-808-6088 or [lfrewing@blm.gov](mailto:lfrewing@blm.gov) or the local points of contact identified above.

**Districts with Unions** are reminded to notify their unions of this IM 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  
Theresa M. Hanley  
Associate State Director

Authenticated by  
K. Wentworth  
Records Section

Distribution

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