



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208
<http://blm.gov/or>

NOV 25 2015

IN REPLY REFER TO:
5400 (OR931) P

EMS TRANSMISSION 11/25/2015
Instruction Memorandum No. OR-2016-006
Expires: 01/01/2016

To: All District Managers

From: State Director, Oregon/Washington

Subject: Free Christmas Tree to Every Interested Fourth Grader Enrolled in the Every Kid in a Park Program

Program Area: Sales of Forest Products, Christmas Trees

Purpose: The White House initiative Every Kid in a Park (“Every Kid”) delivers a nationwide call to action to build the next generation of environmental stewards. Field offices should accommodate Every Kid free-use Christmas tree requests by issuing permits at no charge to fourth graders who present a valid Fourth Grade Pass. The support of this program will strengthen the Bureau of Land Management’s (BLM) goal of connecting youth to the outdoors.

Policy/Action: As part of this initiative, the BLM shall make available a free Christmas tree permit to every interested fourth grader with a valid Fourth Grade Pass. The Fourth Grade Pass allows every fourth grader free access to Federal lands across the country for a full year.

Field offices issuing Christmas tree permits shall track each permit number (Christmas tree tag number) issued under this initiative separately from normal Christmas tree sales. For 5510 permits issued for the Oregon and California Railroad lands (O&C), the “Public Land Type” selected should be “Public Domain” as O&C lands are not typically available for free use.

Each field office shall provide Dave Roche, Forester, Oregon State Office (OSO), with the number of Christmas tree permits issued under this initiative at droche@blm.gov.

More information regarding the Every Kid program can be found at: http://web.blm.gov/wo-170/wo-172/wo172_youth/resources/ekip.html.

Budget Impact: Minimal.

Timeframe: Immediately through January 1, 2016.

Background: Every Kid is an Administration-wide effort to connect youth with nature in meaningful ways at a key age, fourth grade.

Manual/Handbook Sections Affected: Regulations 43 CFR 5400 and 5500.

Contact: Dave Roche, OSO Forester, at 503-808-6310 or droche@blm.gov

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 with assistance in this matter.

Signed by
Theresa M. Hanley
Associate State Director

Authenticated by
Rhondalyn J. Darnell
Records Section

Attachment

1-Entering Consolidated Free Use Christmas Tree Tags, 5 pp

BLM Distribution
WO220
OR955.3 Records

Entering Consolidated Free Use Christmas Tree Tags

At the Main Menu screen at start up in SFP, provide the State and Field Office;

Important - Select 5510-1 for the Form/Action, even though you have actually issued 5450-10 Christmas Tree Tags

SFP Main Menu - Windows Internet Explorer

U.S. DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

SFP: Special Forest Products

Main Menu

Version 1.09.00 Demo/Train

[logout](#)

Field Office:

BLM Colorado Show historic offices
CON01: Little Snake FO

Select Form/Action: 5510-1: SFP Free Use

Select a Free Use Permit:

Work with Existing Free Use Permit:

Select FY Active (0 Permits)
Select Free Use Permit

Create New Free Use Permit

2016 (Note: credit is for FY in which certified)

Continue...

For the permit number, choose the Fiscal Year.

Then select the "Continue" button.

Entering Consolidated Free Use Christmas Tree Tags

For the Permit & Location screen:

BLM PERMIT 5510-1 Data Entry : CON01-F-2016.00002016 - Windows Internet Explorer

 **Special Forest Products**
Free Use Permit (5510-1)

Version 1.09.00 Demo/Train
CON01-F-2016.00002016

Permit & Location | Permittee | Products | Terms & Conditions

Permit No.		Purpose		
CON01-F-2016.00002016		FREE USE CHRISTMAS TREES FOR 4TH GRADERS		
Public Land Type	Application Date	Effective Date	Expiration Date	
Public Domain	11/17/2015	11/17/2015	12/31/2015	
County		Permit Area Description		
CO057: JACKSON		PUBLIC LANDS		
Select County				
Select County				
Nat'l Fire Plan Objectives? <input type="radio"/> Yes <input checked="" type="radio"/> No				
Legal Description				
Meridian	Township	Range	Section(s)	Subdivision
Sixth Principal	008 N	081 W	6	ALL
Remarks: CHRISTMAS TREE FREE USE PROGRAM FOR 4TH GRADERS				

Certify | Save/Exit | Save | Cancel/Restart | Abort

Show Tips

Entering Consolidated Free Use Christmas Tree Tags

The Permittee screen is important. Select "Consolidated" and enter the total number of free use Christmas Tree tags issued for the FY. If the field forester wants to break down the total number into small areas (like Counties), that is up to them, just create new permit numbers for each.

BLM PERMIT 5510-1 Data Entry : CON01-F-2016.00002016 - Windows Internet Explorer

 **Special Forest Products**
Free Use Permit (5510-1)

Version 1.09.00 Demo/Train
CON01-F-2016.00002016

Consolidated Consolidated Data Entry:

of Permits:

Individual Permittee's Name and Complete Address:

Org Type:	
Name:	***** CONSOLIDATED *****
Address:	
City/State:	
Zip Code:	
Phone:	

Permittee not selected.
Enter Search Criteria.

Show Tips

Entering Consolidated Free Use Christmas Tree Tags

On the "Products" screen, specify the product (Christmas Trees); specific species, or just 'No Species Entered', and the same number as entered in the previous screen for the total consolidated. It is important to enter the Value per UOM. Note that this is not the amount collected (which would be \$0). Rather this is used for our records and the value of the free use material.

BLM PERMIT 5510-1 Data Entry : CON01-F-2016.00002016 - Windows Internet Explorer



Special Forest Products

Free Use Permit (5510-1)

Version 1.09.00 Demo/Train
CON01-F-2016.00002016

Permit & Location
Permittee
Products
Terms & Conditions

PRODUCT DESIGNATION					
Product	Species	Unit of Measure (UOM)	Est. Quantity	Value per UOM (\$)	Est. Value of Products (\$)
Christmas Trees	No Species Entered	Number	10.00	5.0000	\$ 50.00
Select Product	Select Species	Select Units			\$ 0.00
Select Product	Select Species	Select Units			\$ 0.00
Select Product	Select Species	Select Units			\$ 0.00
Select Product	Select Species	Select Units			\$ 0.00
Est. Value of Permit:					\$ 50.00

Certify
Save/Exit
Save
Cancel/Restart
Abort

Show Tips

Entering Consolidated Free Use Christmas Tree Tags

For the last screen “Terms & Conditions”, there is no need to add conditions as this permit will not be going out with the permittee; but be sure to **certify**.

BLM PERMIT 5510-1 Data Entry : CON01-F-2016.00002016 - Windows Internet Explorer

Special Forest Products
Free Use Permit (5510-1)

Version 1.09.00 Demo/Train
CON01-F-2016.00002016

Permit & Location | Permittee | Products | **Terms & Conditions**

OTHER CONDITIONS

Do not include other conditions.

Special Stipulations

The Special Provisions and/or Map(s) attached are made as part of this contract and will be complied with.

Specify Other Conditions

Show Tips