**How to Submit a Scheduling Request for BLM Environmental Impact Statements to the DOI Review Team:**

***Notes and Instructions***

* The first BLM Senior Executive Service (SES) member with line authority over the proposed action (responsible SES member) is responsible for preparing and submitting EIS review team scheduling requests to the following email addresses:
	+ NEPA.depsec@ios.doi.gov
	+ Gareth Rees – gareth\_rees@ios.doi.gov
	+ Catherine Gulac – Catherine\_gulac@ios.doi.gov
	+ (cc: NEPA.director@blm.gov)
* The email subject line should be: “Scheduling Request – BLM, EIS Project Name”.
* The email must include a link to the draft or final EIS (if applicable).
* A completed scheduling request template (see page 2) must be attached to the email. When developing the list of invitees, please refer to the list of review team members and key contacts (see page 3).
* All briefing materials (as outlined in IM 2018-016) must be submitted to NEPA.depsec@ios.doi.gov (with a cc to NEPA.director@blm.gov) at least 1 calendar week prior to the briefing date.

**DOI REVIEW TEAM – SCHEDULING REQUEST**

**for BLM Environmental Impact Statements**

**TITLE:** Click or tap here to enter text.

*Please include EIS project name and key words that identify where the project is in the process (i.e. NOI, NOA for draft/final, ROD, etc.).*

**TYPE OF BRIEFING:** Choose an item.

*These options correspond with three of the six steps outlined in the April 27, 2018 memo from Deputy Secretary Bernhardt, “NEPA Document Clearance Process.”*

**LEAD BLM STATE OFFICE:** Choose an item.

**STATE DIRECTOR NAME:** Click or tap here to enter text.

**DATE SUBMITTED:** Click or tap to enter a date.

**LINK TO DRAFT or FINAL EIS (if applicable):** Click or tap here to enter text.

**LIST OF INVITEES:** *Please refer to the attached list of Review Team representatives and key contacts to develop this list. If you are unsure, please coordinate with the BLM Chief of Staff to confirm any recent updates or changes. Please list an individual’s name and his or her bureau/office.*

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**LIST OF BRIEFING MATERIALS THAT WILL BE PROVIDED:** *Please refer to IM 2018-016 for the list of required briefing materials depending on where the EIS is in the review process. Note that materials must be emailed to* *NEPA.depsec@ios.doi.gov* *(with a cc to* *NEPA.director@blm.gov**) at least 1 calendar week prior to the scheduled briefing.*

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**Review Team Membership and Key Contacts (Specific to BLM EISs)**

*\*Contacts listed below are current as of 6/21/2018. If you are unsure of who to include, please reach out to the BLM Chief of Staff to confirm recent updates or changes.*

When developing the list of invitees for a briefing request for the DOI Review Team, please be sure to include all relevant leaders from each number below. In order to ensure appropriate awareness and adequate representation at the briefing, please also include the listed Deputies, Associates, and support staff.

1. **Relevant BLM State Director –** *include relevant State Directors and Associate State Directors from the table below. Also include any relevant members from the EIS project team located in the field, including the assigned field-level solicitor.*

|  |  |
| --- | --- |
| Alaska | Karen Mouritsen (Acting State Director)Ted Murphy (Associate State Director) |
| Arizona | Ray Suazo (State Director)Karen Kelleher (Associate State Director) |
| California | Jerome Perez (State Director)Joseph Stout (Associate State Director) |
| Colorado | Gregory Shoop (Acting State Director)Carl (Andy) Tenney (Acting Associate State Director) |
| Eastern States | Mitchell Leverette (Acting State Director)Barbara Eggers (Associate State Director) |
| Idaho | Peter Ditton (Acting State Director)Meagan Conry (Acting Associate State Director) |
| Montana/Dakotas | Jon Raby (Acting State Director)Diane Friez (Acting Associate State Director) |
| Nevada | Michael Courtney (Acting State Director)Marci Todd (Associate State Director) |
| New Mexico | Aden Seidlitz (Acting State Director)Leslie Holland (Acting Associate State Director) |
| Oregon/Washington | Jamie Connell (State Director)Theresa Hanley (Associate State Director) |
| Utah | Ed Roberson (State Director)Anita Bilbao (Associate State Director) |
| Wyoming | Mary Jo Rugwell (State Director)Larry Claypool (Associate State Director) |

1. **BLM Director’s Office** – *include all contacts listed*
	1. nepa.director@blm.gov
	2. Brian Steed (Deputy Director, Policy and Programs)
	3. Richard Cardinale (Acting Deputy Director, Operations)
	4. Jeff Brune (Acting Chief of Staff)
2. **Assistant Secretary for Land and Minerals Management –** *include all contacts listed*
	1. Joe Balash (Assistant Secretary for Land and Minerals Management)
	2. Casey Hammond (Deputy Assistant Secretary)
	3. Katherine MacGregor (Deputy Assistant Secretary)
	4. Cara Lee Macdonald (Chief of Staff)
3. **Office of Environmental Policy and Compliance** – *include all contacts listed*
	1. nepa\_oepc@ios.doi.gov
	2. Michaela Noble (Director)
4. **Deputy Solicitor** – *include all contacts listed*
	1. Dan Jorjani (Principal Deputy Solicitor)
	2. Cally Younger (Acting Deputy Solicitor, Division of Land Resources)
	3. Karen Hawbecker (Acting Deputy Solicitor, Division of Energy and Mineral Resources)
5. **Office of the Deputy Secretary** – *include all contacts listed*
	1. nepa.depsec@ios.doi.gov
	2. James Voyles (Senior Counsel)
	3. Gareth Rees (Administrative Assistant)
	4. Catherine Gulac (Administrative Assistant)
6. **Office of the Secretary, Chief of Staff** – *include all contacts listed*
	1. Scott Hommel (DOI Chief of Staff)
	2. Downey Magallanes (DOI Deputy Chief of Staff for Policy)
	3. Michael Argo (DOI Deputy Chief of Staff for Operations)