**Special Legislation Program Review Action Plan – 2018**

This report addresses the issues from the Fiscal Year 2017 Nevada Bureau of Land Management Realty Program Review and Evaluation report starting on page 46 with the Special Legislation Program Records Management section and ending at the end of Appendix A - Nevada SL Program Review Report

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| **Issue 1: (Page 46 of Report)**  **Records Management** | Controls to ensure that SL Program records are managed in accordance with BLM and NARA policy could be strengthened. | |
| **Action 1.A -** SNPLMA compliance deadline | In March of 2017 the SNPLMA program with support from the Nevada State Office (NVSO) Records Management lead began the process of complying with the BLM Manual 1270 - Records Management (Internal), which requires that all offices maintain records in an economical, efficient, reliable, retrievable form, protected from unauthorized disclosure.  The SNPMLA program will be in full compliance with BLM Manual 1270 requirements by July 30, 2018. | |
| **Action 1.B -** LCLA, LCCRDA, WPCCRDA, OPLMAcompliance deadline | The NVSO Records Management lead and the other offices with SL records (EYDO for LCLA, LCCRDA, WPCCRDA and CCDO for OPLMA) will work together to ensure they are in compliance with BLM Manual 1270 requirements by the end of calendar year 2018. | |
| **Action 1.C** - SNPLMA, LCLA, LCCRDA, WPCCRDA, OPLMA yearly review process | Starting in FY 2019 the NVSO Records Management lead will continue to review each SL Acts records to ensure they are managed in accordance with BLM Manual 1270 requirements. | |
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| **Issue 2: (Page 46 of Report)**  **Records Management** | Scanning all documents and retaining electronically would decrease volumes of paper records. | |
| **Action 2-** Creating electronic documents | BLM Manual 1270 states the official document record medium is paper. The SL program will continue to comply with BLM Manual 1270 for the management of all records. | |
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| **Issue 3: (Page 48 of Report)**  **Communication: Transparency and Efficiency:** | To the extent possible, package communications (Decision Memos, status updates, etc.) and send at regular intervals. I.e. Send all updates and decision memos on the 1st and 3rd Friday of each month. | |
| **Action 3.A** - - SNPLMA, LCLA and LCCRDA Decision Memos | The SNPLMA, LCLA and LCCRDA Implementation Agreement requirements will be followed for the transmittal of decision memos. | |
| **Action 3.B** - Spec. Leg. Meetings | Strive to send meeting information to the subgroups, PWG and EC at least two weeks before a scheduled Round meeting and at least one week before other scheduled meetings. | |
| **Action 3.C** - Spec. Leg. Meetings | The SL Program Manager in consultation with the PWG and EC chair’s will schedule PWG and EC meetings as needed and information for the meetings will follow **Action 3.B.** | |
| **Action 3.D** Spec. Leg. information sent to the EC and PWG | | Communication that is not time sensitive will be sent in one or more emails to PWG and EC members on the 1st and/or 3rd Thursday of each month (i.e., meeting notes, program updates, and other general information).  The intent is to only send out information when we have something new to send out. Otherwise we will not send anything the PWG and EC. |
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| **Issue 4: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | Begin each meeting with a brief orientation including introductions, the purpose of the Act, their role in the process, the role of the staff, objectives for the meeting. | |
| **Action 4.A** Subgroup and PWG operating guidelines | The SL program will send the operating guidelines to each member of the PWG or subgroups prior to a meeting in accordance with **Action 3.B.** | |
| **Action 4.B** - objective of the meeting and roles of attendees | At the beginning of each subgroup, PWG and EC meeting the meeting chair will provide the following:   * Introductions * Highlight the reason for the Act * The roles of members, staff and others * Cover the meeting objective * Describe the meeting parameters   This process has been incorporated into the SNPLMA Round 17 PWG and EC meetings and the LCAI Round 10 and 11 PWG and EC meetings. | |
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| **Issue 5: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | Annually present the administration funding for the Program (prior fiscal year actuals and current fiscal year planned) to the EC and PWG. | |
| **Action 5** – providing transparency of **a**dministration funding needs for the program | At the annual EC meetings for a SL program (LCLA, LCCRDA, WPCCRDA, SNPLMA) the SL Program Manager will present the financial funding required to manage the program in the previous fiscal year and the estimated funding needed for the current fiscal year.  In the event an annual EC meeting does not occur the SL Program Manager will send information on the financial status of the program to the EC and PWG members in December. | |
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| **Issue 6: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | The new website should be immediately reviewed and updated to best convey necessary SNPLMA information. A link to the new website should be sent to all internal and external Program partners. | |
| **Action 6.A –** Conveying information on the website | The SL program will continue to follow direction from the NVSO communication website lead to ensure the program follows bureau standards and requirements for maintaining websites. The SNPLMA website is currently maintained by the SNPLMA division visual information specialist and the district’s public affairs specialist that is funded by SNPLMA. The Acts for White Pine, and Lincoln County website is currently maintained by district’s public affairs specialist that is funded by Acts.  The websites will be updated on an ongoing bases with the necessary information and in the manner that is friendly to the user. | |
| **Action 6.B –** Sending a link to the SLwebsite to external program partner. | A link to the specific SL website (SNPLMA, LCLA LCCRDA, and WPCCRDA) will be included in the following:   * Press releases * Slide presentations * Federal Register notices of realty actions * Request for public comment * Request for new projects * Decision Memorandums * Signature line of all Program Managers emails | |
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| **Issue 7: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | Roles and Responsibilities of the Program and the Program Staff should be clearly articulated and communicated throughout BLM Nevada. | |
| **Action 7 –** clearly articulating the roles and responsibilities of the program through Nevada BLM | The state office will develop a one page handout explaining each SL program and the staffs roll by the end of calendar year 2018. Handouts will be reviewed by SNDO (SNPLMA), CCDO (OPLMA) and EYDO (WPCCRDA, LCCRDA and LCLA).  Starting in calendar year 2019 provide a 30 minute presentations annually at the following meetings:   * State Leadership and Field Manager Team meetings * Other meetings as requested by District Manager’s   Include the handouts as part of the pre-meeting information package.  Encourage BLM Nevada employees to attend a live “SNPLMA 101 - 501” training. | |
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| **Issue 8: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | Visits to the WO to communicate directly and provide briefings are important and should happen at least annually. | |
| **Action 8.** – visits to the WO | The Nevada State Director will identify the following:   * When the visits to the WO will occur * The individuals within BLM WO that should be briefed during the visit * Whom within the BLM WO will identify the individuals in DOI that should be briefed during the visit * The topic areas for the briefings   The Nevada State Director will participate in the WO visit at least biennially.  The SL Program Manager will be responsible for the following:   * Scheduling all briefings and developing briefing materials * Participating in all WO visits * Coordinating with the NPS, FWS and BOR Executive Committee members and Partners Working Group Members to determine the names of the individuals in their WO offices they would like BLM to brief during the visit. * Coordinating with FS Executive Committee member, and the Forest Supervisor’s for the Lake Tahoe Basin Management Unit and Humboldt-Toiyabe NF to determine the names of the individuals in the FS WO and USDA the BLM should brief during the visit.   In years when the Nevada State Director does not participate in the WO visit they will appoint one other person from the SL Program to accompany the SL Program Manager on the WO visit.  A general presentation about the SL Program will be given during a brown bag lunch at M Street. WO350 will host the brown bag. | |
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| **Issue 9: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | Packages submitted to the WO (Rounds and Annual Reports) could benefit from review by a technical writer-editor prior to submission. | |
| **Action 9 -** review by a technical writer-editor prior to submission SNPLMA Round and Annual Reports | In October of each fiscal year the NVSO communications division will provide a list of individuals within BLM Nevada that have technical writer-editor capabilities to the SL Program Manager.  The SL program manager will contact the individual(s) supervisor and ask the supervisor if the individual has the capacity to review either the SNPLMA Round or Annual Reports package. If the supervisor agrees the individual has the capacity SNPLMA will provide the funding to perform the technical review.  A service contract will be established for a technical writer-editor for situations where BLM Nevada does not have the capacity to have a package reviewed by a technical writer-editor within one week of when the package is ready to be submitted to the WO. | |
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| **Issue 10: (Page 49 of Report)**  **Communication: Transparency and Efficiency** | An annual check-in to provide WO-300 with the anticipated workload and timing for the coming year would be helpful for their internal planning processes, and may help facilitate timely movement of packages through the surnaming process. | |
| **Action 10 –** to provide anannual check-in to provide WO-300 with the anticipated workload and timing for the coming year | In FY 2019 the AWP will include a statement that requires each district and division to provide an anticipated list of packages related to the SL Acts that will require surnaming in the following calendar year. The list will be submitted to the SL Program Manager by December 1 of the current FY. The following information will be provided by the district or division for each package on their list:   * Anticipated name of the package * Brief summary of the package * Anticipated date the package will be submitted to the Nevada State Office to begin the surnaming process * Anticipated duration from start to finish of WO’s surnaming process   Packages related to SL that requires surnaming including but are not limited to wilderness maps for congress, NORA for land sales, NEPA documents, recommendations for Rounds and Annual Reports to congress.  The annual check-in will occur between December 5 and 15. The SL Program Manager and the Chief of Staff for WO-300 will coordinate the meeting. | |
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| **Issue 11: (Page 50 of Report)**  **Staffing Needs:** | Effort should be made to provide additional support to the existing Grants and Agreements Specialists and to work towards having additional staff with the authority for high dollar agreements. | |
| **Action 11 –** additional Grants and Agreements Specialists support and staffing | The review team’s recommendation is based solely off feedback from interviews.  The Grants Management Officers (GMO) and the districts have a different opinion than the 955 Management about this issue.    The DSD for Support Services will find someone outside BLM Nevada that can preform a workload analysis for the entire Grants and Agreements program and provide a recommendation on what additional support and or staffing may be needed.    The request will be for the reviewer to provide a recommendation to the State Director by September 30, 2018. | |
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| **Issue 12: (Page 50 of Report)**  **Staffing Needs:** | While interviewees were pleased with the support they receive from the NVSO, some identified that they believe an additional position would be beneficial (vice Ralston). | |
| **Action 12** – filling the vice Ralston positon | This positon will be filled as a one year temporary promotion to allow time to analyze the overall workload of the SL program and determine if the position is warranted and if so what the duties should be.  See Issue 13 for details about the process for determining if this positon should be filled permanently. | |
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| **Issue 13: (Page 50 of Report)**  **Organizational Structure and Program Complexity:** | As positions are vacated, review workload and complexity of vacant positions to assess need for position and if a change in grade is warranted. | |
| **Action 13 –** to determine if changes are warranted when positons are vacated. | SNDO will request supervision of position number 692 (Secretary, Vice Rice) be moved from the SNPLMA Program Manager to the ADM following the HR process.  The SNDO will hire a SNPLMA Realty Program Manager as soon as possible following the HR process.  A WO representative, the SNPLMA Manager, and the Lincoln and White Pine County Acts Program Manager (review team) will perform a workload analysis and Strengths, Weaknesses Opportunities, Threats (SWOT) analysis (for determining where the position should be located) for each SL Program Manager at the district level except the SNPLMA Realty Program Manager. In addition the review team will analyze the workload needs of the SL Management Analyst. Direction will be provided to the review team by the DSD for Resources, Lands and Planning. The team will provide a report that includes recommendations for each of the previously described positons by May 25, 2018.  By May 31, 2018, an ad hoc team comprised of the DSD for Resources, Lands and Planning, DSD for Support Services, SL Program Manager and DMs for Carson City and Ely and the Associate DM, SNDO will review the report and determine if the Program Manager positions and SL Program Manager positon should remain as is or be modified moving forward. Once the number and makeup of each position is determined the HR processes will be followed for all actions the ad hoc team identifies. This will include requesting the LCLA, LCCRDA and WPCCRDA Program Manager position be double encumbered.  Vacancies that occur after the May 31, 2018, decision will be discussed during the quarterly SL calls between the NVSO and the districts. When the duties of a vacant position involve more than one district the DSD for Resources, Lands and Planning, DSD for Support Services, SL Program Manager and DMs for the districts involved will be assembled within 60 days of the position being vacated to discuss the position.  The discussion for a positon involving multiple districts will include determining if the position should remain as is or be modified moving forward. Once a decision is made, filling the position will follow the HR processes. | |
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| **Issue 14: (Page 50 of Report)**  **Organizational Structure and Program Complexity:** | Supervision of the SNPLMA Division should be moved out of the Southern Nevada District. It is concerning that the Program Managers feel the pressure of the inherent conflict of interest of the supervisory chain, which in turn may influence their behavior and recommendations. NVSO supervision of the Program Managers would remove one level of potential conflict of interest, but the potential would still exist. | |
| **Action 14** to determine who should supervise the SNPLMA | Supervision of the SNPLMA Division will remain with the Southern Nevada District.  A memorandum of understanding (MOU) between the SNDO DM and the SNPLMA Program Manager will be developed by May 31, 2018. The purpose of the MOU is to mitigate the concern that the Program Managers feel the pressure of the inherent conflict of interest of the SNDO supervisory chain.  The SNPLMA division members will be asked for input as the MOU is developed. An ad hoc team comprised of the DSD for Resources, Lands and Planning, DSD for Support Services, SL Program Manager and DMs for Carson City and Ely will review and make recommendations to the MOU by June 15. The MOU will be signed by July 1. | |
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| **Issue 15: (Page 51 of Report)**  **Organizational Structure and Program Complexity:** | Re-locating Program Manager positions should be driven by a workload analysis. If re-location is warranted, efforts should be made to have the Program Manager travel to the Southern Nevada District frequently to work with the SNPLMA Division to foster collaboration and team building. | |
| **Action 15** - to address re-location of program managers | Re-location of program managers will be determined following the processes described in **Action 13**. | |
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| **Issue 16: (Page 51 of Report)**  **Information Transfer, Successional Planning, and Training Needs**: | Recommend developing a roles and responsibilities document for PWG and EC Members, and provide an orientation presentation. In addition, you could identify a fellow PWG or EC member as a mentor for the new member. | |
| **Action 16.A –** for developing roles and responsibilities document for PWG and EC Members | The roles and responsibilities for PWG and EC members is directly tied to an Act.  Time permitting, the SL Program Manager will develop roles and responsibility documents for each PWG and EC member for each Act by the end of FY 2019. The document will include the Acts, IAs. Business plans etc.  In addition, a separate document will be developed that orientates anyone coming into BLM that is involved with the SL program. | |
| **Action 16.B –** for developing an providing an orientation presentation for PWG and EC | An orientation presentation for SNPLMA PWG and EC members has been in existence and used since at least 2014. The orientation presentation was recently updated and used in November for the BLM EC Chair and FS EC member.  Both EC members stated the information provided in the orientation was very helpful in preparing them for the Round 17 EC meeting and in providing an overview of how the SNPLMA program functions.  Time permitting, the SL Program Manager will develop a PWG and EC orientation presentation for each of other SL Acts by end of FY 2019.  In addition at the August 2017 PWG meeting the SNPLMA Division was directed by the PWG to explore different avenues for making program-related information available to new members of the PWG and EC.  The SNPLMA Division will complete this assignment by the end of FY 2018 and provided their findings to the SL Program Manager, PWG Chair and EC Chair by the end of quarter one in FY 2019 | |
| **Recommendation for Action 16.C –** to identify a fellow PWG or EC member as a mentor for the new member. | The SL Program Manager will mentor new PWG and EC Chairs.  New PWG members for the FS, FWS, NPS, and BOR, and new EC members for NPS FS, and FWS will be mentored by their respective employees. Upon request by a new PWG or EC member the SL Program Manager or another PWG or EC member will provide additional mentoring.  New state, regional and local PWG members will be mentored by the SL Program Manager. Upon request by the new PWG member another PWG member will provide additional mentoring. | |
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| **Issue 17: (Page 51 of Report)**  **Information Transfer, Successional Planning, and Training Needs**: | Recommend a future PWG agenda item to discuss options including extending term of Local Government Representatives to allow for a shadow year (non-voting), then a two year term as a voting member of the PWG. |
| **Action 17 –** to determine thelength of term for Local Government Representatives | In a split vote with seven in favor and one opposed, in August 2017, the PWG agreed to revise the PWG Operating Guidelines so that the term of the Local Government representatives is based on their participation in two SNPLMA Round processes. Once the Representative participates in their second Round process, their term will expire the following January at which time a new representative’s term will begin. |
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| **Issue18 : (Page 51 and 52 of Report)**  **Information Transfer, Successional Planning, and Training Needs**: | Recommend that all new Program Managers are offered Appropriations Law and Project Manager trainings |
| **Action 18.A –** – fornew Program Managers to be offered Appropriations Law | Appropriation Law training will be encouraged for all new Program Managers with a target to complete the training within two years of their start date.  Additionally, Program Managers will be encouraged to attend an Appropriation Law refresher training once every five years. |
| **Action 18.B** – fornew Program Managers to take project management training and obtain a professional certification. | Program Managers will be considered for project management training. If selected the program manager will be encouraged to obtain one of the many professional certificates. Certifications for project managers include but are not limited to the following.   * Project Management Professional (PMP)® * Program Management Professional (PgMP)® * Certified Associate in Project Management (CAPM)®   To obtain any of the certificates requires training, testing, continuing education and a yearly fee to maintain the certificate. Funding to obtaining a certificate ($1,000s) and the yearly certificate fee ($100s) will be provided by the SL special accounts that fund the Program Manager in the current FY year. Funding to take the training for a certificate will require approval by the District Manager. |
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| **Issue 19: (Page 52 of Report)**  **Information Transfer, Successional Planning, and Training Needs**: | Provide supervisory support and necessary travel funding to foster improved collaboration between the SL Program Managers and Grants and Agreements Specialists. |
| **Action 19 –** to increase collaboration between the SL Program Managers and Grants and Agreement Staff | The policy requirements (2 CFR 200, Civil Rights, Labor Standards, Hazardous Materials, etc.) for grants and agreements are constantly changing. The SNPLMA requires a cooperative agreement be used as the funding mechanism for all Parks Trails and Natural Areas projects. In addition, cooperative agreements are currently used for non-federal SNPLMA hazardous fuels projects, all SNPLMA MSCHP projects and part of the LCLA archeological projects.  To foster a cooperative working relationship between the State office and other offices a one-day annual face-to-face workshop to discuss new policy and regulation and potential impacts to business rules will be held in the third quarter of FY 2018 and in the second quarter of each FY starting in FY 2019. The Grants and Agreements staff will be responsible for determining the content of the meeting. The meeting will rotate locations as follows.   * Nevada State Office - years 1 and 4 * SNDO - years 2 and 5 * Caliente FO - year 3   Personnel travelling for the face-to-face meetings will be as follows.   * When hosted by the Nevada State Office – SNPLMA Division Manager, SNPLMA PTNA, MSCHP and Hazardous Fuels Program Managers, Grant and Agreement Specialists involved with SL that are stationed outside the NVSO and two individuals involved with the LCLA archeological projects. * When hosted by the SNDO – SL Program Manager, Grant and Agreement specialists involved with SL and two Ely district individuals involved with the LCLA archeological projects. * When hosted by the Caliente FO – SL Program Manager, Grants and Agreement specialists involved with SL, all Ely district individuals involved with the LCLA archeological projects, SNPLMA Division Manager, and the SNPLMA PTNA, MSCHP and Hazardous Fuels program managers.   Funding for travel will be provided by the SL program that supports the individual.   * In years when the meeting is held in Reno or Las Vegas it may be extended up to two days if an outside trainer is hired to provide training on a specific topic. All costs associated with the trainer shall be prorated between the SL accounts. In addition, other BLM employees involved with grants and agreements will be invited to the training. |
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| **Issue 20: (Page 52 of Report)**  **Information Transfer, Successional Planning, and Training Needs**: | Loss of corporate knowledge through change in staff is not unique to the SL Program, but it is an issue that the Program must contend with. |
| **Action 20.A** Standard Operating Procedures documents. | In early FY 2016 a team was assembled to develop a *SL* *Handbook* and a *SL Manual*. An initial meeting was held and the Associate State Director was requested to provide her vision for the documents and what she wanted the documents to be in the end. Shortly, thereafter Round 16 was accelerated and the development of the handbook and manual for SL were put on hold until FY 2017. In FY 2017 the SL Program Manager was assigned additional duties as the Resource Advisor for the State Director related to congressional actions at the State and Federal level resulting in an additional delay in the development of the *SL Handbook* and *SL Manual*.  A kickoff meeting to restart the team will be held in late June or early July of 2018. The Associate State Director will provide her vision for the documents and what she wants the documents to be in the end. The team will complete a draft of the documents within one year of the kickoff meeting.  The makeup of the team will include representatives involved with SL as follows.   * NV950 - Records Manager (1 member) * NV950 - Contracting, Budget and G&A (1 member) * EYDO (1 member) * SOL Regional office(1 member) * NOC (1 member) * SNDO (1 member) * CCDO (1 member) * State Realty Program (1 member) * WO-350, 300, 100 (1 member) * WO-800 (1 member) * NV930 - all SL employees (chair - SL Program Manager)   The handbook and manual will be finalized three months after the draft is completed and updated yearly thereafter.  After the handbook is completed, a symposium will be held for everyone that is part of the SL Program. |
| **Action 20.B** cross-training SNPLMA Program Managers in other categories | The SNPLMA Division will develop a cross-training plan that includes developmental opportunities to ensure Program Managers can move between categories seamlessly. It is suggested that cross-training and developmental opportunities for the Land Acquisitions Program Manager be between the SNPLMA Division Land Acquisitions Program Manager and one or more of the SNDO lands division personnel. The draft plan will be completed by the end of FY 2018. The plan will be reviewed, amended as needed and approved by the NVSO in the first quarter of FY 2019  The Ely District will develop a draft cross training plan for the LCLA, LCCRDA and WPCCRDA Program Manager by end of FY 2018. It is suggested the plan involve cross training with program managers in the SNPLMA Division. The plan will be reviewed, amended as needed and approved by the NVSO in the first quarter of FY 2019  The need for an OPLMA Program Manager is not anticipated.  NTC assistance will be requested in developing the plans. |
| **Action 20.C –** to double encumber positions when possible. | Double encumbering positions will be considered on a case-by-case basis and will follow the HCMC process.  A detailed duties and responsibilities plan shall be developed during the first six months a position is double encumbered. The plan shall be reviewed and approved by the supervisor of the position and the SL Program Manager.  NTC assistance will be requested in developing the plans. |
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| **Issue 21: (Page 52 of Report)**  **Miscellaneous:** | Many PWG Members were frustrated by the accelerated SNPLMA Round 16. To the extent feasible, ensure adequate notification of funding Rounds to allow eligible entities to properly plan. |
| **Action 21** | This issue is no longer relevant.    In the event a similar issue arises in the future the BLM State Director (SNPLMA chair) will bring this issue to the attention of the other SNPLMA Executive Committee members. |
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| **Issue 22: (Page 52 of Report)**  **Miscellaneous:** | Some PWG Members felt that the Projects of Concern List is good for improved accountability and should continue, others felt that it has served its purpose and is no longer necessary. |
| **Action 22 –** related to the Projects of Concern List | At the August 2017, PWG meeting the members unanimously agreed to recommend to the Executive Committee the POC and Focus list process be maintained.  At the December 2017, EC meeting the EC agreed with the PWG’s recommendation that the POC and Focus list process be maintained.  Additionally, the EC believes it important to understand the reasons why legacy projects have been stalled or delayed, which has resulted in their being placed on the POC and Focus List. |
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| **Issue 23: (Page 52 of Report)**  **Miscellaneous:** | Some managers expressed a need for improved coordination and guidance for implementing newly enacted laws such as the Nevada Native Nations Land Act which affects multiple Districts. |
| **Action 23 -** to improve the coordination and guidance for implementing newly enacted laws. | This issue is outside the scope of the SL program and may be appropriate for SLT discussion. |
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| **Issue 24: (Page 52 of Report)**  **Miscellaneous:** | Some managers expressed frustration with the Legislative Referral process. This included concern that the right staff were not being included (i.e. SL Program Manager should be contributing to legislation similar to enacted SL), legislative maps do not accompany the referral (they are not always available, so there may not be an easy solution), and timeframes are too short (timeframes are outside of the control of BLM Nevada). |
| **Action 24 –** to improve the dissemination of information related to legislative requests. | The Public Affairs division is responsible for disseminating information related to legislative requests. |
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| **Issue 25: (Page 52 of Report)**  **Miscellaneous:** | Communication to staff regarding appropriate coding for SL work seems adequate. |
| **Recommendation for Action 25 –** to ensureappropriate coding for SL work | Supervisors will ensure employees are coding their time correctly to SL fund codes when they approve pay submissions.  At least once a year supervisors will provide instructions to their staff on how to appropriately code to SL fund codes. The instruction shall include direction on when and how SL fund codes can be used.  Additionally, the NVSO SL personnel and NVSO Budget Officer that supports the SL program will monitor expenditures quarterly to ensure appropriate fund codes are used. |
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