

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
COLORADO STATE OFFICE
28850 YOUNGFIELD STREET
LAKEWOOD, COLORADO 80215-7093
June 12, 1998

In Reply Refer To:
3120/3110 (CO-934) P

EMS Transmission 06/12/98
Instruction Memorandum No. CO-98-039
Expires: 9/30/98

To: District Managers, Area Managers, and Deputy State Director, Resource Services

From: State Director, Colorado

Subject: Interim Policy for Stipulation Review for Oil and Gas Parcels

We have not followed consistent procedures to assure that proper stipulations are applied to oil and gas lease sale parcels. In order to minimize the potential for confusion and reduce our error rate, this memorandum provides instructions for establishing a quality control plan to take short-term mitigating actions. This plan will be implemented beginning with the

August 13, 1998, lease sale. A team has been established to focus on identifying problem areas and develop corrective actions that will meet both mid-term and long-term goals.

Oil and Gas Lease Sale Notices must be posted 45 days prior to the sale date. Beginning with the August 13, 1998, lease sale, a draft sale notice will be sent to all Resource Areas (RA). This notice will contain all lands being offered and any stipulations that were applied either by the stipulation database or manually entered at the State Office under advisement from the RA. The RAs are to compare the list against their Resource Management Plans (RMP). Our goal is to achieve 100 percent accuracy with regard to no leasing of lands within the Colorado Environmental Coalition proposal areas and those lands in all other areas that are stipulated no surface occupancy or no lease. The RAs will have 10 working days to review the notice and return any corrections to the State Office for action. At any time we should receive a protest, a copy of the protest will be faxed to all the RAs. RAs will also be notified of any corrective measure taken by the State Office.

Updating and maintaining the stipulation database is critical to the correct application of stipulations. It will be incumbent upon area managers to assure that their respective databases are current with their

RMP. This short-term reversion to old procedures will allow the team reviewing this issue time to correct points of concern as well as bring forth new ideas to change the current way we are handling the application of stipulations.

At the State Office, the cross-training of teams has resulted in some confusion as to procedures. We are currently establishing guidelines in the form of a manual which will accommodate this cross-training while maintaining firm operating principles. While we are in the process of determining and attaining mid-term goals, the August and November sales will be coordinated by the team of Jane Romero, Bonnie Blair, and Tina Turja. Jane Romero will take the lead on the August sale and Tina Turja on the November sale. However, you may contact anyone on the team for questions. Please find attached the time schedule for both the August and November sales. RAs will be notified of any further changes in sale coordination.

Signed by
Mike J. Pool
Acting State Director

Authenticated by
Don Snow
EMS Operator

Attachment

<u>SALE DATE</u>	<u>DRAFT TO RA</u>	<u>DRAFT BACK TO SO</u>	<u>POSTING DATE</u>
August 13, 1998	June 1, 1998	June 16, 1998	June 29, 1998
November 12, 1998	August 28, 1998	September 11, 1998	September 25, 1998

Jane Romero, August Sale Coordinator, 303-239-3765
Tina Turja, November Sale Coordinator, 303-239-3793
Bonnie Blair, 303-239-3764