



United States Department of the Interior



Bureau of Land Management

Eastern States
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IN REPLY REFER TO:
1790 (930) P

November 14, 2005

EMS TRANSMISSION 11-18-2005
Instruction Memorandum No. ES-2006-02
Expires: 09/30/2007

To: FMs, DSDs, Office and Branch Chiefs

From: State Director, Eastern States

Subject: Use of a National Environmental Policy Act (NEPA) Register DD: 11/30/05

Program Areas: Energy and Mineral Resources, Lands and Realty, Wildland Fire, Natural Resources

Purpose: This Instruction Memorandum (IM) directs all Bureau of Land Management-Eastern States (BLM-ES) offices to use an automated NEPA Register to record all actions requiring NEPA documentation. Each BLM-ES office must maintain a log of NEPA documents to inform the public of its activities. This program will streamline BLM-ES' fulfillment of that requirement. The NEPA Register will be maintained by the affected offices and updated regularly. Initially, the NEPA Register will be found only on the BLM-ES internal Web site (web.es.blm.gov). After the BLM-ES' public Web site is reconnected, links to the NEPA Register will be placed on the home pages of the State Office, Field Offices and Lower Potomac Field Station. Instructions for using the NEPA Register are attached to this IM.

Policy/Action: The BLM-ES Milwaukee and Jackson Field Offices and the Lower Potomac Field Station will use the NEPA Register to log in and track all environmental impact statements (EISs) and environmental assessments (EAs), including those prepared for land use plans under 43 CFR 1600 regulations and the H-1601-1 Handbook (dated 3/11/05). Offices also will enter categorical exclusions into the NEPA Register. Using the Register to track Documentation of Land Use Plan Conformance and NEPA and Planning Adequacy (DNA) documents is not required, but offices may opt to enter these items as well.

The affected offices will regularly maintain the NEPA Register with status updates. Field Managers and the Lower Potomac Field Station Manager will designate primary and alternate employees to be responsible for maintaining the NEPA Register in their respective offices. The names of these points of contact and their alternates will be forwarded to the Deputy State Director, Natural Resources, by the due date of this IM.

Completed documents eventually will be linked to the NEPA Register to maintain a library of NEPA analyses, which will be accessible to the public after BLM-ES' Internet connectivity is restored. A paper copy of the NEPA Register will be posted in a conspicuous place in both Field Offices, the Lower Potomac Field Station and in the State Office public room, and will be updated regularly.

Time Frame: This IM is effective upon receipt.

Budget Impact: Implementing this IM will have minimal budgetary impact.

Manual/Handbook Sections Affected: None.

Coordination: This policy was coordinated with the Deputy State Director, Natural Resources, and the Eastern States Planning and Environmental Coordinator.

Contact: Any questions regarding this IM may be directed to Steve Gobat, DSD, Natural Resources, at (703) 440-1727, or Howard Levine, Planning and Environmental Coordinator at (414) 297-4463.

Signed by:
Michael D. Nedd
State Director

Authenticated by:
Vernadean E. White
Management Assistant

Attachment
Instructions for use (1 p)

Instructions for Use of NEPA Register

1. Click on NEPA Register link at: web.es.blm.gov
2. When you get the following questions, these are your answers:
 - Q1. Do you want to block unsafe expressions?
A.1. **No**
 - Q2. Security Warning: Unsafe expressions not blocked
A.2. **Yes**
 - Q.3. Opening [file]
A.3. **Open**
3. You will come to the dialogue box: “**Eastern States Office NEPA Database.**”
4. Click on your office name.
5. Click on “**Add New Record.**”
6. Fill in as many of the boxes as you can or are appropriate.
7. Remember to save by clicking on “**Add Record**” or “**Add Record and Close.**” If you choose “**Close, Don’t Add**” the information you entered will be lost.
8. When you complete the project use “**Close out a Document.**”

You can run reports and print out all of the current and completed projects.