

Attachment 3

BLM Montana/Dakotas State Office Office of Communications, MT-912 Duties and Areas of Support

Ann Boucher – Printing Specialist

GPO Printing
Printing/Publications & Product/Sign Review
Graphic Design/Layout
Writer/editor
Photo Management/Photo Database SO Lead
Quarterly Steward
Intranet Feature Stories
Section 508 Compliance
OneInterior Coordinator
Briefing Book
Annual Report
State RAC Coordinator
State Volunteer Coordinator
Youth
Environmental Education
Congressional & Controlled Correspondence
Distribute News Releases
Award Certificates
Purchasing
ePlanning
Monitor OC Main Telephone
Weekly Report
News Clips
Monitor MT-912 Official Mailbox
Maintain MT-912 Address/E-mail Lists
PAO Monthly Meeting Coordination
Expos/Exhibits Coordination
Web Maintenance Back-up

Kristen Lenhardt – Public Affairs Specialist

Billings FO IDT
Billings FO/Pompeys RMP Lead
HiLine RMP SO Lead
Federal Register
Social Media, including videos
External Webmaster/Superuser
Renewable Energy
Transmission
Wild Horse & Burro
Eco-Regional Assessments
Soil, Air & Water
Riparian
Botany
NLCS/Wilderness
Recreation
America's Great Outdoors
Lands/Realty
Law Enforcement
NEPA
Planning
Billings Area Restriction Group Media Coordinator
Fire Information Back-up
HiLine District PAO Back-up
Central Montana District PAO Back-up

Mel Lloyd – Supervisory Public Affairs Specialist

Oil & Gas
Coal
Convention & Visitors Bureaus
COOP/Crisis Management Team
Custodial Property Officer
Budget Lead
Miles City RMP SO Lead
South Dakota RMP SO Lead
Fuels & Fire Information
Wildlife, incl. Sage-grouse & T&E
Cultural Resources/Paleo
Grazing/Range
Access
ARRA
Web Maintenance Back-up
News Release Distribution Back-up
Eastern Montana/Dakotas District PAO Back-up
Western Montana District PAO Back-up

All OC Staff

Support Billings FO/Pompeys Pillar NM
News Releases, Correspondence, Speeches, Presentations
Early Alerts, Communication Plans
Opinion Editorials
Newsletter Articles
Event Planning/VIP Visits
Media/PR Training
Media Relations
Congressional, State, and Tribal Relations
Internal Communications
Publication Product Review
Budget