



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
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EMS TRANSMISSION: 9/27/2011
Instruction Memorandum No. OC-2011-070
Expires: 09/30/2013

To: All Washington Office and Field Officials
Attn: Public Land Statistics Section and Table Leads

From: Director, National Operations Center

Subject: Public Land Statistics (PLS) Fiscal Year (FY) 2011 Data Call DD: 11/07/2011

Program Area: All.

Purpose: This Instruction Memorandum (IM) provides instructions to states and PLS section and table leads for submitting FY 2011 tables and text for the Bureau of Land Management's (BLM) PLS publication. Responsibilities, due dates, format requirements, and other key concerns are highlighted.

Policy/Action: Attachment 1 lists all of the PLS tables, along with the names and phone numbers of each section lead and table lead.

PLS publication section leads must:

- Ensure that table leads are assigned to each table within their section.
- Review and update the narrative for their assigned section.
- Coordinate the submittal of all tables within their section.
- Review completed tables for accuracy and format consistency.
- Ensure all tables are submitted on time to the PLS coordinator.

PLS publication table leads must:

- Gather and verify data.
- Organize data in a finished Microsoft Word table format.
- Ensure tables are accurate and consistent with previous submittals.

- Explain significant data changes in footnotes. Typical reasons for data changes include: New data inventories, new accounting or computer systems, or errors in previously reported data.
- Coordinate significant revisions, new graphics, or new tables through the section lead and PLS coordinator.
- Keep their section lead informed of their progress.
- Submit completed table(s) to their section lead for approval, if required, or directly to the PLS coordinator.

Format Requirements for the PLS Narratives and Tables:

The PLS narratives and tables must be provided in a Microsoft Word table format. The font must be “Times New Roman” and the font size must be “11.” The table identifier (generally row 1) and column headers must be boldface (bold text). The column headings and recurring footnotes have evolved over the years and should not be changed or omitted without a compelling reason. However, if you wish to significantly change your table or add a new table or graphic, please coordinate the change or addition with both your section lead and the PLS coordinator.

Please use the baseline file(s) we sent to you as the starting point for your efforts. These baseline files often contain numerous small edits that are not readily obvious but contribute to the overall format consistency of the PLS. These edits will be lost if you use your own previous year’s files as a starting point.

Proposed Automation of the PLS Reports:

At the request of the Assistant Director for Minerals and Realty Management (AD-300), Part 3 reports are being automated so that the data is pulled from existing national systems and a new website is being developed for accessing these automated reports. The future goal is to do this for all of the PLS reports. A column has been added to the tables to show the status of this automation effort.

Specific Responsibilities:

Washington Office (WO)-172, WO-200, WO-300, WO-350, and WO-360 must ensure that section leads and subsequently table leads are assigned to the following appropriate Sections/Parts of the PLS Publication:

- Part 1, Land Resources and Information - WO-350
- Part 2, Healthy Productive Lands - WO-230
- Part 3, Commercial Uses and Revenues Generated - WO-300
- Part 4, Recreation and Leisure Activities - WO-530
- Part 5, Preserve Natural and Cultural Heritage - WO-170
- Part 6, Public Health, Safety, and Resource Protection - WO-360

Timeframe: The tables should be submitted to the PLS Coordinator by November 07, 2011. Requests for extensions on these tables will be considered on a case-by-case basis.

Budget Impact: Budget impacts will be minimal. The printing cost, charged to WO-800, is estimated to be \$4,000.

Background: The PLS coordinator issues a data call each year to section and table leads (those directly responsible for the collection and tabulation of data/information within their specialty). This data call includes guidelines to be used for the submission of PLS tables. The coordinator receives all tables and prepares them for hard-copy printing as well as conversion to an electronic format for Internet posting. Additionally, the PLS coordinator coordinates distribution of the publication.

Although the data is used in several reports, we are issuing a single call for PLS data. This single call for data will provide a data "snapshot" from the BLM databases to ensure consistency between the reports. Narratives and additional data that may appear in the 2011 Annual Report on Performance and Accountability will continue to be provided through normal channels (i.e., Annual Report on Performance and Accountability narrative writers), not through the PLS coordinator.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the National Operations Center, Branch of National Property and Support Programs and finance personnel.

Contact: Please address questions or concerns to Bonnie Pomarico, PLS coordinator, at 303-236-9428.

Signed by:
Lynda B. Stelzer
Director, National Operations Center

Authenticated by:
William J. Mills
Records Administrator

Attachment

[PLS Tables and Contacts Listing \(7 pp\)](#)

Distribution:

OC-110, William J. Mills
OC-652, Bonnie Pomarico