BLM Controlled Correspondence Process

Receive

- **Exec Sec (Secretarial/DOI Correspondence) and WO-620 Correspondence (BLM)**
  - Date stamp incoming mail, separate controlled vs. other correspondence, log into database
  - Assign control number, action office, and deadline (10 days for Congressionals)
  - Advance info copies to non-action offices (if appropriate)
  - Process interim response for Congressionals (if appropriate)

Draft Response

- **Program Office or State Office (as assigned by WO-620)**
  - Consult with other offices (if appropriate)
  - Prepare draft and briefing paper
  - Obtain State Office surnames
  - Provide above materials to WO-620 Correspondence no later than the deadline assigned by WO-620 [Note: When letters are delegated for State Director signature, WO-620 Correspondence will receive a signed copy in place of draft]

Prepare for Surname

- **WO-620 Correspondence**
  - Review format and content of reply to ensure responsiveness and conformance with correspondence standards
  - Prepare surname package
  - Track progression of surname package through the Bureau and Department, mitigate obstacles to package progression, and make requested changes

Surname

- **BLM Program and State Offices, WO-620 Division Chief; ADs; AD-600; WO-100;**
- **DOI Offices as appropriate (ASLM, OCL, PMB, POB, SOL, OE-IA)**
- **Other agencies (e.g. OMB as appropriate)**
  - Log into office, review, and return to WO-620 Correspondence if changes requested
  - Approve, log out, and move to next office for surname

Prepare Final

- **WO-620 Correspondence**
  - Ensure all edits have been reconciled/incorporated
  - Prepare final package in accordance with Correspondence Handbook and other guidelines
  - Deliver for signature as appropriate

Sign

- **Exec Sec/Secretary/Director/ADs (as appropriate)**
  - Log in
  - Sign or return to WO-620 if changes requested
  - Date stamp
  - Return signed letter/package to WO-620 Correspondence

Distribute

- **WO-620 Correspondence**
  - Scan signed letter and close in database
  - Prepare and distribute BCCs
  - Mail reply (and fax if appropriate)
  - Coordinate with Exec Sec to ensure final received and closed on status table
  - File BLM official file copy (original surname documents retained in BLM if signed by Director/original surname documents retained in Secretary's Office if signed by Secretary with copy retained in BLM)

Attachment