

Annual Manager's Update Format for Monuments and NCAs

The Annual Manager's Update would consist of six components that would be reported in narrative form and would not duplicate performance or program element reporting. The scope of the update would address broad program accomplishments occurring in the previous fiscal year.

For the BLM's national monuments, national conservation areas and other national conservation designations such as forest reserves, cooperative management and protection areas, outstanding natural areas and national recreation areas, an annual update on the accomplishments, trends and status of these conservation units is needed. This update would be prepared by the manager of the unit and would provide a record of the challenges and accomplishments for the unit in the preceding fiscal year.

The audience for this update would be both inside and outside the Bureau of Land Management. The general public could have access to the update through our web site and other appropriate means of distribution. State offices would summarize and aggregate the report to be part of a statewide annual assessment of the NLCS. The Washington office could use the update to draw from examples to be used in BLM annual documents.

The update is a document that looks back on the preceding fiscal year and is not intended to be a forward-looking budget planning document; rather it is intended to be a summary of what we have done and where we are at the end of a given fiscal year. Although this is a summarizing and analytical document rather than a data dump, there will be a very small number of key repeatable data, such as annual visitation, found in the report.

The content of the annual report for NCA/NMs should focus on the following topics. Additional information can be added to the report at the discretion of the Manager.

1. Physical Condition of Cultural and Natural Resources

- a. Describe what percent of the unit has been assessed using the fundamentals of land health and what percent is meeting the standards.
- b. Describe the annual accomplishments towards meeting standards.
- c. Indication of overall natural resource and heritage condition trend.
- d. What has been done to improve natural and cultural baseline data.

2. Condition of Recreation Facilities, Roads and Trails

- a. Statement on condition of the physical facilities including roads and if annual maintenance work is meeting the needs of the BLM and users.
- b. Describe the change in the backlog of deferred maintenance.
- c. Are portal signs installed and up to standard? Has a sign plan been initiated?
- d. Status of any new construction.

- 3. Environmental Education and Resource Interpretation**
 - a. Contact with visiting public and local public through printed media, web, facilities, etc. Include total visitation to unit. Describe participation in your interpretative program (not including volunteers).
 - b. Briefly describe the main messages being delivered.
 - c. Describe environmental education offered offsite or onsite for local K-12 educational institutions.
 - d. Describe other outreach efforts.

- 4. Status of Science program**
 - a. Number of ongoing/completed science research projects.
 - b. Describe application of research/scientific studies in management practices and how those practices have been affected, reinforced, or changed.
 - c. Explain how the results of research studies have been made available to the local and scientific communities, and BLM.

- 5. Cooperative Conservation**
 - a. Success in establishing unit Friends group(s).
 - b. Advisory Committees' achievements
 - c. Accomplishments of Natural History Associations.
 - d. Collaborative efforts with Local government.
 - e. Describe local non-profit organizations, their mission, accomplishments and the extent of our cooperation with them.
 - f. Volunteer activities and accomplishments.

- 6. Business Practices**
 - a. Total annual expenditures and total number of work years from BLM.
 - b. Acres of lands acquired (if applicable).
 - c. Receipts from recreation and other activities and their associated uses.
 - d. Contributed funds from all sources and associated uses of those funds.
 - e. Cost recovery from all sources and associated uses of those funds.

- 7. Other Discussion Items from the Unit Manager**