



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:

1610 (930) P
8310

December 21, 2011

EMS TRANSMISSION: 12/28/2011
Information Bulletin No. WY-2012-009

To: District Managers

From: State Director

Subject: Develop a Statewide Training Cadre for Travel and Transportation Planning
DD: 1/20/12

The Travel and Transportation Management Team (TTMT) training representatives met at the National Training Center (NTC) in October to develop the Travel Management and Transportation Planning training modules. The team developed lesson plans for the Handbook topics 1-5, primarily addressing land use planning and travel management planning processes. The course was initially planned for 2 days that could expand into 3-day classes (including travel time). Each District or Field Office class would be tailored to the need of the office and where they are positioned in the planning process. The Team discussed the need to identify specific instructors in each State and to develop a “train-the-trainer” module. Additional calls and discussions are needed to complete the training modules.

Each State shall have their own cadre which may or may not include an instructor from the Washington Office (WO) or another State. The State Office is seeking interested staff to participate on Wyoming’s Travel and Transportation training cadre. The National Training Center (NTC) is currently forming and identifying our State teams. Wyoming’s cadre would only have to travel once in FY 12 and up to twice a year in the future.

The workload for this commitment is described below and candidates must have their supervisor’s support and approval.

1. Travel for the cadre will be covered by the NTC
 - a. Individuals should be experienced in doing travel planning and could be considered subject matter experts.
- Train the Trainer course (via Web Ex) – will be held in March 2012; Cadre personnel for chosen states will participate

b. Individuals should commit to the following:

- 2-year commitment to assist in teaching the course with the anticipated goal of teaching 2-3 courses over that time.
- Each training course will require individuals to devote at work prep time including web-ex trainings before arriving on site.
- Once on site individuals should commit the entire week to the training. Cadre will need to show up two days in advance of the course. For example:

Monday and Tuesday: Prepare as a group and look at and incorporate office specific issues into course and or any field trips.
Wednesday and Thursday and possibly Friday: Teach the course

The NTC and the WO are currently determining how to deliver training sessions and how many training sessions would be offered each year. Currently, the NTC can handle 6 or 7 sessions. States were requested to submit nominations for sessions to be taught in their State by November 30, 2011. Ten States requested 17 individual training sessions. Wyoming submitted one request from the Wind River Big Horn Basin District.

Consolidating training sessions and back-to-back sessions will be considered. The NTC and WO will evaluate circumstances (RMPs, TMPs in progress, sage grouse, other T&E species, critical habitat, controversy issues, etc.) and prioritize according to need to determine where the 6 to 7 sessions will be offered in FY 2012.

For your perusal, attached is Wyoming's TTM Timelines which includes anticipated completion years for our travel management plans.

Please submit your Field/District Office TTM cadre nominations to Lesly E. Smith, State TTM lead by COB January 20, 2012. For more information, call Lesly at 307-775-6031.

Signed by:
Mary Trautner
Acting State Director

Authenticated by:
Sherry Dixon
Secretary

1 Attachment

1 - Wyoming's TTM Timelines (4 pp)

Distribution

Director 250, Room 302, LS	1 (w/o atch.)
CF	1 (w/at ch.)