



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82003-1828



In Reply Refer To:
1115 (953) P

October 31, 2006

EMS TRANSMISSION November 2, 2006
Instruction Memorandum No. WY-2007-003
Expires: 09/30/2008

To: Field Managers
Attn: Volunteer Coordinators

From: State Director

Subject: Request for Compilation of Data for BLM's 2006 Volunteer Annual Report
DD: 11/24/2006

Program Area : Volunteers.

Purpose: The purpose of this memorandum is to call for Field Office data for Wyoming BLM's FY 2006 Volunteer Annual Report and to alert you to a change in data collection for FY 2007.

Timeframe: This IM is effective immediately and has a due date of November 24, 2006.

Policy/Action: Attached are guidelines for use in collecting and submitting data for your office for FY 2006. Also attached are Excel spreadsheets to be used for the submission of numeric data and NLCS data.

Your submission should include five parts:

1. numeric data on hours contributed summarized by program area;
2. numeric data summarized according to hours spent on projects in National Landscape Conservation System units;
3. narrative descriptions of the top four 2006 volunteer programs and special events;
4. a list of partner organizations involved in volunteer programs and activities;
5. high-resolution photographs of your volunteers and volunteer activities.

In addition, we are requested to report the total number of volunteers who served during the Fiscal Year . Please include in your submission the number of volunteers and donated/hosted workers (or your best guess) who contributed their time.

Beginning October 1, 2006, Field Offices should also track the number of individual volunteers. This should be accomplished by counting the number of Volunteer Agreements on file and the number of individuals listed on Group Agreements.

Field Office reports are due to the Wyoming State Office Volunteer Coordinator (WY-953) by November 24, 2006. Also please include prints or slides of photographs of volunteer activities. High-resolution electronic photos may be sent by e-mail to: [Terri Trevino@blm.gov](mailto:Terri_Trevino@blm.gov). The State Office Volunteer Coordinator will work directly with State Office Divisions to collect appropriate volunteer data.

Budget Impact : The Volunteer Annual Report provides an opportunity for States to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in MIS. It also improves BLM's ability to communicate with internal and external audiences.

Background : BLM's Volunteer Annual Report includes profiles of outstanding volunteer projects and events, as well as statistical information on State programs. The report provides a summary of volunteer efforts throughout BLM and, as such, serves to underscore the value of cooperative conservation and the important role of volunteers in caring for public lands. The Volunteer Annual Report serves as a valuable means of conveying this message to internal and external audiences.

Manual/Handbook Sections Affected : N/A.

Coordination: This IM was coordinated with staff from the WO Education and Volunteers Division (WO-650).

Contact: If you have any questions regarding the report, please call Terri Trevino at 307-775-6020.

Signed by:
Mary Trautner
Acting State Director

Authenticated by:
Rudy Torres
Secretary (OA)

3 Attachments:

- 1 - Submission instructions for data, narrative information, partners and photographs (2 pp.)
- 2 - Spreadsheet A – numeric data (1 p.)
- 3 – Spreadsheet B – NLCS data (1 p.)