

In Reply Refer To:
8100 (240) P

Instruction Memorandum No. 2011-
Expires: 09/30/2012

To: All State Directors

From: Director

Subject: Fiscal Year 2010 Heritage Programs Annual Report Data Call
DD: 08/30/2011, 10/15/2011

Program Area: Heritage Programs and National Landscape Conservation System.

Purpose: This Instruction Memorandum (IM) requests each state office to complete a Heritage Program Annual Report with assistance from field offices.

Policy/Action: The BLM state offices shall complete the forms referenced below, accompanied by a concise narrative of accomplishments. The forms may be submitted electronically.

Forms and Questionnaires: Please complete, update, or revise information in the following forms, as appropriate, reflecting activities in Fiscal Year (FY) 2011. More specific instructions are provided in the first worksheet of the attachments labeled "Instructions," where appropriate.

- Heritage Program Annual Report Questionnaire (Attachment 1)
- Base and One-Time FY 2010 and FY 2011 Challenge Cost Share (CCS) Heritage Resource and Cooperative Projects form (Attachment 2)
- BLM Historic Structures Listing (Attachment 3)
- Listing of Outlaw and Treachery (LOOT) form (Attachment 4)
- Museum Collections forms (Attachments 5)

In addition to finalizing the FY 2010 CCS projects, please note in Attachment 2 those CCS projects carried over from FY 2010 and completed in FY 2011.

Effective this fiscal year (FY 2011), as it pertains to Attachment 5, it is mandatory to provide a list of all institutions in a current partnership agreement related to museum collections, along with a short description of the partnership activity. In addition, please indicate the amount of

funding, if any, provided to each repository. Also, the dates of both the last review of the scope of collections statement and the last annual inventory should be included in your report.

Narrative: Summarize major FY 2011 accomplishments associated with the management and protection of archaeological, historical, and paleontological resources, including the associated museum collections. In noting the top four or five accomplishments, the states should provide detailed information in two or three paragraphs accompanied by graphics to illustrate the work completed. For volunteer contributions, states should report the number of volunteer hours on each project. Please include at least one highlight accomplishment related to museum collections.

For all other accomplishments, limit information to short bullets organized by the following topical areas:

- National Programmatic Agreement implementation
- Native American coordination and consultation
- Museum collections management
- Native American Graves Protection and Repatriation Act (NAGPRA) compliance
- Resource protection projects activities (including identification, recordation, evaluation, stabilization, rehabilitation, monitoring and data recovery projects)
- Heritage tourism interpretive developments
- Notable planning accomplishments
- Key Archaeological Resources Protection Act prosecutions (including effective related resource protection projects, methods or techniques employed)
- Key 16 U.S.C. 470aaa (paleontological) prosecutions (including effective related resource protection projects, methods, or techniques employed)
- Heritage program publications, videos, podcasts, and brochures produced

Reporting: Please ensure internal consistency with data provided in previous fiscal years. The annual reports should summarize accomplishments achieved in FY 2011 or anticipated by the end of the fiscal year.

Timeframe: To conform to the mandated response timeframes for both the Office of Management and Budget and the Department of the Interior (DOI), state offices should submit their Heritage Programs Annual Reports, Attachments 1 – 4; and Narratives no later than August 30, 2011; and the Museum Report, Attachment 5, no later than October 15, 2011.

Budget Impact: The budget impact is minimal.

Background: The BLM is required to regularly compile selected information to comply with numerous laws and executive orders including the Archaeological Resources Protection Act of 1979, the National Historic Preservation Act of 1966, the Federal Land Policy and Management Act, the Government Performance and Accountability Act, and Executive Order 13327 on Federal Real Property Asset Management.

The data is assembled and submitted for various reports, including the National Park Service for

the “Secretary of the Interior’s Report to Congress on Federal Archaeological Activities,” Public Land Statistics, the Chief Financial Officers/Stewardship Assets, Public Rewards from Public Lands, DOI’s “Performance and Accountability,” the annual BLM Educational Report, the Annual Museum Collections Summary Report to the DOI’s Office of Acquisition and Property Management, and the Collectible Heritage Assets portion of the BLM Financial Statement. In addition, as a result of the Office of Inspector General’s Audit and 2009 Report, new data are required for the DOI’s Property Management Report. This data call also validates senior management Employee Performance Appraisal Plans.

Manual/Handbook Sections Affected: None.

Coordination: The Division of Cultural, Paleontological Resources and Tribal Consultation (WO-240) coordinated with Division of National Landscape Conservation System (WO-171) and Division of Education, Interpretation and Partnerships (WO-172) in preparation of this IM.

Contact: For additional information, please contact either Richard Hanes, Division Chief , Cultural, Paleontological Resources and Tribal Consultation at 202.912.7240 or r1hanes@blm.gov; or Emily Palus, Deputy Division Chief at 202-912-7242 or epalus@blm.gov.

5 Attachments

- 1 – Cultural Resource Annual Report Questionnaire (10 pp)
- 2 – FY 2010 and FY 2011 Funded CCS and Cooperator projects (2 pp)
- 3 – BLM Historic Structures Listings (6 pp)
- 4 – Listing of Outlaw Treachery (LOOT) form (2 pp)
- 5 – BLM Museum Collections forms (2 pp)