



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

June 14, 2011

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Instruction Memorandum No. WY-2011-034

Expires: 9/30/12

To: District Managers

From: State Director

Subject: State of Wyoming Agency New Addresses and Contacts

Following recent discussions with the State of Wyoming, this Instruction Memorandum (IM) will change the contact list and contact procedures for Governor Mead's staff, and to add new agency contacts for review and receipt of environmental documents. The **Governor's Policy Office** will replace the **Governor's Planning Office** of the previous administration. Changes to staff and agency personnel are noted below.

The Bureau of Land Management (BLM) has agreed to update the review procedures of environmental documents to reflect the State's current organization and staffing and changes in agency personnel. This IM is a reissue/update of WY IM No.-2010-014 with the exception of the following information: e-mail addresses for several State agencies contacts have been updated, and some personnel have been added and/or changed. The following environmental documents for review are to be sent to State agencies listed:

1. All Resources Management Plan Environmental Impact Statements (EIS), including Draft and Final EISs;
2. All project EISs including Drafts and Finals;
3. Major Environmental Assessments (EA) for significant Activity Plans (i.e., Allotment Management Plans, Herd Management Plans, etc.), unique proposals, or other actions deemed significant by the Field Manager or specifically requested by State agencies.

Effective immediately: Send one copy of all environmental documents requiring review directly to each of the appropriate State agencies. A matrix (Attachment 1) showing which State agencies desire to review copies of environmental documents addressing specific actions proposed for BLM-administered lands and minerals is attached. An updated list of the State agency addresses and electronic mail contacts are also included (Attachment 2). Please note, one copy of the environmental document will always be sent to the Governor's Policy Office, the State Department of Game and Fish, State Historic Preservation

Office (SHPO), Department of Agriculture, and the Office of State Lands and Investments. The BLM Field Offices will continue to send review and comment copies of environmental documents to their associated regional Game and Fish offices as agreed to before.

The State would prefer an electronic copy of the environmental document be sent to the electronic inboxes of the contacts listed on Attachment 2. To comply with BLM e-mailing conventions, only send electronic documents through the mail if they meet the BLM email size requirements. When working with large documents (3 Megabytes or larger), first send an electronic message to the recipient notifying them that the document is available for viewing on line or as a compact disc (CD). In the message, note the website address where the document may be viewed. The State's second preferred medium would be to have a CD sent to the individual State agencies. Provide a statement in your message that directs the recipient to request that a CD version be sent to the reviewer(s) through the mail.

If neither of these electronic media is available, a printed "hardcopy" paper format may be sent.

When transmitting an environmental document to the State, place in the upper right corner of the memorandum or in the subject line in an electronic message, the number used in the NEPA Registers to aid in tracking.

Provide the State with the same comment period that you have established for public review. The individual State agencies will send comments directly to the requesting BLM Field Office with a copy of their comments sent to the Governor's Policy Office. If no comments are provided by the State agencies within the allotted time assume no comments will be provided and move forward with the NEPA process.

This procedure will also apply to the 60-day consistency review period by the Governor required for Resource Management Plans (RMP) 43 CFR 1610.3-2e.

If you have any questions or need more information about this process, contact Chuck Otto at 307-775-6105 or Chris Carlton at 307-775-6227.

Signed by:
Donald A. Simpson
State Director

Authenticated by:
Sherry Dixon
Secretary

2 Attachments

- 1 – Matrix (1 p)
- 2 – State of Wyoming Agency Addresses and Contacts (4 pp)