

SAMPLE TRANSMITTAL MEMO

In Reply Refer To:
1784 (SO-xxx)

Memorandum

To: Director

From: State Director, (State Name)

Subject: Recommendations for Fiscal Year 2013 Resource Advisory Council
Appointments

I am pleased to forward my recommendations for appointment to the [Name (may be more than one)] Resource Advisory Council (RAC) to fill positions scheduled to expire on _____, 2013. Appointment of the recommended nominees will provide continued balance and reflect a wide variety of public interests and opinions on public land use and natural resources within the designated geographic area.

I fully endorse the recommendations of the managers who have vetted these candidates and collaborated with others during this selection process. All recommended nominees have been interviewed and their qualifications and endorsements carefully checked and analyzed. These recommendations reflect our professional judgment about the individuals who can best contribute to the RAC's/RACs' ongoing effectiveness. As part of this process, Governor _____ was consulted for his/her recommendations.

All individuals recommended for appointment have been involved in public land issues in their respective field of interest or profession. Appointment of these individuals will result in a RAC composition that will continue to provide substantial leadership, maintain the continuity of our RACs, and enhance BLM's management of the public lands.

All supporting documentation for these recommendations has been provided in accordance with WO-IB 2013-xx.