

Guidelines and Template for the FY 2010 National Monuments and National Conservation Areas Manager's Reports

Guidelines

- State Director-approved reports must be posted onto the Washington Office NLCS Reports SharePoint site as a Word file (http://teamspace/sites-wo/wo170nlc/NLCS/managers_reports/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2dwo%2fwo170nlc%2fNLCS%2fmanagers%5freports%2fShared%20Documents%2f2010%20Managers%27%20Reports&FolderCTID=&View=%7bf516579e%2d5d87%2d4d4d%2daab8%2d2c896cebea09%7d).
- Reports should include a cover page with a photo and/or unit graphic. Managers are encouraged to include pictures throughout the report, especially before and after pictures of completed projects and pictures with people. Please note 508-compliance standards when including photos.
- The below template represents the minimum amount of information required; however, there is no minimum or maximum length requirement. The report's section and sub-section heading titles should be identical to the below template, but managers may add additional sections and sub-sections as needed. Sections/sub-sections that do not apply to a particular NM/NCA can be omitted, e.g., instances where the NM/NCA did not obligate any American Recovery and Reinvestment Act funding in Fiscal Year 2010.
- Minimize/eliminate the use of acronyms and other internal agency jargon to maximize public understanding.
- Whenever possible, quantify "accomplishments" in terms of workload measures reported in the Fiscal Year 2010 Annual Work Plan. A list of Program Elements commonly used by NM/NCAs is included at the end of the template. When reporting accomplishments, ensure that the audience is provided with some context to understand how important the work was, e.g., instead of simply stating "six units of MF were accomplished," state that "scenic and historic values were monitored along six miles of the Upper Missouri River, which was designated into the National Wild and Scenic Rivers System by Congress in 1976."

Template

I. Introduction

- a. Clearly identify that the report covers the NM/NCA's efforts from October 1, 2009 through September 30, 2010.
- b. Name, address, phone, email, and website;
- c. Manager's name;
- d. Associated field, district, and/or state offices;
- e. Citation of establishing authority (i.e. Proclamation ####, Public Law ##-###, etc.) and date;
- f. Resources, values, and/or objects the NM/NCA was established to protect;
- g. Acreage of public land;
- h. Estimated annual visitation; and
- i. Map of the NM/NCA.

II. Land Use Planning

a. Overview

List the relevant land use plan for the NM/NCA, any associated amendments, and the dates the plans were approved. Describe the status of any ongoing land use plans, plan revisions, or plan amendments. Describe the status of the land use plan's implementation strategy.

b. Implementation-Level Planning

List any approved implementation-level plans also providing management guidance, such as Wilderness Areas, Areas of Critical Environmental Concern, Special Recreation Management Areas, or travel and

transportation management plans. Include the date each plan was approved. Identify any ongoing implementation-level planning efforts.

c. Land Use Plan Implementation

Highlight any major accomplishments to implement the land use plan and/or implementation-level plans not incorporated in other sections of the report.

III. Protecting America's Natural Resources

a. Notable Natural Resources

- i. Describe notable natural resources, such as upland/riparian habitats, biodiversity, special status species, soil, air, and water, etc.
- ii. Describe the primary challenges involving the protection of natural resources, such as invasive/non-native/noxious species, illegal activities, recreational activities, or other ongoing ecological challenges.

b. Land Health Assessments

- i. Quantify the acreage and percent of the NM/NCA that was assessed using Land Health Standards and identify which standards were applied (e.g., upland, riparian, etc.). Identify the percentage of the assessed acreage that met these Land Health Standards.
- ii. Identify any additional annual accomplishments that contributed towards assessing, meeting, and/or enhancing Land Health Standards.

c. Inventory Efforts

Describe and quantify the work done to inventory natural resources.

d. Restoration Efforts

Restoration should be interpreted broadly to include removal of invasive species, replanting of native vegetation, reintroduction of key species, rehabilitation of primary ecosystem processes, and watershed restoration. Describe notable restoration projects undertaken during the year and quantify the annual accomplishments (e.g., number of acres treated, projects completed, etc.). Indicate whether the accomplishments are a part of long-term multi-year efforts.

IV. Protecting America's Heritage Resources

a. Notable Heritage Resources

- i. Describe notable heritage resources, such as cultural resources, paleontological resources, wild and scenic rivers, national trails, wilderness, wild horse and burro herds, etc.).
- ii. Describe the overall condition of these heritage resources.

b. Inventory Efforts

Describe and quantify the work done to inventory heritage resources.

c. Restoration Efforts

Describe notable restoration projects undertaken during the year and quantify the accomplishments (e.g., number of sites stabilized, etc.). Indicate whether the accomplishments are a part of long-term multi-year efforts.

d. Other Accomplishments

Highlight any other accomplishments related to heritage resource protection and the engagement of tribal nations.

V. Providing Recreation and Visitor Experiences

a. Overview

- i. Identify the estimated number of annual visitors reported in Recreation Management Information System (RMIS). Identify the primary types of activities these visitors participate in.

b. Facilities, Construction, and Maintenance

- i. Highlight any major ongoing or completed signing efforts. Identify whether the NM/NCA has an approved or initiated sign plan.
- ii. Highlight any significant physical facilities for outdoor recreation and describe their condition.
- iii. Describe any new or ongoing construction of recreation-related facilities.
- iv. Describe the annual, operational, and deferred maintenance completed.
- v. Describe the deferred maintenance backlog as reflected in the Five-Year Plan. Identify any social or environmental consequences from the deferred maintenance backlog.

c. Comprehensive Travel and Transportation Management

- i. Identify the primary modes of recreational travel, such as off-highway vehicles, hiking, mountain biking, boating, etc.
- ii. Identify the status of a comprehensive travel and transportation management plan or implementation of the approved plan. To the extent possible, quantify the mileage of designated roads, primitive roads, and trails currently available for public use.
- iii. Briefly describe any ongoing opportunities, challenges, and/or trends associated with comprehensive travel and transportation management planning and implementation.

d. Recreation Fee Program

- i. List any recreation fee sites/areas.
- ii. Identify the number of active Special Recreation Permits for commercial operations, organized group activities, and/or competitive events. Highlight any major permitting efforts and the benefits to the recreating public, NM/NCA objects and values, and/or the local economy from such efforts.
- iii. Cite any relevant business plans that are guiding the collection of recreation fees.
- iv. Quantify the total amount of revenue generated for the recreation fee program (i.e., L12320000).
- v. Briefly describe the primary priorities for the expenditure of collected recreation fees.

VI. Your Recovery Dollars At Work

Quantify the total amount of American Recovery and Reinvestment Act funding obligated. List all ongoing and completed projects funded through the Recovery Act and quantify the total amount of Recovery Act funding for each project. Describe the accomplishments for each project and identify any environmental and/or social benefits from the project. If possible, highlight whether local businesses benefitted from the Recovery Act funding and quantify the total number of jobs supported by the funding.

VII. Engaging Youth in America's Great Outdoors

a. Youth Engagement

Using the information compiled for Instruction Memorandum 2011-020: *Fiscal Year 2010 Youth Program Accomplishments Reporting* (http://www.blm.gov/wo/st/en/info/regulations/Instruction_Memos_and_Bulletins/national_instruction/2011/IM_2011-020.html), quantify the total number of youth engaged for non-employment purposes. Highlight major projects and accomplishments, identify whether underserved youth were engaged, and identify the funding sources for the projects (e.g., youth incentive funding, Hands on the Land, Take It Outside, etc.).

b. Youth Employment

Quantify the total number of youths ages 15 to 25 years old who were hired. Highlight major accomplishments and projects, identify whether underserved youths were hired, and identify the funding sources for the hiring (e.g., youth incentive funding, American Recovery and Reinvestment Act, etc.).

VIII. Partnership and Volunteer Efforts

Partnerships are voluntary and mutually beneficial collaborative relationships between two or more partners, built on the contribution of each party, and formed to achieve or to assist in moving toward a common goal. A partnership may involve one partner utilizing another partner's unique abilities, equipment, services, or resources. A partnership may also involve sharing of resources such as time, funds, knowledge, or equipment. Include partnership efforts with both governmental and non-governmental entities. Please note that partnership efforts involving science should be highlighted in the Science section.

a. Overview

Identify any established partnership and volunteer goals and objectives for the NM/NCA. Briefly highlight the importance of partnerships and volunteers in completing the NM/NCA's mission. Provide photographs of people involved in partnership and volunteer efforts, including employees, youths, and volunteers.

b. Volunteer Accomplishments

Quantify the total number of volunteers, the total amount of volunteer hours contributed, and the total monetary value of these hours based on the Department of the Interior's approved 2010 hourly rate of \$20.85. Highlight major accomplishments completed with volunteer assistance.

c. Partnership Accomplishments

Using the below table, briefly describe major ongoing partnership projects. Contributions identified in the table should include both monetary and in-kind support.

_____ National Monument/National Conservation Area Fiscal Year 2010 Partnership Accomplishments				
Partner(s)	Project Name and Description	Accomplishments	Monetary and In-Kind Contributions	
			BLM	Partner
			\$	\$
			\$	\$
Totals (\$)			\$	\$

IX. Science

The BLM defines science broadly, including basic and applied research in the natural and social sciences as well as inventory and monitoring. Include photographs of people involved in science projects, including employees, researchers, and visitors.

a. Overview

Describe any resources of significant scientific interest, identify the potential for future scientific research, and highlight how scientific findings are influencing land management decisions. Identify whether the NM/NCA has an approved or initiated science plan and highlight any established science goals and objectives.

b. Science Efforts

Using the below table, identify all ongoing scientific efforts and partnerships.

_____ National Monument/National Conservation Area						
Fiscal Year 2010 Science Efforts						
Project Name and Description	Scientific Discipline	Research Contributor/ Collaborator	Land Management Applications	Products	Monetary and In-Kind Contributions	
					BLM	Partner
					\$	\$
					\$	\$
Totals (\$)					\$	\$

X. Outreach, Environmental Education, and Interpretation Efforts**a. Overview**

Quantify the total number of outreach-related accomplishments, highlight any major projects, and identify the primary themes of the outreach. Include a brief narrative about how in-person public contacts are made and how contacts are made through print media, the internet, facilities, signs, kiosks, and other modes of communication and interaction.

b. Visitor Centers

- i. Briefly describe any visitor centers associated with the NM/NCA and identify how they are used to support outreach, environmental education, interpretation, and other aspects of the NM/NCA's mission.
- ii. Identify the annual visitation to each visitor center.

c. Environmental Education

Describe products and services being delivered (both off-site and on-site) for local and regional educational institutions. Include pictures of environmental education activities if available.

d. Interpretation

- i. Provide a brief overview of the main messages being delivered and identify who is providing interpretation.
- ii. Describe types of interpretive products and services (personal and non-personal).
- iii. Identify the types of participants in the interpretative programs (e.g. local, regional, schools, tourists, etc.).

XI. Manager's Corner (optional)

Include any other major or unique items the NM/NCA manager deems worthy of discussion. For example, this section can describe any unique challenges faced, law enforcement priorities, additional multiple-use aspects of the NM/NCA's mission, alternative management techniques employed, and/or outcomes achieved that are not encompassed under other sections of the report.

Common L17110000 Workload Accomplishments

AE	Heritage Resources Education and Outreach (number of products delivered)	EB	Issue , Manage Recreation Use Permits (Number issued)
AJ	Consultations with Indian Tribes and Alaska Native Corp (# of consultations)	EC	Process Water Rights Actions (Number)
AK	Inventory, Repatriate and Transfer Custody of NAGPRA Items	ED	Transfer Grazing Preferences (Number)
AL	Public Outreach Through Interpretation, Environmental Education (Programs/Events Delivered)	EE	Issue Grazing Permits/Leases (permits processed)
BA	Recreation Resources Inventoried/Assessed (Acres)	EF	Issue Grazing Bills (number)
BC	Acres of Heritage Resource Inventories (Acres)	EG	Prepare Vegetative Permits/Contracts (Number)
BD	Heritage Collections, Accessioned, Inventoried or Upgraded in non-BLM Facilities	EP	Process Mineral Material Disposal Through Sales (number of contracts)
BE	Inventory for Wilderness Character (Acres)	EQ	Process FLPMA Leases, Permits, Licenses, and Easements(Actions Processed)
BN	Inventory Water Resources (Number of Inventory station parameters)	ER	Process Rights-of-Way Grants(number of actions)
BO	Inventory Soils Resources (Acres Mapped)	FD	Heritage Resources Intensively Recorded, Evaluated and Studied (Number)
BP	Watersheds Assessed (Acres)	FH	Process , Manage SRP's for Non Commercial (Number of permits issued/monitored)
BS	Inventory for Presence Invasive Plants and/or Noxious Weed (Acres)	FP	Process Right-of-Way Actions Other than Grants(Actions Processed)
BT	Inventory Forest and Woodland Vegetation (Acres)	FU	Manage Fee Collection Program for RUPs, SRPs (Number of fee sites managed)
BU	Inventory Lakes/Wetland Areas (Acres)	FV	Administer the Recreation Fee Program (Number of Fee Sites Managed)
BV	Inventory Streams/Riparian Areas (Miles)	FW	Process Mineral Material Disposals Through Permits (permits issued)
BW	Museum Collections Accessioned, Inventoried or Upgraded in BLM Facilities (Number)	GS	Admin Site Non-Building Condition Assessment (Administrative Site Assessed)
BY	Inventory Linear Recreation Resources (Miles)	GT	Recreation Site Condition Assessment (Recreation Sites Assessed)
CB	Inventory Wildlife/Plan Habitat (Acres)	GX	Bridge Condition Assessment (Bridges Assessed)
CE	Inventory National Scenic and Historic Trails (miles)	GY	Trail Condition Assessment (Miles)
DA	Prepare and Revise Recreation Activity Plans (Number)	HE	Biomass Utilization
DC	Prepare Wilderness/WSR/NSHT/Cultural/ Paleontological Activity Plans (Number)	HF	Heritage Resources Stabilized, Managed and Protected (Number)
DF	Plan for Interdisciplinary Activities (Number)	HN	Process Land Purchase/Donation (Number of acres purchased or donated)
EA	Process SRP's for Commercial Users, Groups (Number of active permits)	HO	Respond to Hazmat Risk Site (actions)

Common L17110000 Workload Accomplishments (continued)

IA	Recreation Site Annual Maintenance (Number of Buildings)	LA	Monitor Designated National Scenic and Historic Trails (miles)
IB	Recreation Sites Deferred Maintenance and Construction (Number of Projects)	MA	Monitor Recreation Areas (acres)
ID	Trail Annual Maintenance (Miles)	MB	Evaluate Forest/Woodland Treatments (Acres)
IE	Trails Deferred Maintenance and Construction (Number of projects)	MD	Monitor Wilderness and Wilderness Study Areas (Acres)
IG	Bridge Annual Maintenance (Bridges Maintained)	MF	Monitor Designated Wild and Scenic Rivers (Miles)
IP	Road Annual Maintenance (Lane Miles Maintained)	MG	Monitor and Maintain HAZMAT and NRDAR Sites (Number of sites)
IQ	Road Deferred Maintenance and Construction (Number of Projects)	MI	Monitor Air Resource/Climatic Conditions (Number of stations)
IU	Recreation Site Non-Building Annual Maintenance (Number of Sites)	MJ	Evaluate Land Health (evaluation reports)
IY	Admin Site Non-Building Annual Maintenance (Number of Sites)	MK	Evaluate Weed Treatments (Acres)
JA	Apply Shrub/Grass Vegetation Treatments (Acres)	ML	Monitor Grazing Allotments (Number)
JB	Construct Shrub/Grass/PJ/Forest Projects (Number)	MN	Monitor Lake/Wetland Habitat (Acres evaluated)
JC	Maintain Shrub/Grass/PJ/Forest Projects (Number)	MO	Monitor Streams/Riparian Habitat (Miles)
JD	Apply Weed Treatments (Acres)	MQ	Monitor Terrestrial Habitat (Acres)
JE	Restore Forest and Woodland Through Sales (Acres)	MR	Monitor Species Populations (Number)
JF	Apply Lake/Wetland Treatments (Acres)	MU	Monitor Water Resources (number of monitoring station parameters)
JG	Apply Stream/Riparian Treatments (miles)	MV	Monitor Linear Recreation Management Objectives (Miles)
JH	Construct Lake/Wetland/Stream/Riparian Projects (Number of projects)	MX	Monitor Shrub/Grass Vegetation Treatments (Acres)
JI	Maintain Lake/Wetland/Stream/Riparian Projects (Number of projects)	MY	Heritage Resources Monitored (Number)
JM	Implement Fuels Treatments Outside WUI Using Prescribed fire (Acres Treated)	NA	Inspect Grazing Allotments for Compliance (Number)
JN	Restore Forest and Woodlands through Development (acres)	NH	Conduct Realty/Geophysical Compliance Inspections (Number)
JP	Implement Threatened and Endangered Species Recovery/Actions (Number)	NJ	Process Trespass/Unauthorized Occupancy Cases (# of Cases processed)
JQ	Implement Fuels Treatment Mechanically outside of WUI (acres treated)	NU	Conduct Patrol Enforcement Activities(Number of incidents)
JZ	Native Plant Materials Collection	NY	Conduct Emergency Response Activities (number of incidents resolved)
KE	Implement Conservation Actions for Non-ESA Species and Communities	OA	Conduct Drug Enforcement Activities(number of seizure incidents)