

**FY 2008 ANNUAL REPORTS**  
**NATIONAL MONUMENTS AND NATIONAL CONSERVATION AREAS (NM/NCA)**  
**Revised Template and Instructions**

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Instructions

- Reports should be submitted to WO-171 electronically by way of email or compact disc to Doug Herrema, WO-171 NM/NCA Program Lead, 1620 L Street NW Suite 301, Washington, DC 20036. Email to: [douglas\\_herrema@blm.gov](mailto:douglas_herrema@blm.gov).
- The Word portion of the reports may be submitted to WO-171 as a PDF file. The Excel portion must be submitted as an Excel file.
- Two documents accompany these instructions: an Excel spreadsheet and the McInnis Canyons NCA 2007 Annual Report. The spreadsheet consists of the tables that had been in the Word portion of the reports in previous years. Please make sure to fill out all eight tables, which are in eight separate tabs. The McInnis Canyons 2007 report is for illustrative purposes, as requested.

Format

- Managers may use single- or double-column format. Single-column is preferred.
- Reports should be in bullet-narrative or outline-narrative format rather than paragraph-narrative; i.e. information should be separated by bullets or in outline form. Reports should follow the format as laid out in the “Content” section, below, in terms of section and sub-section headings. Managers may add additional sub-sections as needed or appropriate.
- Include pictures of activities and resource conditions where possible. Especially useful are “before and after” pictures of completed restoration projects and pictures with people.

Length

- Reports range in length. There is no minimum or maximum length required. Based on past practice, most reports range in length from 10 to 25 pages.

Introduction

- Managers must include introductory information before the body of their reports.
- It should include:
  - name of NM/NCA;
  - manager’s name;
  - address, phone, email, and website for the NM/NCA;
  - associated field, district, and state office;
  - title and citation of establishing authority (i.e. Proclamation #####, Public Law ##-###, etc.) and date;
  - acreage of the NM/NCA; and
  - estimated annual visitation to the NM/NCA.

Body

The Manager’s Report must include the first six components and may include the seventh component at the manager’s discretion. Please report on and briefly describe the status of:

**1. Natural and Heritage Resources Conditions**

*a. Overview*

- i. *Natural resources trends.*
    - 1. Describe overall upland, riparian, biological diversity, special status species, air and water, and other natural resources trends.
    - 2. Describe notable issues or trends involving invasive, non-native, or noxious weeds.
  - ii. *Heritage resources trends.* Describe overall cultural and paleontological, Wild and Scenic Rivers, National Trails, and other heritage resources trends.
- b. *Land Health Assessments.*
  - i. Percent of the unit's acreage that has been assessed using land health standards, and percent of assessed acreage meeting standards.
  - ii. Annual accomplishments toward assessing and meeting land health standards.
- c. *Inventory.* Describe work done to create and maintain natural and heritage resource inventories.
- d. *Restoration.* Describe notable restoration projects undertaken during the year including acres treated. Indicate whether restoration projects were initiated, continued, or completed. Restoration should be interpreted broadly to include removal of invasive species, stabilization of erosion-prone soils, replanting of native grasses, reintroduction of key species, rehabilitation of primary ecosystem processes, watershed restoration, etc.

## **2. Recreation Facilities, Roads, and Trails Conditions**

- a. *Overview.* Describe overall condition of physical facilities, including roads and trails.
- b. *Construction.* Describe any new or ongoing construction.
- c. *Maintenance.* Describe the unit's deferred maintenance backlog, and whether annual maintenance is meeting the needs of the BLM and our users.
- d. *Signage.*
  - i. Briefly describe the unit's sign plan and whether it is approved, pending, initiated or other.
  - ii. Discuss whether installed portal signs or kiosks meet standards.

## **3. Outreach, Environmental Education, Interpretation, and Volunteers**

- a. *Outreach.* Include a brief narrative about contacts with visiting public and local public in person and through print media, World Wide Web, facilities, signs, kiosks, and other modes of communication and interaction.
- b. *Visitor Centers.* Briefly describe activity at any visitor centers associated with the unit.
- c. *Environmental education.* List and describe products and services being delivered (both off-site and on-site) for local and regional K-12 educational institutions. Include pictures of environmental education activities if available.
- d. *Interpretation.*
  - i. Give a brief overview of the main messages being delivered.
  - ii. Give an overview of participation by the visiting public in the unit's interpretive program.
- e. *Volunteers.* Include number of volunteers, hours and seasons of operation, describe projects on which they worked, and report outcomes.
- f. Other outreach efforts, if applicable.

## **4. Science**

- a. The BLM defines science broadly. Science includes basic and applied research in natural and social science as well as inventory and monitoring. Use this broad definition when submitting your unit's science stories.
- b. Include photographs of people involved in science projects, including employees, researchers, children, and visitors.
- c. On the attachment "2008.NMNCA.AnnualReportDATA.xlsx" under the "Science" tab, list: unit name, project name, discipline, research contributor/collaborator/partner, project description, status, products, applications (i.e. when and how this information will be used), outreach options or story ideas, BLM contributions to date by year, partner contributions to date by year.

## 5. Partnerships and Collaborative Relationships

- a. The BLM defines partnerships as a voluntary and mutually beneficial collaborative relationship 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. Partners bring resources to the relationship that allow the Department, BLM, or office to accomplish objectives that neither party could achieve alone. 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. Be sure to include information pertinent to the science program in the Science section above.
- b. On the attachment "2008.NMNCA.AnnualReportDATA.xlsx" under the "Partnerships" tab, list all partnership activities in your unit by project and include collaborative efforts with other government entities as well as non-government entities.

## 6. Business Practices

- a. *Planning.* Describe the status of the unit's land use plan (e.g. Resource Management Plan) as of 9/30/08, and the status of that land use plan's implementation strategy (i.e. implementation strategy workshops, spreadsheets, and communications strategies). Refer to WO-IM-2008-041 for more information on implementation strategies.
- b. *Budget.* Include a brief narrative explaining the data below. On the attachment "2008.NMNCA.AnnualReportDATA.xlsx" under the first six tabs, include:
  - i. Table 1. Summary of BLM Allocations (base and one-time).
  - ii. Table 2. Contributions: including contributed funds, value of in-kind support, and totals.
  - iii. Table 3: Receipts from recreation and other activities.
  - iv. Table 4: Cost recovery from all sources and uses of those funds.
  - v. Table 5. Major expenditures (e.g. travel, office supplies, equipment, vehicles, and contracts/agreements) and totals.
  - vi. Table 6. Labor Expenses: Work months and funding for the unit's permanent staff, non-unit field office staff funded by the unit, and totals.

- 7. **Manager's Corner.** Other major or unique items the unit's manager deems worthy of discussion. Managers may include this section at their discretion to describe unique challenges faced, alternative management techniques employed, synergistic outcomes achieved, etc.