

# United States Department of the Interior

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In Reply To:  
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To: State Management Team

From: Director, External Affairs

Subject: Briefing Statement Revisions

**DD: July 31, 2003**

It is time again to review and update the Montana/Dakotas BLM Briefing Statements. These briefs are an invaluable source of public information about highly visible and sometimes controversial programs within our organization. They are used frequently by the Secretary of the Interior, congressional offices, news media, and interest groups affected by BLM programs.

As you know, we are now required to maintain our briefing papers in a national BLM database, which is accessible only to BLM employees through Lotus Notes. Please make any corrections in the database (instructions attached).

A table of contents showing the date of the most recent update is attached, as well as a link to each briefing statement for your program area (none for the South Dakota Field Office). When deciding to add or delete a particular briefing statement, keep in mind that the briefing book is intended to focus only on issues that are highly visible and/or controversial, not on general programs.

Review the briefing papers carefully and completely rather than just appending with the latest information. Briefing statements should be concise; they may be edited for length and clarity. Also, please make sure the correct contact person is listed.

Updated briefing paper books will be printed and distributed as usual in August. Individual briefing papers will also be posted on our website (<http://www.mt.blm.gov/ea/bps/index.html>). The briefing papers that include photos continue to be well received, so they will keep their "enhanced" format in the book and online.

Please send a copy of your update, recommendation for deletion, or “no change” response for each statement pertaining to your area to Ann Boucher (MT912) by July 31, 2003. If you have any questions, please contact Ann at 406-896-5011.

Signed by: Trudie Olson, Director, External Affairs

Authenticated by: Ann Boucher, Editorial Assistant

### 3 Attachments

1-Table of Contents (1 p)

2-Instructions for accessing the Briefing Paper database (1 p)

3-Briefing Statements (varies by office)

### Distribution

Havre Field Station

Glasgow Field Station

## TABLE OF CONTENTS

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#### General Information

Principal BLM officials and office locations  
Boundary map

#### Recreation

BLM and Forest Service Off-Highway Vehicle Project 6/27  
Lewis and Clark Bicentennial 1/28/03  
Visitors Center at Pompeys Pillar National Monument 2/28/03  
Undaunted Stewardship 3/6/03  
Visitor Center for Upper Missouri River Breaks National Monument 2/18/03  
Whitetail/Pipestone Recreation Management Plan/EIS 2/28/03

#### Resource Management Planning

Bitter Creek and Mountain Plover Areas of Critical Environmental Concern Plan Amendment and EA 8/29/02  
Dillon Resource Management Plan 2/12/03  
Fire Management Planning and Funding 5/2/03  
Healthy Forests Initiative 2/28/03  
Horsethief Hazard Fuels Reduction Project 6/24/03  
Judith-Valley-Phillips Oil and Gas EIS/RMP 2/24/03  
Greater Sage-Grouse Conservation Planning Strategy 2/28/03  
Upper Missouri River Breaks National Monument 3/6/03

#### Minerals Management

Golden Sunlight Mine 2/28/03  
Badger-Two Medicine Applications for Permits to Drill (APDs) 11/14/02  
Coal Bed Methane Development 6/24/03  
Blackleaf Gas Field 6/24/03  
Oil & Gas Inspection and Enforcement Work - Native American Self-Determination 2/27/03  
Gas Drilling/Production In and Adjacent to Upper Missouri River Breaks National Monument 1/31/03  
Weatherman Draw Oil and Gas Exploration 11/14/03  
Zortman and Landusky Mine Reclamation 3/6/03  
Coteau Lease by Application 11/14/03

#### Lands and Renewable Resources Programs

107th Meridian Settlement 2/26/03  
Black-Footed Ferret and Prairie Dog Management 3/12/03  
Land Exchange Program 2/27/03  
Noxious Weeds 3/3/03  
Ward Ranch Land Exchange 2/28/03  
Wild Horse and Burro Program 2/14/03

#### Other Programs and Issues

BLM's Drought Policy 2/26/03  
Montana Air National Guard Training Range Proposal 8/29/03  
Montana Army National Guard Withdrawal at Limestone Hills 2/28/03

## **Instructions for Accessing the National Briefing Papers Database**

If this is the first time you have opened the National Briefing Papers database, the instructions are below. The complete user's manual is on the WO Public Affairs home page:  
<http://web.blm.gov/internal/wo-600/610/index.html>

The headings are a little different from the past, but the user's guide provides some explanation.

We are trying to keep the BP process as simple and non-repetitive as possible. Since this database is now a requirement, we will be using the information in it to update the briefing book and it will be very helpful if you do all your edits there.

### **Appendix A: Opening the Database for the first time.**

Note: This procedure only has to be done ONCE to get the icon in your bookmark list.

1. From the Lotus Notes main menu bar, click File, Database, Open as shown below:
2. From the "Open Database" dialog box, choose the Washington office "Server" from the drop down list, then highlight the "Briefing Documents" database and click open:
3. This places the Briefing Documents icon in your "Databases folder" bookmarks as mentioned in Section 2 and opens the database "About" document. After reviewing and closing the "About" document, the Briefing Documents default view will be displayed.
4. When finished using the database, close the database by clicking File, Close from the main menu bar. This will return you to your email database.
5. Follow the directions in Section 2 to open the database again in the future.