

ISSUE PAPER FORMAT

BRIEFING FOR THE DIRECTOR

DATE:

PREPARED BY: (Identify individual, title and office that prepared the issue paper)

FROM: (Generally AD 300)

SUBJECT: (State name of exchange and location)

PURPOSE OF BRIEFING DOCUMENT: (State whether the materials relate to a proposed exchange or an exchange where a decision has been published)

ISSUES: (Describe generally the lands to be exchanged, type of exchange (e.g., 3rd party, State), public interest, compliance with land use planning, stage of processing and other pertinent data)

COORDINATION: (Discuss coordination with governmental and other entities (e.g., FWS for threatened and endangered species, State/local government for consistency purposes))

SOLICITOR REVIEW: (Indicate if Solicitor has reviewed the exchange proposal)

MAIN DECISION OR MESSAGE: (State purpose of exchange and justification (e.g., acquisition of significant wetlands, etc.))

BUREAU PERSPECTIVE: (Provide language in support of exchange proposal)

CONTACT: (Identify individual or individuals who can provide further information)