

SUCCESSFUL REPORTING – THE LIST OF REPORTS

Compiled by WO-240, Updated August 2014

Cultural Heritage Resource Management Annual Report

Purpose: The BLM is required to regularly compile selected information to comply with numerous laws and executive orders. The data is assembled and submitted for various reports, including:

- Secretary's Report to Congress on Federal Archaeological Activities
- Public Land Statistics
- DOI Performance and Accountability Report (Strategic Goals and Financial Statement)
- Annual Museum Collections Summary Report
- Annual BLM Educational and Partnerships reports
- State Director's Employee Performance Appraisal Plan

Authority: The Archaeological Resources Protection Act of 1979; National Historic Preservation Act of 1966; Federal Land Policy and Management Act; Government Performance and Accountability Act; and Executive Order 13327 on Federal Real Property Asset Management, among others.

Content: Summary of major accomplishments and report data on the management and protection of archaeological, historical, and paleontological resources. Topic areas include:

- National Programmatic Agreement implementation
- Native American coordination and consultation
- Museum collections management
- Native American Graves Protection and Repatriation Act (NAGPRA) activities
- Identification, evaluation, stabilization, rehabilitation, monitoring or protection projects
- Data recovery projects
- Heritage tourism projects
- Notable planning projects
- Notable prosecutions of offenders, or effective projects, methods, or techniques used to improve protection
- CRM publications and brochures produced

Frequency: Annually

Deadlines: State Offices submits to WO: August 31
WO submits reports to various agencies, as described below

Secretary's Report to Congress on Archeological Activities

Purpose: The Secretary's Report to Congress provides information to several audiences—Congress, the archeological and historic preservation community, and the American public—about the ways that Federal agencies meet the challenges of archeological resource stewardship. While much work remains to be done, the information in these reports demonstrates that Federal agencies are making progress in locating and protecting.

Authority: Archeological and Historic Preservation Act, the Archaeological Resources Protection Act, and BLM Manual 8100.32.A

Content: The Secretary of the Interior reports to Congress about Federal programs and activities that affect the nation's archeological heritage. It is an overview of the range of activities undertaken by agencies as part of the Federal stewardship of archeological resources.

1. Tabular data on cultural resource inventories, recorded properties, National Register evaluations, cultural resource overviews and data reviews, unanticipated discoveries, data recovery projects, and archaeological permitting.
2. Narratives on agency highlights, including accomplishments in public outreach, heritage education, collections management, and data automation.
3. Listing of Outlaw Treachery (LOOT) forms that describe law enforcement prosecutions and convictions of archaeological crimes.

Frequency: Annually

Deadlines: WO Submission to NPS – December 31

Web Site: <http://www.nps.gov/archeology/SRC/index.htm>

Annual Report to the State Historic Preservation Office

Purpose: Each State Director prepares an annual report in consultation with the appropriate SHPO(s), outlining the preservation activities conducted under the PA in the preceding year.

Authority: national Programmatic Agreement, State protocols, National Historic Preservation Act, BLM Manual 8100.32B

Content:

1. Statistical information on resource inventories, recorded properties, National Register listings and evaluations, resource overviews, properties physically and administratively protected, mitigation and data recovery, and cultural resource use permits.
2. Progress in implementing the national Programmatic Agreement including working with State Historic Preservation Officers to automate existing cultural resource site data, synthesize existing cultural resource inventory information and complete historic context documents.
3. Public benefits projects resulting from cost savings realized through implementation of the national PA.

Frequency: Annually

Deadline: End of Year, per Programmatic Agreement and State Protocols

Preserve America, Section 3 Report

Authority: Executive Order 13287, *Preserve America*

Purpose: To encourage better accountability for the use of federally owned historic properties. Section 3 of EO 13287, *Improving Federal Agency Planning and Accountability*, states “accurate information on the state of federally-owned historic properties is essential to achieving the goals of this order and to promoting community economic development through local partnerships” (Section 3(a)). Under Section 3(c), each federal agency with real property management responsibilities is required to submit reports on its “progress in identifying, protecting, and using historic properties in its ownership.” The ACHP then “incorporate[s] this data into a report on the state of the federal government’s historic properties and their contribution to local economic development and submit this report to the president by February 15, 2006, and every third year thereafter.”

Content: Content may be determined by the reporting agency, the BLM adopted the ACHP’s reporting guidelines, which included:

1. **Enhancing and Improving Inventories of Historic Properties.** An accurate, comprehensive inventory and evaluation of an agency's historic properties allows a greater understanding of the value and management requirements of their historic properties. In turn, this inventory provides the necessary foundation for the other three thematic areas outlined below.
2. **Integrating Stewardship into Agency Planning.** The inclusion of historic property management needs within an agency's strategic plans can significantly support the stewardship goals as outlined in the NHPA.
3. **Building Partnerships.** Public-private partnerships, consistent with agency missions, for the protection and use of federally-owned historic properties, can be effective in promoting local economic development, including heritage tourism.
4. **Managing Assets.** The establishment of procedures to ensure the protection of historic properties that are excess to an agency's mission will allow that agency to fully comply with NHPA, specifically Section 111 (16 U.S.C. § 470h-3).

Frequency: Every 3 years (2005, 2008, 2011, 2015, etc.)

Deadline: State Offices submit to WO April 14
 WO to ACHP: September 30 (2005, 2008, 2011, 2015, etc.)
 ACHP to President: February 15 (2006, 2009, 2012, 2016, etc.)

Web Site: ACHP: <http://www.achp.gov/section3/index.html>
 BLM:
http://www.blm.gov/pgdata/etc/medialib/blm/wo/Planning_and_Renewable_Resources/coop_agencies/preserve_america_reports.Par.98581.File.dat/2008-PAREpt.pdf

Public Land Statistics

Purpose: Public Land Statistics provides annual reports on land and mineral uses, animal populations, recreational uses, and more.

Authority: FLPMA

Content: The Cultural Resource Management Activities data include:

1. Acres inventories for cultural resources
2. Number of properties recorded
3. Number of permits issued or in effect

Frequency: Annually

Deadline: WO submits to the NOC, October 2 & November 9

Web Site: http://www.blm.gov/public_land_statistics/index.htm

Annual Museum Property Summary Report

Purpose: The Annual Museum Property Summary report provides the Department information on bureau museum management activities during the fiscal year and update on the size and scope of collections.

Authority: Part 411 of the Departmental Manual, Managing Museum Property (411 DM)

Content: Reports include information on highlights on museum activities, both in BLM and non-BLM repositories, and data on the size of collections, and updates on progress to address documentation of collections. The report includes the following components:

1. Summary of accomplishments with major highlights of managing museum collections
2. Resources (funds and FTE) allocated or expended for managing museum collections
3. Description of issues that impact the bureau's ability to manage museum collections, with description of actions being taken to address these issues.
4. Summary of any revisions to bureau policy for plans for museum collections
5. Identify bureau goals for managing museum property.
6. A brief history of the bureau's museum collection.
7. Description of the structure of museum property oversight within the bureau.
8. Data on the size of the bureau's collection by discipline and location.
9. Information on how many items have been cataloged, and of those, how many have been assessed for condition.
10. Additions and withdrawals of items during the year.
11. Summary assessment of the condition of the facilities curating museum collections.
12. Contact information for accountable officers.
13. List of facilities holding collections.

Frequency: Annually

Deadline: State Offices submit to WO: August 31
WO submits a preliminary 3rd quarter report to DOI: June 30
WO submits the final year-end report to DOI: November 15 (prior to FY09, October 15)

Heritage Asset Reporting for Asset Management, Federal Real Property Profile

Purpose: Provide a complete listing of federal real property assets, evaluate priority properties for funding (renovation, stabilization, etc.), identify proposed surplus or excess properties.

Authority: Executive Order 13327, *Real Property Management*

Content: List of all BLM real property holdings (Land, Buildings, Structures), categorized by type and use. There is a "historic" category for historic buildings and structures. BLM engineers and property managers maintain this system.

Frequency: Annually data is pulled from the BLM's Maximo database.

Performance and Accountability Report

Purpose: This report contains two sections, one on Performance, in accordance with the DOI Strategic Plan, and one on Accountability of financial and non-financial assets (financial statement).

Performance Section

Authority: Government Performance and Results Act of 1993 (PL 103-62)
Accountability section:

Content: Report on "Condition of Resources"
Measurement of activities related to the DOI Strategic Plan
FY 2007 – FY 2012 Performance Measures related to the Heritage Program:

1. Percentage of Archaeological Sites on DOI Inventory in Good Condition
2. Percentage of Paleontological Localities on DOI Inventory in Good Condition
3. Percentage of Historic Structures on DOI Inventory in Good Condition
4. Percentage of Museum Collections on DOI Inventory in Good Condition

Accountability Section

Authority: Chief Financial Officers Act of 1990 (PL 101-576); Federal Accounting Standards Advisory Board, Statement of Federal Financial Accounting Standards (SFFAS) No. 29, Heritage Assets and Stewardship Lands

Content: Report on “Heritage Assets”
Heritage Assets are property, plant and equipment (PP&E) that are unique for one or more of the following reasons: historical or natural significance, cultural, educational, or artistic (e.g., aesthetic) importance; or significant architectural characteristics. Heritage assets are generally expected to be preserved indefinitely. Heritage assets consist of

1. collection type heritage assets, such as objects gathered and maintained for exhibition, for example, museum collections, art collections, and library collections
2. non-collection-type heritage assets, such as parks, memorials, monuments, and buildings

For collection-type heritage assets, DOI reports on the number of Federal and non-federal facilities holding DOI museum collections and evaluates condition based on security and environmental controls in [place at each facility that stabilize and secure collections.

For non-collection-type heritage assets, DOI reports on the number of units that have been designated by Congress, the President, or the Secretary of the Interior. Such places include National Landscape Conservation Service units, including National Historic Landmarks

The content of this report is subject to audit scrutiny, and findings will impact the integrity of the financial statement.

Frequency: Annually; Some Data Required Quarterly

Deadline: WO-240 to NOC: Quarterly - December 30, March 31, June 30, September 30 (3rd & 4th quarters are when yearly updates tend to be reported)
NOC to DOI: Annually by October 15

Web Site: Reports: <http://www.doi.gov/pfm/deptrept.html>
Strategic Plan: <http://www.doi.gov/ppp/stratplan.html>

Management Information System (MIS) Program Management Data System (PMDS)

Purpose: MIS is the system BLM uses to report and collect cost management data. PE targets and accomplishments roll up to performance goals; cost data informs budget.

Authority: Government Performance and Results Act (GPRA), BLM Budget Policy and Procedures

Content: Input planned (target) and completed (actual) program elements. Data is used to determine accomplishments by activity and the costs associated with each activity.

A related system is the BLM Cost Management database, which contains interactive reports for analyzing and understanding cost management data. This system statistically analyzes cost data and turns cost data into “real” information.

Frequency: Quarterly Cycle

- Input planned PE units at beginning of FY
- PE Target Negotiations (WO & SO) – 1st Quarter
- Update accomplishments at each quarter (SO & FO)
- Midyear Review of Progress (WO & SO) – 2nd Quarter
- Year-end, Report Final Accomplishments (4th Quarter)

Final planned units are negotiated between the WO and SO program leads based on FO submissions. Generally, the WO-240 Deputy Division Chief (Budget) is responsible for target negotiations, with other program leads completing for specific PEs.

Web Site: <http://mis.blm.gov/abc/>

Budget Planning System (BPS)

*****Note that BPS was decommissioned in 2014; a replacement process is in development.***

Purpose: Integrates strategic planning, cost management and budgeting for program projects, and avoids the need to respond to WO data calls for project proposals. Allows offices to view the status of issues and projects throughout BLM and compare them with their own

Authority: Federal appropriation authorities, BLM Budget Planning Policy and Procedures

Content: Proposed projects.

- Project name, description
- Relationship to priority themes
- Any partners
- Years involved
- Dollars per year
- Accomplishments per year (cite all applicable program elements)

Frequency: Annually

Deadline: Field submits projects in November for following Fiscal Year;
SO review & WO review December-January
PTA - May
AWP – November (or after Congress passes the DOI appropriation)

Web Site: <http://bps.blm.gov>