



United States Department of the Interior

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February 26, 2019

To: Inventory and Monitoring Program Manager, Alaska Region

From: Program Manager, Southeast Alaska Network

Re: Revision of protocol reporting procedures and schedules

In response to Inventory and Monitoring Division Data Analysis and Reporting guidance issued April 23, 2018, I am requesting a number of adaptations to the network's reporting commitments. I am proposing adaptation of reporting solutions for four active monitoring protocols.

I propose that the annual reports detailed in current Kittlitz's Murrelet, Freshwater Water Quality, and Oceanography vital sign monitoring protocols be streamlined from comprehensive Natural Resource Reports (NRRs), to briefs that include only basic summary information and visualization of annual results. Templates for new summary briefs would be developed over the coming year. Given current network staffing constraints, annual reporting templates (NRRs) would be employed until new summary brief templates can be developed.

I would also like to clarify the network's proposed solution for documenting annual operations for the Weather and Climate monitoring program. I propose that the network employ an option described in the current protocol implementation plan and associated standard operating procedures, whereby the annual collection of weather station field visit sheets (deliverable WC_C) be published in lieu of a formal annual operations report (deliverable WC_H).

With these changes, I hope to improve the timeliness of our reporting and redirect workloads towards more in-depth analysis and synthesis of program results. With your approval, this memo will serve as a means of documenting these protocol adaptations. Changes will be brought forward during future revisions of individual monitoring protocols.

Approved by:

Jim Lawler
Alaska Region Inventory and Monitoring Program Manager

2/27/2019

Date