



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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September 16, 2002

In Reply Refer To:

1120(P)
CA-912

EMS TRANSMISSION: 9/16/02
Information Bulletin No. **CA 2002-059**

To: State Management Team
From: DSD, External Affairs
Subject: Publication Policy

To improve our effectiveness in delivering productions on time and adhering to new BLM/DOI standards and coordination policies, staff with the State Office (SO) Divisions and Field Offices can now contact the External Affairs SO directly by email, fax, or phone to plan and place production requests for publications.

The External Affairs SO currently works with the Government Printing Office (GPO) and commercial contractors on a regular basis to move BLM requests concerning production services with brochures, land use plans, environmental statements, reports, and a variety of other special publications. Our Field Public Affairs Officers throughout the state will continue to provide assistance on content, review and processing of Field Office publications. We encourage a team approach to finalize the content of brochures to avoid the "fatal flaw" and to publish the best (team usually consists of Field Office specialist, Public Affairs Officer, and appropriate SO program lead).

All off-set printing services will come through the External Affairs SO for processing to ensure that productions meet requirements of publication index numbers, report notices, distribution to depository libraries, GPO and contractor notifications, printing standards and guidelines, and color guidelines, etc. The immediate copying of documents for limited numbers (color or black & white) requires a local GPO contract that will be coordinated with the SO.

These changes will:

1. speed review of productions and approvals for final delivery
2. encourage early discussion on procedures with complex productions
3. expand contracting for best cost options
4. assist with printing and payment responsibilities
5. decrease coding errors, unintentional misuse of credit cards, and unnecessary procurement actions
6. reduce costly emergency or crisis situations

The External Affairs SO will work with the appropriate DSD and SO Program Lead to follow the new WO procedures and timing of document releases (Federal Register notices, press releases, decisions records, and related information) to elected officials, news media, and the public.

Our California State and Field Offices have improved their cost coding with publications and other communication products when using credit cards and procurement actions. All offices are now aware of the new standards and striving for compliance. We request that everyone keep up the good work and continue to improve our service with the public in a cost effective manner.

Questions concerning publications should be directed to A.J. Ajitsingh, X-4614, or Mary Lou West, X-4612, in the External Affairs SO.

Signed by:
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DSD, External Affairs

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Records Management