

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:
1120 (912) P

November 1, 2004

EMAIL TRANSMISSION
Information Bulletin No. MT-2005-012

To: Deputy State Director, Support Services (MT-930)
Administrative Officers

From: Director, External Affairs

Subject: Local Telephone Directories **DD: November 10, 2004**

The Washington Office has instructed each state office to review our local telephone directory listings annually to ensure that our offices and phone numbers are listed accurately.

Instruction Memorandum No. WO-2004-107 (attached) also instructs us to prepare and submit a template with the information as it is printed in the telephone book, and a second template to show the information as it should appear. If your local phone directory is accurate, just submit the template with the information as it is now printed with a notation that there are no changes.

To help you complete the form, a sample template with the listings for the State Office and Billings Field Office is attached. Information in red will need to be changed to fit each field office.

In addition, please answer the following questions for each field office and field station in your zone.

1. What is the primary telephone directory for each location (QwestDex, Yellow Book, etc.)?
2. In what month is the book updated?

If you can, please also send a current copy of your primary local telephone directory to Ann Boucher in MT-912.

Contact Ann Boucher at 406/896-5011 if you have any questions.

Signed by: Don Smurthwaite, Director, EA

Authenticated by: Ann Boucher, External Affairs

2 Attachments
1-IM No. WO-2004-107 (2 pp)
2-sample template with MSO/BiFO information (1 p)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

February 24, 2004

In Reply Refer To:
1293 (WO-560D) I

EMS TRANSMISSION 02/24/2004
Instruction Memorandum No. 2004-107
Expires: 09/30/2005

To: ADs and AFOs

From: Assistant Director, Information Resources Management

Subject: Publishing Federal Telephone Numbers in Commercial Telephone Directories

Program Area: Information Resources Management and External Affairs.

Purpose: This memorandum provides new direction and guidance for submitting government telephone number listing updates to the Blue Page section of commercial telephone directories and to the U. S. Blue Pages Website.

Policy/Action: States and Centers will annually review the Federal Government blue pages for offices within their area of responsibility that will ensure the numbers listed for BLM are accurately reflected. The following criteria and guidelines define the process for submitting telephone listing additions, deletions, or changes:

1. Sample Blue Page templates are provided to submit requests. Templates and formatting standards documents are located at: <http://web.blm.gov/internal/wo-500/telecom/docs.htm>. Prepare a template reflecting the existing information in the telephone book, and another template showing how the new information should be displayed.
2. State and Center External Affairs Offices have final approval of the information before submission to the service provider and the U. S. Blue Page Agency Coordinators (BPAC).
3. Once External Affairs approves the request, the information is submitted to:
 - The commercial service provider's government customer care center for telephone services purchased by the Bureau of Land Management (BLM), or,

- The regional General Services Administration (GSA), representative for telephone services provided to BLM by GSA.
- A courtesy copy of the information must be emailed to the U. S. Blue Page Agency Coordinators (BPAC). The BPAC will post the information on the U. S. Blue Page website at <http://www.usbluepages.gov>.

The BPAC contacts are:

Sondra C. White, sondra_c_white@nbc.gov, (202) 208-4020.
Michael Cassar, cassarm@saic.com, (703) 375-2345.

Time Frame: Effective Immediately.

Budget Impact: There will be the cost of manpower to conduct the reviews and submit the information.

Background: The U. S. Blue Page Project establishes formatting standards for federal telephone numbers published in local telephone directories and on the U. S. Blue Page website. The directory listing procedure has been altered, requiring the Bureau to submit requests directly to the local service provider or to the regional GSA representative rather than to the BPAC. The BPAC must receive a courtesy copy of the correspondence so the website can be updated.

Manual/Handbook Sections Affected: 1293 - Telephone Communications.

Coordination: This document was coordinated with WO-500 and WO-600.

Contact: Questions regarding this policy should be addressed to Ron Strong, WO-560D (303) 236-6635, or Deborah Weigel, WO-560D, (303) 236-2260.

Signed by:
Ronnie Levine
Assistant Director
Information Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

Blue Page Template Example (Formatting Standards, March 10, 2003)

Service Provider:		Service Provider Contact Name and Number:	
Submission Date:			
Template Field Name & Description	Indentation Level (1-7)	Text Example	Telephone Number
Market City Geographical location of the telephone book listing and the telephone book company.	N/A	<i>Billings and Southeastern Montana QwestDex</i>	
Market State Capitalized, state postal code.	N/A	MT	
Zip Code Office 5 digit zip code.	N/A	<i>59101</i>	
Agency Code Agency Name	N/A		
Functional Listing Bureau Name	N/A	LAND MANAGEMENT BUREAU OF	
Internet Address Indent the Home page under the associated functional listing.	1	http://www.mt.blm.gov	
Information Verbiage Optional Same level as the internet address.	1	Administers 8.3 million surface acres of America's public lands in Montana, North Dakota and South Dakota	
Email Address Do not publish a Email Address.			
Office or Center Name BLM Office or Center Name	2	Montana State Office	
Office Address It is not necessary to list the city if the office is located in a city that is the name of the market city.	2	5001 Southgate Drive	
Line Description (Name of the Branch) and Number List General Information numbers first. Alphabetize the remaining listing.	3 3 4 3 3 3 3 4 4 4 4 4 4 4 4 4 4 3 4 3 3	General Information Information Access Center Hours 9 AM-4 PM Billings Field Office External Affairs Law Enforcement Resources Division of Fluid Minerals Solid Minerals Land Resources Planning & Biological Resources Cadastral Survey Fire Mgmt & Aviation Fire Dispatch Support Services Division Of Human Resources State Director Associate State Director	406-896-5000 406-896-5001 406-896-5013 406-896-5011 406-896-5010 406-896-5003 406-896-5005 406-896-5006 406-896-5007 406-896-5008 406-896-5009 406-896-2917 406-896-2900 406-896-5001 406-896-5002 406-896-5012 406-896-5015
Office Hours Indent under associated line description.	4	8 am-4:30 pm	