

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer to:
1550 (BC-650B) P

May 9, 1997

EMS Transmission
Information Bulletin No. BC-97-036

To: All WO and Field Officials

From: Liaison, National Business Center

Subject: Publications Distribution List

DD: 5/30/97

It is time to update the Bureau-wide distribution requirements for other agencies' publications for FY 98. Using the attached order form, state offices should gather the information from their subordinate offices and submit a request for the entire state organization. Washington Office Group Administrators should consolidate the needs of their teams. Because costs for these publications continue to rise, order the absolute minimum number necessary for your organization.

In order to take advantage of the prices available through this special program, please complete and return this request to the Bureau Printing Officer (BC-650B) no later than May 30, 1997.

If you have any questions or require assistance, please contact Lee Campbell at (303) 236-9422. The FAX number for submitting your requirements is (303) 236-9470.

Signed by:
Roy E. Morris
Liaison, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Annual Publications Survey (4pp)

Distribution
BC-650
RS-150A, BLM Library
DW-101

ANNUAL PUBLICATIONS SURVEY
FISCAL YEAR 1998
Order Form

<u>TITLES</u>	<u>QUANTITY</u>
Office of Personnel Management	
1. Notice and Posting System	_____
2. Operating Manual - The Guide to Personnel Data Standards	_____
3. Operating Manual - The guide to Personnel Record keeping	_____
4. Operating Manual - The Guide to Processing Personnel Actions	_____
5. Operating Manual - Federal Workforce Reporting System	_____
6. Operating Manual - The SF-113 Summary Data Reporting System	_____
7. Operating Manual - The CSRS and FERS Handbook for Personnel and Payroll Offices	_____
8. Operating Manual - The FEGLI Handbook for Personnel and Payroll Offices	_____
9. Operating Manual - The FEHB Handbook for Personnel and Payroll Offices	_____
10. Operating Manual - The Federal Wage System	_____
11. Operating Manual - The Federal Wage System Nonappropriated Fund	_____
12. Operating Manual - Qualification Standards for General Schedule Positions (formerly Qualifications Standards Handbook for General Schedule Positions	_____
13. Position Classification Standards for General Schedule Position and Job Grading Standards - CD-ROM Only The CD also contains the: Digest of Significant Classification Decisions and Opinions Handbook of Occupational Groups and Series Qualifications Standards for General Schedule Positions U.S.C. Title 5	_____
14. The Federal Labor-Management and Employee Relations Consultant	_____
15. Salary Table No. 98, Executive Branch of the Government	_____
16. Federal Civilian Workforce Statistics-- Employment and Trends	_____

TITLES

QUANTITY

17. Workforce Performance _____
 18. OPM Information Directory (Formerly the OPM Telephone Directory) _____
 19. OPM Organizational Directory of Key Officials _____
 20. FOCUS _____
 21. Working Years and Personnel Costs, FY 97 _____
 22. Pay Structure of the Federal Civil Service, March 31, 1998 _____
 23. OPM Message to the SES _____
 24. Occupations of Federal White-Collar and Blue-Collar Workers, 9/30/97 _____
 25. New Developments in Employee and Labor Relations _____
 26. Significant Cases _____
 27. Handbook of Occupational Groups and Series (Paper) _____
- Miscellaneous Agencies
28. Directory of DCAA Offices (DLA) _____
 29. DOD Telephone Directory (DAPS) _____
 30. Federal Energy Reports (FERC) _____
 31. Federal Energy Guidelines, Statutes and Regulations (FERC) _____
 32. List of Parties Excluded From Federal Procurement or Nonprocurement
Prog. (GSA) _____
 33. Federal Travel Regulations and Subsequent Changes (GSA) _____
 34. Commuted Rate Schedule (GSA) _____
 35. Federal Acquisition Circulars (GSA) _____
 36. General Wage Determinations Issued Under Davis-Bacon and Related
Acts (Labor) _____
 37. Occupational Outlook Handbook (Labor) _____

TITLES

QUANTITY

- 38. NARA Bulletin (NARA) _____
- 39. Maximum Travel Per Diem Allowance for Foreign Areas (State) _____
- 40. Standardized Regulations (State) _____
- 41. U.S. Statutes at Large (GPO) _____
- 42. Daily Congressional Record(GPO) **This is available on the INTERNET, if you wish to order a paper copy please provide a fund code along with your quantity.** _____