

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
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July 28, 2003

Information Bulletin No. BC-2003-067

To: All Washington Office and Field Office Officials

From: Director, National Business Center

Subject: Fiscal Year 2003 Shutdown of the Printed Materials Distribution Services (PMDS) for the Annual Physical Inventory

The PMDS will conduct an inventory of all printed materials stocked at their facility from September 15, 2003, through September 30, 2003. The PMDS will not distribute or ship any printed materials during the inventory period. Offices are requested to review their printed materials and submit replenishment orders to the PMDS on Bureau Form 1556-001, PMDS Publication Requisition Form, **no later than COB September 11, 2003**. Requisitions received after September 11, 2003, will be held at the PMDS and filled starting October 01, 2003.

Due to On-line Payment and Collection System (OPAC) billing requirements for the Working Capital Fund, requests for Department/Compensation Act Forms (DI and CA) will not be distributed after COB September 11, 2003. Requisitions for DI /CA Forms received after September 11, 2003, will be held at the PMDS and filled starting October 01, 2003. Please ensure that those responsible for ordering printed materials are aware of these cutoff dates. Please note that in FY 2004, PMDS will be operating with a new inventory system. This system will eventually allow customers to order documents online.

If you have any questions or responses related to this Information Bulletin, please contact Frank Philipp at (303) 236-7637, or e-mail at Frank_Philipp@blm.gov.

Signed by:
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