

Addressing Standards for Instruction Memorandums and Information Bulletins
(Updates Information on Page II-3 of H-1221-1)

Use only the following approved organizational titles and/or offices in the To line of Instruction Memorandums and Information Bulletins:

	RECIPIENTS	ABBREVIATIONS	MAIL BOX OR MAILING LIST
1.	Director & Special Assistants	None	Director Washington
2.	Deputy Director	DD	Deputy_Director Washington
3.	Assistant Directors	ADs	WO-DIR
4.	Deputy Assistant Directors	DADs	WO-DIR
5.	Group Managers	GMs	WO-GM
6.	All Washington Office Officials (includes all officials listed in 1-5, above)	All WO Officials	WO-GM (includes ADs corporate mailboxes)
7.	All Field Officials (includes State Directors, Center Directors, District Managers, and Resource Area Managers)	AFOs	BLM_ALLFO
8.	State Directors	SDs	BLM_States
9.	Center Directors (National Applied Resource Sciences Center, National Business Center, National Human Resources Management Center, National Training Center, and National Information Resources Management Center,)	CDs	NCS resmail NCS bemail NCS hrmail NCS resmail NTC Mail NI Mail
10.	Director, Fire & Aviation	FA	rp200a
11.	All Employees	None	WO Everyone, BLM_ALLFO