

United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Business Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047  
<http://www.blm.gov/nbc>

In Reply Refer To:  
1550 (BC-650C)P

May 8, 2001

EMS TRANSMISSION  
Information Bulletin No. BC-2001-067

To: All Washington Office and Field Officials  
Attn: Publication Managers

From: Director, National Business Center

Subject: Publications Distribution List For Bulk Distribution

DD: 6/08/01

It is time to update the Bureauwide distribution requirements for other agencies= publications for FY 2002. Using the attached form, state offices should gather the information from their field offices and submit a request for the entire state organization. Washington Office Group Managers should consolidate the needs of their teams. Those publications listed that are available electronically contain their INTERNET address. Where possible, please use the INTERNET to access these publications; this will be a big step in helping us to reduce our publications costs.

The Bureau of Land Management's order is being submitted in anticipation that these publications will be reprinted sometime during FY 2002. Actual revision and printing schedules will be developed by the originating agency and the Government Printing Office at a later date.

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-650C) no later than June 8, 2001.

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:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Lynne J. Lotvedt  
Staff Assistant

1 Attachment  
1 - Annual Publications Survey (3 pp)

ANNUAL PUBLICATIONS SURVEY - FY 2002  
Order Form

---

<u>TITLES</u>	<u>QUANTITY</u>
<b><u>Office of Personnel Management</u></b>	
1. Notice and Posting System	
2. Operating Manual - The Guide to Processing Personnel Actions Also available from <a href="http://www.opm.gov/feddata/gppa/gppa.htm">http://www.opm.gov/feddata/gppa/gppa.htm</a>	
3. Operating Manual - The Federal Wage System	
4. Operating Manual - The Federal Wage System Non-appropriated Funds	
5. Operating Manual - Qualification Standards for General Schedule Positions (formerly Qualification Standards Handbook) Also available on the CD-ROM - HRCDC: GS Position Classification and FWS Job Grading Standards	
6. WCPS: Classification, Compensation and Performance Reference Library which includes: -Digest of Significant Classification Decisions and Opinions -Handbook of Occupational Groups and Families -General Schedule Qualifications Standards -U.S. Code Title 5 For CD-ROM ordering instructions, see: <a href="http://www.opm.gov/fedclass/html/whatsnew.htm">http://www.opm.gov/fedclass/html/whatsnew.htm</a>	
7. Salary Table No. 2002, Executive Branch of the Government	
8. Federal Civilian Workforce Statistics - Employment and Trends Also available at <a href="http://www.opm.gov/feddata/html/empt.htm">http://www.opm.gov/feddata/html/empt.htm</a>	
9. Workforce Performance	
10. OPM Organizational Directory of Key Officials	
11. FOCUS	
12. Work Years and Personnel Costs, FY 2000 Also available at <a href="http://www.opm.gov/feddata/html/wypc.htm">http://www.opm.gov/feddata/html/wypc.htm</a>	
13. <u>Pay Structure of the Federal Civil Service, March 31, 2001</u> Also available at <a href="http://www.opm.gov/feddata/html/paystr.htm">http://www.opm.gov/feddata/html/paystr.htm</a>	
14. New Developments in Employee and Labor Relations	
15. Significant Cases Also available at <a href="http://www.opm.gov/pubs/newsletter/sc/index.html-ssi">http://www.opm.gov/pubs/newsletter/sc/index.html-ssi</a>	
16. Handbook of Occupational Groups and Families Also available at: <a href="http://www.opm.gov">http://www.opm.gov</a>	
17. The Fact Book, 2002 Edition	
18. Demographic Profile of the Federal Workplace, September 30, 2000	
19. Occupations of Federal White-Collar and Blue-Collar Workers, September 30, 2001	

---

**Miscellaneous Agencies**

TITLES

QUANTITY

- 20. Directory of DCAA Offices
- 21. DOD Telephone Directory
- 22. Federal Energy Reports
- 23. Federal Energy Guidelines, Statutes and Regulations
- 24. List of Parties Excluded from Federal Procurement or Nonprocurement Prog.
- 25. Federal Travel Regulations and Subsequent Changes
- 26. Commuted Rate Schedule
- 27. Occupational Outlook Handbook
- 28. NARA Bulletin
- 29. Maximum Travel Per Diem Allowance for Foreign Areas
- 30. Standardized Regulations

- 31. Daily Congressional Record

**This is available on the INTERNET, if you wish to order a paper copy please provide a fund code along with your quantity.**

**Please note, the following publications will no longer be available in paper format, but may be found at the website indicated:**

Operating Manual - Guide to Personnel Recordkeeping

<http://www.opm.gov/feddata/html/opf.htm>

Operating Manual - SF-113 Summary Data Recordkeeping Reporting System

<http://www.opm.gov/feddata/html/sf113rpt.htm>