



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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In Reply Refer to:

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October 16, 2007

EMS TRANSMISSION 10/16/2007

Instruction Memorandum No. OR-2008-005

Expires: 9/30/2009

To: DMs, DSDs, Branch Chiefs, and Staff
Attn: Staff Assistants

From: State Director, Oregon/Washington

Subject: Oregon/Washington Correspondence Preparation

Program Area: Correspondence Preparation.

Purpose: To issue standards in the preparation of correspondence, temporary directives, and controlled correspondence.

Policy/Action: This Instruction Memorandum (IM) is to provide additional guidance and direction in the preparation of correspondence until such time as the new Oregon/Washington Correspondence Preparation Handbook (OR/WA CPH) is issued. As a result of instructions issued by the Deputy Director of Operations, Henri Bisson, at the latest National Executive Assistants Team (NEAT) meeting held September 17-21, 2007, in Washington, D.C., the OR/WA CPH will be updated to tier off of the Washington Office Correspondence Preparation Supplement (WO CPS). As it will take some time to fully integrate the OR/WA CPH with the WO CPS, the WO CPS will serve as our first reference when preparing correspondence. Should the WO CPS not address a particular concern/issue, one should next refer to the "Quick Reference for Common Correspondence Questions" (also prepared by the WO). In the event that questions still remain, one should refer to a style manual. The style manuals endorsed by the WO are the *U.S. Government Printing Office Style Manual* and *The Gregg Reference Manual*. It is strongly recommended that anyone preparing correspondence access the WO correspondence web page at <http://web.blm.gov/correspondence/>. This page has numerous links that will help us prepare our correspondence to the required standard. Some of the more significant links are:

- The WO CPS at <http://web.blm.gov/internal/wo-500/directives/dir-hdbk/h1541-1.pdf>.
- The "Quick Reference for Common Correspondence Questions," which contains guidance on many of the common areas of confusion in language and punctuation usage. http://web.blm.gov/correspondence/templates/Quick_Reference_Guide_8-02-2007.doc

- “Tips to Expedite Your Correspondence,” which serves as a quick reference in selecting what type of correspondence you should prepare and as a checklist to help ensure no details are missed. http://web.blm.gov/correspondence/templates/Correspondence_Tips_8-2-2007.doc

Below are some of the major changes, which are effective immediately:

- When preparing documents for signature in the State Director’s office, the original with appropriate attachments should be placed on the right side of the folder. The left side of the folder should have only one yellow file copy with attachments. Once the document is signed, it will be returned to the originating office, and all other necessary copies can then be made from the signed original or stamped yellow copy.
- Memorandums should be signed on the “From:” and “Through:” (if applicable) lines:

Memoranda are manually signed. Typed signatures are not permitted. Officials sign on the “From:” and “Through:” lines of a memorandum. If an “Acting” official signs, the word “for” must be stamped or written on the left side of the signing official’s name and title for whom the memorandum was set up for signature. This is necessary since names are indicated on the “To:” and “Through:” lines of the memorandum (WO CPS, Page II-5.)

- “From:” and “Through:” lines will include the names and titles of the appropriate individuals (see example on page VII-3 of the WO CPS for appropriate format) versus the current practice of using only the titles. Following this guidance, signature lines on memorandums for the OR/WA State Director, Associate State Director, and Acting Associate State Director are as follows:

Edward W. Shepard
State Director, Oregon/Washington

James G. Kenna
Associate State Director, Oregon/Washington

Michael S. Mottice
Acting Associate State Director, Oregon/Washington

- Signature blocks on letterhead start at the horizontal center point of the page (see example on page VII-4 of the WO CPS) and for the OR/WA State Director, Associate State Director, and Acting Associate State Director are as follows:

Edward W. Shepard
State Director,
Oregon/Washington

James G. Kenna
Associate State Director,
Oregon/Washington

Michael S. Mottice
Acting Associate State Director,
Oregon/Washington

- Attachments (enclosures) should not be listed at the end of the memorandum (letter). They are to be mentioned in the body of the document and only a notation that there are attachments or enclosures is made at the end of the document. At this time, the only exception we have identified to this directive will be in the preparation of responses to Freedom of Information Act (FOIA) requests. More exceptions may be identified as the OR/WA CPH is developed.

Timeframe: This guidance is effective immediately upon issuance of this Instruction Memorandum.

Budget Impact: None.

Background: The NEAT has monthly teleconferences and annual meetings to discuss those issues that affect the conduct of administrative business, such as correspondence preparation, for the BLM. In recent months, the Deputy Director of Operations became aware that several State Offices had developed correspondence handbooks and manuals that did not conform to the standards set forth in the WO CPS. Mr. Bisson impressed upon the team members the importance of consistency and a professional appearance in all Bureau of Land Management (BLM) documents and correspondence – formatting matters, and it is important for all of us to pay attention to the details. Mr. Bisson asked that we remedy this situation at the earliest opportunity.

Manual/Handbook Sections Affected: Supersedes the OR/WA Correspondence Preparation Handbook (H-1541-1) issued April 19, 2005, except those portions governing preparation of Instruction Memoradums (IMs) and Information Bulletins (IBs).

Coordination: These instructions were coordinated with the Washington Office Executive Assistants Team, the OR/WA Records Management staff, and the OR/WA staff and executive assistants before issuance.

Contact: For clarification or questions contact Annette Fournier, State Director Staff Assistant, or Juliane Tilton, Associate State Director Staff Assistant, at (503) 808-6026.

Districts with Unions are reminded to notify their unions of this Instruction Memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by:
Michael S. Mottice
Acting Associate State Director, Oregon/Washington

Authenticated by:
Paj Shua Cha
Records Section

Distribution
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