UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208

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June 12, 2003

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Information Bulletin No. OR-2003-177

To: All Oregon/Washington Employees

From: Chief, Branch of Engineering and Facilities

Subject: Final Salary Clearance Report

Attachment (1) is the latest version of the Oregon State Office Final Salary Clearance Report (OR Form 1340-2). This form has been changed to reflect staffing changes in some of our offices.

You are reminded that all employees in the Oregon State Office, Bureau of Land Management Organization need to complete this form prior to departure...whether the employee is resigning, retiring or transferring.

For your convenience, this form is also now available in Word format on the Oregon State Office Intranet (http://web.or.blm.gov/or959/state/commonly_used_forms.htm).

Districts with Unions are reminded to notify their unions of this IB 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
Paul Fredericks, P.E.
Chief, Branch of Engineering and Facilities

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment  
1 - OR-1340-2 (June 2003) (2 pp)

Distribution
WO-850 (Room 1075, L Street)  
BC-653