Instruction Memorandum No. OR-2003-023
Expires: 09/30/2004

To: District Managers
From: Associate State Director
Subject: Oregon State Office Publications Advisory Group

Program Area: Printing and Graphics.

Purpose: The purpose of this Instruction Memorandum is to institute a process for Oregon State Office and Districts for publications to be reviewed and processed by the Publications Committee.

Policy/Action: In an effort to improve Oregon State Office tracking of projects, effective immediately all publications will be sent to the Oregon State Office of Public Affairs where they will be reviewed for policy, content and design, and approved by the appropriate Oregon State Office program lead and the Chief of Public Affairs.

Districts are encouraged to submit their projects to the Committee at the regular bi-monthly meetings. Mapping projects must be requested though Judy Briney, Team Leader for the Mapping Sciences section. Design and layout requests are to be submitted to Cathy Harris, Chief of Public Affairs, for assignment.

Timeframe: This Instruction Memorandum is effective immediately.

Budget Impact: Not significant.

Background: Due to the heightened interest in Content and Image on the part of the Washington Office and the Department of the Interior, the Oregon State Office feels that it is important to review all documents that are being issued in Oregon and Washington. It is hoped that this process will help facilitate Washington Office and Departmental review of the new standards for design and content.

Manual/Handbook Sections Affected: No manuals or handbook sections are affected or changed by this Information Bulletin.

Coordination: Oregon State Office of Public Affairs.

Contact: Questions on this policy call can be answered by Cliff McClelland, Printing Specialist, at 503 808-6212.

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

Signed by
Nancy M. Diaz
Acting Associate State Director

Authenticated by
Cindy Fredrickson

Distribution
(BC-650)