UNITED STATES DEPARTMENT OF THE INTERIOR  
Bureau of Land Management  
Oregon State Office  
P.O. Box 2965  
Portland, OR 97208  

In Reply Refer to:  
1223 (OR-953/958.2) P  

January 24, 2003  

EMS TRANSMISSION 01/30/2003  
Instruction Memorandum No. OR-2003-038  
Expires: 9/30/2004  

To: All Oregon/Washington Employees  

From: State Director  

Subject: Cancellation of Oregon's Forms for Human Resources  

Program Area: Human Resources.  

Purpose: To inform all Oregon/Washington employees of forms which have been declared as obsolete by the Human Resources program leads and will no longer be used.  

Policy/Action: Effective immediately, the following forms are cancelled. All offices should destroy any remaining inventory of these forms.  

OR-1400-13, Exit Data  
OR-1400-13a, Supplemental Exit Data  
OR-1400-15, On-The-Job Training Record  
OR-1400-17, Privacy Act Disclosure Record - Summary for Individual's File  
OR-1400-19, Learning Center Program Request Form  
OR-1400-23, Request, Authorization, Agreement and Certification of Training  
OR-1400-24, Status of Application for Employment  
OR-1400-25, Quality Increase Award  
OR-1400-32, Leave Donation Form  

Timeframe: This Instruction Memorandum is effective upon receipt.  

Background: The Government Paperwork Elimination Act (GPEA), P.L. 105-277, Title XVII was signed into law on October 21, 1998. GPEA requires agencies, by October 21, 2003, to provide for the option of electronic maintenance, submission, or disclosure of information, when practicable, as a substitute for paper. In preparation of meeting this deadline, a review of forms
created by the Oregon State Office was performed. Each program lead was contacted requesting status of the forms, i.e., should the form be updated, cancelled or left as is. As a result of this process, en masse forms cancellations are being done.

**Manual/Handbook Sections Affected:** BLM Manual 1223.

**Coordination:** This document was coordinated with the Branch of Human Resources, Mary O'Leary, Branch of Realty and Records Services.

**Contact:** If you have any questions, please contact Gloria Paakanen, Administrative Support Assistant at 503-808-6246 or Mary O'Leary, Management Assistant at 503-808-6159.

**Districts with Unions** are reminded to notify their unions of this IM 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
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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