



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

California State Office

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September 13, 2000

In Reply Refer To:  
1100 (P)  
CA-944

EMS TRANSMISSION: 09/13/00  
Instruction Memorandum No. CA-2000-096  
Expires: 09/30/01

To: All CASO Employees  
From: DSD, Support Services  
Subject: New Procedures for Publication of Directives in CASO

We have made some significant changes in processing Directives i.e., Instruction Memorandums and Information Bulletins (IM/IB) in the State Office. The changes have made the process of distributing these important documents to the employees substantially faster and more efficient. Additionally, the changes have streamlined the process necessary for making these documents available, both internally and to the public, via the World Wide Web. Formatting problems that often come with conversion of documents for electronic distribution have also been eliminated. Consequently, there will be some minor changes required in the way these documents are submitted for distribution and publication and we ask for your cooperation.

Each Division/Branch is asked to ensure that the IM/IB is submitted in Word Perfect format in its entirety, including all attachments you wish to have distributed along with the IM or IB.

If you have attachments which are not in Word Perfect format, or are **only** available in hard copy format you have the following options:

1. Reference the attachment in the memorandum and provide a phone number which may be called to request a hard copy of the attachment.
2. Scan the attachment into Portable Document Format (pdf) at 200-240 dots per inch (dpi), and forward this scanned document along with the memo as a separate attachment.

A high speed scanner (black and white) has been set up for this purpose in the library should you need to use it. The scanner and associated Adobe software can handle practically any size document including graphics. We recommend designating personnel from your Division/Branch to be trained on the use of the scanner. Please contact Louise Tichy at Ext. 4301 to schedule a training session.

Questions regarding this IM can be directed to Nancy Ortiz, "Acting" Branch Chief, Fiscal and Business Services at Ext. 4511.

**Signed**  
**Karen Barnette**  
DSD Support Services

Authenticated  
Liza Raymundo  
Records Management