

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

In Reply Refer to:

1221 (OR-958.2) P

November 4, 2002

EMS TRANSMISSION 11/05/2002
Information Bulletin No. OR-2003-021

To: DSDs, Staff and Branch Chiefs
From: Chief, Branch of Realty and Records Services
Subject: Expiring FY2001 Oregon State Office Instruction Memoranda DD: 11/12/2002

Instruction Memoranda (IMs) expire at the end of the fiscal year following the year they were created. If they are still valid after that time period, the expiration date can be extended for one year. Each originating office must determine which FY2001 IMs should be extended to September 30, 2003. Attached is a listing of IMs expiring September 30, 2002. Those which need to be extended should be highlighted and returned to Mary O'Leary (OR958.2) by November 12, 2002.

FY2000 IMs cannot be extended again. If they are still valid, they need to be issued either as a permanent directive (Bureau of Land Management (BLM) Manual Supplement or Handbook), or as another temporary directive. Instructions for writing directives can be found in BLM Manual Handbook H-1221-1 (Release 1-1464).

If you have any questions on writing BLM Manual supplements or handbooks, or comments on extending IMs, contact Mary O'Leary, Management Assistant, at extension 6159.

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
Sherrie L. Reid
(Acting)

Authenticated by
Mary O'Leary
Management Assistant

2 Attachment(s)

- 1 - [Expiring Instruction Memoranda 2001 Index](#) (5p)
- 2 - [Extended Instruction Memoranda 2000 Index](#) (2 pp)

Distribution

WO-540 (750 LS) – 1

IM No.	FOIA Code	File Code/ Office Code	Subject	Date Signed
2001-083	P	IRRT:1112 (OR950)	Vehicle Tires	10/04/2001
2001-082	P	1400-752	Disciplinary Actions Based on Violent, Threatening, or Disruptive Behavior	09/28/2001
2001-081	P	5400 (OR931)	Sample Tree Falling Lawsuit	09/27/2001
2001-080	P	5400 (OR931)	Lifting Suspension on Timber Sales	09/21/2001
2001-079	P	1203 (OR915)	1203 Delegation of Authority Manual, Release 1-311 (attachment is under separate cover)	09/04/2001
2001-078	P	1734/6604 (OR932)	Questionnaire and Additional Guidance for the Pilot Implementation Monitoring Modules	08/24/2001
2001-077	P	1201/1631 (OR910)	FY 2001 Oregon/Washington Management Team Member Responsibilities and Standing Committee Assignments	08/24/2001
2001-076	P	9100 (OR959)	Title Blocks on Engineering Drawings	08/22/2001
2001-075	P	1535 (OR959)	Validation for Visitor Parking at the 1515 Building: Clarification	08/21/2001
2001-074	N	1264 (OR955.2)	Release of ESRI's Arc/Info 8.1 for Windows NT and AIX	08/17/2001
2001-073	N	1681 (OR915)	Budget Planning System Training and Utilization	08/14/2001
2001-072	P	1737 (OR932)	Riparian Reassessment Reports	08/09/2001
2001-071	P	1823 (OR958)	Testimony of Employees and Production of Records	08/13/2001
2001-070	P	9210 (OR-930)	Fire Situation	08/14/2001
2001-069	P	7250(OR932)	Water Rights Annual Activity/ Summary Report	08/08/2001
2001-068	N	1681 (OR915)	FY2002 Abbreviated Planning Target Allocation (PTA) Process	08/02/2001
2001-067	P	9113/9114(OR959)	GIS Ground Transportation (GTRN) Updates	07/25/2001
2001-066	N	1670/1680 (OR915)	Proposed Fiscal Year (FY) 2002 Program Elements (PEs)	07/19/2001
2001-065	P	9105 (OR910)	Energy Conservation Measures	07/17/2001
2001-064	P	1734/6604 (OR930)	Pilot Monitoring Modules	07/17/2001
2001-063	P	7240 (OR932)	Update of Memorandum of Agreement with Oregon Department of Environmental Quality	07/06/2001
				Attachment 1-1
2001-062	P	1510/1385 (OR915)	Mandatory Training/Retraining for Cardholders and Reviewing Officials	07/13/2001
2001-061	N	1681 (OR915)	Oregon/Washington FY 2001 Third Quarter Review Directives	07/12/2001
2001-060	P	1293 (OR959)	Oregon/Washington Phone Directory on the Web	07/12/2001
2001-059	P	1260/1270/2000 (OR958.1)	Requests for Notation to Public Land Tenure Records and Adjudicative Actions for Lands and Realty Cases	07/02/2001
2001-058	P	1112 (OR-950)	Safety Training & Certification Database Updates	06/26/2001
2001-057	P	5400 (OR931)	Changes to Timber Sale Contract Forms and Special Provisions	06/14/2001
2001-056	P	1400-300 (OR956)	Implementation of BLM OR/WA Interim Exit Interview Process (for management)	07/10/2001
2001-055	P	1283/4120	Revised Grazing Allotment and Pastures Spatial Data Standard	06/07/2001

		(OR955.2)		
2001-054 Change 1	N	1681 (OR915)	FY 2001 Oregon/Washington Mid-Year Review (MYR) Feedback, Change 1	06/25/2001
2001-054	N	1681 (OR915)	FY 2001 Oregon/Washington Mid-Year Review Feedback	06/08/2001
2001-053	P	5900 (OR933)	5900 Budget	06/01/2001
2001-052	P	9104 (OR959)	Western Oregon Facilities and Transportation Maintenance Funding Allocation Team (WOFTT) Report	05/17/2001
2001-051	P	1523	Excessing of Office Supplies	05/16/2001
2001-050	P	1221 (OR958.2)	New Standard Format for Instruction Memorandums	05/14/2001
2001-049	P	1382 (OR915)	Approval for Conference Travel for 30 or More Federal Government Employees	05/09/2001
2001-048	P	1112 (OR950)	Heavy Equipment Qualification and Training Policy and Procedures	04/23/2001
2001-047 Change 1	P	5400 (OR931)	Award and Sale of Timber Sales	05/03/2001
2001-047	P	5400 (OR931)	Award and Sale of Timber Sales	05/01/2001
2001-046	P	1681 (OR915)	Oregon/Washington Mid-Year Review (MYR) Directives	04/30/2001
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2001-045	P	1112 (OR950)	Oregon/Washington Chainsaw Policy and Program	04/23/2001
2001-044	P	1251 (OR950)	Telecommuting Policy and Procedures	04/19/2001
2001-043ch1	P	8371(OR-933)	Recreation Site Fees - Calendar Year 2001	06/22/2001
2001-043	P	8371 (OR933)	Recreation Site Fees - Calendar Year 2001	04/06/2001
2001-042	P	1112 (OR950)	ATV and Snowmachine Training	04/04/2001
2001-041	N	9260 (OR914)	Supplementary Rules, Closures and Restrictions	04/04/2001
2001-040	P	5400 (OR931)	Sample Tree Falling Lawsuit	04/03/2001
2001-039	P	5730 (OR931)	Delegation of Authority and Splitting of Seed Orchards Integrated Pest Management Environmental Impact Statement	04/02/2001
2001-038 Change 1	N	1264 (OR955)	Tivoli Endpoint Installation	05/08/2001
2001-038	N	1264 (OR955)	Tivoli Endpoint Installation	03/29/2001
2001-037	L	1341 (OR953)	Workflow Information Requirements for Paycheck System Development Attention: All OR/WA Timekeepers and IRMs	03/27/2001
2001-036	P	5400 (OR931)	Questions and Answers - Applying the Survey and Manage Record of Decision to Existing Management Activities, and Oregon Natural Resources Council Action et al. Stipulation to Dismiss	03/20/2001
2001-035	P	2200 (OR958.1)	Solicitor Review of Land Exchange Proposals	03/20/2001
2001-034	P	2100 (OR958)	Fiscal Year 2003 Land and Water Conservation Fund (LWCF) Project Submissions	03/12/2001
2001-033	P	1112 (OR950)	Safety and Health Risk Management	03/13/2001
2001-032	P	2812 (OR958.1/931)	Guidelines for Implementation of Solicitor's Opinion on Tramways	03/28/2001
2001-031	N	1673 (OR915)	Data Request for Preparation of Fiscal Year (FY) 2002 Budget Justifications	02/21/2001

2001-030	P	1278 (OR958.2)	Procedures for Processing Freedom of Information Act Requests	02/14/2001
2001-029	N	1736 PFP (OR931)	Survey and Manage Interagency Species Management System Budget Allocations DD: 3/1/01 6/15/01	02/13/2001
2001-028	N	1290 (OR955)	Narrowband Radio Project Training and Test Analyzers	02/09/2001

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2001-027	P	5400 (OR931)	Timber Measurement Specifications	02/13/2001
2001-026	P	9210 (OR-934)	Workforce Implementation of the 2001 Wildland Fire Policy	02/09/2001
2001-025	P	1400-713 (OR956)	Oregon/Washington EEO Policy Statement	02/02/2001
2001-024	P	1617/1790 (OR-933)	Public Access to Analyses, Decision Documents, and Supporting Records	01/30/01
2001-023	N	1400-831 (OR953)	Retirement Letters	01/22/2001
2001-022 Change 5	N	1681 (OR915)	FY 2001 Oregon/Washington Annual Work Plan (AWP), Change 5	09/27/2001
2001-022 Change 4	N	1681 (OR915)	FY 2001 Oregon/Washington Annual Work Plan (AWP), Change 4	09/04/2001
2001-022 Change 3	N	1681 (OR915)	Oregon/Washington Fiscal Year 2001 Annual Work Plan Directives, Change 3	05/02/2001
2001-022 Change 2	N	1681 (OR915)	Oregon/Washington Fiscal Year 2001 Annual Work Plan Directives, Change 2	03/23/2001
2001-022 Change 1	N	1681 (OR915)	Oregon/Washington Fiscal Year 2001 Annual Work Plan Directives (Change 1)	02/21/2001
2001-022	N	1681 (OR915)	Oregon/Washington Fiscal Year 2001 Annual Work Plan Directives	01/16/2001
2001-021	P	5400 (OR931)	Delaying the Award and Sale of Timber Sales	01/10/2001
2001-020	P	1400-451 (OR953)	Departmental Honor Awards	01/04/2001
2001-019	P	5400 (OR931)	Posting Timber Sale Notices on the Internet	01/04/2001
2001-018	P	9210 (OR934)	Guidance for Fire Utilization Plan	01/04/2001
2001-017	N	1264 (OR955)	Lotus Notes Electronic Mail Upgrade	01/02/2001
2001-016	P	1630/1736(931)	Interpretation of the Northwest Forest Plan Standards and Guidelines Regarding New Developments in Late-Successional Reserves	01/03/2001
2001-015	P	9015/1283 (OR955.2)	Noxious Weeds Spatial Data Standard Correction	12/18/2000
2001-014	P	6840(OR931)	Policy on the Use of Native Species Plant Materials	12/15/2000
2001-013	P	1221 (OR958.2)	Extension of FY 1999 Instruction Memorandums	11/16/2000

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2001-012	N	1736-PFP (OR931)	Budget-Related Feedback on Additional Survey and Manage Capability	11/01/2000
2001-011	N	1264 (OR955)	Official Server and Workstation Operating System	10/31/2000

2001-010	P	1400-630 (OR953)	Scheduling Leave and Restoring Forfeited Annual Leave	10/30/2000
2001-009	N	1400-735 (OR953)	CY2000 Mandatory Annual Ethics Training	10/30/2000
2001-008	P	1003 (OR910)	Designation of Acting Official for the State Director's Office	10/23/2000
2001-007	P	1400-610/630 (OR953)	Policy for Hazardous Weather Conditions	10/26/2000
2001-006	P	1263 (OR959)	Lotus Notes Information for the Statewide Telephone Directory	10/26/2000
2001-005	P	1691, 1703, 3720 (OR931)	Supplemental Guidance for use of Washington Office Instruction Memorandum No. 2000-179 , Funding of Water-Related Restoration and Cleanup Projects on Private and other Non-BLM Lands	10/19/2000
2001-004	P	1790 (OR933)	Conditional Environmental Analyses and Findings of No Significant Impact	10/19/2000
2001-003	P	8370 (OR933)	Fiscal Year 2000 Fee Demonstration Project End of Year Report	10/19/2000
2001-002	P	1400-430 (OR953)	Instructions for FY2000 EPPRR Closeout; New EPPRRs for FY2001	10/12/2000
2001-001	P	1221-A/1542 (OR958.2)	Procedures for Sending All Employee Bulletins	10/11/2000