

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

**In Reply Refer to:**  
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April 3, 2003

EMS TRANSMISSION 04/03/03  
Information Bulletin No. OR-2003-121

To: All Oregon/Washington Employees

From: Deputy State Director for Management Services

Subject: Clarification of Correct Address/Addressee for Robert Duncan Plaza

This IB supercedes IB-OR-2003-109. The Bureau of Land Management (BLM), United States Forest Service and Corps of Engineers mail rooms at the Robert Duncan Plaza receive and process large volumes of mail and freight daily. Recently a number of packages were unable to be processed and distributed in a timely manner. One occurrence resulted in a direct monetary loss to the BLM due to inadequate and/or incorrect shipping information.

To ensure all incoming and outgoing packages are processed accurately and timely it is important that all packages are identified with the correct name and address of the vendor, customer, agency, mail stop and/or department. Avoid the use of acronyms.

An example of an appropriate address for delivery to this building would be:

Department of the Interior  
Bureau of Land Management, Oregon State Office  
Attn: John Doe  
Mail Stop: OR-950  
333 SW 1<sup>st</sup> Avenue  
Portland, OR 97204

Please remember in order to ensure proper accountability, any equipment and large orders i.e., more than 3 boxes greater than 40# each should be directed to:

Department of the Interior  
Bureau of Land Management, Oregon State Office  
Attn: John Doe  
Mail Stop: OR-950  
14015 NE Airport Way  
Portland, OR 97230

and customer addressee information.

**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  
John K. Keith  
Associate Deputy State Director  
for Management Services

Authenticated by  
Mary O'Leary  
Management Assistant