

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

October 22, 2002

EMS TRANSMISSION 10/23/02

Instruction Memorandum No. OR-2003-009

Expires: 9/30/2004

To: All District Managers

From: State Director

Subject: FY03 Instruction Memorandum and Information Bulletin
Master Templates for Microsoft Word 2000 & 2002

Program Area: Directives Management.

Purpose: To issue Fiscal Year (FY) 2003 Instruction Memorandum (IM) and Information Bulletin (IB) master templates with new processing instructions.

Policy/Action: Attached are processing requirements and guidelines for accessing and using the new master Microsoft Word templates. One person in each district will need to download them to a shared drive with staff having read-only access. See Attachment 1 for instructions on how to install and use the new templates. Instructions for Word 2000 and Word 2002 are included.

Form 1220-1, Clearance Sheet, is still required as the routing sheet. This form is available on the Information Mall at <http://web.or.blm.gov/records/forms/f-index.htm>.

Timeframe: Effective upon receipt.

Budget Impact: None.

Background: Each fiscal year the directives numbers change so new templates need to be issued. In accordance with the new Bureau word processing standard, these templates have been created in Microsoft Word.

Manual/Handbook Sections Affected: BLM H-1221-1, Writing and Formatting Directives, Chapter II, Formatting Instruction Memorandums and Information Bulletins.

Coordination: Lisa Blackburn, Oregon/Washington FOIA Officer; Cindy Fredrickson, State Office Records Manager; Heather Gisch, Computer Specialist.

Contact: If you have any questions regarding the use of these templates, please contact Mary O'Leary at 503-808-6159; Cindy Fredrickson at 503-808-6450; Heather Gisch, at 503-808-6214; or Lisa Blackburn at 503-808-6276. If you have any questions regarding the implementation of this IM, or any questions regarding the Records program, please contact Sherrie Reid, Chief, Realty Records Section at 503-808-6655.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before

implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Chuck Wassinger
Associate State Director

Authenticated by
Heather Gisch
Computer Specialist

1 Attachment

1 - [Using the New Word Templates for Directives](#) (20pp)

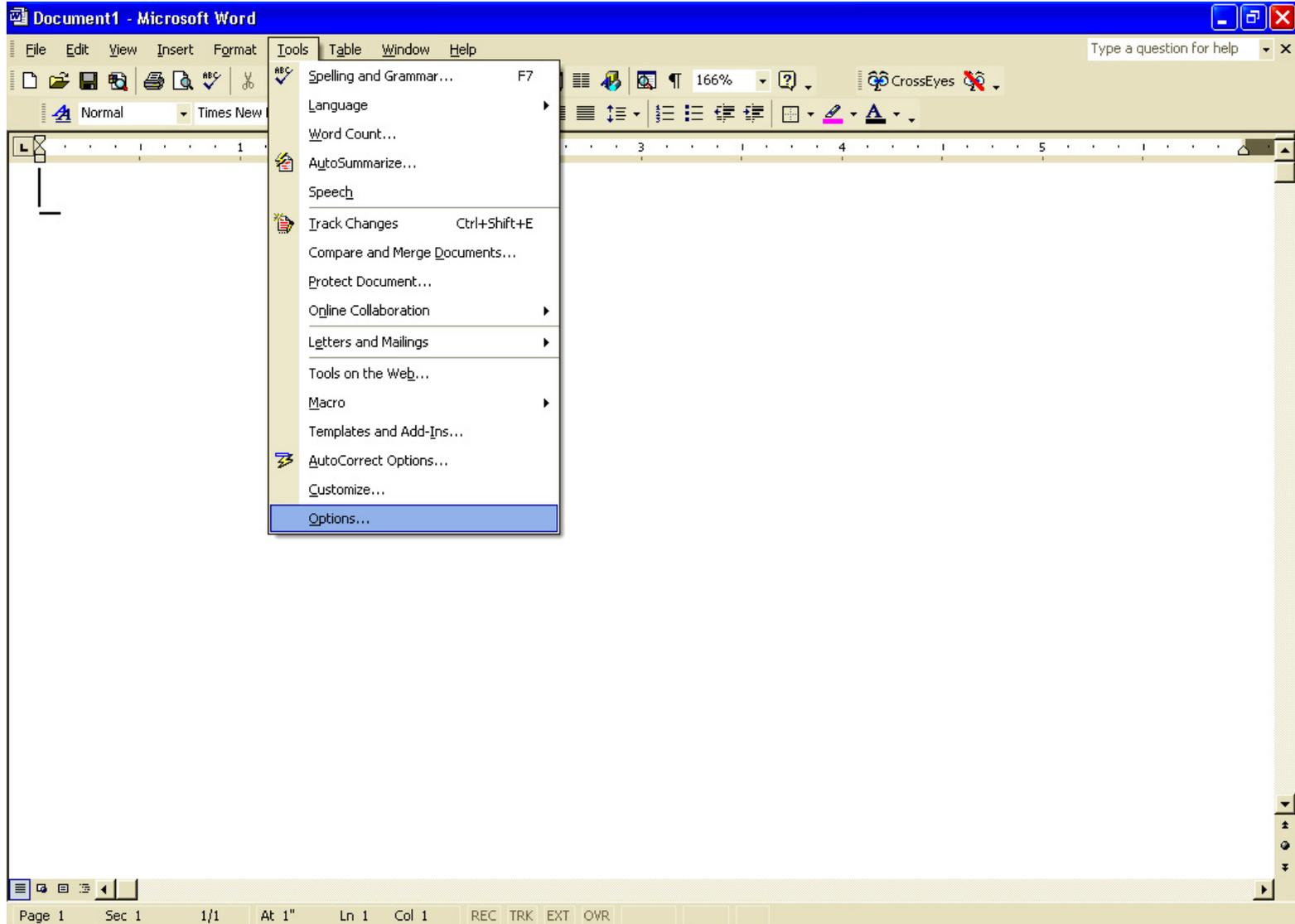
Distribution

WO-560 (Room 750, LS) - 1

Word 2002 Directives Template Instructions

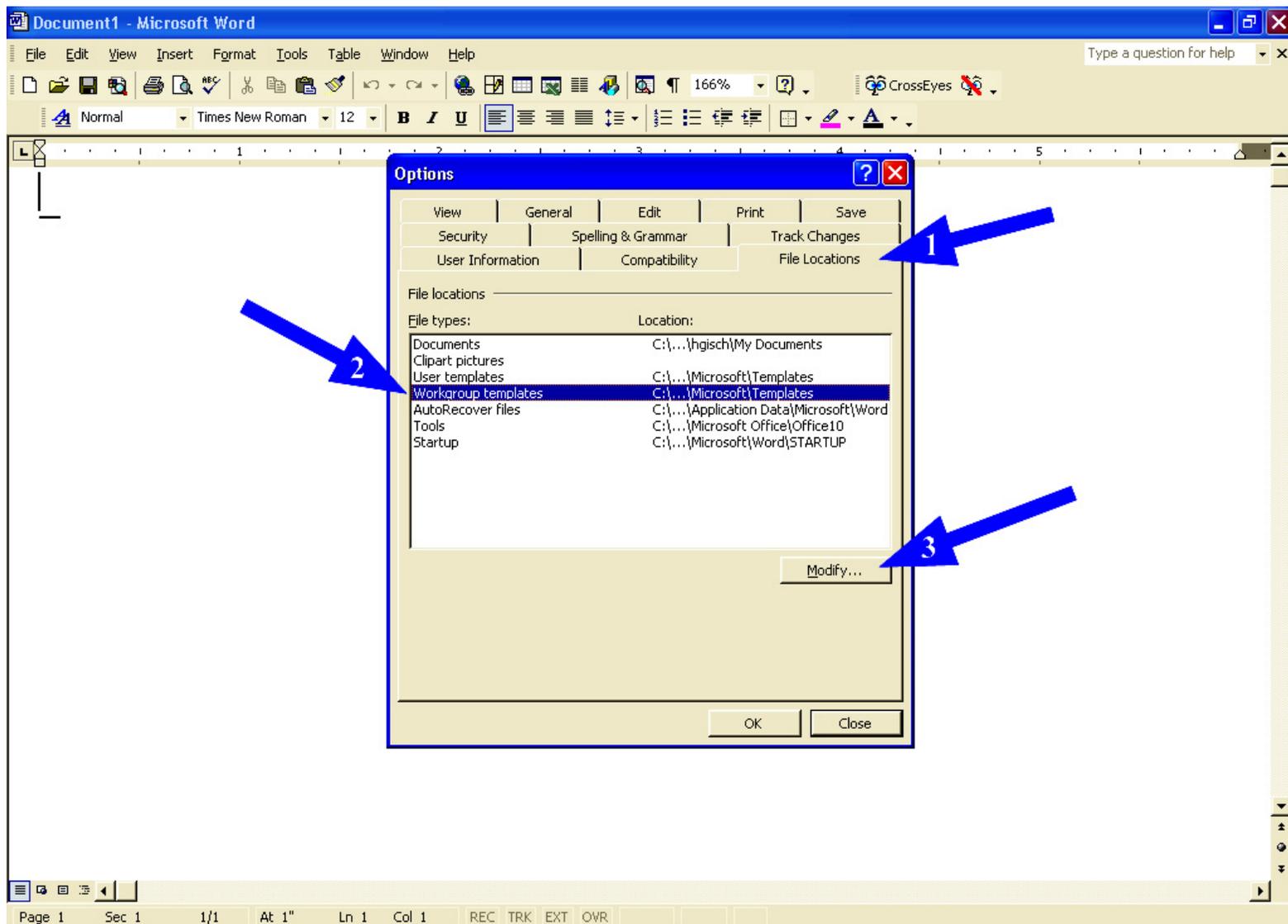
To access the templates, you should only have to complete the following steps once.

Open Word and select Tools, Options:



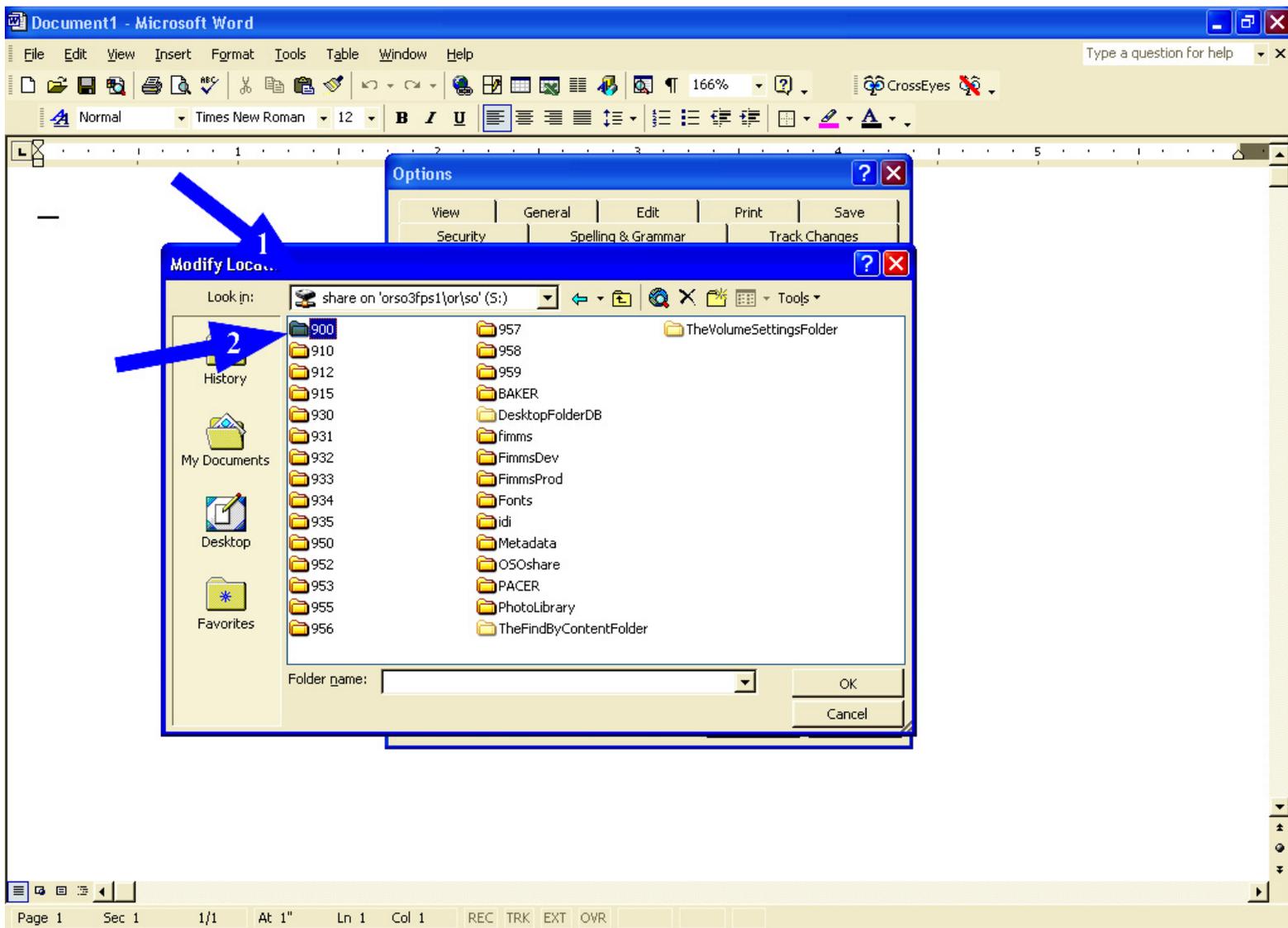
Attachment 1-12

Select the File Locations tab (1), select Workgroup templates (2), and finally click Modify (3):



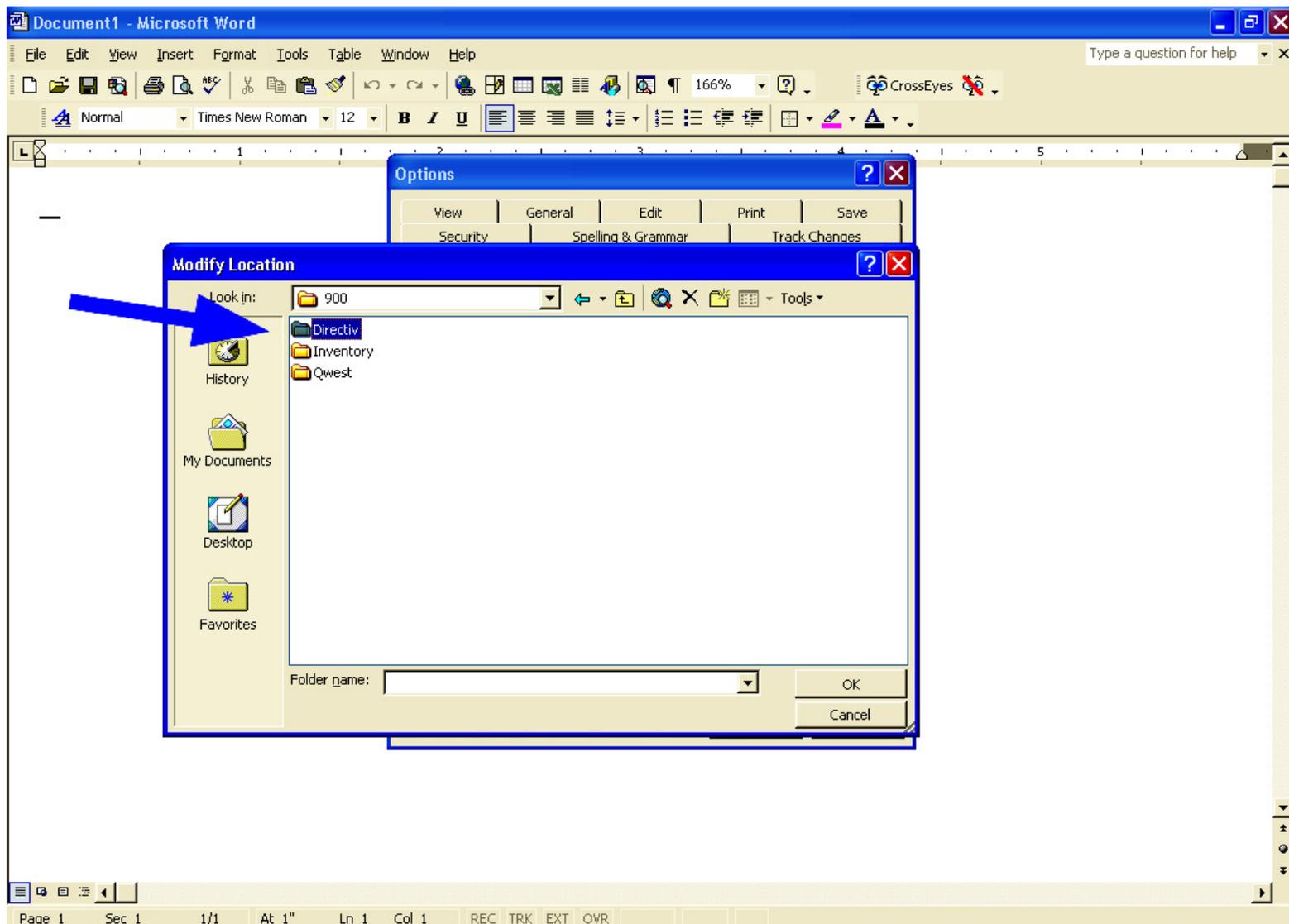
Appendix B

Navigate (1) to the S or share drive and double click on the 900 folder (2):



Appendix B

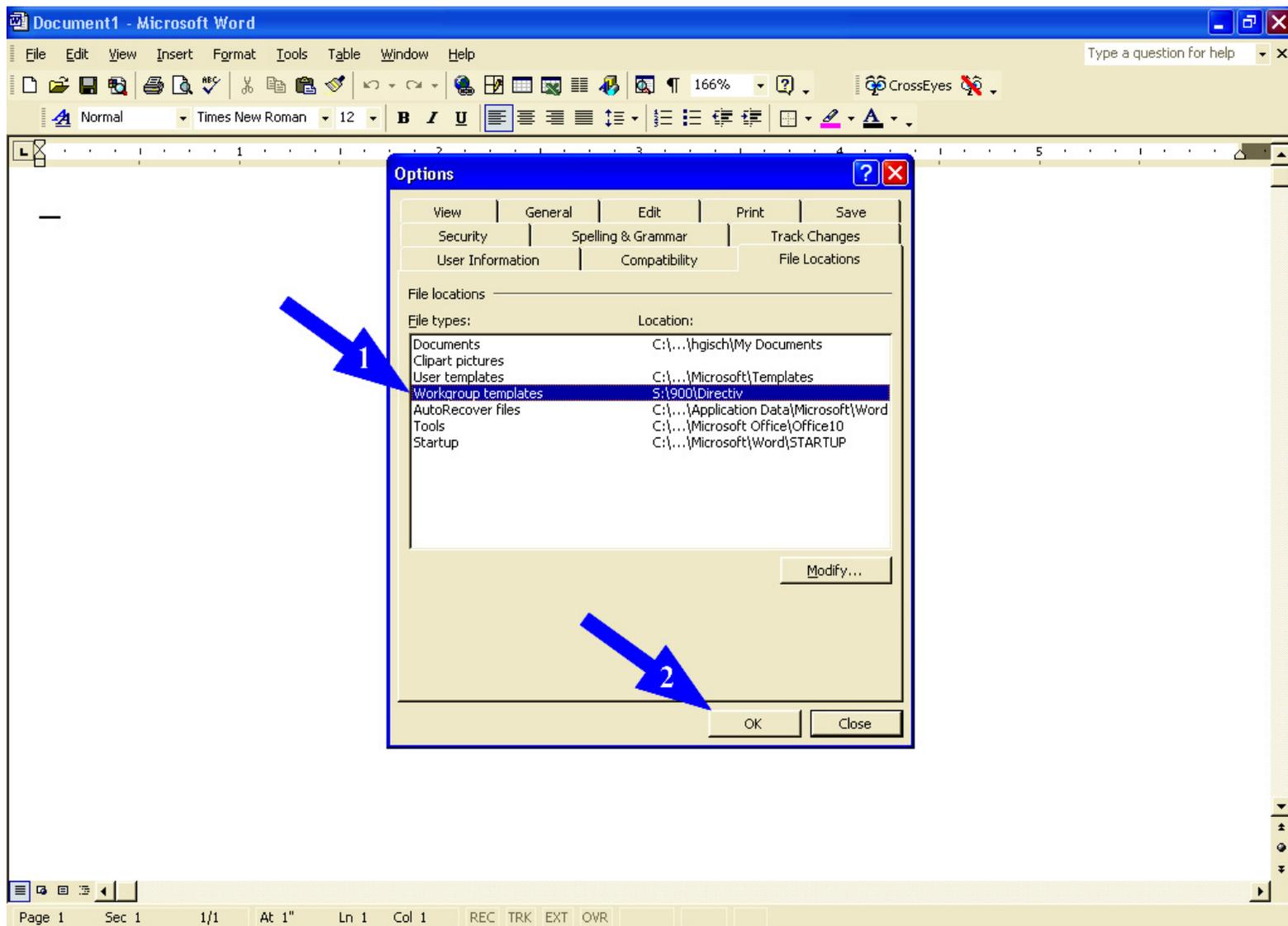
Continue to the Directiv folder and click ok:



Attachment 1-15

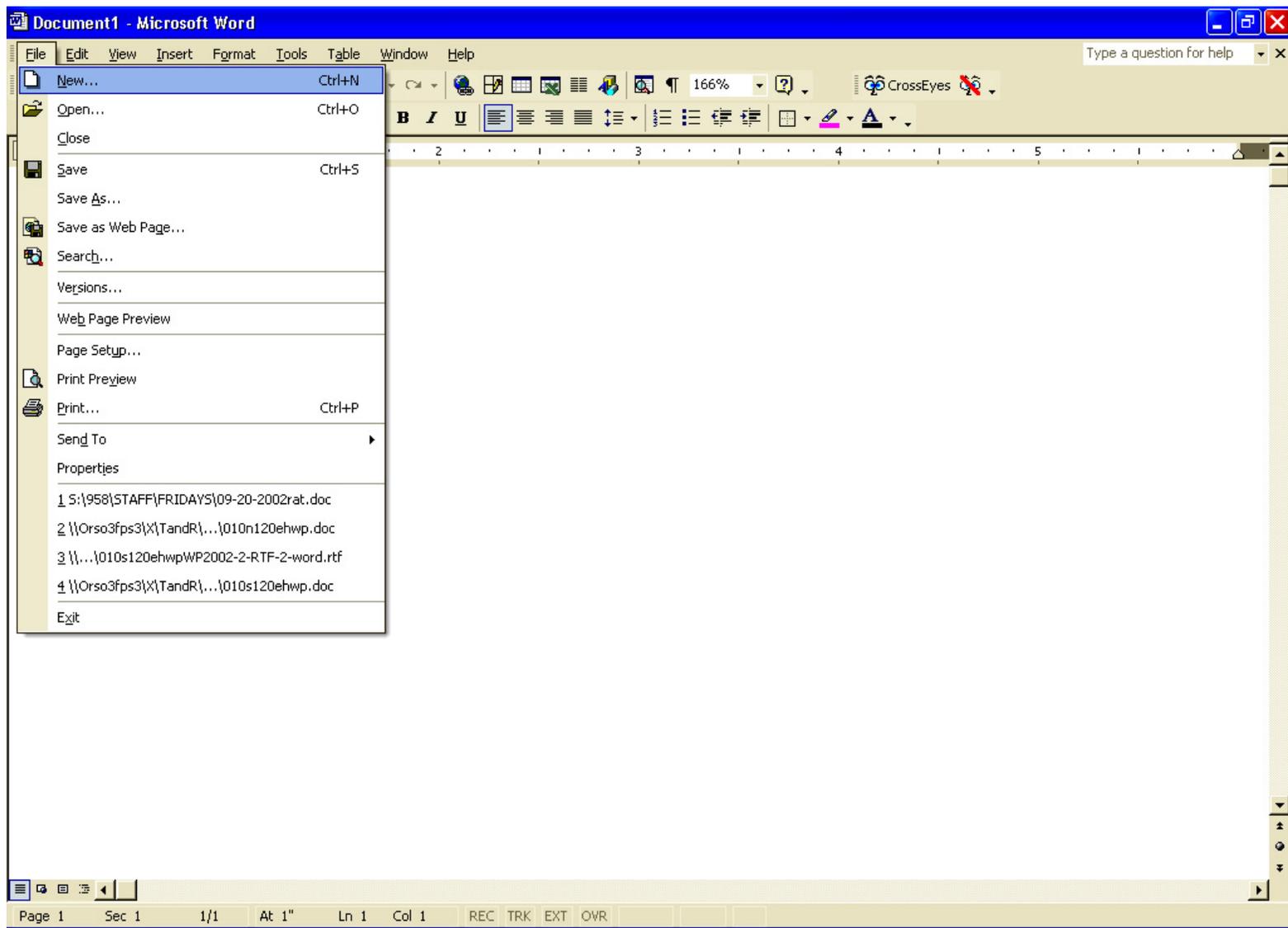
Appendix B

This is how your screen should look (1) when complete. Simply click OK (2):



Appendix B

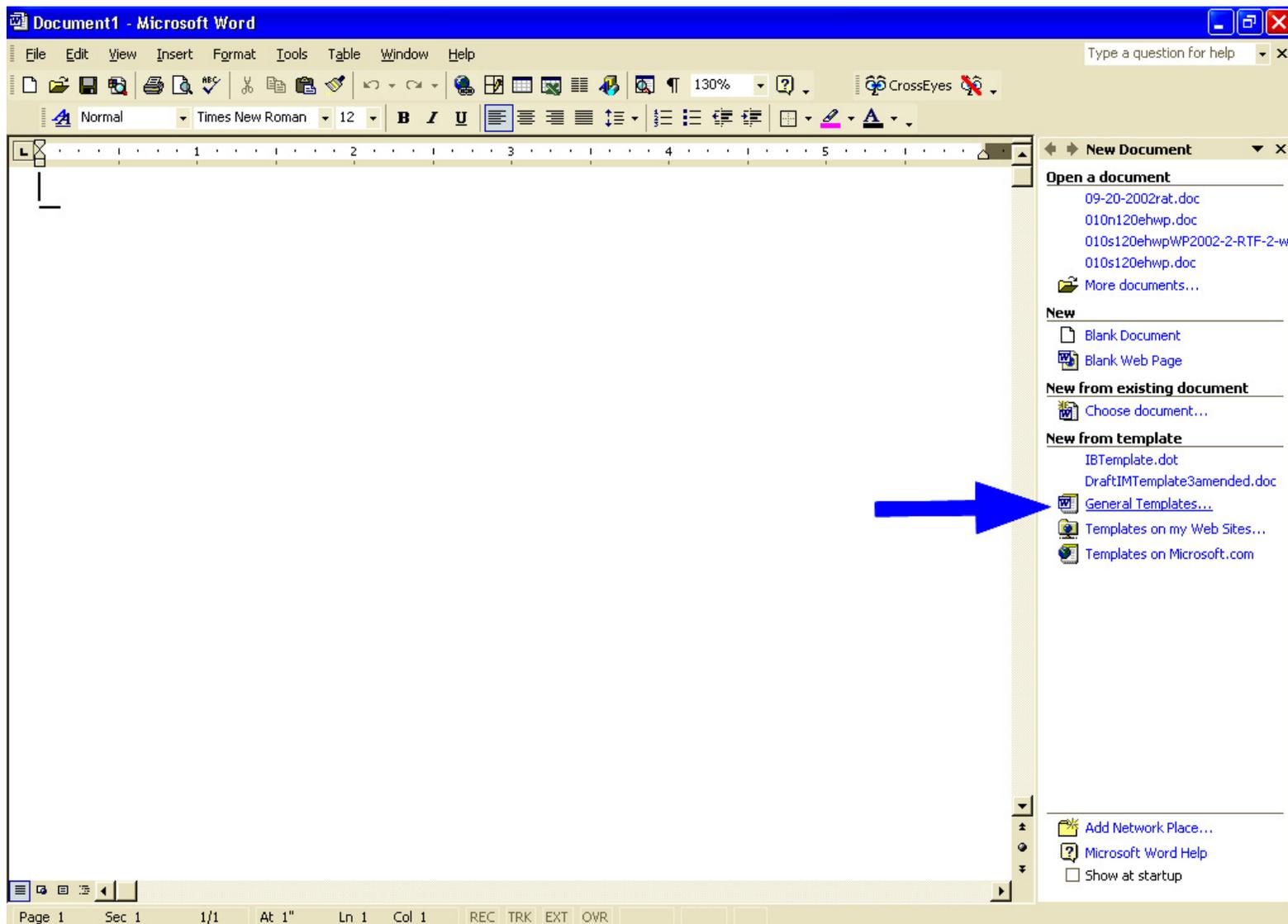
To begin using one of the directives templates, open Word and click File, New:



Attachment 1-17

Appendix B

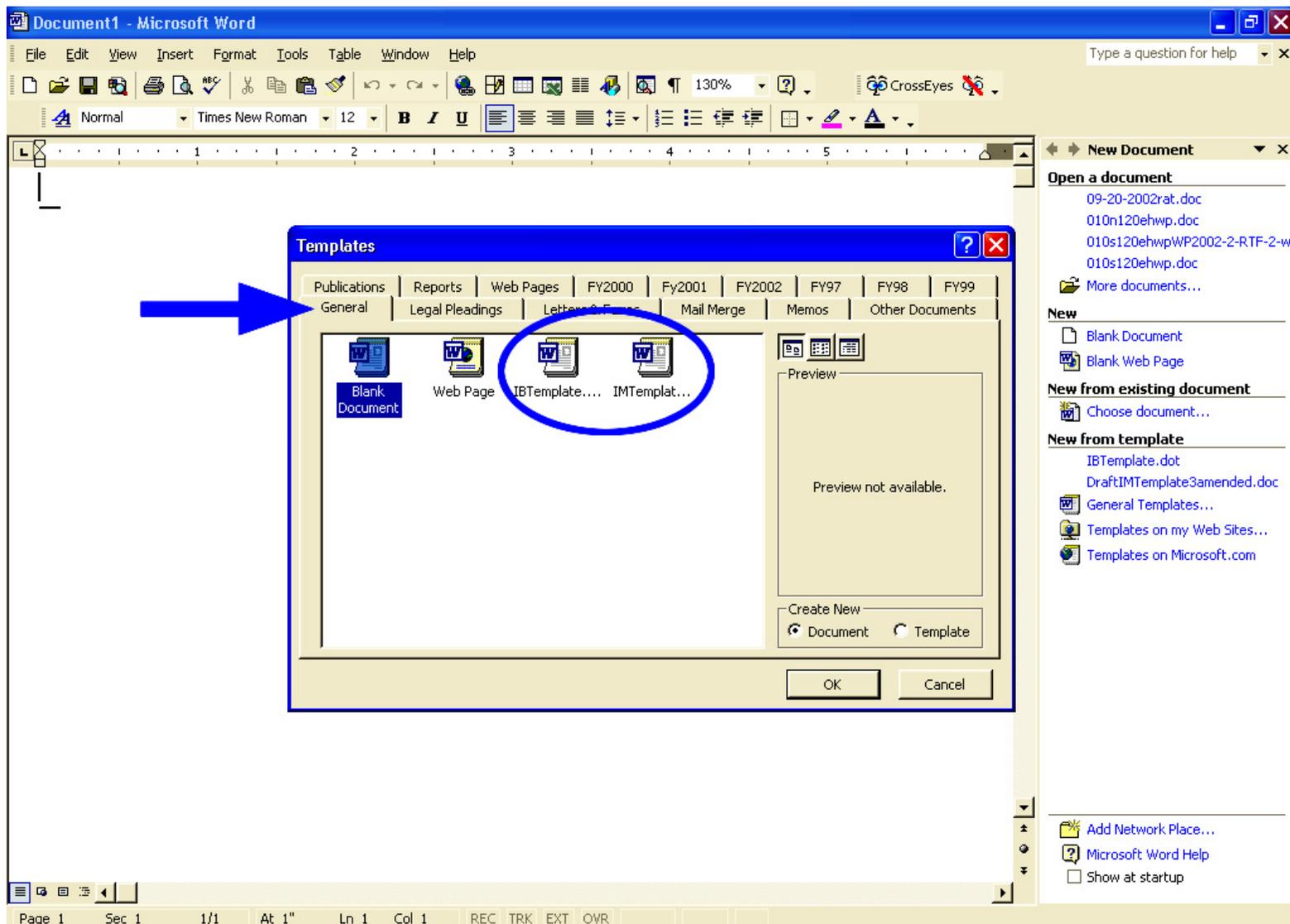
Now, you should see a panel open up on the right of the screen. Click on General Templates:



Attachment 1-18

Appendix B

You should now be on the General tab of the Templates box. The various templates available should be displayed (see example circled below.) Simply click on the one that you wish to use and click ok.



Attachment 1-19

Appendix B

Once opened, the template should prompt you as demonstrated in the example below. Answer the various fields and click submit to initiate creating the directive. Then you can edit the directive as you would any Word document.

Document2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

100%

CrossEyes

Title Times New Roman 12 B I U

1 2 3 4 5 6 7

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In Reply Refer to:
 (OR-)

EMS TRANSMISSION
 Instruction Memorandum
 Expires: 9/30/2003

To:

From: State Director

Subject: DD:

Program Area:

Purpose:

Policy/Action:

Page Sec 1 At 1" Ln 1 Col 1 REC TRK EXT OVR

UserForm1

Subject Function Code Branch Code FOIA Code (P, N, or L)

Select a "To: Line" from the Drop Down List Subject Due Date
 Or type one in

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