

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

In Reply Refer to:

H-1541-1/1781 (OR-958.2/OR-912) P

December 23, 2002

EMS TRANSMISSION 12/31/2002
Instruction Memorandum No. OR-2003-027
Expires: 9/30/2004

To: All Oregon/Washington Employees

From: State Director

Subject: H-1541-1 - Correspondence Preparation Handbook
Chapter IV - Controlled Correspondence

Program Area: Manuals and Handbooks

Purpose: To update only Chapter IV - Controlled Correspondence of the Correspondence Preparation Handbook H-1541-1.

Policy/Action: This IM updates Chapter IV and all related examples of the handbook as it relates to Congressionals and Controlled Correspondence. Changes for the rest of the handbook are forthcoming.

Timeframe: Effective upon receipt.

Background: Oregon's H-1541-1 has not been updated since April 1986. This new release of Chapter IV will assist employees throughout Oregon/Washington in the preparation of Congressional/Gubernatorial/State Legislator correspondence using the most current information.

Manual/Handbook Sections Affected: H-1541-1, Correspondence Preparation Handbook.

Coordination: Michael Campbell, Public Affairs; State Office and District Office Staff Assistants; Washington Office Correspondence Group; Mary O'Leary, Branch of Realty and Records Services.

Contact: Michael Campbell at 503-808-6031 or Mary O'Leary 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

1 Attachment(s)

1 - [H-1541-1-Correspondence Preparation Handbook](#), Chapter IV (33pp)

Distribution

WO-560



UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
OREGON STATE OFFICE
MANUAL TRANSMITTAL SHEET

Release 1-314

Date

December 23, 2002

Subject

H-1541-1 - Correspondence Preparation Handbook (Chapter IV)

1. Explanation of Material Transmitted:
This Manual Release Supplement transmits a revision to BLM Oregon's Correspondence Preparation Handbook, Chapter IV, Controlled Correspondence.
2. Reports Required: None.
3. Material Superseded: Oregon State Office Bureau Manual Supplement H-1541-1, Correspondence Preparation Handbook: Release 1-258 dated 04/16/1986.
4. Filing Instructions: File as directed below.

REMOVE:

Chapter IV
Illustrations 13 thru 17
Appendix A-1

INSERT:

Chapter IV with new Illustrations

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution

WO-610 (Room 406, LS) - 1
WO-560 (Room 750, LS) - 1
All Oregon/Washington Employees

Attachment 1-1

H-1541-1-CORRESPONDENCE PREPARATION HANDBOOK

CHAPTER IV. CONTROLLED CORRESPONDENCE

Standards. This is correspondence that is controlled to ensure that a timely and complete reply is made. In the Oregon State Office (OSO) and District Offices (DO), letters from outside sources (for example Members of Congress, Governors, State Legislators, private individuals or organizations) deemed to be of significant importance should be controlled to ensure the required 10-day turnaround timeframe from the date of receipt in the OSO/DO Mail Room is met. If deadlines are not realistic, an extension should be requested. If extensions cannot be granted and the deadline cannot be met, an interim reply should be sent to the originator explaining the reasons for the delay and an approximate timeframe when a complete response can be expected.

1. Congressional/Gubernatorial/State Legislator Correspondence. These are letters from members of Congress, Governors, State Senators or State Representatives (see Illustration 2). All outgoing congressional correspondence must be routed through the Public Affairs Office for surnaming before going to the State Director or District Manager for signature. Policy is being developed for Bureau of Land Management/ Forest Service interagency responses.

a. Time Limits. Congressional/Gubernatorial correspondence should receive proper attention, and should be fully processed within 10 working days after receipt in the OSO or the DO. If an answer cannot be dispatched within 10 working days, an interim reply acknowledging receipt of the letter must be sent to the Congressional or Governor's Office within 4 working days of receipt in OSO/DO Mail Room, indicating when a reply may be expected (be as specific as possible). See Illustration 3.

b. Subject codes. Always use 1781 (Congressional Liaison) plus the subject code for the program being addressed, e.g. 1781/2100.

c. Copies. If your response to a member of Congress or a representative is being sent to their Washington office, a copy is also sent to their field office. However, if the response is going to the field office, than a copy needs to be sent to their Washington office. All responses require the standard yellow, pink, and author copies. See Illustration 4 for a listing of the members of Congress addresses. In the cc: area below the signature block, list "cc: Your Field Office" if responding to their Washington office. If responding to their field office, use "cc: Your Washington Office." Whether replying to the Washington office or the field office, always include a cc: to the respective BLM District Manager. If a member of Congress forwards a constituent's letter as a basis for a reply, return a copy of the letter unless otherwise instructed. Governors, Mayors, and State Legislators also require a copy of the incoming correspondence. Do not indicate the constituent's letter as an enclosure on the reply. Attach the original incoming to the yellow file copy to be filed in Central Files.

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d. Salutation. See Illustration 5 for proper address and salutations.

e. Opening and Closing Paragraphs. Always refer to the name of the constituent, if given, and the date of the Member of Congress' letter in the first paragraph of the reply. If correspondence is received from a staff member of a Member of Congress, make reference to the staff member's letter in the opening paragraph of the reply, but address the letter to the Member of Congress. An attention line in the address field and on the envelope is recommended. If response is in answer to a telephone call, the opening paragraph should include the names of the two individuals who had the conversation, the date, and the subject.

If a constituent sends the same letter to several members of Congress, each of whom writes to us for response, the same response may be sent to each Member separately, with a notation such as "Similar (or identical) letters have also been sent to Senators _____ and _____" shown in the last paragraph.

Always close the letter with contact information, e.g., District Manager's or Program Lead's name and phone number. If that is inappropriate, list the State Director and phone number.

f. Signatures: It is important to note that if incoming correspondence from a Congressional Office is addressed to a District Manager/Area Manager, they may sign off on the final response to the Congressional Office. However, all responses must be coordinated with the State Office. Specifically, at a minimum, a faxed or electronic copy of the incoming response should be referred to OSO Records Services and the OSO Public Affairs Office.

1. State Office. Congressional mail addressed to a member of congress at the Washington Office level must be prepared for the signature of the State Director. The name and title of the State Director should be typed in five lines below "Sincerely,". See Illustration 6 for a completed reply.

2. District Manager. All responses must be coordinated with the State Office but can be signed at the district level if incoming is addressed to District Manager/Area Manager. The name and title of the District Manager should be typed in five lines below "Sincerely,".

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2. Washington Office Controlled Correspondence. Controlled correspondence received from the BLM Washington Office will be accompanied by a FAX transmission and Controlled Correspondence Memorandum (see Illustration 7) with a control number and special instructions and due dates which should be strictly adhered to. This type of correspondence should also be initially routed through the Branch of Realty and Records Services to assign a tracking number and prepare Form OR-1781-1, Special Congressional/Controlled Correspondence routing sheet (see Illustration 8.) This form indicates the subject file codes to be used, Control Number, who the correspondence is from, the name of the constituent, date received, due date for response, what division/branch has the action for response, who signed the reply, and date signed. See Illustration 9 for a completed response.

3. Assembly and Routing of Controlled Correspondence.

a. Assembly of controlled correspondence should comply with requirements for letters in general, except for the following:

- An interoffice routing slip should be affixed to the front of the folder denoting routing sequence (see Illustration 10).

- All controlled correspondence should be hand carried. Affix form OR-1781-1 to the front of the signature folder under the routing slip.

- All congressional correspondence should be routed through the Public Affairs Office.

b. Sample Routing:

- Originator
- Section Chief
- Branch Chief
- Deputy State Director for pertinent Division
- Deputy State Director of any other Division functionally involved with subject of response
- Chief, Public Affairs
- Associate State Director
- State Director
- Originating Office (returned for distribution after signature).
- Records Administration Team, OR958.2

4. Once the reply has been signed and mailed, Form OR-1781-1 must be completed by the Staff Assistant and returned to the Records Administration Team, along with the yellow copy of the reply, for clearing the Control Number and filing in Central Files.

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H-1541-1 – CORRESPONDENCE PREPARATION HANDBOOK
(SAMPLE – Congressional Template)

Illustration 1

The image shows a Microsoft Word window titled 'Document9 - Microsoft Word' with a 'UserForm1' dialog box open. The dialog box is a grey window with a blue title bar and contains the following fields and controls:

- Two text boxes at the top: 'Your Subject Code' and 'Your Routing Number'.
- Two text boxes: 'Congressman or Senator + Full Name' and 'U.S. House of Rep. or U.S. Senate?'.
- Two text boxes: 'Street Address' and 'City, State, Zip'.
- A text box: 'Title and Last Name'.
- Three text boxes: 'No. of Enclosures', 'Name of Enclosure', and 'No. of Pages'.
- Three text boxes: 'Field or Washington Office?', 'District Name', and 'Additional Recipients'.
- A text box: 'Author Line'.
- Two buttons at the bottom: 'Submit' and 'Cancel'.

The background document shows a letterhead starting with '1781/aaa-(OR-' and 'Honorable Member,'. The Word status bar at the bottom indicates 'Page 1', 'Sec 1', '1/1', 'At 2"', 'Ln 1', 'Col 1', and 'REC TRK EXT OVR'.

H-1541-1 – CORRESPONDENCE PREPARATION HANDBOOK
(SAMPLE – Congressional Template)

Illustration 2

COMMITTEES:
ENERGY AND COMMERCE
ENERGY AND AIR QUALITY
COMMERCE, TRADE, AND CONSUMER
PROTECTION
ENVIRONMENT AND HAZARDOUS
MATERIALS
RESOURCES
WATER AND POWER



Rec 05/02/02
Congress of the United States
House of Representatives

RECEIVED
APR 18 2002
2002-025
By *MP: Bay*

April 15, 2002

Ms. Elaine Zielinski
Oregon State Director
Bureau of Land Management
PO Box 2965
Portland, Oregon 97208

BLM-OSO Routing
910 SD
910 ASD
912 PA
914 LE
915 M&B
930 RP, U, P
950 MS
958 RMU
AFO's
Other
C-Copy
X-Action

GREG WALDEN
2D DISTRICT, OREGON
ASSISTANT MAJORITY WHIP
WASHINGTON, DC OFFICE:
1404 LONGWORTH BUILDING
WASHINGTON, DC 20515-3702
TELEPHONE: (202) 225-6730
DISTRICT OFFICES:
843 EAST MAIN STREET
SUITE 400
MEDFORD, OR 97504
TELEPHONE: (541) 776-4646
TOLL FREE: (800) 533-3303
JAMISON BUILDING
SUITE 211
131 NW HAWTHORNE STREET
BEND, OR 97701
TELEPHONE: (541) 389-4408
WEBSITE:
<http://www.walden.house.gov>
E-Mail:
greg.walden@mail.house.gov

Dear Ms. Zielinski:

I have recently been contacted by my constituent, Lynn Serrine, regarding her concerns with your agency.

My constituent has provided me with the enclosed letter that details her situation. I appreciate your attention to this matter in order to ensure that it is resolved in a timely fashion.

Thank you for your prompt attention to my inquiry. I look forward to hearing from you at my district office in Medford, Oregon.

Sincerely,

Greg Walden
Member of Congress

GW/sg
Enclosure

RECEIVED
MAIL ROOM
2602 APR 18 AM 7:42
BUREAU OF LAND MGMT.

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Oregon State Office
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Attachment 1-7

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – Interim Reply)

Illustration 3



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208

IN REPLY REFER TO:

1781/8560 (OR-933)

Honorable Greg Walden
Member, U.S. House of Representatives
1404 Longworth Building
Washington, DC 20515-3702

Dear Congressman Walden:

This is to acknowledge receipt of your January 18, 2002 inquiry regarding the Steens Mountain Cooperative Management Area which was created from legislation introduced in the 106th Congress.

In order to provide you with a full and complete response, we are seeking additional information from our Burns District Office. We expect that information within two weeks of the date of this letter, at which time we will provide an additional reply to you.

Sincerely,

Elaine Y. Zielinski
State Director

cc: Your Local Office

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Attachment 1-8

**United States Congressional Districts for Oregon and
Bureau of Land Management Districts for Oregon and Washington**



LEGEND	
<i>District 2</i>	CONGRESSIONAL DISTRICT
Burns	BLM DISTRICT NAME
---	BLM DISTRICT BOUNDARY

D06-01-2000

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Rel.1-314
12/23/2002

Senator Gordon Smith

World Trade Center
121 Salmon, Suite 1250
Portland, OR 97204
(503) 326-3386
(503) 326-2900 fax
Mr. Kerry Tymchuk
Rian Windsheimer
Martin Doern

Security Plaza
1175 E. Main, Suite 2D
Medford, OR 97504
(541) 608-9102
(541) 608-9104 fax
Esther Kennedy

Pendleton Field Office
1706 SE Frazer St.
Pendleton, OR 97801
(541) 278-1129
(541) 278-4109 fax
Field Representative: Rich Krikava

Federal Building
211 E. 7th Ave., Room 202
Eugene, OR 97401
(541) 465-6750
(541) 465-6808 fax
Ms. Terri Moffett

Jamison Building
131 NW Hawthorne Ave., Suite 208
Bend, OR 97701
(541) 318-1298
(541) 318-1396 fax
Susan Fitch

Washington, D.C. Office
404 Russell Senate Office Building
Washington, D.C. 20510-3704
(202) 224-3753
(202) 228-3997 fax
Chief of Staff: Kurt Pfothenhauer
Legislative Director: Penny Schiller
Legislative Asst: Valerie West (NR)



Senator Ron Wyden

Portland
700 NE Multnomah St., Suite 450
Portland, OR 97232
(503) 326-7525
(503) 326-7528 fax

Josh Kardon
Mary Gautreaux
Jason Daughn

Bend
The Jamison Building
131 NW Hawthorne Ave., Suite 107
Bend, OR 97701
(541) 330-9142

David Blair

Eugene
151 West 7th Ave., Suite 435
Eugene, OR 97401
(541) 431-0229
(541) 431-0610 fax
Field Representative: Emily Williams

La Grande
Sac Annex Building
105 Fir St., Suite 210
La Grande, OR 97850
(541) 962-7691
(541) 963-0885 fax
Field Representative: Wayne Kinney

Medford
The Federal Courthouse
310 West 6th St., Room 118
Medford, OR 97501
(541) 858-5122
(541) 858-5126 fax
Field Representative: Traci Dow

Salem
777 13th St. SE Suite 110
Salem, OR 97301
(503)-589-4555
(503) 589-4749 fax
Field Representative: Scott Winkels

Washington D.C. Office
516 Hart Senate Office Building
Washington, D.C. 20510
(202) 224-5244
(202) 228-2717 fax
Legislative Director: Carole Grunberg
Counsel: Joshua Sheinkman
Legislative Assistant: Sarah Bittleman



H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(Address Listings)

Illustration 4-4

David Wu, 1st

620 SW Main, Suite 606
Portland, OR 97205
(503) 326-2901
(800) 422-4003
(503) 326-5066 fax

District Director: Mary K. Elliot
Field Representatives: Ann Richardson
Kelly Scannell

Washington D.C. Office
1023 Longworth House Office Building
Washington, D.C. 20515-3701
(202) 225-0855
(202) 225-9497 fax

Chief of Staff: Julie Tippens
Legislative Director: Brian Branton

Greg Walden, 2nd

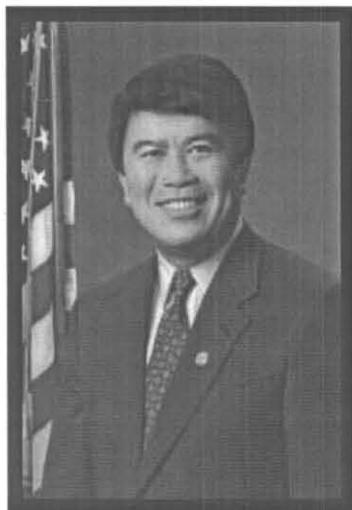
Medford Office
Honorable Greg Walden
843 East Main Street, Suite 400
Medford, OR 97504
(800) 533-3303 toll free
(541) 776-4646
(541) 779-0204 fax

District Director: John Snider

Bend Office
Jamison Building
131 NW Hawthorne, Suite 211
Bend, OR 97701
(541) 389-4408
(541) 389-4452 fax
Field Representative: Colby Marshall

Washington D.C. Office
1404 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-6730
(202) 225-5774 fax

Chief of Staff: Brian MacDonald
Legislative Assistant: Troy Tidwell
Legislative Assistant: Paul Griffin



Earl Blumenauer, 3rd

516 SE Morrison, Suite 250
Portland, Oregon 97214
(503) 231-2300
(503) 230-5413 fax

Field Representative: Hillary Barbour
District Director: Julia Pomeroy

Washington D.C. Office
1406 Longworth House Office Bldg.
Washington, D.C. 20515-3703
(202) 225-4811
(202) 225-8941 fax

Chief of Staff: Bob Stacey
Legislative Director: Maria Zimmerman

Peter Defazio, 4th

Eugene Office
151 West 7th Avenue, Suite 400
Eugene, OR 97401
(541) 465-6732
1(800) 944-9603
(541) 465-6458 fax

District Director: Kathie Eastman
Caseworker: Phyllis Wagoner

Coos Bay Office
P.O. Box 1557
125 Central, Room 350
Coos Bay, OR 97420-0333
(541) 269-2609
(541) 269-5760 fax

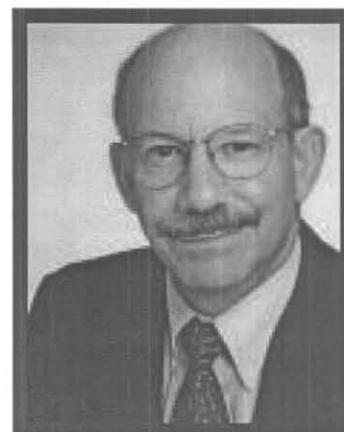
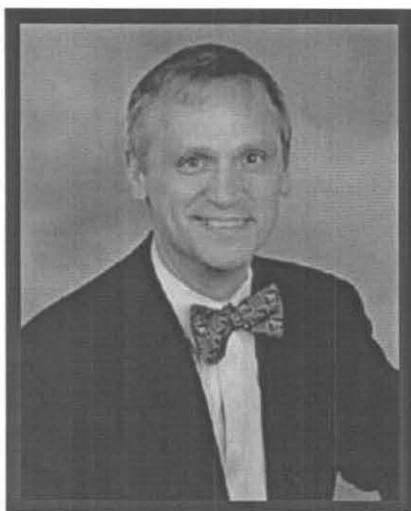
Field Representative: Ron Kreskey

Roseburg Office
P.O. Box 2460
612 Southeast Jackson Street, #9
Roseburg, OR 97470
(541) 440-3523
(541) 440-3525 fax

Field Representative: Christine Conroy

Washington D.C. Office
2134 Rayburn House Office Building
Washington, D.C. 20515-3704
(202) 225-6416
(202) 225-0373 fax

Chief of Staff: Penny Dodge
Legislative Assistant: David Dreher



Darlene Hooley, 5th

Salem Field Office
315 Mission Street Southeast, Suite 101
Salem, OR 97301
(503) 588-9100
(503) 588-5517 fax

District Director: William Smith
Field Representative: Travis Brower

Oregon City Office
914 Molalla Avenue
Oregon City, Oregon 97045
(503) 557-1324
(503) 557-1981 fax

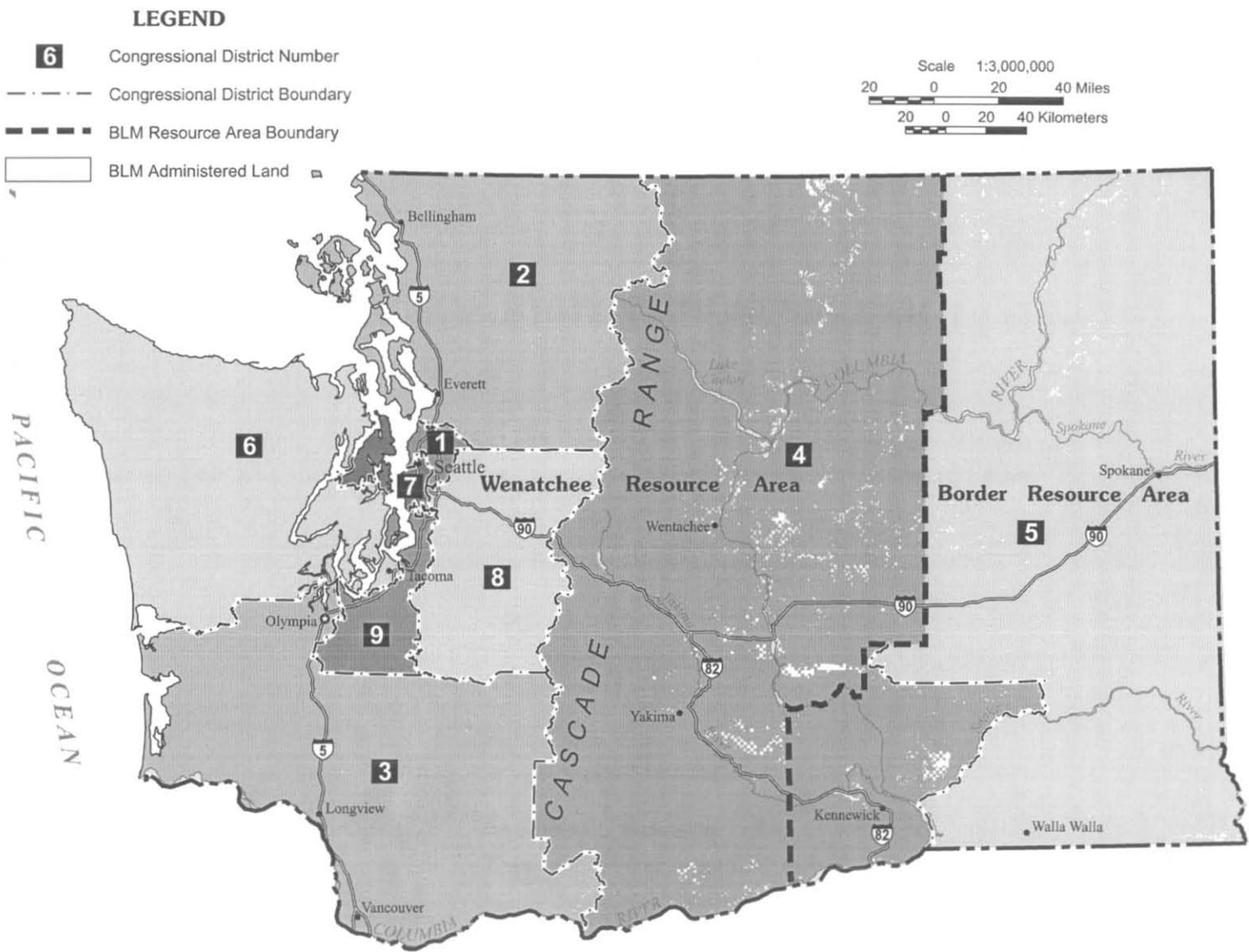
Field Representative: Suzanne Kunze
Field Representative: Jen Wagner
Field Representative: Jean Eggers

Washington D.C. Office
1130 Longworth House Office Bldg.
Washington, D.C. 20515-3705
(202) 225-5711
(202) 225-5699 fax

Chief of Staff: Joan Mooney
Legislative Director: Tom Moore
Legislative Assistant: Chris Huckleberry



WASHINGTON STATE CONGRESSIONAL DISTRICTS



BLM Manual Supplement
 Oregon State Office
 Supercedes Rel. 1-258

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 12/23/2002

Senator Parry Murray

Seattle Office
2988 Jackson Federal Building
915 2nd Avenue
Seattle, Washington 98174
(206) 553-5545
(206) 553-0891 fax
State Director: John Engber
Special Projects Director: Ardis Dumett

Yakima Office
402 East Yakima Avenue, Suite 390
Yakima, Washington 98901
(509) 453-7462
(509) 453-7731 fax
Field Representative: Mary McBride

Spokane Office
West 601 1st Avenue
Spokane, Washington 99201
(509) 624-9515
(509) 624-9561 fax
Eastern Washington Director: Judy Olson

Vancouver Office
140 Federal Building
500 West 12th
Vancouver, Washington 98660
(360) 696-7797
(360) 696-7798 fax
Field Representative: Kaye Masco

Everett Office
2930 Wetmore Avenue, Suite 903
Everett, Washington 98201
(425) 259-6515
(425) 259-7152 fax
Field Representative: Jill McKinnie

Washington D.C. Office
173 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-2621
(202) 224-0238 fax
Chief of Staff: Rick Desimone
Legislative Director: Ben McMakin
Legislative Assistant: Doug Clapp

WASHINGTON DELEGATION



Senator Maria Cantwell

Seattle Office
915 Second Avenue, Suite 512
Seattle, WA 98174
(206) 220-6400
(206) 220-6404 fax
State Director: Livia Lam
Field Representative: Jay Pierson

Spokane Office
697 U.S. Courthouse
Spokane, WA 99201
(509) 353-2507
(509) 353-2547 fax
Field Representative: Robert Toms

Vancouver Office
Marshall House
1313 Officer's Row
Vancouver, WA 98661
(360) 696-7838
(360) 696-7844 fax
Field Representative: Liz Luce

Washington Office
717 Hart Senate Office Building
Washington, DC 20510
(202) 224-3441
(202) 228-0514 fax
Chief of Staff: Caroline Fredrickson
Legislative Director: Daniel Ebert



Jay Inslee, 1st

Seattle Field Office
21905 64th Avenue West, Suite 101
Mountlake Terrace, WA 98043
(425) 640-0233
(425) 776-7168 fax
District Director: Kennie Endelman

Poulsbo Field Office
17791 Fjord Dr., NE - Door 112
Poulsbo, WA 98370
(360) 598-2342
(360) 598-3650 fax
Field Representative: Fran Moyer

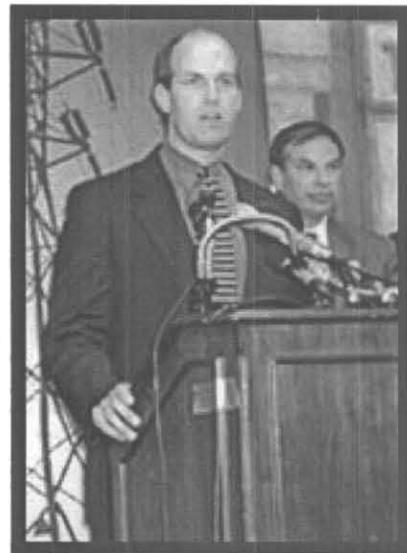
Washington D.C. Office
308 Cannon House Office Building
Washington, D.C. 20515
(202) 225-6311
(202) 226-1606 fax
Chief of Staff: Ms. Joby Shimamura
Legislative Assistant: Brian Bonlender
Legislative Assistant: Jennifer Singer

Rick Larsen, 2nd

Bellingham Office
104 West Magnolia, Room 303
Bellingham WA 98225
(360) 733-4500
(360) 733-5144 Fax
Field Representative: Andy Anderson
Field Representative: Mike Hopkins

Everett Office
2930 Wetmore Avenue, Suite 9E
Everett, Washington 98201
(425) 252-3188

Washington Office
1529 Longworth House Office Building
Washington, DC 20515
(202)225-2605
Chief of Staff: Jeff Bjornstad
Legislative Director: Clare Dowling



Brian Baird, 3rd

Vancouver Field Office
1220 Main St., Suite 360
Vancouver, WA 98660
(360) 695-6292
(360) 695-6197 fax
Field Representative: Dena Horton
District Director: Jeanne Bennett

Olympia Field Office
606 Columbia Street NW, Suite 220
Olympia, WA 98501
(360) 352-9768
(360) 352-9241 fax
Field Representative: Kasey Schiewe

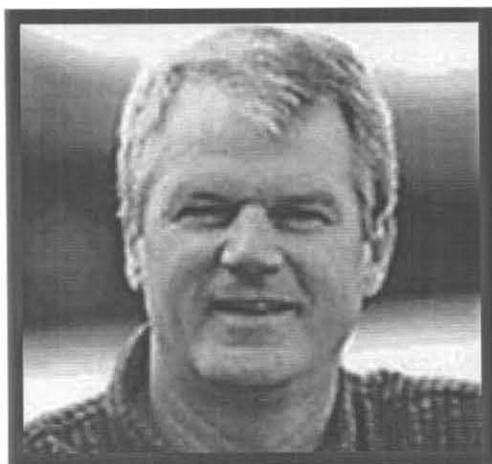
Washington D.C. Office
1721 Longworth House Office Building
Washington, D.C. 20515
(202) 225-3536
(202) 225-3478 fax
Chief of Staff: Ryan Hedgepeth

Doc Hastlings, 4th

Tri-Cities Office
2715 St. Andrews Loop, Suite D
(509) 543-9396
(509) 545-1972 fax
District Director: Joyce Olson
Field Representatives: Anna Kane, Judy Byrne

Yakima Office
302 E. Chestnut
Yakima, WA 98901
(509)452-3243
(509) 452-3438 fax
Field Representative: Raine Haas

Washington D.C. Office
1323 Longworth House Office Building
Washington, D.C. 20515-4704
(202) 225-5816
(202) 225-3251 fax
Chief of Staff: Ed Cassidy
Legislative Director: Jeff Markey
Legislative Assistant: Tyler Prout



George Nethercutt, 5th

West 920 Riverside, Suite 594
Spokane, WA 99201
(509) 353-2374
(509)353-2412 fax

Field Representative: Don Gillepsie and Steve Taylor

Colville Field Office
555 South Main Street
Colville, WA 99114
(509) 684-3481
(509) 684-3482 fax

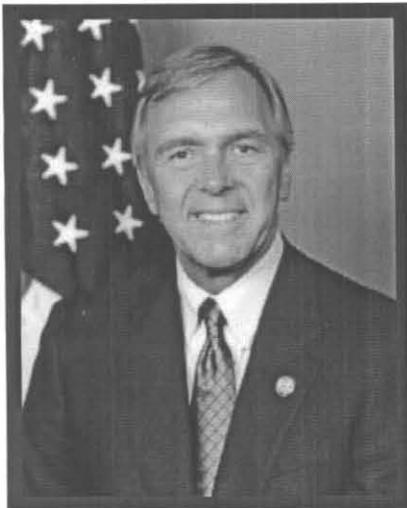
District Coordinator: Shelly Short

Walla Walla Field Office
29 South Palouse
Walla Walla, WA 99362
(509) 529-9358
(509) 529-9379 fax

District Coordinator: Scott Gruber

Washington D.C. Office
223 Cannon House Office Building
Washington, D.C. 20515
(202) 225-2006
(202) 225-3392 fax

Legislative Assistant: Paul Kavinsky
Chief of Staff: Amy Flachbart



Norm Dicks, 6th

Tacoma Office
1717 Pacific Ave., Suite 2244
Tacoma, WA 98402
(253) 593-6536
(253) 593-6551 fax

District Director: Bryan McConaughy
Field Representative: Paula Blake

Bremerton Field Office
500 Pacific Ave., Suite 301
Bremerton, WA 98337
(360) 479-4011
(206) 553-7445 fax (wired thru Tacoma)
Field Representative: Cheri Williams

Washington D.C. Office
2467 Rayburn House Office Building
Washington, D.C. 20515
(202) 225-5916
(202) 226-1176 fax
Legislative Director: Pete Modaff
Interior Specialist: Lesley Turner



Jim McDermott, 7th

Seattle Field Office
1809 7th Ave., Suite 1212
Seattle, WA 98101-1399
(206) 553-7170
(206) 553-7175 fax

District Director: Jane Sanders
Staff Assistant: Ken Kadlec

Washington D.C. Office
1035 Longworth Office Building
Washington, D.C. 20515-0001
(202) 225-3106
(202) 225-6197 fax

Chief of Staff: Heather Foley
Legislative Assistant: Sean Hughes

Jennifer Dunn, 8th

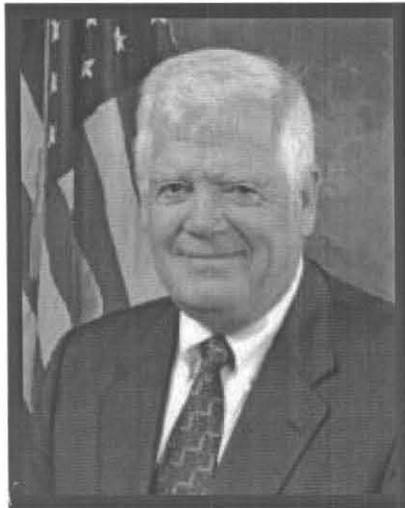
Mercer Island Field Office
2737 78th Ave. S.E., Suite 202
Mercer Island, WA 98040
(206) 275-3438
(206) 275-3437 fax

District Director: Travis Sines

Bellevue Field Office
9 Lake Bellevue Dr., Suite 204
Bellevue, WA 98004-2454
(206) 275-3438
(206) 275-3437 fax

Washington D.C. Office
1501 Longworth House Office Building
Washington, D.C. 20515
(202) 225-7761
(202) 225-8673 fax

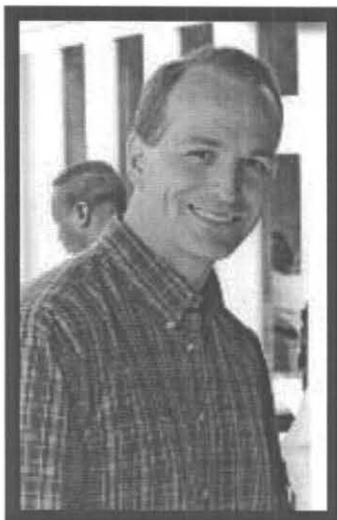
Chief of Staff: Doug Badger
Press Secretary: Jen Burita
Legislative Assistant: Lisa LaBrache



Adam Smith, 9th

Tacoma Field Office
3600 Port of Tacoma Road East, Suite 308
Tacoma, Washington 98424
(253) 926-6683
1-888-SMITH09 toll free
1-888-764-8409
(253) 926-1321 fax
District Director: Linda Danforth
Field Representative: Milt Reimers

Washington D.C. Office
116 Canon House Office Bldg.
Washington, D.C. 20515
(202) 225-8901
(202) 225-5893 fax
Chief of Staff: Alixandria Wade
Legislative Director: John Mulligan
Legislative Assistant: Jordon Triplett



Oregon Congressional Delegation Websites:

Senator Wyden:

<http://www.senate.gov/~wyden/>

Senator Smith:

<http://www.senate.gov/~gsmith/>

Congressman Wu:

<http://www.house.gov/wu/>

Congressman Walden:

<http://www.walden.house.gov/>

Congressman Blumenauer:

<http://www.house.gov/blumenauer/>

Congressman DeFazio:

<http://www.house.gov/defazio/index.htm>

Congresswoman Hooley

<http://www.house.gov/hooley/>

Washington Congressional Delegation Websites:

Senator Murray:

<http://www.senate.gov/~murray/>

Senator Cantwell:

<http://www.senate.gov/~cantwell/>

Congressman Inslee:

<http://www.house.gov/inslee/>

Congressman Larsen:

<http://www.house.gov/larsen/>

Congressman Baird:

<http://www.house.gov/baird/>

Congressman Hastings:

<http://www.house.gov/hastings/>

Congressman Nethercutt:

<http://www.house.gov/nethercutt/>

Congressman Dicks:

<http://www.house.gov/dicks/>

Congressman McDermott:

<http://www.house.gov/mcdermott/>

Congresswoman Dunn:

<http://www.house.gov/dunn/>

Congressman Smith:

<http://www.house.gov/adamsmith/>

Email Information:

The bulk of the Congressional staff email addresses are intuitive. For example, all of the House Staff email addresses end in the suffix:

@mail.house.gov

And, similarly all of the Senate staff email addresses end in:

@wyden.senate.gov

The main difference between the two is that the Senate email address actually inserts the name of the Senator in the address. Please note, because there are multiple Senator Smiths, Senator Gordon Smith's staff email is: @gsmith.senate.gov In addition, the Senate separates their first and last name with an underscore _ and the House separates their first and last name with a period .

As an example, the email address for Martin Doern of Senator Smith's Portland Office is:

martin_doern@gsmith.senate.gov

On the House side, a typical email address would read:

colby.marshall@mail.house.gov

H-1541-1 – CORRESPONDENCE PREPARATION HANDBOOK
 (SAMPLE - Salutations)

Illustration 5

Addressing Congressional Correspondence

<u>Addressee</u>	<u>Address on Letter/Envelope</u>	<u>Salutation/ Complimentary Close</u>
<u>Senator</u> (Washington, D.C. Office)	Honorable (full name) United States Senate (Washington, D.C. address)	Dear Senator (surname): Sincerely,
(Away from Washington, D.C.)	Honorable (full name) United States Senator (local address)	Dear Senator (surname): Sincerely,
Senator-elect	Honorable (full name) Senator-elect United States Senate (Washington, D.C. address)	Dear Mr./Ms. (surname): Sincerely,
<u>Representative</u> (Washington, D.C. Office)	Honorable (full name) House of Representatives (Washington, D.C. address)	Dear Congressman Sincerely,
(Away from Washington, D.C.)	Honorable (full name) Member, United States House of Representatives (local address)	Dear Congressman Sincerely,
<u>Mayor</u>	Honorable (full name) Mayor of (name of city) (City, (State) (zip)	Dear Mayor (surname): Sincerely,
<u>Governor of a State</u>	Honorable (full name) Governor of (state) (City, (State) (zip)	Dear Governor (surname): Sincerely,

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – Completed Reply)

Illustration 6

SEE SURNAMES ATTACHED

*CHAMBER 912
3/18/02*

1781/8560 (OR-933)

MAR 22 2002

Honorable Greg Walden
Member, U.S. House of Representatives
1404 Longworth Building
Washington, DC 20515-3702

Dear Congressman Walden:

Thank you for your interest in keeping abreast of the latest developments regarding the Steens Mountain Advisory Council (SMAC). To date the SMAC has made several formal, consensus-based recommendations to the Bureau of Land Management (BLM). The recommendations are in regard to project implementation funding to create the no livestock grazing area created by the Steens Mountain Cooperative Management and Protection Act (Act) of 2000, the Roaring Springs land exchange as identified in the Act, recreation monitoring, adoption of the Interim Management Policy, the Interim Special Recreation Permit Handbook revisions, and process-orientated procedures. The SMAC has also made transportation within the Steens Mountain Cooperative Management and Protection Area their number one priority for their April meeting.

In response to your request to forward future agendas as well as meeting minutes, we faxed the October and December meeting minutes, as well as the January agenda, to Paul Griffin of your staff on January 18, 2002. At the time of your request, BLM was unable to send electronic correspondence to outside agencies. Our electronic mail system is once again functioning, and Paul Griffin and John Snider have been added to our electronic mailing list to receive future agendas and meeting minutes. We will be contacting other members of the Oregon delegation to determine their interest in receiving the meeting minutes and agendas as well.

If you need additional information or would like to discuss the SMAC further, please contact Miles Brown, Designated Federal Official for the SMAC, at our Burns District Office, 28910 Highway 20 West, Hines, OR 97738, (541) 573-4425.

Sincerely,

ELAINE Y. ZIELINSKI

Elaine Y. Zielinski
State Director

cc: Governor John Kitzhaber
Congressman Earl Blumenauer
Congressman Peter DeFazio
Congresswoman Darlene Hooley
Senator Gordon Smith
Congressman David Wu
Mike Kozeliski, BLM Director's Office
Laurie Sedlmayr, BLM Legislative Affairs
Tom Dyer, BLM Burns District Manager
933:DHarm:bj:03/04/02:x6062:S:/2562.wpd

BLM Manual Supplement
Oregon State Office
Supersedes Rel. 1-258

Rel. 1-314
12/23/2002

Attachment 1-25

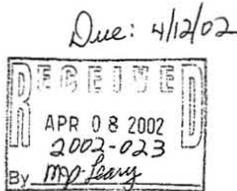
H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – FAX Transmission from Washington Office)

Illustration 7, Page 1

04/05/02 FRI 09:02 FAX 202 653 5287

INTERGOV/REGS

001



Fax Transmittal

Bureau of Land Management
Washington Office
Correspondence

BLM-OSO Routing
910 SD C
910 ASD _____
912 PA C
914 LE _____
915 M&B _____
930 RP, U, P _____
950 MS C
958 RMU C
AFO's _____
Other X 958.2
C-Copy X-Action

To: Oregon State Director

From: Peggy Britell

Control Number: 2011012

Signature Level: Director

Confirmation Number: (202) 452-5043

Fax Number: (202) 452-5113

Date: April 5, 2002

Number of Pages (including cover page): 3

NOTES



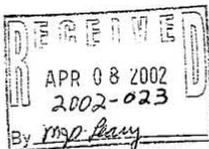
H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
 (S A M P L E – FAX Transmission from Washington Office)

Illustration 7, Page 2

04/05/02 FRI 08:02 FAX 202 653 5287

INTERGOV/REGS

002



UNITED STATES 1541 (112)
 DEPARTMENT OF THE INTERIOR
 BUREAU OF LAND MANAGEMENT
 CONTROLLED CORRESPONDENCE

BLM-OSO Routing
 910 SD C
 910 ASD _____
 912 PA C
 914 LE _____
 915 M&B _____
 930 RP, U, P _____
 950 MS C
 958 RMU C
 AFO's _____
 Other X 958.1
 C-Copy X-Action

MEMORANDUM

TO: Oregon State Director
 FROM: Correspondence
 SUBJECT: Land Ownership
 CORRESPONDENT: REPRESENTATIVE BRIAN BAIRD
 CONSTITUENT: Frank L. Cassidy
 CONTROL NUMBER: 2011012

1. The attached correspondence is forwarded to you for preparation of a DRAFT REPLY AND ISSUE PAPER to reach the Director (WO 615) by FRIDAY, APRIL 12, 2002, by fax at (202) 452-5113 or E-Mail (Peggy_S_Britell).
2. The attached correspondence is forwarded to you for appropriate action and direct reply to the correspondent. Replies must be signed by the State Director or Associate. A copy of your reply shall be forwarded to Correspondence (WO 615, MS 406CLS)
- The State Director must reply within five (5), ten (10), twenty (20) days or as otherwise directed.
3. By copy of this memorandum, the appropriate White House Official, Member of Congress, General public, or Constituent has been notified of this referral to the above State office for appropriate action.

If you have any questions, please contact me at (202) 452-5043.

Correspondence Analyst
 April 5, 2002



H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – FAX Transmission from Washington Office)

Illustration 7, Page 3

04/05/02 FRI 09:02 FAX 202 853 5287

INTERGOV/REGS

003

BRIAN BAIRD
THIRD DISTRICT, WASHINGTON

COMMITTEE ON TRANSPORTATION
AND INFRASTRUCTURE

WATER RESOURCES AND
ENVIRONMENT SUBCOMMITTEE

COAST GUARD AND MARITIME
SUBCOMMITTEE

SMALL BUSINESS COMMITTEE

web address: <http://www.house.gov/baird>
e-mail address: brian.baird@mail.house.gov



Congress of the United States
House of Representatives
Washington, DC 20515-4703

DISTRICT OFFICES:

1229 MAIN STREET
SUITE 800
VANCOUVER, WA 98560
(360) 699-829

806 COLUMBIA STREET NW
SUITE 210
OLYMPIA, WA 98501
(360) 257-3706

WASHINGTON, DC OFFICE:
1731 LONGWORTH MOB
WASHINGTON, DC 20515
(202) 225-2534

March 19, 2002

Ms. Kathleen Clarke
Director of the Bureau of Land Management
Department of Interior
1849 C Street NW
Washington, DC 20240

Dear Ms. Clarke:

I have recently been contacted by a constituent, Mr. Frank L. Cassidy, regarding concerns about a parcel of ranch land that he owns in eastern Washington.

According to documents provided to me by Mr. Cassidy, he has owned, raised cattle, and paid taxes on the parcel in question for more than twenty years. Prior to his purchase of the land, it was owned and farmed for fifty years by the previous owner.

In spite of this history of ownership, agricultural use, and taxation, Mr. Cassidy was contacted last year by the BLM asserting that the land is BLM property. BLM apparently is asserting that an error in the paperwork filed by the initial owner of the land actually left the land in question in BLM possession rather than that of the initial owner or subsequent purchasers.

If the information I have been provided is accurate, I am concerned about this matter and would appreciate your office providing me with information about this case.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Brian Baird
Member of Congress

PRINTED ON RECYCLED PAPER

BLM Manual Supplement
Oregon State Office
Supersedes Rel. 1-258

Rel. 1-314
12/23/2002

Attachment 1-28

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – Pink Routing Slip)

Illustration 8

SPECIAL

CONGRESSIONAL/CONTROLLED
CORRESPONDENCE

Addressed To: Kathleen Clarke	Subject Function Code: *
From: Congressman Brian Baird	Control No.: 2002-023
Subject: Peggy Britell 2011012 re: Frank L. Cassidy NOTE: <i>Draft</i> reply due to WO-615 by 04/12/02	Date Received: 04/08/2002
	Due Date: 04/12/2002
	Division/Branch Referred to: 950/958
	Who Prepared Reply:
	Who Signed Reply:
	Date Signed:
	Return this completed form along with the yellow copy of your reply to: Mary O’Leary - OR958.2

Remember:

- *If responding to Congress or Senate, use the subject function code of 1781 plus your program subject code (i.e. 1781/1610 or if for personnel it would be similar to 1781/1400-308). If responding to an individual, just use the appropriate program subject code;
- Include a file copy for each subject code listed;
- Include a courtesy copy of the response to the district office if applicable;
- Include a courtesy copy to WO-615 if requested;
- Route through Public Affairs (OR912) prior to the State Director

OR-1781-1 (November 2001)

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
 (S A M P L E – FAX Transmission from Washington Office)

Illustration 9, Page 1

SPECIAL
**CONGRESSIONAL/CONTROLLED
 CORRESPONDENCE**

Addressed To: Kathleen Clarke	Subject Function Code: * 2540
From: Congressman Brian Baird	Control No.: 2002-023
Subject: Peggy Britell 2011012 re: Frank L. Cassidy NOTE: <u>Draft</u> reply due to WO-615 by 04/12/02	Date Received: 04/08/2002
	Due Date: 04/12/2002
	Division/Branch Referred to: 958/958.1
	Who Prepared Reply: Pam Chappel.
	Who Signed Reply: Acting SD
	Date Signed: 4-25-2002
Return this completed form along with the yellow copy of your reply to: Mary O'Leary - OR958.2	

Remember:

- *If responding to Congress or Senate, use the subject function code of 1781 plus your program subject code (i.e. 1781/1610 or if for personnel it would be similar to 1781/1400-308). If responding to an individual, just use the appropriate program subject code;
- Include a file copy for each subject code listed;
- Include a courtesy copy of the response to the district office if applicable;
- Include a courtesy copy to WO-615 if requested;
- Route through Public Affairs (OR912) prior to the State Director

OR-1781-1 (November 2001)

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – Reply to FAX Transmission from Washington Office)

Illustration 9, Page 2

SEE SURNAME ATTACHED

*PJChappel
OR 958.1
04/24/2002
K. Delaney
02952
4/24/2002
CMA
4/24/02*

DRAFT

1781/2540 (OR-958.1)
OR 57001

Honorable Brian Baird
House of Representatives
1741 Longworth Bldg.
Washington, DC 20515

Dear Congressman Baird:

I am writing in regard to an inquiry from your constituent, Mr. Frank L. Cassidy, regarding his concerns with a parcel of land in Asotin County, Washington.

The BLM Field Office has met with Mr. Cassidy and given him information on how to prepare a claim to the parcel under the Color of Title Act of 1928 (45 Stat. 1069). It is our understanding that Mr. Cassidy is currently in the process of preparing to file a claim to the parcel of land.

We will continue to work with Mr. Cassidy to fully investigate the history of the parcel in question. Should you or your staff have any questions in this matter, please feel free to contact Baker Resource Area Field Manager, Penelope Dunn Woods at (541) 523-1337.

Sincerely,

cc:
Your District Office
1220 Main Street - Ste. 580
Vancouver, WA 58560

bcc:
AD, WO-615 (MS 406C LS)
DM, Vale DO

04/08/2002:PJChappel:H:\DISPOSAL\COT\cassidy draft2wo.wpd
04/17/2002:rewritten:MCampbell(OR-912)
04/22/2002:rewritten:LHikidaOR910

APR 25 2002

DRAFT

BLM Manual Supplement
Oregon State Office
Supersedes Rel. 1-258

Rel. 1-314
12/23/2002

Attachment 1-31

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – Reply to FAX Transmission from Washington Office)

Illustration 9, Page 3

ISSUE PAPER

Date: April 17, 2002

Subject: Congressional Inquiry from Congressman Baird (D-Washington) regarding a constituent's concern about a parcel of land.

Issue Summary: A private citizen, Mr. Frank L. Cassidy, Jr., has been paying taxes on a 14.75 acre piece of land thought to be included with his ranch which he acquired in 1980.

Bureau's Position: Pursuant to the Color-of-Title Act of 1928 (45 Stat. 1069) and regulations at 43 CFR 2540, the BLM cannot apply Mr. Cassidy's presented facts to this situation as they do not qualify for application.

Background: Over the last several months the Vale BLM District has been working with Mr. Cassidy regarding the parcel of land in question. Most recently they conducted a site visit with Mr. Cassidy and Congressman Nethercutt's (R-5th District, Washington) staff and referred information to him for the purpose of preparing a claim to the parcel of land, under the Color of Title Act of 1928 (45 Stat. 1069). It is the Vale BLM District's understanding that Mr. Cassidy is currently in the process preparing to file a claim to the parcel of land.

At this point in time the Vale BLM District is consulting on this matter with the Department of the Interior Regional Office of the Solicitor. However, the Oregon/Washington BLM State Office has reviewed this situation and preliminarily determined that this parcel of land does not qualify under the Color-of-Title Act of 1928, as a Class I, claim as there have been no valuable improvements placed on the land, nor has it been reduced to cultivation. Mr. Cassidy's case also does not qualify for a Class II claim as interest on the property did not commence until April 28, 1909 whereby the Act requires no later than January 1, 1901.

Constituent Position: Representative Brian Baird (D-3rd, Washington) inquired on behalf of the Mr. Cassidy and was concerned about the information presented by his constituent and the BLM statements of fact. Congressman Nethercutt and U.S. Senator Patty Murray (D-Washington) have also inquired about BLM's decision to deny assertion of Color-of-Title qualifications by Mr. Cassidy.

Contact: Elaine Zielinski, OR/WA BLM State Director, (503) 808-6026

Program Contact: Pamela J. Chappel, Land Law Examiner, OR/WA BLM State Office, (503) 808-6170

H-1541-1 - CORRESPONDENCE PREPARATION HANDBOOK
(S A M P L E – Routing Slip)

Illustration 10

CONGRESSIONAL/CONTROLLED CORRESPONDENCE ROUTING SLIP			
Name/Office	Office Symbol	Surname	Date
Pam Chappel	958.1		
Chief, Branch of Realty & Records Services	958		
ADSD, Management Services	950		
Public Affairs	912		
Associate State Director	910.1		
State Director	910		
Staff Assistant	958		
Records Administration Team (to clear the Special tag & file the yellow copy)	958.2		
Controlled correspondence from Peggy Britell (WO-615), Control No. 2011012 Re: Congressman Brian Baird's constituent Frank L. Cassidy			
FROM: Tiffany	958	Phone Ext.	6432