

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

**In Reply Refer to:**

1223 (OR-912/958.2) P

May 16, 2003

EMS TRANSMISSION 05/21/2003

Instruction Memorandum No. OR-2003-073

Expires: 9/30/2004

To: All Oregon State Office Employees

From: State Director

Subject: Cancellation of Form OR-1550-1

**Program Area:** Printing, Duplicating, Copying and Graphic Arts.

**Purpose:** To inform State Office employees that this form has been declared obsolete by the State of Oregon printing specialist.

**Policy/Action:** Effective immediately, form OR-1550-1, Document Production Center Request, is cancelled. All offices should destroy any remaining inventory of this form.

**Timeframe:** This Instruction Memorandum is effective upon receipt.

**Background:** The Government Paperwork Elimination Act (GPEA), P.L. 105-277, Title XVII was signed into law on October 21, 1998. GPEA requires agencies, by October 21, 2003, to provide for the option of electronic maintenance, submission, or disclosure of information, when practicable, as a substitute for paper. In preparation of meeting this deadline, a review of forms created by the Oregon State Office was performed. Each program lead was contacted requesting status of the forms, i.e., should the form be updated, cancelled or left as is. As a result of this process, en masse forms cancellations are being done.

**Manual/Handbook Sections Affected:** BLM Manual 1223.

**Coordination:** This document was coordinated with the State of Oregon Printing Specialist and Mary O'Leary, Branch of Realty and Records Services.

**Contact:** If you have any questions, please contact Cliff McClelland at 503-808-6212 or Mary O'Leary, Management Assistant, 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

Distribution

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