

**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 15, 2003

EMS TRANSMISSION 10/20/2003
Instruction Memorandum No. OR-2004-005
Expires: 9/30/2005

To: All District Managers

From: State Director

Subject: FY2004 Instruction Memorandum and Information Bulletin
Master Templates for Microsoft Word 2002 for District Offices

Program Area: Directives Management.

Purpose: To issue Fiscal Year (FY) 2004 Instruction Memorandum (IM) and Information Bulletin (IB) master templates.

Policy/Action: To release the FY2004 Microsoft Word master templates to the District Offices. Use of the templates is mandatory to ensure the required elements have been included Freedom of Information Act (FOIA) code, the FY and Expires year, headings in the IM and that formatting is consistent with State Office and Washington Office direction. The only formatting changes the district offices are permitted to make are the name and address in the letterhead and to insert the district office routing number after the OR- of the directive number, e.g., Instruction Memorandum No. OR-080-2004-001. One person in each district will need to download the templates to a shared drive with staff having read-only access. Downloading instructions are the same as for FY2003 released in [IM-OR-2003-009](#).

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.

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

Manual/Handbook Sections Affected: Bureau of Land Management 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
John K. Keith
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

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