

**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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November 13, 2003

EMS TRANSMISSION 11/14/2003
Instruction Memorandum No. OR-2004-021
Expires: 9/30/2005

To: All District Managers

From: State Director

Subject: Oregon/Washington Phone Directory

DD: December 31, 2003

Program Area: Directives Management

Purpose: Management of the current Oregon/Washington (OR/WA) web based phone directory and Lotus Notes address book.

Policy/Action: District Managers will designate an employee responsible for updating the District web based phone directory and Lotus Notes address book. To facilitate Statewide consistency, the format of the directory will not be altered. Updating will include title fields, names, hierarchy, phone numbers, fax numbers and administrative assistants names and phone numbers. Updates will be completed at least quarterly.

Timeframe: The effective date for implementation is December 31, 2003.

Budget Impact: None.

Background: The web based phone directory and lotus notes address book contains employee contact information that is required for implementing actual or simulated emergencies. Our ability to implement effective Continuity Of Operations (COO) protocols depend heavily on being able to contact employees as quickly as possible. Additionally, the web based phone directly and lotus notes address book serves as a valuable tool for employees and managers to use.

Manual/Handbook Sections Affected: None.

Coordination: All District Managers.

Contact: If you have any questions or concerns with this Instruction Memorandum, please contact Shawn Stanfill at (503) 808-6208.

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 Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution
WO-740