

**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-A/1542 (OR-958.2) P

November 21, 2003

EMS TRANSMISSION 11/24/2003

Instruction Memorandum No. OR-2004-026

Expires: 9/30/2005

To: All Oregon State Office Employees

From: State Director

Subject: Procedures for Sending All Employee Bulletins

**Program Area:** Records Management.

**Purpose:** Update procedures for sending All Employee Bulletins (AEBs) within the Oregon State Office (OSO) via Lotus Notes.

**Policy/Action:** This Instruction Memorandum (IM) updates IM-OR-2001-001 and serves as a reminder for appropriate distribution of e-mail messages to all State Office employees. Mandatory procedures for sending AEBs are outlined in Attachment 1.

**Timeframe:** Effective upon receipt.

**Budget Impact:** None.

**Background:** This release updates procedures and reiterates the appropriate use of AEBs.

AEBs are not numbered, do not contain policy, direction, or instruction and have only a three month retention (GRS 23/7). They are used to announce Bureau-related activities which are not considered official business, such as blood drives, bond campaigns, holiday or charity fund appeals, brown bag lunches, retirements, clean-up days, and State Office picnics. Notices considered inappropriate for AEBs include birthday announcements, vendor-sponsored events, product advertisements, wedding/baby showers, and similar notices.

AEBs are signed, at a minimum, by a Branch Chief prior to transmission. Exceptions are Human Resources Committee (HRDC) which can be signed by the chairperson and Combined Federal Campaign (CFC) which can be signed by the State Office coordinator. It will contain a subject code, signature, and date signed. The original signed

copy is forwarded to OR-958.2 for filing purposes.

**Manual/Handbook Sections Affected:** None

**Coordination:** Mary O'Leary, Management Assistant, Cindy Fredrickson, OSO Records Manager, Heather Gisch, Computer Specialist, and Lisa Blackburn, OSO Freedom of Information Act (FOIA) Officer.

**Contact:** Mary O'Leary at 503-808-6159 or Cindy Fredrickson at 503-808-6450 or Sherrie Reid, Chief, Realty Records Section at 503-808-6655.

**Districts with Unions** are reminded to notify their unions of this Instruction Memorandum 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

2 Attachments

- 1 - [Procedures for Sending All Employee Bulletins](#) (1p)
- 2 - [Example](#) (1p)

Distribution

WO-540 (Room 750, LS)

## **Procedures for Sending All Employee Bulletins (AEBs) Using Lotus Notes**

**Approval:** AEBs must be approved by a Branch Chief or higher before sending. Exceptions are HRDC and CFC coordinators who may sign their AEBs. A signature block for the approving official shall be at the end of the message, in the same format as other correspondence, e.g., Paul Fredericks, Chief, Branch of Engineering and Facilities; or Clare Brucker, Chairperson, HRDC; or Jerry Hubbard, CFC State Office Coordinator.

**Format:** The subject code of 1221-A plus your office routing number are required on the first line. Two lines below that type ALL EMPLOYEE BULLETIN and two lines below that type your message. Since all e-mail messages have to be saved electronically due to the court decision (Washington Office IB-2003-064, Real Time Capture of BLM Electronic E-Mail in Secure Off-Site Repository), the messages should be as concise as possible. Graphics are not to be used in AEBs. Only the text of the information in the flyer should be included in the AEB. Flyers with graphics can be posted in break rooms, on bulletin boards, and in common areas such as next to photocopiers, on exit/entry doors, etc.

**Transmission:** Transmit AEBs using the public group **OR SOEMPL**. This group contains all the Oregon State Office BLM employees who have a Lotus Notes User ID. It is the Contracting Officer Representative's responsibility to see that AEBs are forwarded to contract employees.

The staff assistant for each office is responsible for seeing that those employees within their organization who do not have a Lotus Notes mailbox receive a paper copy.

**File copy:** Print a copy of the "sent" screen of the e-mail message and have it signed by the appropriate authorized person and route it to OR-958.2 for filing.



Mary O'Leary  
11/07/2003 02:43 PM

To: OR SOEMPL,  
cc:  
Subject: AEB: How to Send All Employee Bulletins

1221-A (OR-958.2)

## ALL EMPLOYEE BULLETIN

The Subject line of your e-mail will always begin with AEB: and then the subject of your AEB (see above). For CFC, it could be AEB: Remember the Used Book/Video/CD Bazaar, or for the health screenings, it could be AEB: Remember your flu shot.

Always include the reminder to please share with those who do not have e-mail access.

Be sure to leave enough space above the signature block for signing after the sent screen is printed. Forward the signed copy to OR-958.2 for filing purposes.

Signed by  
Robert DeViney, Jr.  
Chief, Branch of Realty and Records Services