

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1550/1223 (OR-912/958.2) P

February 11, 2004

EMS TRANSMISSION 02/10/2004

Instruction Memorandum No. OR-2004-041

Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs

From: Associate State Director

Subject: Adding the Take Pride in America (TPIA) Logo to Bureau of Land Management (BLM) Letterhead

Program Area: Printing Management.

Purpose: This Instruction Memorandum (IM) describes the new standards for Bureau of Land Management preprinted and on-demand laser printer generated letterhead.

Policy/Action: With release of Washington Office IM-2004-019, the Department of the Interior (DOI) has reinstated the use of the TPIA logo for all Department of Interior (DOI) and BLM letterhead. The following specifications are now in effect for BLM letterhead:

- The official seal of the DOI should be 1 inch (2.54 cm) in diameter and appear in the upper left corner of the page, one-half inch (1.27 cm) from the top, and three quarters of an inch (1.905 cm) from the left side.
- The TPIA logo or seal should appear in the upper right corner of the page, one-half inch (1.27cm) from the top, and three quarters of an inch (1.905 cm) from the right side.
- All existing stock of preprinted BLM letterhead should be exhausted before new letterhead is ordered. On-demand laser printer-generated letterhead should be converted to the new standard immediately.
- Preprinted letterhead on cotton stock with watermark: to be used for all correspondence going to the general public or any government agency outside the Department of Interior (DOI), plus BLM retirement letters.

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- On-demand letterhead (electronic): to be used when corresponding with any DOI agency.

- Templates have been updated in the S:\900\Directiv directory to reflect the TPIA logo.

Timeframe: This IM is effective upon receipt.

Budget Impact: The application of this policy will have no impact on the budget.

Background: The TPIA Program is a Presidential initiative. By displaying the TPIA logo on our letterhead, the BLM, along with the DOI, demonstrates its support for this program.

Manual/Handbook Sections Affected: There are no existing BLM directives that will be affected by this policy change.

Coordination: This IM has been coordinated with the Washington Office Public Affairs Group (WO-610); Lee Campbell, Bureau Printing Officer, National Business Center; Cliff McClelland, State Printing Specialist; and Mary O'Leary, Management Assistant.

Contact: If you have any questions or concerns regarding this policy, please contact, Cliff McClelland at 503-808-6212 or Mary O'Leary at 503-808-6159.

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
David R. Henderson
(Acting)

Authenticated by
Mary O'Leary
Management Assistant

1 Attachment(s)

1 - [Sample letterhead](#) (1p)

Distribution

BC-651

In Reply Refer to:

Attachment 1