

# United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**In Reply Refer to:**

1203/1221 (OR-915) P

April 1, 2004

EMS TRANSMISSION 04/05/2004

Instruction Memorandum No. OR-2004-060

Expires: 9/30/2005

To: DMs, DSDs, Staff and Branch Chiefs  
From: State Director, Oregon/Washington  
Subject: Delegation of Authority to District Managers

**Program Area:** All Employee Bulletins.

**Purpose:** This Instruction Memorandum transmits the Bureau of Land Management (BLM) Oregon/Washington (OR/WA) delegation authority for signing District level All Employee Bulletins to all District Managers.

**Policy/Action:** Effective immediately, the authority to sign District level directives, including Manual Sections, Handbook Supplements, Instruction Memoranda, Information Bulletins and All Employee Bulletins is delegated to the State Director and all District Managers.

**Budget Impact:** None.

**Background:** Although there is a specific delegation authority to District Managers for District-level directives, the authority to sign All Employee Bulletins has been left at the State Office level.

**Manual/Handbook Sections Affected:** 1203 Delegation of Authority Manual, Subject-Function Classification Code 1221, Directives.

**Coordination:** OR-915, Management and Budget.

**Contact:** Questions may be referred to Management and Budget, OR-915, Glencora Lannen, Management Analyst, at (503) 808-6434.

**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  
A. Barron Bail  
Acting Associate State Director

Authenticated by  
Mary O'Leary  
Management Assistant

Distribution  
OR-915