

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/OR-958.2) P

April 29, 2004

EMS TRANSMISSION 04/29/2004

Instruction Memorandum No. OR-2004-072

Expires: 9/30/2005

To: All District Managers

From: State Director, Oregon/Washington

Subject: New Bureau of Land Management/U.S. Forest Service (BLM/FS) Interagency Letterhead

Program Area: Printing Management.

Purpose: This Instruction Memorandum (IM) describes the new standards for Bureau of Land Management (BLM) and Forest Service (FS) interagency preprinted official letterhead (for external use) and electronic letterhead (for internal use).

Policy/Action: The BLM and FS have coordinated to create new official interagency letterhead (Attachment 1). Preprinted letterhead on cotton stock with the watermark, referred to as official letterhead for external use, is to be used for all correspondence going to the general public or any government agency outside of the Department of the Interior, and for retirement and award letters to BLM and FS employees. Districts will need to coordinate with Cliff McClelland to obtain a pre-printed supply of the cotton stock.

Use the new electronic letterhead template (BLM-FS-OfficialElectronicLtrhd-03-29-04.dot) for any correspondence with the FS or any joint ventures co-authored with the FS such as aquatic strategies and the Survey and Manage program or for any co-authored memorandums to all employees for both agencies. There are district Master templates posted on the [Information Mall](#) for downloading to the same area as the directives templates on your respective shared drives. If you have any problems with accessing these new templates, contact Mary O'Leary at 503-808-6159. Existing electronic co-agency letterhead which the State Office is using for IMs and Information Bulletins will remain the same (see Attachment 2).

Timeframe: This IM is effective upon receipt.

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

Background: The BLM has several offices which are co-located with the FS. In some cases both directors will be signing the same document, i.e., retirement letters for an employee who worked for both agencies necessitating co-

agency letterhead.

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; Lee Campbell, Bureau Printing Officer, National Business Center; Cliff McClelland, State Printing Specialist, Oregon State Office; and Mary O'Leary, Management Assistant, Oregon State Office.

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

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
Judy Ellen Nelson
Acting Associate State Director

Mary O'Leary
Management Assistant

2 Attachment(s)

- 1 - [Sample of New Interagency Letterhead](#) (1p)
- 2 - [Sample of Existing Letterhead for BLM/FS IMs and IBs](#) (2pp)

Distribution

BC-650b (Karen Wrenn)
WO-560 (750LS)



U.S. Department of Agriculture/U.S. Department of the Interior
Forest Service / Bureau of Land Management
Pacific Northwest Region / Oregon State Office
333 S.W. First Avenue
Portland, Oregon 97204
<http://www.fs.fed.us/r6> / <http://www.or.blm.gov>



IN REPLY REFER TO:

**United States
Department of
Agriculture**

**Forest
Service**

R-6

OR/WA

**Bureau of Land
Management**

**United States
Department of
Interior**

Reply Refer To: (FS)/ (BLM) (OR-)

Date:

FS-Memorandum

To:

Subject:

EMS TRANSMISSION

BLM-Information Bulletin No. OR-2004-

ELAINE M. BRONG
State Director, OR/WA
USDI Bureau of Land Management

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

Attachment(s)

1 - (pp)

BLM Distribution

cc:

Attachment 2-1

**United States
Department of
Agriculture
Forest Service**

**United States
Department of
Commerce
National Oceanic/
Atmospheric Admin.
Fisheries**

**United States
Department of
Interior
Bureau of
Land Management**

**United States
Department of
Interior
Fish and
Wildlife Service**

Reply Refer To: (FS)/ (BLM) (OR-)

Date:

FS/NOAA/FWS-Memorandum

**EMS TRANSMISSION
BLM-Information Bulletin No. OR-2004-**

To:

Subject:

ELAINE M. BRONG
State Director, OR/WA
USDI Bureau of Land Management

LINDA GOODMAN
Regional Forester, Region 6
USDA Forest Service

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JACK A. BLACKWELL
Regional Forester, Region 5
USDA Forest Service

D. ROBERT LOHN
Regional Admin., Northwest Region
USDC National Oceanic and Atmospheric
Administration Fisheries

DAVID B. ALLEN
Regional Director, Region 1
USDI Fish and Wildlife Service

Authenticated by

Attachment(s)
1 - (pp)

BLM Distribution

cc:

Attachment 2-2