

United State Department Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:

1550 (OR-912) P

June 10, 2004

EMS TRANSMISSION 06/14/2004

Instruction Memorandum No. OR-2004-083

Expires: 9/30/2005

To: All Oregon/Washington Employees

From: State Director, Oregon/Washington

Subject: Bureau Reprographics Program

Program Area: Bureau Reprographics Program

Purpose:

1. Designate a reprographic program manager.
The reprographic manager for Oregon is Cliff McClelland, Printing Specialist OR 912.
2. Approve the procurement of reprographic equipment.
The DI-1866 form is still the required form to be submitted to the Division of Communications OR 912 prior to purchase.
A technical review of the District needs will be made available to the Approving Official.
When requested equipment or an alternate is approved, a copy of the form will be returned to the requesting Office.
3. Maintain an accurate and up-to-date inventory of reprographic equipment which would be available to the Department's Division of Printing and Publications.
4. Conduct required management control reviews as required by the Office of Management and Budget and the Office of Financial Management.

Policy/Action: This Instruction Memorandum outlines the Bureau's policy regarding acquisition of copy equipment. The goal remains to procure dependable cost effective equipment that meets the users' needs.

Timeframe: Effective upon receipt.

Budget Impact: None.

Background: In February 1995, the Department delegated the authority to approve equipment acquisition to the State Directors. That authority was further delegated to the Chief of Public Affairs in July 1999 (now Deputy State Director of Communications). The Department's re-delegation came with several requirements.

Manual/Handbook Sections Affected: None.

Coordination: Cliff McClelland, (503) 808-6212, OR-912 Division of Communications.

Contact: Cliff McClelland, (503) 808-6212, OR-912 Division of Communications.

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
James C. Kenna
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution
BC-650B