



United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
Oregon State Office  
P.O. Box 2965  
Portland, Oregon 97208



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Information Bulletin No. OR-2006-044

To: All Oregon/Washington State Office Employees  
From: Associate State Director  
Subject: Oregon State Office (OSO) All Employee Meetings

The following is the schedule of Oregon State Office (OSO) All Employee Meetings for 2006. These meetings will take place in the Third Floor Conference Rooms of the Robert Duncan Plaza Building.

Date	Time	Lead
March 15, 2006	9 – 11 a.m.	OR-930/Resources
June 7, 2006	9 – 11 a.m.	OR-912/913/915 (Communications, EEO, Budget)
September 6, 2006	9 – 11 a.m.	OR-950/Management Services
December 6, 2006	11:30 – 1 (Holiday Social)	HRDC

The designated lead office is responsible for the following:

1. Overall meeting coordination;
2. Confirming the date/time of the meeting;
3. Contacting divisions 2 – 3 weeks prior to the meeting for agenda topics;
4. Notifying offices of upcoming conference room set-up requirements;
5. Ensure an interpreter is provided for the hearing impaired;
6. Making arrangements for audio/visual equipment needs;
7. Developing and submitting a draft agenda to the Associate State Director for approval at least one week prior to the meeting;
8. Sending a confirmation email to all OSO employees one week prior to the meeting.

Suggested meeting format:

1. Host welcome;
2. Introductions by each DSD, Staff Chief, or manager for new employees/interns/visitors;
3. State Director highlights;
4. Questions and answers;
5. Host-sponsored social time (as appropriate).

Should you have any questions regarding this schedule, please contact Annette Fournier at (503) 808-6026.

**Districts with Unions** are reminded to notify their unions of this Information Bulletin 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 G. Kenna

Authenticated by  
Mary O'Leary  
Management Assistant

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