



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



In Reply Refer to:
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November 17, 2006

EMS TRANSMISSION 11/20/2006
Instruction Memorandum No. OR-2007-008
Expires: 9/30/2008

To: DMs, DSDs, Staff and Branch Chiefs
From: State Director, Oregon/Washington
Subject: Publications Committee

Program Area: Printing, graphics, cartographic and recreational products for distribution to the public.

Purpose: This Instruction Memorandum is to update the 1993 Oregon/Washington Publications Committee Charter (See Attachment 1) by identifying current membership and officers of the Publications Committee. See Instruction Memorandum No. OR-93-134 dated May 26, 1993 and Instruction Memorandum No. OR-2005-015 dated November 8, 2004.

Policy/Action: Annual update of Publications Committee Charter.

Timeframe: Effective immediately.

Budget Impact: Budget will not be required by the committee. Project expenses will be charged to benefiting activity programs.

Background: The committee was formed as publications advisory committee to the State Management Team for the design, production and distribution of all Bureau documents. The committee is made of the representatives from the Division of Communications (OR 912), Division of Resource Planning, Use & Protection (OR 933) and Division of Management Services (OR 957). This committee meets twice monthly to establish, maintain, and lead projects from initial concept to a tangible product, identifying the lines of responsibility to accomplish the production and distribution of each publication. The committee has a rotating chairperson to allow all members an opportunity to serve in this position.

Please ensure that personnel on your staffs who plan and initiate all printing, layout, and cartographic work coordinate fully with this committee in obtaining the proper clearance and the development of specific requirements for the project before any work is started. Projects are prioritized to help the committee commit appropriate personnel and resources to the timely production of each document.

Publication Committee Members

Gary Haase, Visual Information Specialist (Chairperson)	503-808-6028
Mike Hamel, Visual Information Specialist (Vice-Chair)	503-808-6211
Leslie Frewing-Runyon, Program Analyst	503-808-6088
Jim Rounds, Cartography Team Lead	503-808-6140
Cliff McClelland, Printing Specialist	503-808-6212
Jody Weil, Management Representative	503-808-6287
Teddi Duling, Staff Recorder	503-808-6027

Manual/Handbook Sections Affected: No manuals or handbook sections are affected or changed by this Information Bulletin.

Coordination: Oregon State Office Division of Communication.

Contact: Please contact Gary Haase, Visual Information Specialist, at 503-808-6028 or Mike Hamel, Visual Information Specialist, at 503-808-6211 with any questions.

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
Kathy Eaton
Associate State Director

Authenticated by
Mary O'Leary
Records Section

1 Attachment(s)

1 - [Publications Committee Charter](#) (3 pp)

Distribution

NSTC (650)

WO-610 (Room 406, LS)