

United States  
Department of  
Agriculture

Forest  
Service

R-6

OR/WA

Bureau of Land  
Management

United States  
Department of  
the Interior

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**FS-Memorandum**

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**To:** Forest Service RO Directors and RO Support Services Group; Bureau of Land Management DSDs, Branch Chiefs, Staff, and State Office Secretaries

**Subject:** Forest Service and Bureau of Land Management Interagency Correspondence Preparation

This Instruction Memorandum (IM) transmits the reference guide (attached) for direction in the preparation of interagency correspondence which covers multiple agency signature correspondence. This reference guide focuses on Bureau of Land Management and Forest Service correspondence. In recent months, Bureau of Land Management and Forest Service management became aware that in order to standardize correspondence between both agencies, a correspondence guide needed to be developed to conform to standards set forth therein. A team was assembled, and the members discussed the importance of consistency and a professional appearance in all interagency documents and correspondence.

For clarification or questions contact Annette Fournier, State Director Staff Assistant, or Juliane Tilton, Associate State Director Staff Assistant, at (503) 808-6026 for the Bureau of Land Management. For questions or clarification contact Jean Harris, Forest Service Support Group, at (503) 808-2450 or Jeanne Ahern, Forest Service Support Group, at (503) 808-2924.

/s/ Liz Agpaoa  
for LINDA GOODMAN  
Regional Forester, Region 6  
USDA Forest Service

/s/ Michael S. Mottice  
for EDWARD W. SHEPARD  
State Director, OR/WA  
USDI Bureau of Land Management

Attachment

1 – [Interagency or Service First Correspondence Reference Guide](#) (10 pp)

cc:

Distribution:  
WO-100 (Linda Hill)