



United States Department of the Interior



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In Reply Refer To:

File code *[office code]* * *Designate as Public (P), Internal (I), or Restricted (R)*

EMAIL TRANSMISSION –
Permanent Instruction Memorandum No. MT-P-IM-2017-

To: *[Titles of Receiving Officials]*

From: *[Signing Official's Title]*

Subject: *[Be as specific as possible about content – limit subject line to 2 lines]*

Program Area: *[Cite or reference affected program(s).]*

Purpose: *[Provide brief statement of the intent of the directive.]*

Policy/Action: *[Describe the policy established by the IM or the action required of recipient.]*

Background: *[Briefly describe the conditions or situation which prompted the IM.]*

Pages of Manual/Handbook Sections Affected: *[List the pages of Manual Sections, Handbooks, or Supplements impacted by the issuance of the directive. The Directives Program will annotate any affected pages posted online with notice of the permanent IM.]*

Instruction Memorandums Affected: *[List any IMs affected or superseded.]*

Contact: *[Include the name, title, and phone number of the individual(s) best prepared to answer questions or respond to concerns.]*

1 Attachment

1-[Title of attachment and number of pages – i.e., (1 p), (2 pp), etc.]