



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Alaska State Office

222 West Seventh Avenue, #13

Anchorage, Alaska 99513-7504

<http://www.blm.gov>



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EMS TRANSMISSION

Instruction Memorandum - AK-2012-016

Expires: 09/30/2013

To: All BLM-Alaska Offices

From: State Director's Office

Subject: Update to Bureau of Land Management, Alaska (BLM-Alaska) Letterhead

Program Area: Communications

Purpose: This Instruction Memorandum (IM) describes the new standards for BLM-Alaska preprinted and on-demand laser printer generated letterhead per WO IM 2012-107 located at: http://www.blm.gov/wo/st/en/info/regulations/Instruction_Memos_and_Bulletins/national_instruction/2012/IM_2012-107.html. Letterhead is the official form of stationery for BLM-Alaska correspondence and similar material.

Policy/Action: The BLM is updating official Agency letterhead to incorporate the modified-triangle emblem and discontinuing the use of the Take Pride in America logo, per Department of the Interior direction. The BLM-Alaska letterheads have been updated to meet the new standards outlined in WO IM 2012-107. The new letterheads are available on the SWAT website at <http://web.ak.blm.gov/swat/resource2.html>. They are also available to Statewide Administrative Team (SWAT) members on the SWAT SharePoint site at <http://teamspace/ak/swat/Letterhead/Forms/AllItems.aspx>

Timeframe: This IM is effective upon receipt.

Budget Impact: The application of this policy will have no impact on the budget.

Background: Design specifications are based on guidance contained in the Department of the Interior Departmental Manual, 314 DM 6, Letterhead Stationery.

Manual/Handbook Sections Affected: N/A

Coordination: This IM has been coordinated with the Office of Communications Chief, (AK-912) and is consistent with WO IM 2012-107.

Contact: If you have any questions or concerns regarding this policy, please contact June Lowery, 907-271-5080 or Artealia Gilliard, 907-271-4418.

Signed by:
Ron Dunton
Alaska Associate State Director (Acting)

Authenticated by:
Anita R. Jette
Records Specialist