



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply Refer To:
1520 (OC-653) P

EMS TRANSMISSION: 08/16/2011
Instruction Memorandum No. 2011- 068
Expires: 09/30/2012

To: All Washington and Field Office Officials
From: Director, National Operations Center
Subject: Cancellation of Bureau of Land Management (BLM) Forms

Program Area: Personal Property.

Purpose: This Instruction Memorandum formally declares that the following BLM forms are obsolete and no longer needed:

Master Control Worksheet FORM 1520-043

GSA Motor Pool Service Request FORM 1520-051

Policy/Action: Effective immediately, Form 1520-043 and Form 1520-051 are cancelled as BLM documents. All offices should destroy any remaining inventory of these forms. The forms will no longer be available through the Printed Materials Distribution Services or from the Internal Forms Web Page (Forms Central) at:

<http://web.blm.gov/blmforms/>.

Timeframe: This Instruction Memorandum is effective upon receipt.

Budget Impact: None.

Background: Form 1520-043 was used as a worksheet to enter vehicle transactions into the Automated Fleet Management System which was decommissioned as a result of moving to the Financial Business Management System. Form 1520-051 was used to request motor vehicles from GSA for seasonal and/or permanent assignment. The information is currently being submitted to the BLM pursuant to the guidance in the 1525 Manual. No specific BLM forms are required for the submission of the information.

Manual /Handbook Sections Affected: None.

Coordination: This document was coordinated with Karen Wrenn, the BLM Forms Coordinator.

Contact: If you have any questions, please contact Paul Koch, at 303-236-9439, or William Neuendorf, at 303-236-2955.

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