



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82003-1828



In Reply Refer To:
1221 (WY-957) P

February 11, 2008

EMS TRANSMISSION 02/13/2008
Instruction Memorandum No. WY-2008-027
Expires: 09/30/2009

To: Field Managers and Deputy State Directors
From: State Director
Subject: Electronic Distribution of Wyoming Temporary Directives

Program Area: BLM Directives.

Purpose: To advise Field Managers and Deputy State Directors of new procedures to enable electronic distribution of Instruction Memoranda (IMs) and Information Bulletins (IBs) (classed as Temporary Directives).

Policy/Action: All Wyoming Temporary Directives, including attachments, will now be issued and distributed electronically.

The originating office will prepare directives for surnaming, signature, dating and numbering as they are currently doing. They will add the line "EMS TRANSMISSION" over the IM or IB number line at the top of the document. The signed hard copy package will be sent to Central Files, along with an electronic copy of the directive and attachments. (Central Files staff can scan attachments, if needed). Central Files staff will prepare the document for electronic distribution by adding the signature and authentication boxes at the bottom of the document:

Signed by:
Robert A. Bennett
Wyoming State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

If the IM or IB is addressed to All Employees, Central Files staff will add the (Note to Supervisors: Please ensure that employees without access to e-mail receive a paper copy of this directive.) line at the beginning of the e-mail transmitting the directive.

Distribution copies will be sent hardcopy as they are currently being sent.

Time Frame: This directive is effective immediately.

Coordination: This IM was coordinated with Renee Duval, Wyoming Chief Information Officer and Jessica Camargo, coordinator for the BLM Wyoming Correspondence Preparation Guide.

Contact: Please contact Pam Hernandez, Records Management Assistant, at (307) 775-6089 or Debra Yeager, State Records Manager, at (307) 775-6088.

Signed by:
Robert A. Bennett
Wyoming State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files