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BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1550 (BC-650B)P

Instruction Memorandum No. BC-98-035

To: All Washington Office and Field Officials
Attn: Printing Specialists and Coordinators

From: Director, National Business Center

Subject: Use of an Office's INTERNET Address on Bureau of Land Management (BLM)
Letterhead

This Instruction Memorandum is in response to numerous inquiries concerning the placement of an office's INTERNET address on the BLM letterhead. The INTERNET has become an integral element in communications to and from our publics. As a direct result, our offices are experiencing a dramatic increase in the amount of electronic communications. Because each office has an INTERNET homepage, it makes good business sense to include that office's INTERNET address in their letterhead.

In addition to the policy contained in 314 DM 6, "Letterhead Stationary," the following guidance is provided for the use and placement of an INTERNET address:

- Inclusion of the INTERNET address on an office's letterhead is optional to be used at the discretion of each office.

- Letterhead containing the INTERNET address is still subject to the provisions of 314 DM 6, "Letterhead Stationary."

- The INTERNET address is an actual address, therefore, it should be incorporated into the signature (address) block for that office. It should appear as the last (bottom) line of the address block and should be of the same size as the preceding lines. (Sample attached)

- Letterhead with the INTERNET address should be printed in small quantities in order to minimize waste associated with potential address changes.

If you have any questions or would like additional information, please contact Lee Campbell at 303-236-9422.

1 Attachment

1-Letterhead sample (1p)

Distribution

RS-150A, BLM Library

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