

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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In Reply Refer To:
1550 (BC-650C)P

May 4, 1999

E-Mail Transmission
Information Bulletin No. BC-99-083

To: All Washington Office and Field Officials

From: Director, National Business Center

Subject: Publications Distribution List

DD: 5/28/99

It is time to update the Bureauwide distribution requirements for other agencies' publications for Fiscal Year 2000. Using the attached order form, state offices should gather the information from their field offices and submit a request for the entire state organization. Washington Office Group Administrators should consolidate the needs of their teams. Because costs for these publications continue to rise, please order the absolute minimum number necessary for your organization. Those publications listed on the attached order form that are available electronically, contain their INTERNET address. Where possible please use the INTERNET, this will be a big step in helping us to reduce our publications costs.

The Bureau of Land Management's order is being submitted in anticipation that these publications will be reprinted sometime during FY 2000. Actual revision and printing schedules will be developed by the originating agency and the Government Printing Office at a later date.

In order to take advantage of the prices available through this special program, please complete and return this request to the Bureau Printing Officer (BC-650C) no later than May 28, 1999.

If you have any questions or require assistance, please contact Lee Campbell at (303) 236-9422.
The FAX number for submitting your requirements is (303) 236-9470.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Annual Publications Survey (4pp)

Distribution
BC-650
RS-150A, BLM Library

ANNUAL PUBLICATIONS SURVEY

FISCAL YEAR 2000

Order Form

<u>TITLES</u>	<u>QUANTITY</u>
Office of Personnel Management	
1. Notice and Posting System	_____
2. Operating Manual - The Guide to Processing Personnel Actions Also available from http://www.opm.gov/feddata/html/expro.htm	_____
3. Operating Manual - SF-113 Summary Data Record keeping Reporting System Also available from http://www.opm.gov/feddata/html/sf113rpt.htm	_____
4. Operating Manual - The Federal Wage System	_____
5. Operating Manual - The Federal Wage System Non-appropriated Funds	_____
6. Operating Manual - Qualification Standards for General Schedule Positions (formerly Qualifications Standards Handbook) Also available on the CD-ROM - HRCD: GS Position Classification and FWS Job Grading Standards	_____
7. CD-ROM: HRCD: GS Position Classification and FWS Job Grading Standards which includes:	_____
- Digest of Significant Classification Decisions and Opinions	
- Handbook of Occupational Groups and Series	
- Qualifications Standards for General Schedule Positions	
- U.S.C. Title 5	
Note: These CDS will be ordered at the time they go to print. Please include a quantity and a FY 2000 cost code.	
8. Salary Table No. 2000, Executive Branch of the Government	_____
9. Federal Civilian Workforce Statistics - Employment and Trends Also available at: http://www.opm.gov/feddata/html/empt.htm	_____
10. Workforce Performance	_____
11. OPM Information Directory (Formerly the OPM Telephone Directory)	_____
12. OPM Organizational Directory of Key Officials	_____
13. FOCUS	_____
14. Work Years and Personnel Costs, FY 98 Also available at: http://www.opm.gov/feddata/html/wypc.htm	_____

TITLES	<u>QUANTITY</u>
15. Pay Structure of the Federal Civil Service, March 31, 1999 Also available at: http://www.opm.gov/feodata/html/paystr.htm	_____
16. OPM Message to the SES Also available at: http://www.opm.gov/ses/index.htm	_____
17. New Developments in Employee and Labor Relations	_____
18. Significant Cases	_____
19. Handbook of Occupational Groups and Families (paper) Also available at: http://www.opm.gov	_____
20. Occupations of Federal White-Collar and Blue-Collar workers, September 30, 1999	_____
<u>Miscellaneous Agencies</u>	
21. Directory of DCAA Offices (DLA)	_____
22. DOD Telephone Directory (DAPS)	_____
23. Federal Energy Reports (FERC)	_____
24. Federal Energy Guidelines, Statutes and Regulations (FERC)	_____
25. List of Parties Excluded From Federal Procurement or Nonprocurement Prog. (GSA)	_____
26. Federal Travel Regulations and Subsequent Changes (GSA)	_____
27. Commuted Rate Schedule (GSA)	_____
28. Federal Acquisition Circulars (GSA)	_____
29. General Wage Determinations Issued Under Davis-Bacon and Related Acts (Labor)	_____
30. Occupational Outlook Handbook (Labor)	_____
31. NARA Bulletin (NARA)	_____
32. Maximum Travel Per Diem Allowance for Foreign Areas (State)	_____
33. Standardized Regulations (State)	_____

TITLES

QUANTITY

34. Daily Congressional Record(GPO) **This is available on the INTERNET, if you wish to order a paper copy please provide a fund code along with your quantity.** _____

Please note, the following publications will no longer be available in a paper format, but may be found at the website indicated:

Operating Manual - Guide to Personnel Data Standards
<http://www.opm.gov/feddata/html/datastan.htm>

Operating Manual - Guide to Central Personnel Data File (CPDF)
(Formerly Operating Manual - Federal Workforce Reporting System)
<http://www.opm.gov/feddata/htm/dataREQ.htm>

Operating Manual - The CSRS and FERS Handbook for Personnel
and Payroll Offices <http://www.opm.gov/asd/htm/pub.htm>

Operating Manual - Guide to Personnel Record keeping
<http://www.opm.gov/feddata/html/opf.htm>