

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
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In Reply Refer To:
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September 6, 2002

Information Bulletin No. BC-2002-103

To: All Washington Office and Field Office Officials

From: Director, National Business Center

Subject: Fiscal Year 2002 Shutdown for Physical Inventory of the Printed Materials Distribution Services (PMDS)

The PMDS will conduct a complete annual inventory of all printed materials stocked and distributed from September 16, 2002, through September 30, 2002. The PMDS will not distribute or ship any printed materials during the inventory period. Offices are requested to review their printed materials and submit replenishment orders to PMDS on Bureau Form 1556-001, PMDS Publication Requisition Form, no later than September 12, 2002. Requisitions received after September 13, 2002 will be held at the PMDS and filled starting October 01, 2002.

Due to On-line Payment and Collection System (OPAC) billing requirements for the Working Capital Fund, requests for Department/Compensation Act Forms (DI and CA) will not be distributed after COB September 11, 2002. Requisitions for DI /CA Forms received after September 11, 2002, will be held at the PMDS and filled starting October 01, 2002. Please notify those responsible for ordering printed materials of these cutoff dates.

If you have any questions or response related this Information Bulletin, please contact Frank Tisby, at (303) 236-7637 or e-mail at Frank.Tisby@blm.gov or Bob Stahl at (303)236-1975 or e-mail at Robert.Stahl@blm.gov.

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