

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

Arizona State Office  
222 N. Central Avenue  
Phoenix, Arizona 85004  
[www.az.blm.gov](http://www.az.blm.gov)

In Reply Refer To:  
1512-800 (AZ-950) P

EMS TRANSMISSION: August 18, 2003  
Instruction Memorandum No. AZ-2003-032

August 14, 2003

To: All Employees

From: State Director

Subject: Reduction in Charge Card Delinquency

**Purpose:** This Instruction Memorandum (IM) transmits Washington Office IM No. 2003-229, Reduction of Charge Card Delinquency (copy attached).

**Background:** It is extremely important that all employees read and understand the information contained in the attached IM. Employees and supervisors will be held accountable for ensuring that the processes and requirements of the attached IM are followed.

**Policy/Action:** The Deputy State Director of Business and Support Services, Administrative Services Manager, and the Procurement Analyst at the State Office will be reviewing the "delinquency report" and will notify supervisors of delinquent employees on a monthly basis. Supervisors and Managers have complete responsibility for ensuring that the appropriate actions, as outlined in the attached IM, are performed each month. Please pay particular attention to the requirement outlined in paragraph 2 of the attached IM that addresses delinquent Travel Vouchers.

**Time Frame:** This IM is effective immediately. These are important issues and require the attention of all employees.

**Contact:** If you have any questions regarding the requirements that are being transmitted, please call Bob Kritzstein at 602-417-9264 or Janell Reifel at 602-417-9266.

Signed by: Carl Rountree  
Associate State Director  
for Elaine Y. Zielinski  
State Director

Authenticated by: Jennifer Carden  
Division Staff Assistant

Attachment:  
1-Washington Office IM No. 2003-229 (2 pp.)