

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Montana State Office
5001 Southgate Drive, P.O. Box 36800
Billings, Montana 59107-6800
<http://www.mt.blm.gov/>

In Reply To:

1510 (935MC) P

10/21/2004

EMAIL TRANSMISSION - 10/22/2004
Information Bulletin No. MT-2005-006

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Registration for Assistance Agreements for Assistance Representatives Training
DD: 12/31/2004

A survey was done in September to determine if there was enough interest in attending the Assistance Agreements for Assistance Representatives course if it were held in Billings. There was enough interest for this training; therefore, the course is being offered for all employees of all agencies in Billings.

This course will provide the participant with detailed information on the basis for establishing agreements and the terms, provisions, and circular requirements that impact the performance and administration of assistance agreements.

Subjects that are included in this course are:

- Review of Agreements and Legislative Authorities,
- Monitoring Work Activities Under Agreements,
- Receiving and Monitoring Payment and Financial Reports,
- Financial Requirements, Program Income, and Cost Sharing,
- Budget and Program Revisions,
- Property and Procurement Requirements, and
- Records, Closeout, and Termination of Agreements.

The target audience are those individuals who are responsible for participating in the drafting of agreements and the administration of resulting agreements.

Name of Course: Assistance Agreements for Assistance Representatives

Dates and Times: February 8 - 10, 2005, from 8:30 to 3:30 each day, with departure by 1:30 pm on the final day

Location: Hampton Inn, 5110 Southgate Drive, Billings, MT

Price: \$269 each based on at least 20 attendees

Students attending this class must register directly with the vendor, Northwest Procurement Inc. (NPI), by completing the attached Payment Form and submitting to NPI. Make your payment directly to NPI. Please make your registration **no later than December 31, 2004.**

The Hampton Inn has also reserved a block of rooms if you wish to stay at this hotel. Please call (406) 248-4949 to make your reservations prior to February 1, 2005. The price is \$60.00 plus tax for a single room. You are responsible for payment of your room.

If you have any questions, please contact Charlene Gunther at (406) 896-5195.

Signed by: Debra M. DeBock for Sandra L. Guches

Authenticated by: Jennifer C. McKinley, (MT-935)

1 Attachment

1-NPI Registration Form (1 p)

Distribution w/attn.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station



**NORTHWEST PROCUREMENT INSTITUTE, INC.
TRAINING & CONSULTING**

P.O. Box 1328, Edmonds WA 98020 * (425) 776-0414 * FAX (425) 776-0467
http://www.npi-training.com * Email npi@npi-training.com

Registration, Invoice and Receipt

YOUR INFORMATION

Student:		Date:	
Organization:			
Mailing Address:			
City:		State:	
Telephone:	()	
Fax:	()	
E-Mail Address:			

COURSE INFORMATION

Name:	Assistance Agreements for Assistance Representatives		
Location:	Billings, Montana		
Tuition:	\$269.00	Course Dates:	February 8-10, 2005

METHOD OF PAYMENT

Check:		SF-182:	
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Credit Card:

Card Number:		Expiration Date:	
Card Holder Name:		Fax No:	