

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL APPLIED RESOURCE SCIENCES CENTER  
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In Reply Refer To:  
5400/1330/1500 (RS-140)P

August 27, 1999

EMS TRANSMISSION 8/27/99  
Instruction Memorandum No. RS-99-61  
Expires: 9/30/00

To: All Field Officials

From: Director, National Applied Resource Sciences Center

Subject: End-of-Fiscal-Year (FY) Procedures - Timber Sale  
Information & Special Forest Products Systems  
(TSIS+/SFP)

**DD: 10/01/1999**

Up-to-date information about the sale of forest and vegetative products is critically important to supporting individual district operations and obtaining clean Audit Opinion on our Bureau Financial Statement and management performance measures. This memorandum describes why and when we need to collect timber and vegetal sale information and how this information is used.

**1. Why do we need to collect timber sale and vegetal product sales information?**

The Timber Sale Information system (TSIS+) automates individual district timber computation and record keeping procedures for timber and other forest and range (vegetal) products sales. If TSIS+ data is up-to-date, separate district "Cuff Record" systems are not needed which saves everyone a lot of time and trouble.

When district TSIS+ data is routinely kept up-to-date on the computer, there is no need to bother individual district employees with continual questions about the program's "current status." In addition, National Business Center staff can do the required reconciliation of the unmatured timber sale contracts balance as recorded in the Federal Financial System (FFS). All needed information is available from our computer network.

Collecting sales information allows the timely and thorough reconciliation of the TSIS+ with unmatured timber contract sales and the collection records in the FFS. This helps ensure that the Bureau receives an unqualified (clean) audit opinion.



**1. When should we enter sales and other information?**

Enter the data as soon as a sale action takes place on the ground, the payment is made, contract inspections are done, etc. *Section 1.4, Data Entry Standards, pages 1-14 to 1-20* of the *TSIS+ User Guide* describes in detail the data entry standards (see <http://web.or.blm.gov/or930/TSIS/tsis.pdf> for a copy of the user guide.) At a minimum, you must enter data once a week, and some items will need to be entered on the same day as the sale.

**3. What is done with the collected information?**

Above and beyond the routine support provided to individual district operations, the Bureau uses both accumulated and current data to reconcile the TSIS+ with the Bureau's "Unmatured Timber Sale Contract" balance and the collections recorded in the separate FFS. The Bureau also uses the data as a performance measure in reports to BLM management, the Congress, and the public, as well as in the annual editions of "Public Land Statistics."

**4. What actions do you need to take?**

Please distribute this IM to all employees who sell or administer timber or vegetal products sales or free use permits and who are in a position to enter the data into the TSIS+, as well as to employees who enter accounting data.

Ensure that all TSIS data is entered and is complete as shown in *Section 1.4, Data Entry Standards*, in the *Timber Sale Information System User Guide*. See <http://web.or.blm.gov/or930/TSIS/tsis.pdf> for a copy of this User Guide.

Ensure that FY 1999 Nonmonetary Timber Sales and Modifications are entered by Thursday, October 7, 1999. Ensure that cash payments or cash bonds are deposited in your banks by close of business September 30, 1999, and are entered into TSIS+ by close of business Friday, October 1, 1999. (See the National Business Center's IM BC-99-059 dated August 4, 1999, for detailed information concerning deposits.)

If you have any questions concerning this IM, please call Tom Costello, NARSC, at (303)236-0144, Alan Wood, OR-931, at (503) 952-6072 or John Engels, OR-933-Detached, at (541)741-4437.

Signed by  
Lee Barkow, Director  
National Applied Resource  
Sciences Center

Authenticated by  
Luron Porter  
Staff Assistant

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