

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P. O. BOX 25047
DENVER, COLORADO 80225-0047**

October 23, 1998

In Reply Refer To:
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EMS TRANSMISSION
Information Bulletin No. BC-99-009

To: All Washington Office and Field Officials
Attn: Property Managers

From: Acting Director, National Business Center

Subject: Personal Property and BRIO Training

A training session for Advanced Personal Property and BRIO will be held at the National Business Center, Denver Federal Center, Building 50, during the week of December 7-11, 1998. Because of the large number of Field Offices and physical areas of responsibility, the Oregon and California offices have each been allocated three training slots. All other offices have been allocated two training slots.

The target audience for this training will be employees with an understanding of property principles and a good working knowledge of the Fixed Asset (FA) and Automated Fleet Management System (AFMS) systems. Trainees will learn how to navigate in the system and utilize the BRIO tools as they relate to data from FA, AFMS, and other Management Information System data bases. Trainees will also receive instruction relating to advanced knowledge of inventory procedures, the proper use of Budget Object Class codes, Field Office responsibilities in reconciliation of FA with the General Ledger, expediting the disposal process, how to manage and analyze fleet issues, new real property requirements, and quarters. In addition, trainees will be expected to return to their respective offices and assist their counterparts in learning and using BRIO. Trainees will be asked to provide feedback on how to improve this training course for future presentations.

A block of rooms has been reserved at the Sheraton Denver West, 360 Union Blvd., Lakewood, Colorado. Reservations can be made by calling the Sheraton at (303) 987-2000 or by faxing your reservation to (303) 969-0263. When making reservations, please reference the *BLM Property Training*. In order to receive the government guaranteed lodging rate reservations must

be made

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by November 23. The Golden West Shuttle (303) 342-9300 is the most economical method of transportation from Denver International Airport to the Sheraton Denver West. The cost for the shuttle is \$18.00 one-way and round-trip \$34.00.

Training will begin at 8:00 a.m. Monday, December 7, 1998 and end at noon on Friday, December 11, 1998. The names of attendees should be e-mailed via GroupWise to Gwen Rush "grush" (BC680A) by November 23, 1998. If you have any questions regarding the training, please contact Gwen Rush, Property Operations and Systems Team at (303) 236-9465 or Gery Behr, National Training Center at (602) 906-5581.

Signed by:
Ed Fritchie
Acting Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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