

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: Montana Dakotas Leadership
Attn: CBS Staff

From: Deputy State Director, Division of Support Services

Subject: Collections and Billings System (CBS) Site Visits and Training

This Information Bulletin (IB) is to provide information of an audit of the statewide CBS program, scheduled for the field offices identified below. The CBS program has not been reviewed in the field offices for many years and is required as part of the Department's Internal Control Review function. Based on previous CBS audits conducted by the National Operations Center (NOC), a program site review and training to our state's CBS users is an identified corrective action item.

During the site visits, the Montana State Office CBS core team will be analyzing the responses from the Managers' Annual Review of their CBS functions, as well as providing any necessary training to field office CBS users. Tammy Fisher and Jeanette Reichert are MSO core team members.

Each field office will need to have CBS users available for the designated site visit/training. A conference room is not needed, as the core team will conduct the site visit/training in the immediate area of the CBS staff so that records can be reviewed.

The field office site visits and training are scheduled as follows:

<u>Office</u>	<u>Date</u>
Billings Field Office	May 27, 2014
Pompeys Pillar National Monument	May 29, 2014
Butte Field Office	June 16, 2014
Dillon Field Office	June 17, 2014
Missoula Field Office	June 18, 2014

Questions pertaining to this information bulletin may be directed to Tammy Fisher at (406) 896-5231 or Jeanette Reichert at (406) 896-5070.

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