



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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April 7, 2011

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Information Bulletin No. OC-2011-018

To: Assistant Directors and State and Center Directors  
Attn: State and Center Collections and Billing System Core Teams

From: Director, National Operations Center

Subject: Fiscal Year 2011 Bureau-Wide Accounts Workshop

The Bureau of Land Management (BLM) Eastern States (ES) will host the 2011 Bureauwide Accounts Workshop.

Dates: May 2-6, 2011  
Location: National Training Center (NTC)  
Montana Room  
9828 North 31<sup>st</sup> Avenue  
Phoenix, AZ 85051

This workshop is conducted for the benefit of the Collections and Billing System (CBS) State Core Team members so they can provide quality training and guidance to collections and resources staffs in their State. We strongly encourage all State Directors to send their Core Team Lead and at least one other Core Team member. The purpose of this workshop is to:

- (1) Update collection and billing guidance.
- (2) Address critical issues, key to the financial health of the BLM's collections and billings process.
- (3) Acquire a better understanding of the interaction between program collections and the administrative requirements governing collections and billings.

The CBS State Core Team members must maintain a thorough understanding of our collections and billing processes, the automated systems that support them, and the emerging financial standards. For that reason, we strongly recommend the State Directors send the designated State Core Team

Lead and a CBS Core Team member to this workshop. The workshop is scheduled to allow for travel on Monday and Friday. Participants are expected to attend the three day workshop in its entirety. (See Attachment 1 for the meeting agenda).

Topics being addressed at the workshop will include by are not limited to:

- New procedures for tracing refund checks.
- Overviews of accounts payable, the recreation program, the BLM budgeting, and the Agua Fria National Monument.
- Audit results and 2011 audit expectations.
- Centralization of the communication site billings.
- CBS BRIO Reports.
- Reporting requirements for bills, suspense, and third party reviews.
- Introduction to new CBS 101 training.

A block of 40 rooms has been reserved at the Homewood Suites Hotel Metro Center, 2536 West Beryl Avenue, at a rate of \$75 a night plus tax. The per diem rate for the Phoenix/Scottsdale area is \$126 (maximum) for lodging and \$71 for meals and incidental expenses per day. Please contact the hotel directly to reserve your room no later than April 5, 2011 by going to the following link: [http://homewoodsuites.hilton.com/en/hw/groups/personalized/P/PHXPRHW-502-20110501/index.jhtml?WT.mc\\_id=POG](http://homewoodsuites.hilton.com/en/hw/groups/personalized/P/PHXPRHW-502-20110501/index.jhtml?WT.mc_id=POG)

Transportation will be provided with a government van from the hotel to the NTC. The van will leave the hotel at 7:30 a.m. every morning for the NTC. Please meet in the main lobby of the hotel. The Super Shuttle van service provides transportation between the Phoenix Sky Harbor Airport and the NTC or your hotel. The Super Shuttle is located near the baggage area at Sky Harbor airport. Additional information about the Super Shuttle will be provided to individuals attending the workshop. Travel costs for attendance at the workshop will be paid by each State or Center.

The CBS State Core Team Leads are the first point of contact to provide their State with timely, accurate, and effective guidance on collections and billing. A list of the Core Team responsibilities is provided in Attachment 2.

Clean audit opinions are vital to the BLM's continued success in competing for scarce dollars. As auditors look closer at collections and billings for compliance and reporting accuracy, we must improve our business processes.

If you have any questions regarding this workshop, please contact Jacquelyn Miller, Collections and Billings Section, OC-621, 303-236-6588; Cheryl Washington, ES, 703-440-1568; or Mardi Stone, Collections and Billings Section, OC-621, 303-236-0839.

Signed by:  
Lynda B. Stelzer  
Director, National Operations Center

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2 Attachments

[1 - Agenda \(3 pp\)](#)

[2 - State Core Team Responsibilities \(2 pp\)](#)