

**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**

In Reply Refer To:  
1384 (BC-610) P

June 29, 1999

Instruction Memorandum No. BC-99-047, Change 1  
Expires 09/30/2000

To: All Field Officials  
From: Director, National Business Center  
Subject: Re-delegation of Authority for Designating Collection Officers

This Instruction Memorandum (IM) is being reissued to correct the attachment.

The purpose of this memo is to re-delegate the authority for designating Collection Officers from the National Business Center (NBC) Director to each State Director in accordance with BLM Manual 1203, Rel. 1-1658, dated April 6, 1998. Field offices are responsible for ensuring that all employees who collect money as a regular part of their duties are designated as a Collection Officer through their respective state office. When the employee leaves or changes jobs, the designation must be revoked. All designations should remain on file at each state office. Records are required to be kept for six years.

Volunteers who collect money as a regular part of their job are not designated as collection officers. These duties, however, must be outlined in their Volunteer Agreements, along with the responsibilities of the position. Collection Officer responsibilities are addressed in the Collections Reference Guide that was issued in April 1998. Appropriate training must be provided to all employees and volunteers acting as collection officers.

Any request to designate an employee or volunteer as a cashier with a change-making fund must still be sent to the Director, National Business Center (BC-610). Any questions may be addressed to Dorothy Butler, NBC, at (303) 236-6332.

Signed by:  
Dennis Sykes  
Director, National Business Center

Authenticated by:  
Babette A. Larson  
Staff Assistant

1 Attachment  
1 - Notice of Designation Letter

Distribution:  
RS-150A, BLM Library  
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**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

In Reply Refer To:  
1384 (       )

Memorandum

To:            State Director  
Through:      (Field Manager)  
From:          (Supervisor)  
Subject:       Notice of Designation

In accordance with the Bureau's recommendation, (employee name) has been designated as a Collection Officer effective (  Date  ). A general description of the functions of accountable officers and agents is contained in BLM Manual 1384 and in the Collections Reference Guide dated April 6, 1998. The specific criteria for Collection Officers are in 1372.

(Employee name) is familiar with the contents of the BLM Manual concerning the responsibilities/liabilities of their duties. Also, since the Federal Government no longer provides surety bond coverage, the employee is aware that, if found responsible, employees may be held liable for irregularities, shortages, or losses of public funds. Accountable officers and agents who desire to do so may obtain a personal bond at their own expense; however, there is no requirement for such a bond.

Signing this memorandum certifies that the employee has been advised of their duties/responsibilities; accepts the responsibilities/liabilities; has been trained in collection procedures and has been furnished adequate facilities for safeguarding public funds.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

State Director Approval \_\_\_\_\_ Date \_\_\_\_\_