

United States Department of the Interior
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To: Directors, National Human Resource Management Center, National Science and Technology Center, and National Information Resource Management Center

From: Director, National Business Center

Subject: National Denver Centers Board of Survey Appointees

This Information Bulletin (IB) updates the listing of the National Denver Centers Board of Survey. The individuals listed below will serve as representatives for the National Denver Centers Board of Survey for the terms shown:

<u>ORG</u>	<u>NAME</u>	<u>TERM/ END DATE</u>	<u>TYPE OF APPOINTMENT</u>
NI-100	Terri Jeffries	2 years/ 09/30/04	Principal
NI-100	Dave Allee	2 years/ 09/30/04	Alternate

Board of Survey Officers are appointed by the Accountable Officers to review reports of surveys that reflect lost, damaged, or stolen property or any other property irregularities as deemed necessary. These individuals will be trained on their specific roles and responsibilities and will convene as board members on a periodic basis.

If the principal representative is unable to attend a survey board meeting, arrangements must be made to ensure that the alternate will attend. Survey board meetings are held the first Wednesday of every month, unless board members are otherwise notified.

If you have any questions, please contact Frank Philipp at 303-236-7637.

Signed by:
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Director, National Business Center

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