



COMMISSIONER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
WASHINGTON, D.C. 20227

October 29, 2002

Ms. Lynn Scarlett
Chief Financial Officer
Department of Interior
1849 C Street NW, MS 5100
Washington, DC 20240

Dear Ms. Scarlett:

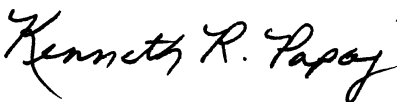
This is to notify you that, beginning with the first quarter of FY 2003, we are requesting that all entities of Chief Financial Officer Act agencies report quarterly on the Treasury Report On Receivables (TROR). The TROR reporting threshold of 50 million dollars or less for annual reporting is eliminated for these entities effective the first quarter of FY 2003. The reporting window is January 15-31, 2003.

Treasury is making this change in order to have a more uniform reporting process that will improve consistency with financial statements; enable us to more thoroughly monitor and evaluate agency referral and collection performance; detect referral and reporting problems earlier; and help agencies more effectively use the TROR as a performance management tool to assess and improve their performance.

As you may know, some agencies already submit all of their reports quarterly, despite the threshold, in order to promote consistency in operations and reporting. This policy change will eliminate the need for those agencies to call the Financial Management Service each quarter to request permission to submit reports for programs under the threshold.

We are in the process of updating the *Instructional Workbook for Preparing the Report on Receivables Due From the Public* to reflect this change. The Workbook can be found at: <http://www.fms.treas.gov/debt/dmrpts.html>. Please address questions to: John Lewin, Acting Director, Business and Agency Liaison Division, Financial Management Service, Debt Management Services, 401 14th Street S.W., Room 443, Washington, DC 20227 202-874-6660, john.lewin@fms.treas.gov.

Sincerely,


for Richard L. Gregg