

**NOTICE OF DESIGNATION AND CERTIFICATION OF TRAINING**

Form BIA-4285  
Revised March 2017

Accounting Operations



**UNITED STATES DEPARTMENT OF THE INTERIOR  
INDIAN AFFAIRS**

**DATE:**

**TO:**

**FROM:**

**SUBJECT:** Notice of Designation as Collection Officer

You are hereby designated as the \_\_\_\_\_ Collection Officer at \_\_\_\_\_ effective \_\_\_\_\_. As Collection Officer you are authorized to receive, handle, and have custody of or to account for monies, negotiable instruments, other remittances, repayments for the collection of loans and other funds received as a result of the activities of the Department of the Interior, Bureau of Indian Affairs.

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**CERTIFICATION OF TRAINING**

This is to certify that the designee has been fully advised as to the duties and responsibilities, the procedures and requirements of accountability, and has received training and orientation for the Collection Officer position as stated above. The designee has been provided with a copy of Collection Procedures Handbook which sets forth the procedures and requirements for safeguarding Indian Affairs receipts.

\_\_\_\_\_  
Signature of Trainer

\_\_\_\_\_  
Signature of Designee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Designation Recommended:**

**Designation Approved:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date