



Lesson 2: Write Decision

Presenter:

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Lesson Objectives

- Given a bond form and financial instrument, write a Decision in accordance with the bond-processing handbook (program area specific).
- Given a Decision, update BASS (Bond and Surety System) in LR2000 in accordance with the data standards.



Route

- Topic 1: General Decision Knowledge
- Topic 2: Writing Decision Steps
 - Locate/open office letterhead
 - Locate Decision format in handbook
 - Write Decision following format



Topic 1: General Decision Knowledge

- Who
- What
- When
- Where
- Why



General Decision Knowledge

- What is the purpose and importance of a Decision?
 - A Decision conveys any action taken by the BLM. Decisions are important first to notify the customer of the action and also to document the case file.
- Who writes the Decision?
 - Bond Decisions are usually written by the bond adjudicator.
- When is the Decision written?
 - Decisions are written when an action is taken



General Decision Knowledge

- What guidance is used?
 - **Decision formatting is based on the BLM's correspondence Handbook.**
- Where are the example Decision letters located?
 - **In the BLM's correspondence Handbook.**
- Will the format on the examples be sufficient?
 - **Depends on your state.**



Topic 2: Writing Decision Steps

- Letterhead
- Format
- Signed and Dated
- Data Entry



Writing Decision Steps

- Step 1 – Locate/open office letterhead
- Step 2 – Location Decision format
- Step 3 – Write Decision



Demonstration

- Decision Letter Format





Exercise #5: Writing a Decision

Writing Decision Steps

- Step 4 – Get Decision signed and dated
- Step 5 – Data entry



Demonstration

- Updating BASS





Exercise #6: Data Entry



Lesson 2: Write Decision Conclusion

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Lesson Objectives

You should now be able to:

- Given a bond form and financial instrument, write a Decision in accordance with the bond-processing handbook (program area specific).
- Given a Decision, update BASS (Bond and Surety System) in LR2000 in accordance with the data standards.



Summary

- Topic 1: General Decision Knowledge
- Topic 2: Writing Decision Steps
 - Locate/open office letterhead
 - Locate Decision format in handbook
 - Write Decision following format

