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BUREAU OF LAND MANAGEMENT
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EMS TRANSMISSION

Instruction Memorandum No. BC-2001-021

Expires: 09/30/2002

To: All Field Officials
Attn: Government Furnished Quarters Personnel

From: Director, National Business Center

Subject: Procedures for Government Furnished Quarters Reimbursement

Program Area: Finance (Payroll Deductions for Seasonal Personnel.).

Purpose: This Instruction Memorandum clarifies procedures for quarters reimbursement when Bureau of Land Management (BLM) seasonal employees stay in other government owned quarters facilities.

Policy/Action: Effective immediately, BLM field offices must use the attached procedures in order to establish a smooth flow of funds through the On-Line Payment and Collection (OPAC) System.

Timeframe: Effective upon receipt.

Budget Impact: None.

Background: The BLM is responsible for government furnished quarters reimbursement when BLM seasonal firefighters are staying in government owned quarters facilities provided by other agencies. No field procedures had previously been established for this action. Attachment 1 provides procedures to ensure a smooth flow of funds through the OPAC System.

Manual/Handbook Sections Affected: None.

Coordination: Coordinated with National Business Center property and finance personnel.

Contact: If you have any questions or concerns please contact Frank Andrews, Property Management Specialist, at (303)236-9445.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Procedures for Quarters Reimbursement (1 p)

Distribution
ST-150, BLM Library

Procedures for Quarters reimbursement when BLM seasonal firefighters are staying in other Government owned Quarters facilities:

1. The field office must:

*** Annually sign an Interagency Agreement (Reimbursement or Advance of Funds Agreement) between BLM and the other agency furnishing Quarters to BLM personnel. Document will contain the current rental rates. One copy is to be retained by the other agency, and one copy is to be retained by the BLM office signing the interagency agreement.**

*** Submit 1530-15 short form for seasonal firefighters to BC680A.**

*** Submit A-2 form to Payroll at DOI National Business Center(D2663), 7301 W. Mansfield Avenue, Denver, CO 80235-2230 to add personnel when they move into quarters and remove them when they move out of quarters.**

*** Submit A-2 form to Sandi Neff (BC620) (telephone number - (303)236-6327) and specify on the form the particular Agency housing that the BLM employee is staying in.**

2. Quarters deductions are withheld from BLM field personnel by payroll at DOI National Business Center in Denver and then sent through the On-Line Payment and Collection (OPAC) System when the BLM employee vacates the quarters to Sandi Neff (BC620).

3. When the employee terminates, the field office sends an A-2 form to Payroll at the DOI National Business Center (D2663), 7301 W. Mansfield Ave., Denver, CO 80235-2230, and also, an A-2 form to Sandi Neff (BC620).

4. Sandi Neff (BC620) will electronically transfer the money that has been collected to the other agency using the OPAC system every three months or as required by the other agency.