

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047

In Reply Refer To:
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July 29, 2003

EMS Transmission
Instruction Memorandum No. BC-2003-054
Expires: 09/30/2004

To: All Washington Office and Field Office Officials
Attention: Housing Managers and Timekeepers

From: Director, National Business Center

Subject: Procedural Change for BLM Form 1530-15 and Revision Change for
BLM Form 1340-15

Program Area: Bureau of Land Management (BLM) Housing Managers and Timekeepers

Purpose: This Instruction Memorandum (IM) documents new procedures for using BLM Form 1530-15, Transient Quarters Assignment/Termination Notice, and BLM Form 1340-15, Timekeeper/Quarters, Meals, Commissary Adjustment Notice.

Policy: Effective immediately, please use BLM Form 1530-15 *only* as an internal document (within BLM). This form should not be sent to the DOI, NBC, Payroll Office (D2663). The *correct* form to send to the Payroll Office is BLM Form 1340-15. This is the *only* form that they will accept for transient quarters, meals, and commissary adjustments. You should continue to use the A2 Form for all quarter stays of two weeks and longer.

BLM Form 1340-15 is being revised to add a block for cost coding. Until the new form is published, please add the following in the remarks column: Cost Coding for Quarters = 9710RD or Cost Coding for Meals/Commissary Adjustments = XXXXXXXX. Money deducted through payroll deduction for quarters is deposited into the maintenance and repairs account for quarters (9710RD).

Timeframe: This IM is effective upon receipt. The revised BLM Form 1340-15 will not be stocked at the Printed Materials Distribution Services (PMDS). However, in approximately six weeks, this form will be available, in a fillable Adobe Acrobat PDF, from the Internal Forms Web Page at: <http://web.nc.blm.gov/blmforms/>.

Budget Impact: None.

Background: The DOI NBC Payroll Office has advised the BLM that BLM Form 1530-15 is not a valid document to send them for transient quarters assignments and/or deductions for meals and commissary adjustments.

Manual/Handbook Sections Affected: None

Coordination: This IM was coordinated between the BLM Quarters Officer, BC-653, and the BLM Forms Manager, BC-652.

Contact: If you have any questions or concerns, please address them to Bonnie Pomarico, BLM National Quarters Officer (BC-653), at (303) 236-9428; for further policy issues, please contact Jim Crews, BC-653, at (303) 236-4676.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

Distribution
BC-653, Bonnie Pomarico
ST-150, Library