

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

December 26, 2000

In Reply Refer To:
9210 (FA-100) P

EMS Transmission 12/27/00
Instruction Memorandum No. OF&A 2001-003
Expires: 09/30/02

To: State Directors, Fire Management Officers, Assistant Disbursing Officers

From: Director, Office of Fire and Aviation

Subject: Notification of the Relocation of EFF-PAY and Implementation of the Emergency Firefighter/Vendor Pay System

Program: Processing Emergency Fire Fighter Pay

Purpose: The attachments provide information and instructions regarding the relocation of the EFF-PAY program.

Policy/Action: The Emergency Firefighter/Vendor Pay System (EFF/Vendor Pay), formerly known as EFF-PAY, will be relocated to the Department of the Interior's (DOI) National Business Center (NBC), located in Denver, Colorado. The attached information and instructions include a Notification Memorandum from the NBC, the NBC User Support Plan for the Emergency Firefighters, the EFF/Vendor Pay User Contact List, Payroll Procedures, Instructions for Modem Access to NBC, Instructions for DOI Network Access to NBC and information for Emergency Fire Fighters about 2000 W-2's, and will be used to put into effect the relocation of the EFF/Vendor Pay program.

Time Frame: The EFF/Vendor Pay system will be relocated effective January 3, 2001.

Background: EFF-Pay was written at the Alaska Fire Service (AFS) in 1986 and was managed, maintained, modified and supported by the technical staff at AFS. EFF-PAY automated the process utilized under the Assistant Disbursing Officer (ADO) program for the processing of Emergency Firefighter Time Sheets. In 1987, under the direction of the AFS, EFF-PAY was

implemented at the National Interagency Fire Center in Boise and in 1996 was introduced to twelve additional BLM sites. In 1996, staff from the AFS activated 34 sites for the Bureau of Indian Affairs. In 1999 AFS developed and added a Vendor Pay module and a Federal and State tax withdrawal package to EFF-Pay. They also provided EFF-PAY and Vender Pay capabilities to ADO payment teams for the National Park Service and the BIA and provided a site for the Forest Service to process all of their EFF payments. This past fire season EFF-PAY processed over \$185 million of Emergency Fire Fighter Payroll and Vendor Payments.

In 1999 a decision was made by DOI, resulting from a recommendation from an NBC evaluation of EFF-PAY, to process all Emergency Firefighter pay using the Department's Federal Personnel Payroll System (FPPS), beginning with the 2001 fire season. In order to meet the deadline, NBC has decided to use the AFS' EFF-PAY with the Vender Pay module.

NBC purchased the hardware and transferred the software from AFS and is scheduled to be on line January 3, 2000.

Manual/Handbook Sections Affected: There are no manuals or handbooks that will be affected.

Coordination: The attached instructions have been coordinated with a user group composed of employees from the Departments of Agriculture and the Interior.

Contact: For additional information regarding this IM and the attached information, please contact Barb McCuskey at (303) 969-5223.

Signed by:
Lee F. Englesby
Acting Director, Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.

Attachments - 7

- 1 - EFF/Vendor Pay System Implementation Notification (2 pp.)
- 2 - National Business Center user Support Plan for Emergency Firefighters (3 pp.)
- 3 - EFF/Vender Pay Contact List (1 p.)
- 4 - Payroll Procedures (7 pp.)
- 5 - Instructions for Modem Access to the NBC (6 pp.)
- 6- Instructions for DOI Network Access to the NBC (6 pp.)
- 7 - DOI Emergency Firefighter 2000 W-2 and Tax Statements (2 pp.)

From: Dennis R Locke@DOI on 12/13/2000 01:38 PM

Sent by: Kristina L Plummer@DOI

To: vheerwagen@fs.fed.us, maggie_moran@nifc.gov, larry_hamilton@blm.gov,
rick_gale@nps.gov

cc: Andrew Bellcourt/MINNEAPOLIS/BIA/DOI@BIA, Debra Ledford@NPS, tmajors@fs.fed.us, wensign@fs.fed.us, Rachael Larson/MINNEAPOLIS/BIA/DOI@BIA, Shari Stewart/NIFC/BLM/DOI@BLM, Veronica Belton/AFS/AK/BLM/DOI@BLM, Barry Mathias/NIFC/BLM/DOI@BLM, Ed Lewis/NIFC/BLM/DOI@BLM, Laurel Simos/NIFC/BLM/DOI@BLM, Theodore Woronka/PFM/OS/DOI@DOI, jim_stires@nifc.gov, tledger@fs.fed.us

Subject: EFF/Vendor Pay System Implementation Notification [Virus checked]

Effective January 3, 2001, the Emergency Firefighter/Vendor Pay System (EFF/Vendor Pay), formerly known as EFF-PAY, will be relocated to the Department of the Interior's (DOI) National Business Center (NBC), located in Denver, Colorado. This action implements the recommendations of a DOI evaluation and resolves a prior determination by the Internal Revenue Service that taxes would be collected from the pay of emergency firefighters. As of January 3, users will access the NBC to process the pay for all emergency firefighters following the attached procedures.

Other attachments provide information relevant to EFF/Vendor Pay users.

The EFF/Vendor Pay program is being consolidated within the NBC to ensure compliance with payroll disbursing and reporting requirements; data and system security requirements; and extensive contingency planning requirements. The NBC will now be responsible for the operations and maintenance of the system, configuration management, adherence to regulatory and security requirements, user support, training, and fire community coordination as it applies to casual and vendor payments.

The EFF/Vendor Pay System has been transferred to the NBC in its entirety. The screens, input requirements, and reports have not changed. The user names and passwords needed to access the EFF/Vendor Pay System via the DOI network at the NBC are the same as those used to access the system at the Alaska Fire Service. Those users who use a dial-in method for access are required to input a user name and password for the hardware platform (Data General). This added level of security has been added to comply with security requirements, and a request for those individuals' names has been sent under separate cover through the EFF/Vendor Pay User Group. Also, the NBC security office will be contacting all users to obtain critical security information.

Attachment 1-1

To assure that the EFF/Vendor Pay System continues to meet organization needs, the EFF/Vendor Pay User Group has been formed with representatives from each of the DOI bureaus and the US Forest Service. This group, with input from their respective Bureau or Agency, will recommend and prioritize future changes to the system; disseminate information to their agencies, request training and informational meetings; and present their agency's issues to the NBC.

The NBC is developing a User's Tips and Techniques. The objective is to provide the user community with procedures for commonly experienced problems. The first set will be finalized December 15, and it will be sent to you for further distribution. The NBC will continue to update the Tips and Techniques as needs are identified.

In preparation for the implementation, the following documents are attached for your distribution to the appropriate Administrative Payments Teams, Assistant Disbursement Officers, Certifying Officers, and other appropriate personnel.

National Business Center User Support Plan for the Emergency Firefighters
EFF/Vender Pay User Contact List
Payroll Procedures
Instructions for Modem Access to the NBC
Instructions for DOI Network Access to the NBC
DOI W-2 Enclosure Letter to the Emergency Firefighters

The DOI W-2 Enclosure Letter only pertains to firefighters paid by the Department of the Interior. W-2's for emergency firefighters paid by USFS will be issued by the National Finance Center (NFC), and the NFC will be responsible for any questions or adjustments to USFS year 2000 wages and taxes.

The NBC is looking forward to working with and supporting the users of EFF/Vendor Pay with both current operations and future system enhancements. If you have any questions, please contact Barb McCuskey at (303) 969-5223.

December 11, 2000

National Business Center User Support Plan For the Emergency Firefighters

Background:

The National Business Center (NBC) will operate and support the EFF/Vendor Pay system 7 days a week, 24 hours a day. This document defines the details.

FPPS Program Management Division

Pagers and Cell Phones:

PPS Program Management Division has acquired two pagers and two cell phones. The pager numbers have been provided to the firefighter community and will be used as the means to contact on-call staff. The cell phones will be used by the on-call staff to respond to the call or to communicate to other NBC staff as required.

One pager number has been designated as primary; the other as secondary. The pager numbers will be published on the NBC Products and Services web site and other documents as appropriate.

Rotation Assignments by Week:

The objective is to assign a functional and technical staff member as primary and secondary, if possible, to provide the broadest coverage and thus minimize the times when someone not on call would have to be called. This is not totally possible because there are 4 functional staff and 3 technical staff members. The schedule will have to be adjusted for leave, etc.

The roster will be established and maintained centrally by the Division Office.

Response Time:

The agreement with the firefighter community is that staff will respond within one hour of the initial call (this does not imply resolution, which may take longer than an hour). NBC Staff fully expects to return the call as soon as it is received. However, the hour allows for exigencies. The firefighter community has been advised to call the secondary pager number, if there was no response from the primary, one hour after the initial call.

Expectations:

On-call staff are expected to remain within cell phone distances. When a staff member is on-call and an emergency arises, the on-call staff member is expected to make necessary arrangements with other staff members to assure coverage. Pagers and cell phones are to be passed on to the replacement staff member.

The on-call support staff are expected to provide the customer as much information as is known regarding the length of time which will be required to resolve a problem. The objective is to assist the payment team lead in making the decision to hold the pay team members on the site while the problem is being worked, advise them to return later, or advise them to return the next day.

Access From Home:

To preclude support staff from traveling to the NBC/PS location when the problem requires accessing the EFF/Vendor Pay system, copies of Anzio Lite have been purchased and will be installed on private PCs, or a loaner PC will be configured and provided. In addition, two Laptop PCs are available and have been configured with necessary software. Dial in access to the servers has been established.

Elevating a Problem:

A problem can be elevated by using established procedures within the FPPS Program Management Division.

Logging of Calls:

A means to log all user support calls received is being implemented. The objective is to provide a history of the types of support provided to the firefighter community. For example, from the history:

- Support staff can determine, on-line, the solution, if the problem has been previously reported and documented.
- Division staff can determine the need for a system change, for a change in training, for a new tip and technique, etc.
- Division staff can assure that the call, if passed to another organization (e.g. ADP Services Division), is closed.

All support staff will have access to track calls. All support calls will be logged except those for which a problem report or change request needs to be written. The FPPS on-call staff member who received the initial call will close the call with the user.

ADP Services Division

The ADP Services Division Customer Service Center number (969-7777) is provided to the firefighter community to be used for security issues such as user ids and passwords (both EFF/Vendor Pay user and dial-in user ids/passwords).

If a support call is determined to be other than application or functional, the ADP Services Division Customer Service Center is to be called by the FPPS Program Management Division on-call support staff member. ADP Services Division staff will follow their established procedures for support and document the call through HEAT. At the point when the call is completed, the problem becomes the responsibility of ADP Services Division to resolve. The FPPS Program Management Division and the ADP Services Division on-call staffs need to closely communicate on the resolution of the problem, and the FPPS Support Staff will close the issue with the user.

Payroll Operations Division

Payroll Operations Division staff are responsible for areas of support defined in the Payroll Operations Procedures for Emergency Fighters. Payroll Operations Division:

- Provide a list of phone numbers to the Pay Team leads for use during normal business hours.
- Establish a list of phone numbers of on-call staff to address questions during non- business hours. This list will be used by FPPS Program Management Division staff to refer calls if the occasion should arise.

Thus:

- During business hours, if a support call is received by FPPS Program Management Division on-call staff which requires response by Payroll Operations Division, the on-call staff member will refer the calls to Payroll Operations Division.
- During non-business hours, if a support call is received by FPPS Program Management Division on-call staff which requires response by Payroll Operations Division, the on-call staff member will contact the Payroll Operations Division on-call staff member.

EFF/VENDOR PAY USER CONTACT LIST

PURPOSE	CONTACT	PHONE NUMBER
User Support: <ul style="list-style-type: none"> • Application Issues • Printers Issues • Functional Issues • Telecommunications • DG/Unix Issues 	FPPS Support Staff on a rotational basis; one primary and one secondary: Mike Barragree Jennie Carter Paul Keckeissen Fred Kremer Frank Mares Becky Perschbacher Kim Rivard	Primary Pager Number: 303-490-0354 Secondary Pager Number (after 1 hour with no response from Primary) 303-490-0356
Security Issues: <ul style="list-style-type: none"> • New user access • Access Revocation • User ids/passwords 	NBC Customer Service Center <ul style="list-style-type: none"> • Specify EFF/Vendor Pay System security issue • Center will contact Security Office • Security Office will contact caller 	303-969-7777
Garnishments (Payroll Operations)	Gloria Roberts	303-969-6340
Requests for Copies of W2	Brenda Lant	303-969-7391
All other payroll questions, such as: <ul style="list-style-type: none"> • Taxes • Adjustments 	Michelle Jones Debbie Bently Mary Alice Shine Ana Samour	303-969-7461 303-969-7462 303-969-7435 303-969-7434
Payroll Mailing Address <ul style="list-style-type: none"> • See Payroll Procedures for purpose 	Payroll Operations Division EFF Pay, D-2665 PO Box 272030 Denver, CO 80227-9030	
NBC Website <ul style="list-style-type: none"> • User Manuals • SOP's • Links • Contacts 	WWW.DEN.NBC.GOV	

(Contacts will be updated and distributed when appropriate)

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
<p>Lost/Stolen Check</p> <p>Check to be canceled and reissued upon receipt of credit</p>	<p>1. Processes SF-1184 to cancel original check, sends original SF-1184 to KCRFC, and copies to AO and POD. Advises POD of action required.</p>	<p>3. Notifies POD upon issuance of credit.</p>	<p>4. Issues replacement check on Miscellaneous Schedule to Treasury's San Francisco Disbursing Office (SFDO) - (D-2665)</p> <p>Notifies ADO/APT when check reissued (D-2665)</p> <p>Processes OPAC for reissued check (D-2611)</p>	<p>2. Receives credit from Treasury.</p> <p>5. Records OPAC for reissued check in accounting system, matching to credit previously received</p>	
<p>Check issued in error (check available)</p> <p>Check not to be reissued</p>	<p>1. Issues memo to KCRFC to cancel original check, sends copies to AO and POD. Advises POD of action required.</p>	<p>4. Notifies POD upon issuance of credit</p>	<p>2. Processes negative payroll in original amount. (D-2665)</p> <p>Sends negative Payment Voucher (PV) to AO (D-2665)</p>	<p>3. Receives negative PV from POD, and matching credit from Treasury.</p>	
<p>Check cancel and reissue.</p> <p>(check available)</p>	<p>1. Issues memo to KCRFC to cancel original check, sends copies to AO and POD. Advises POD of action required.</p>	<p>4. Notifies POD upon issuance of credit</p>	<p>2. Processes negative payroll in original amount, and positive payroll with correct information, but issues actual check on Miscellaneous Schedule to SFDO (D-2665)</p> <p>Sends negative PV to AO (D-2665).</p> <p>Processes OPAC for reissued check (D-2611)</p> <p>Notifies ADO/APT when check reissued (D-2665)</p>	<p>3. Receives negative PV from POD, and matching credit from Treasury.</p> <p>5. Records OPAC for reissued check in accounting system.</p>	

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
EFF Underpaid	1. Processes another payroll to issue additional money	none	none	2. Receives additional PV	
EFF Overpaid - current year, still working	1. Contacts POD for assistance in determining the amount of the net overpayment. 3. Deducts the net overpayment from the next payment as commissary.	none	2. Computes gross to net amount of overpayment. Advises the ADO/APT the amount of the net to withhold as commissary. (D-2665) 4. Processes a negative payroll to reduce wages, offset with a negative commissary (in the amount previously withheld from the EFF pay) to make the net pay zero. Sends the net zero PV to the AO. (D-2665)	Records PV.	
EFF Overpaid - prior year, still working	1. Deducts the gross overpayment from the next payment as a garnishment 2. Notifies AO to record the garnishment collection as a credit against the original fire cost and not to disburse 3. Notifies EFF of the purpose of the collection, in writing	none	none	4. Records the garnishment as a negative expense to the original fire cost structure.	

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
EFF Overpaid - current year, no longer working	1. Requests AO to issue bill in net amount. (Gross less taxes)	none	3. If AO notifies POD (D-2665) that current year bill is paid, processes negative PV to reduce wages and taxes. Sends negative PV to AO. If bill not paid til next year or later, no involvement. If notice of paid bill received after W-2s are issued, prepares a W-2C. (D-2665)	2. Issues bill. If the EFF pays the bill in the current year, notifies POD. If not, increases bill by amount of taxes credited against original. If received, matches negative PV to paid bill.	
EFF Overpaid - prior year, no longer working	1. Requests AO to issue bill in gross amount	none	none	2. Issues bill.	
Taxes wrong - need to move wages and taxes to another state (Current year)	1. Notifies POD of need for correction and provides supporting documentation	none	2. Processes negative payroll for original state, changes state and re-processes same information, manipulating state data to get same tax results. (Offsetting penny differences against commissary) (D-2665) Sends negative and positive PV's to AO. Total cost will not change. (D-2665) Ensures tax data elements correctly set when done. (D-2665)	3. Posts PVs in accounting system	Need Change Request to allow direct move without backing out payrolls

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
Taxes wrong (Prior year)	1. Notifies POD of need for correction and provides supporting documentation	none	2. Issues W-2c. Issues Miscellaneous schedule if refund required. Accounts for internally (D-2665)		
Taxes wrong - need to refund taxes, current year	1. Notifies POD of need for correction and provides supporting documentation	none	2. Processes negative payroll with original tax data, changes tax data and re-processes same information on a new payroll (D-2665) Nets the results and issues the tax refund on a Miscellaneous Schedule. Accounts for the payment internally. (D-2665)	None	
SSN Wrong (before W-2 issued)	1. Processes change in system.				System will change all records
SSN Wrong (after W-2 issued)	1. Notify POD	none	2. Processes change in system (D-2665) Issues W-2C. (D-2665)	none	

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
<p>Taxes wrong - no tax withheld due to wrong state, current year</p>	<p>1. Notifies POD of need for correction and provides supporting documentation</p>	<p>none</p>	<p>2. Processes negative payroll for original state, changes state (showing exempt) and re-processes same information. (D-2665)</p> <p>No cash or accounting impact, just moves the wages from one state to another, no taxes withheld from either.</p> <p>Ensures tax data elements correctly set when done. (D-2665)</p>	<p>none</p>	<p>No bill for taxes is done</p>
<p>Deceased casual hire. Check to be canceled and reissued to beneficiary. Check never provided to casual hire</p> <p>(check available)</p>	<p>1. Issues memo to KCRFC to cancel original check, sends copies to AO and POD. Advises POD of action required and provides documentation</p>	<p>4. Notifies POD upon issuance of credit</p>	<p>2. Processes negative payroll in original amount. Issues beneficiary check on Miscellaneous Schedule to SFDO (D-2665)</p> <p>Sends negative PV to AO (D-2665) Processes OPAC for beneficiary payment (D-2611)</p> <p>Issues 1099 at year end. (D-2613)</p> <p>Notifies ADO/APT. (D-2665)</p>	<p>3. Receives negative PV from POD, and matching credit from Treasury.</p> <p>5. Records OPAC for beneficiary payment in accounting system.</p>	

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
<p>Deceased casual hire. Check to be canceled and reissued to beneficiary. Check was delivered to casual hire</p> <p>(check available)</p>	<p>1. Issues memo to KCRFC to cancel original check, sends copies to AO and POD. Advises POD of action required and provides documentation</p>	<p>4. Notifies POD upon issuance of credit</p>	<p>2. Issues beneficiary check on Miscellaneous Schedule to SFDO (D-2665)</p> <p>Processes OPAC for payment (D-2611)</p> <p>Notifies ADO/APT. (D-2665)</p>	<p>3. Receives credit from Treasury for canceled check</p> <p>5. Records OPAC for beneficiary payment in accounting system.</p>	<p>No impact in EFF-PAY. W-2 information is correct.</p>
<p>Deceased casual hire</p> <p>Pay outstanding final pay to beneficiary</p>	<p>1. Submit documentation to POD</p>	<p>none</p>	<p>2. Pays beneficiary on Miscellaneous Schedule (D-2665)</p> <p>OPACs AO for costs (D-2611)</p> <p>Issues 1099 at year end (D-2613)</p>	<p>3. Records OPAC in accounting system</p>	
<p>Limited Payability Credits</p>	<p>3. If ADO/APT obtains new address information, provides it to AO</p>		<p>2. Provides accounting information to AO upon request. (D-2665)</p> <p>Notifies ADO/APT (D-2665)</p>	<p>1. Receives Limited Payability Credit</p> <p>Contacts POD for accounting information</p> <p>4. If corrected address info received, reissues check.</p>	

Payroll Procedures

revised 12/07/00

Action	Assistant Disbursing Officer/Administrative Payment Team (ADO/APT)	Treasury's Kansas City Regional Finance Center (KCRFC)	Payroll Operations Division (POD)	Accounting Office (AO)	Comments
Third Party Debts child support, garnishments, alimony, tax levy, etc.	1. Receives order, inputs to EFF/Vendor PAY, processes deduction from payroll 3. Provides copy of garnishment documentation to AO	none	2. Provides advice on legal sufficiency of order, how to calculate deduction amount (D-2640)	4. Disburses withheld amounts	
Employment Verification	If received by ADO/APT, run report option to produce employment report and submit	none	If received in POD, run report option to produce employment report and submit (D-2665)	none	Need future CR to allow EFFs to be included on Cross Reference
Returned W-2	none	none	Files (D-2613)	none	
Request for Duplicate W-2	Refers to POD (D-2613) (Brenda, at 303-969-7391, fax (303) 969-5462)	none	Issues duplicate (D-2613)	none	

MODEM ACCESS TO NBC EFF/VENDOR PAY SYSTEM

INSTRUCTIONS

Purpose:

To create short-cut icon to dial in to the EFF/Vendor Pay System at the NBC, Denver, CO.

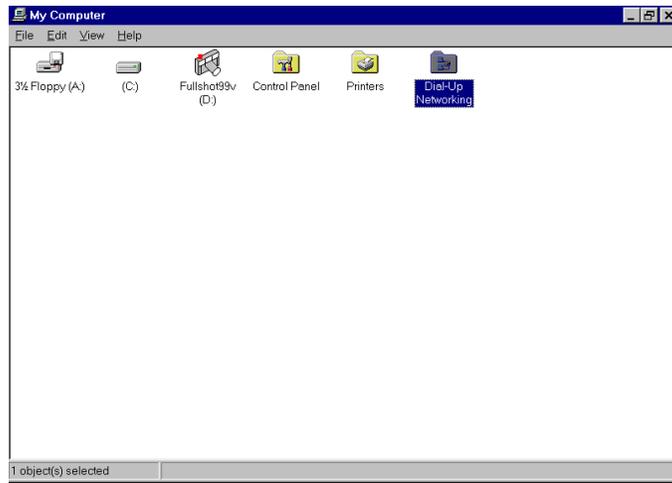
These instructions should be followed after the user no longer has access to AFS, and this will provide access via a dial in modem to the NBC

Instructions:

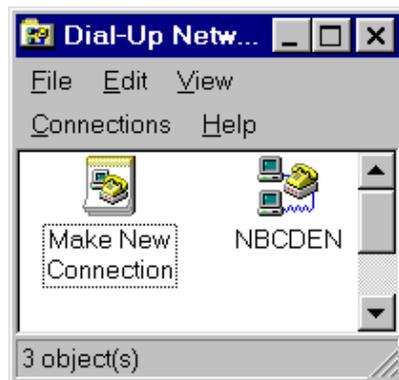
Once the computer has been booted up, the user should do the following (without opening Anzio Lite):

Step 1: Go into My Computer, either from an icon on the screen or through Start

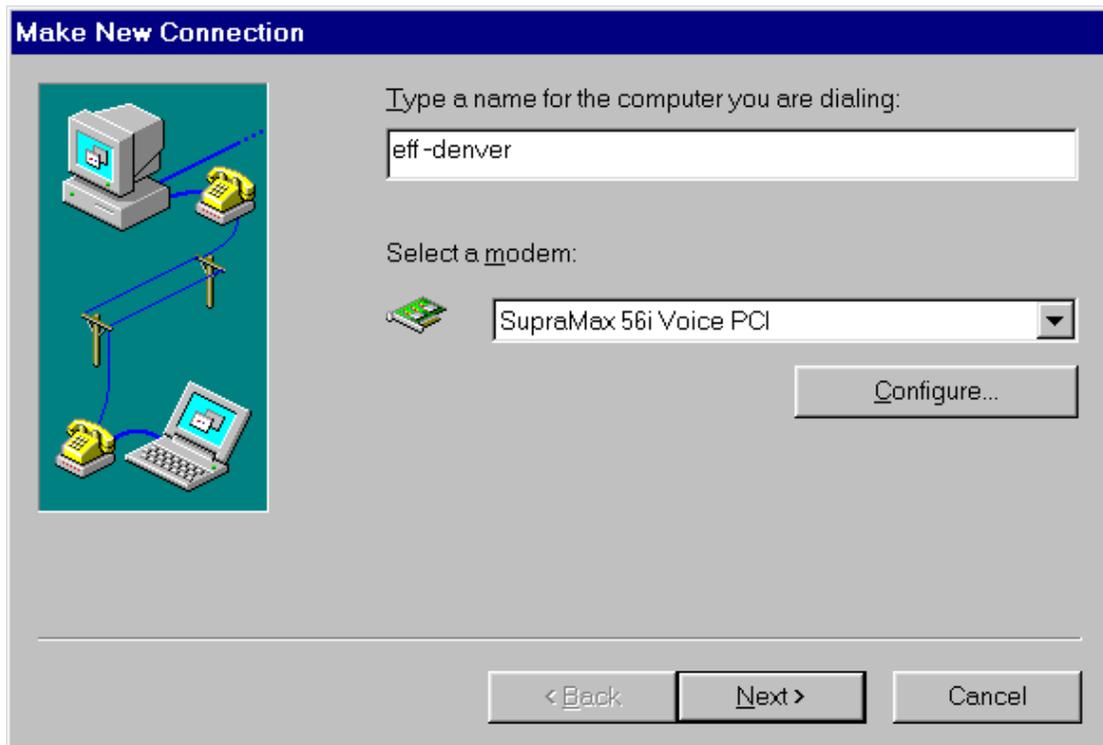
Step 2: Click on Dial Up Networking



Step 3: The user will be presented with the following window and should click on Make New Connection

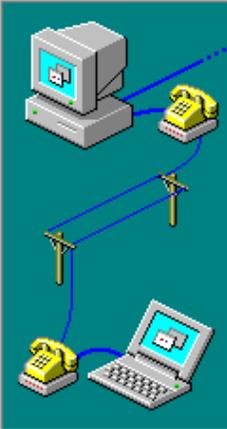


Step 4: Change the name to EFF - Denver and click on Next



Step 5: Type the area code, 888 and the telephone number 4404812. Click Next

Make New Connection

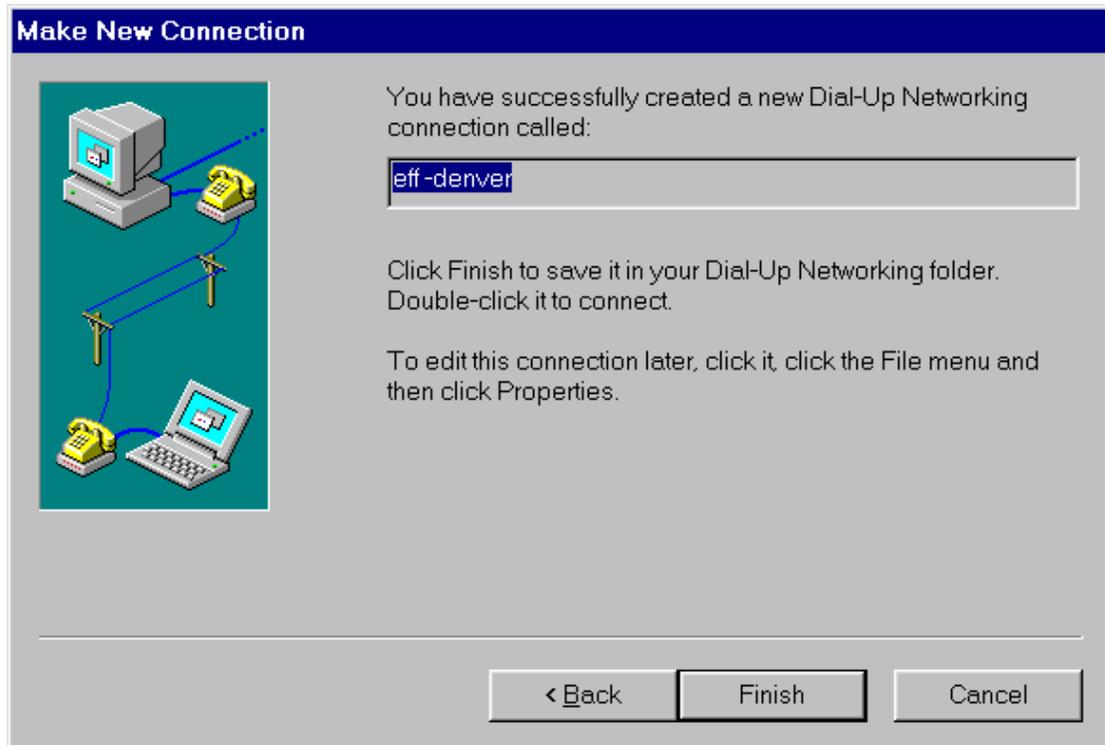


Type the phone number for the computer you want to call:

Area code: - Telephone number:

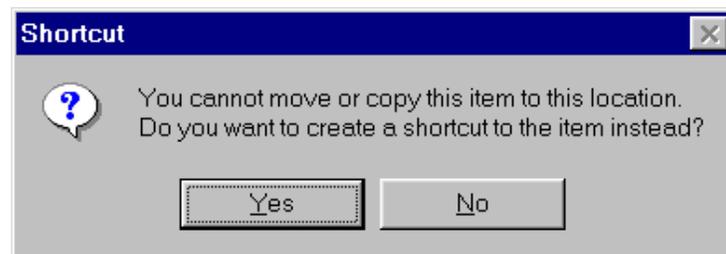
Country code:

Step 6: At the next window, click on Finish



Step 7: Close the My Computer Window and the Dial Up Networking window should still display. Drop and drag the new EFF Denver icon to your desktop. The following window will appear, and click on Yes.

The user will now have created a shortcut icon for dial in access to the NBC



Step 8: Double click on the shortcut icon to EFF Denver, the following screen will be displayed.

The screenshot shows a Windows-style dialog box titled "Connect To". The title bar includes a help icon (question mark) and a close icon (X). The main area of the dialog box is light gray and contains the following elements:

- A small icon of a computer and a folder, followed by the text "EFF DENVER".
- A horizontal line separating the header from the input fields.
- Two input fields: "User name:" and "Password:". The "Password:" field has a small square icon to its left, indicating it is a password field.
- A checkbox labeled "Save password" below the password field.
- Another horizontal line.
- A "Phone number:" field containing the text "1 888 4404812".
- A "Dialing from:" dropdown menu currently showing "Default Location" and a "Dial Properties..." button to its right.
- A final horizontal line.
- Two buttons at the bottom: "Connect" and "Cancel".

Step 9: The user should key in their user id/password. The NBC will distribute the user ids and passwords to the APT's and ADO's. Depending upon the office telephone System, the user might need to add the number 9 or 8 followed by a comma, before the 1 in the telephone number.

Step 10: If the connection window does not automatically disappear, once the connection is complete to the EFF Denver, the user should minimize the connection window and proceed to open the Anzio Lite icon in order to logon to the EFF/Vendor Pay System

NETWORK ACCESS TO NBC EFF/VENDOR PAY SYSTEM INSTRUCTIONS

Purpose:

To permanently change the EFF/Vendor Pay System network access from Alaska Fire Service to the DOI, NBC, Denver, CO.

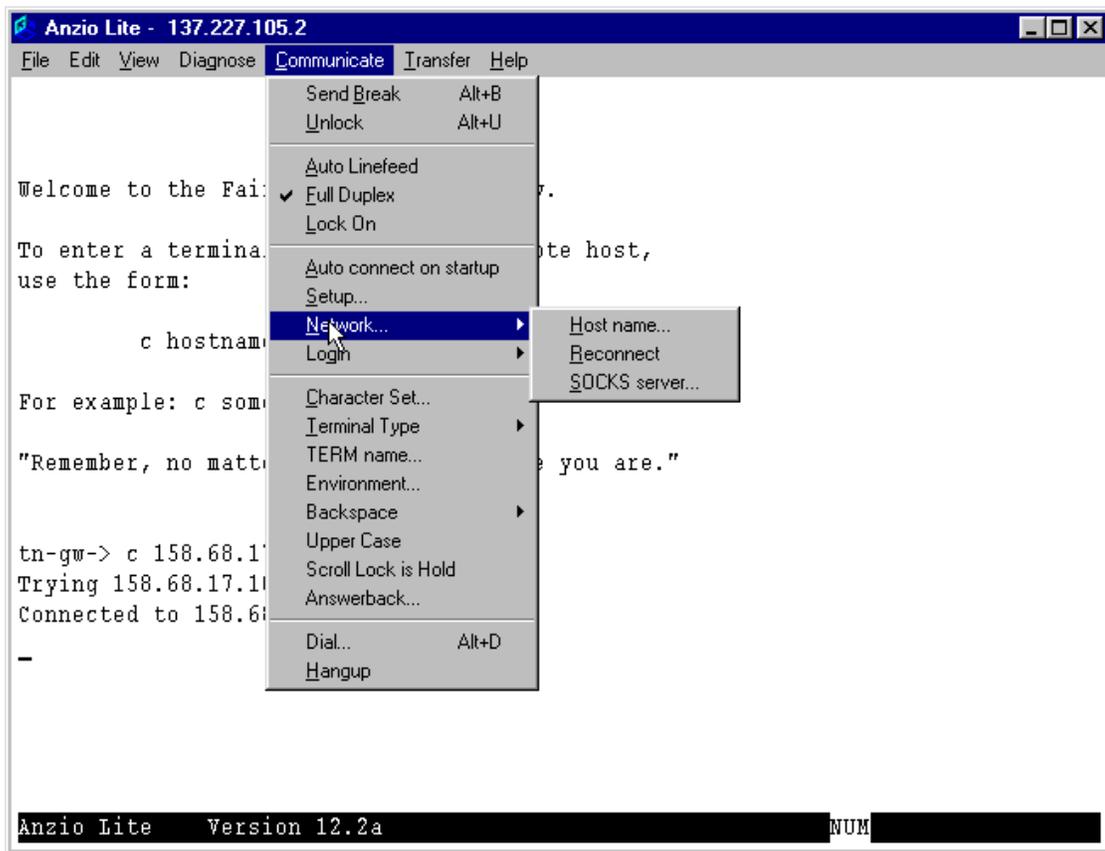
These instructions should be followed once the user no longer has access to AFS for input, and this will create a permanent change to access the NBC

Instructions:

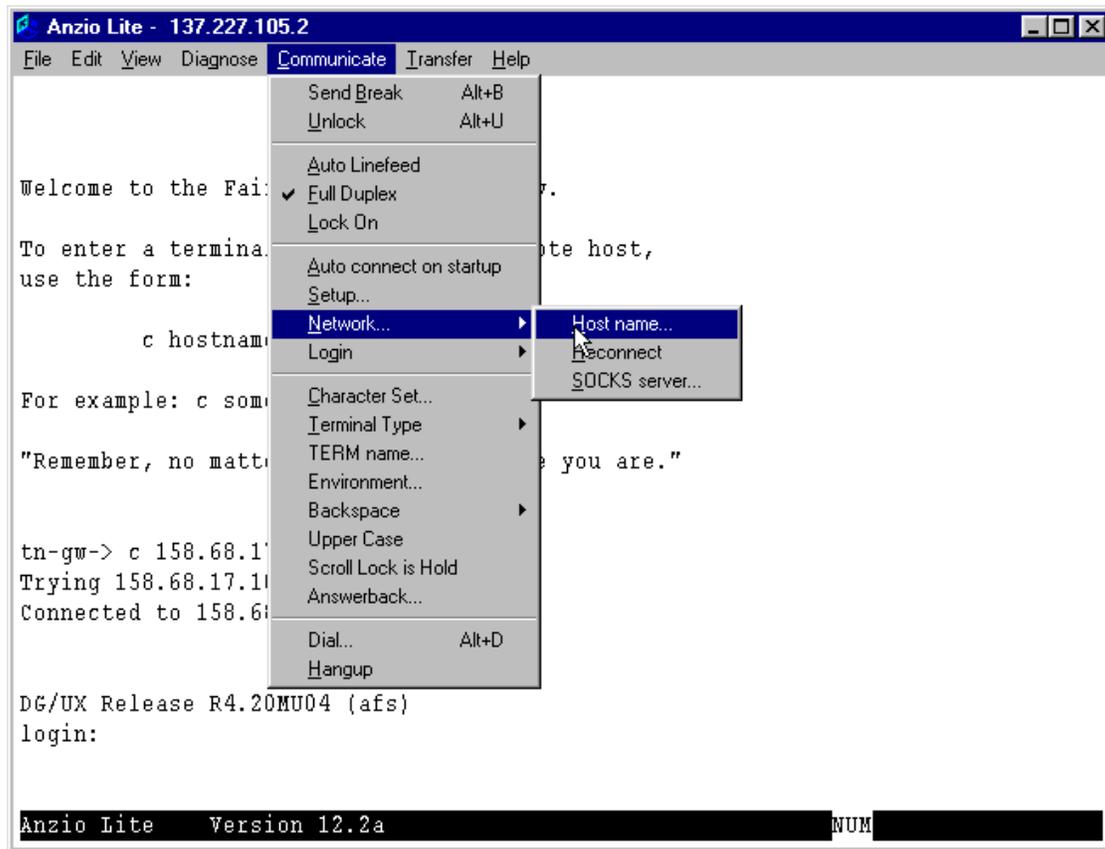
Once the user has opened the Anzio Lite application by clicking on the Anzio Lite Icon and before logging onto EFF/Vendor Pay, do the following:

Step 1. At the tool bar within Anzio Lite, click on ‘Communicate’ to open the drop down window.

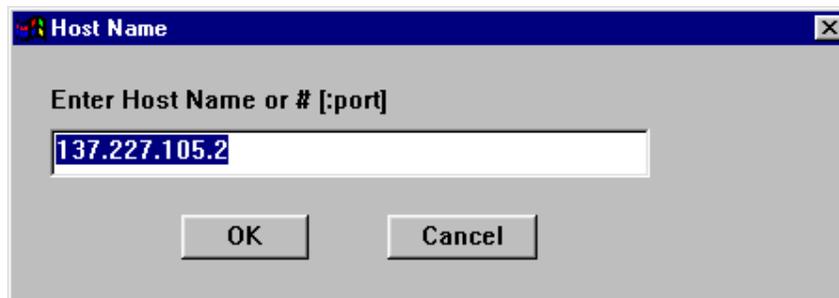
Step 2. Click on ‘Network’



Step 3. Move cursor to 'Host Name' and click to open

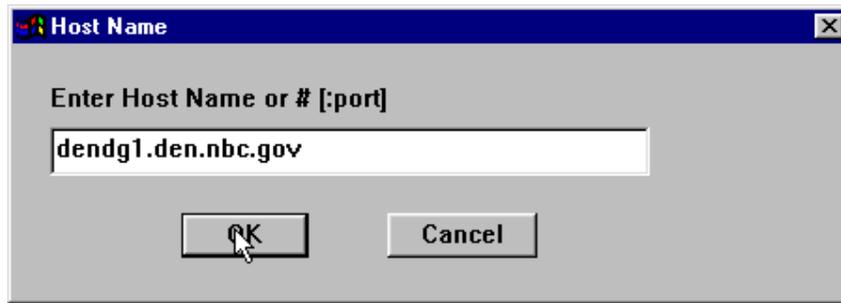


The user will be presented with this window:



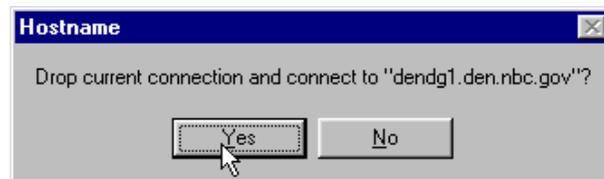
Step 4. Change the address to:

dendg1.den.nbc.gov



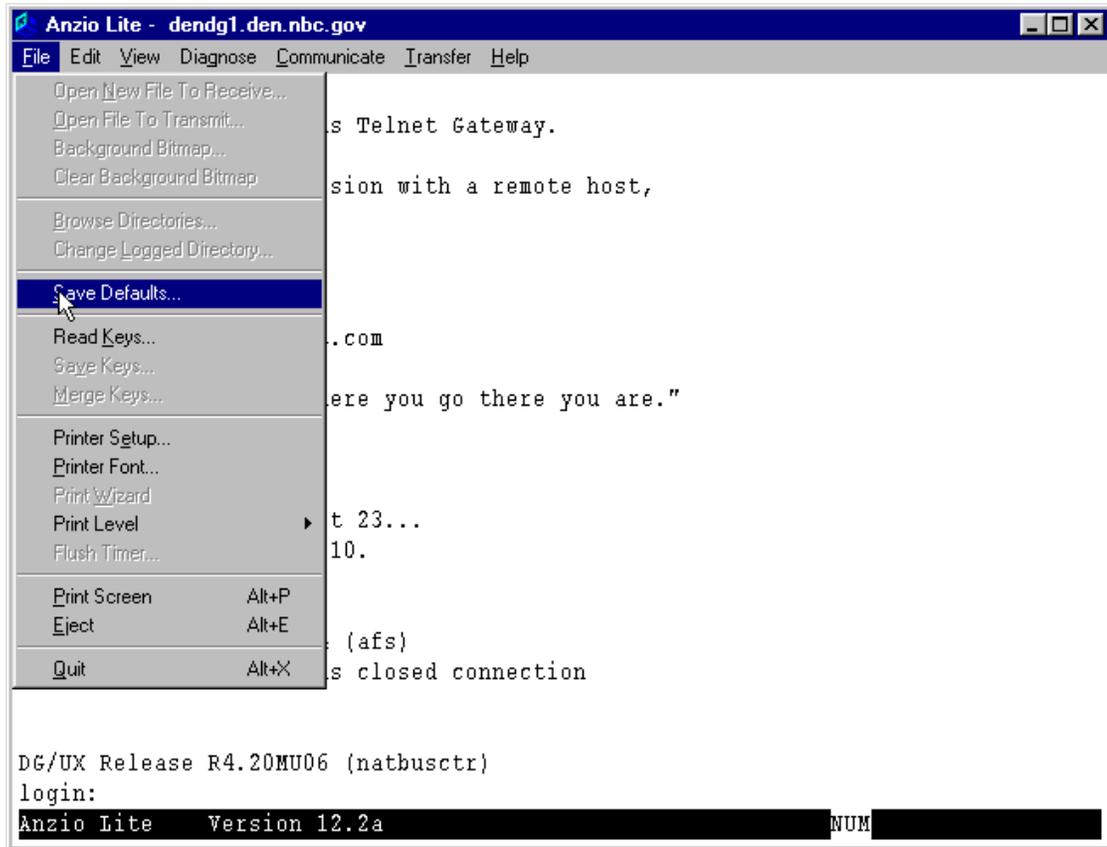
Step 5. Click on 'OK'

The user will be presented with this window:

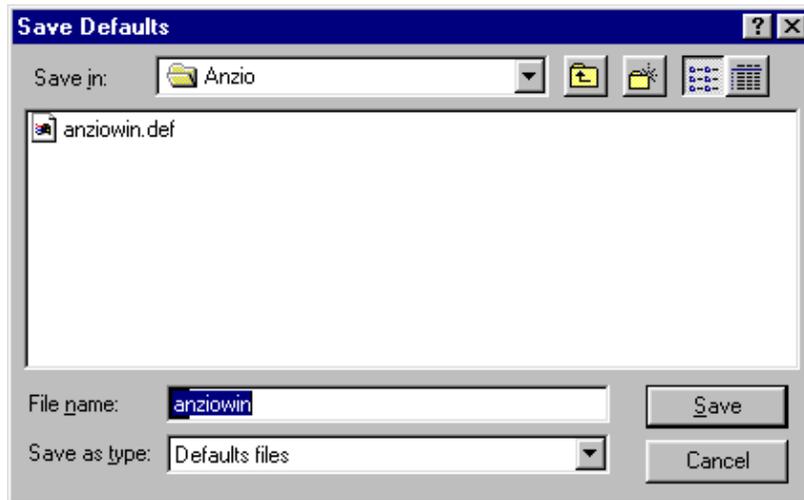


Step 6. Click on 'Yes'

Step 7. Place cursor on 'FILE' and click on 'Save Defaults'



The user will be presented with this window:



Step 7: Place the cursor on 'Save' and click

The user will be presented with this window:



Step 8. Click on 'Yes'

The user will now be connected to the NBC, EFF/Vendor Pay System. All future connections will be to the NBC.

**EMERGENCY FIREFIGHTERS
2000 W-2 WAGE AND TAX STATEMENTS**

The following information is provided to help you understand the entries on your 2000 W-2.

All firefighters who received compensation for emergency incidents paid between January 1, 2000, and December 31, 2000, will be issued a 2000 W-2. If you were paid both by a Department of the Interior Bureau (e.g. BLM, NPS, or BIA) and the US Forest Service, you will receive two W-2s: one from the National Business Center and one from the National Finance Center. You will also receive more than one W-2 if you were subject to state tax in more than one state, however, your federal wages and taxes will appear on only one of the W-2s from the National Business Center. The enclosed W-2 may differ somewhat from W-2s used by other employers.

Box 1 - This is the amount of **Federal Taxable Wages**.

Box 2 - This is the amount of **Federal Income Tax Withheld**.

Box 9 - Advanced Earned Income Credit (EIC). You must file a Federal tax return if any amount is shown in this box. You may be able to claim the EIC for 2000 if (1) you have one qualifying child and you earned less than \$27,413 or (2) you have more than one qualifying child and you earned less than \$31,152. All qualifying children must have valid social security numbers. Any EIC that is more than your tax liability is refunded to you, but **ONLY** if you file a tax return. Also, you cannot claim the EIC if you have more than \$2,400 in investment income. Your 2000 income tax return instructions and Publication 596 explain EIC in detail. You can get instructions and publications from your local IRS office or by calling 1-800-TAX-FORM (1-800-829-3676) for this and all other topics addressed herein.

Box 16 - This is the **Taxing State**.

Box 17 - This is the amount of **State Taxable Wages**.

Box 18 - This is the amount of **State Income Tax Withheld**.

If you find any incorrect dollar amounts on your 2000 W-2 form, please send a written request for a Statement of Corrected Income and Tax Amounts, W-2C. This request should include a brief statement of the problem, your name, social security number, address, employing agency, your signature, and a day time phone number. **Emergency Firefighters should mail this request to: National Business Center, Attention: D-2665, P.O. Box 272030, Denver, Colorado 80227-9030.** If you have already filed an individual tax return (1040 series) and the information from the Form W-2C was not included, you should amend the Form 1040, 1040A, or 1040EZ by filing Form 1040X with the IRS and appropriate correction forms to state or local tax entities, if applicable.

IMPORTANT REMINDERS: This notice is intended to provide some basic information about your W-2 which may be important in dealing with your individual tax situations. It is not the final authority. Your final authority in tax matters should always be the IRS and the appropriate state and local taxing authorities. **If you wish to change your federal or state income tax withholding for 2001, you must provide your hiring unit with a new W-4, Employee s Withholding Allowance Certificate, and/or state income tax withholding**

form. A W-5, Earned Income Credit Advance Payment Certificate, must be filed annually.

Questions concerning your 2000 Emergency Fire Fighter W-2s should be directed to (303) 969-7461 or 7462.