

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire & Aviation
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May 11, 1999

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Instruction Memorandum No. OF&A 99-014
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To: State Directors

From: Office of Fire and Aviation Management

Subject: Assistant Disbursing Officer Requirements

BLM Assistant Disbursing Officers (ADO) attended training in Fairbanks in March to update them on the changes to the EFF Pay Computer Program in regards to emergency firefighter tax withholding requirements.

This memorandum outlines some specific requirements of the BLM ADO program.

1. ADOs will follow the BLM ADO Handbook, which includes the EFF Pay Processing Guide and User Manual, and the Department of Treasury manual to process all emergency firefighter payrolls. These documents were provided to ADOs at the training session and will be available on the EFF Pay Website by June 1. Request additional copies before this date from Barb Sylte, (907) 356-5781.
2. ADOs must use the automated system (EFF Pay) to process payroll, and to generate checks and reports. This is the only way to ensure taxes are correctly withheld.
3. ADOs will ensure the emergency firefighter hiring requirements in the Interagency Incident Business Management Handbook (Emergency Firefighter Pay Plan) have been met prior to processing an EFF payroll.
4. ADOs will only accept original tax withholding forms (W-4, W-5, and applicable state form) from hiring units. Hiring units are responsible for ensuring the forms are completed and signed. The ADO will retain the original forms with the payroll documentation.
5. Emergency Firefighter Time Reports, OF-288s, submitted to the ADO for payment, must indicate the incident (resource order) number and the appropriate charge code. Hiring units are responsible for ensuring these are noted on the OF-288.

6. ADOs must have available, at a minimum, one additional person to assist in the manual audit of the payroll process. This meets the Department of Treasury requirements and ensures payroll accuracy and integrity.
7. The USFS does not currently have the means to implement tax withholding. BIA is the primary Interior agency to process USFS emergency firefighter payrolls. However, BLM ADOs may be requested to process USFS EFF payrolls. BLM ADOs should use FA-100-2821-00-9991 as the charge code for USFS payrolls. The USFS will provide original OF-288s, original tax withholding forms, the appropriate incident (resource) order number, and adhere to the Emergency Firefighter Pay Plan.
8. Treasury check inventories must be accomplished in accordance with Treasury requirements (January, March, May, July, September, November). Inventory reports must be received by the 15th of the following month at the Kansas City Financial Center, attention Yvonne Nance. An individual, other than the ADO, completes the check inventory and compares it to the records of the ADO. Both parties sign the inventory. Most BLM ADOs have been remiss in ensuring timely accomplishment of check inventories; supervisors should ensure this requirement is met.
9. Field offices requesting designation of a new ADO should send the request through the State Director to the Office of Fire and Aviation Management, attention Ed Lewis, FA-100. Approved requests will be forwarded to the National Business Center for ADO designation. ADO revocations should be sent directly to Marcia Lane, BC-610, with a courtesy copy to FA-100.
10. The Bureau, in conjunction with Department of Treasury, will establish an ADO program audit process and schedule.

Please ensure this information is disseminated to State Office and Field Office Fire Management Officers and ADO supervisors. Questions regarding this memorandum should be directed to Ed Lewis at (208) 387-5166.

Signed by:
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