

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
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In Reply Refer To:  
1400-530 (HR-200)P

July 9, 2003

EMS Transmission  
Information Bulletin No. HR2003-064

To: State Directors, Director, NTC, and Director, NSTC  
Attn: Deputy State Directors for Support Services

From: Director, Office of Fire and Aviation  
Director, National Human Resources Management Center

Subject: Hours Code 113

DD: 08-01-03

The Office of Fire and Aviation (OF&A) is conducting a Bureauwide review of the use of Hours Code (HC) 113. Data generated from the Management Information System (MIS) revealed numerous instances of inappropriate usage, resulting in salary overpayments.

Per an October 2001 Memorandum from the Office of Personnel Policy on Overtime Pay and Maximum Earnings Limitation for Employees Engaged in Fire Suppression Activities, HC 113 is to be used only to record overtime hours earned by exempt employees working in exempt positions under the Wildland Fire Overtime Act. This Act requires that the exempt employee must be engaged in emergency wildland fire suppression activities to qualify for overtime pay using HC 113.

For BLM, this meant that exempt employees can only use HC 113 when charging to:

Program 2821, Suppression Operations, with a Project Code (e.g., fire number, severity code)

Program 2830, with a Project Code specifically established for a wildland suppression activity. There were no valid 2830 project codes in FY2002. For FY2003, Project code 476E (Australia Incident) is valid with Hours Code 113.

Based on the significant coding errors, The National Human Resources Management Center (NHRMC) has made a permanent change to PayCheck. If HC 113 is not accompanied by Program 2821, the system will reject the transaction. The system will not permit overrides. By E-Mail, timekeepers have been notified of this change.

OF&A Instruction Memorandums 2003-013, Change 1, Outbreak of Newcastle's Disease and 2003-018, Space Shuttle Recovery Incidents, specifically stated that HD 113 was not to be used with these non-fire incidents.

Attached are documents generated for your State from MIS that list instances in which HC 113 was used with other than the approved Programs. Time and Attendance Records for these individuals need to be corrected to reflect the correct Hours Code and submitted to the Department of the Interior, National Business Center, D-2663 (DOI-NBC). DOI-NBC will process bills for collection to employees and work with the employee regarding a repayment schedule.

If there was a Program coding error, cost structure changes can be processed for FY2003. Cost structure changes cannot be processed for FY2002. In these instances, the Time and Attendance record should be annotated to reflect the correct coding. All corrections need to be accomplished by **August 1, 2003**. Please respond to FA-610 regarding actions taken and provide a point of contact for your State. I realize that this is a short turnaround, but correct data in the Federal Financial System is critical to preparing reimbursable billings. OF&A will run MIS reports to verify corrections have been processed.

Questions regarding the attached reports should be directed to Shari Stewart at (208) 387-5357. Other questions may be referred to Veronica Belton at (907) 356-5525 or Andy Smith at (208) 387-5161. Questions relating to PayCheck should be referred to Gail Colbert at (303) 236-7388 and pay administration questions should be referred to Todd Ryan at (303) 236-6669.

Signed by:  
Linda D. Sedbrook,  
Director, NHRMC

Authenticated by:  
Luron Porter  
Staff Assistant

Signed by:  
Tim Murphy for  
Larry Hamilton,  
National Director, OF&A

Authenticated by:  
Pat Lewis  
Administrative Assistant

## 2 Attachments

- 1-FY2002 Hours Code 113
- 2-FY2003 Hours Code 113