



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Sacramento, California 95825  
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August 9, 2001

In Reply Refer To:  
1112 (N)  
CA-944

EMS TRANSMISSION: 8/09/01  
Instruction Memorandum No. CA-2001-057  
Expiration Date: 09/30/02

To: All California Offices  
Attn: Administrative, Budget, Finance, Procurement, Property & Records Mgmt. Staffs

From: DSD, Support Services

Subject: Critical Fiscal Year (FY) 2001 Closing Dates and Procedures

The enclosed Instruction Memorandum No. BC-2001-048, from the National Business Center establishes all of the FY 2001 BLM Field Office closing procedures. These procedures must be followed carefully, as they provide instructions and schedules critical to ensuring timely fiscal year-end closing of the Federal Financial System.

No exceptions or extensions to the dates contained in these schedules will be accepted or approved.

It is also critical that the affected personnel be available during the closing period to complete the procedures outlined in the attachments and to assist the National Business Center and Headquarters Office as needed. Essential personnel includes, but is not limited to, individuals responsible for remote data entry, procurement, property management, budget, payroll corrections and adjustments, travel, billings and collections, credit cards and checks, emergency firefighter payroll, project numbers and similar financial tasks.

All personnel involved in Business, Support and Fiscal Services should give these closing procedures the highest priority.

Signed by:  
Ed Wehking  
DSD, Support Services, Acting

Authenticated by:  
Richard A. Erickson  
Records Management

1 Attachment:

IM No. BC-2001-048 Critical Fiscal Year (FY) 2001 Closing Dates and Procedures (3pp),  
plus 6 attachments to IM (40 pp)



UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
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In Reply Refer To:  
1330/1500 (BC-620) P

August 3, 2001

EMS TRANSMISSION 08-03-01  
Instruction Memorandum No. BC-2001-048  
Expires: 09/30/2002

To: All Washington Office and Field Officials  
All NBC Employees  
Attn: Printing, Uniform, Property, Procurement, Budget, and RDE Staff

From: Director, National Business Center

Subject: Critical Fiscal Year (FY) 2001 Closing Dates and Procedures

**Program Area:** Procurement, Budget, Finance, Property, Systems

**Purpose:** This memorandum establishes all of the FY 2001 BLM field office closing procedures and schedules critical to ensuring an orderly and timely fiscal year-end closing of the Federal Financial System (FFS). No exceptions or extensions to the dates in the attached schedules can be approved since this could result in a delay in opening FFS for FY 2002 business.

**Policy/Action:** The procedures and due dates listed in the attachments to this memorandum must be followed to ensure an orderly year-end closing. It is also critical that the affected personnel be available during the closing period to complete the procedures outlined in the attachments, and to assist the National Business Center (NBC) and Headquarters Office, as needed. Essential personnel include, but are not limited to, individuals responsible for remote data entry, procurement, property, budget, payroll corrections and adjustments, travel, billings and collections, credit cards and checks, emergency firefighter payroll, project numbers, and similar tasks.

**Time frame:** This IM is effective immediately.

**Budget Impact:** None.

**Background:** In years past, confusion and problems have been encountered as NBC has attempted to "close the books" at fiscal year end. This memorandum and its attachments will help facilitate an orderly and timely year-end closing of the Bureau's financial records.

Note: The Department has contracted out the FY 2001 financial statement audits for all the bureaus and the Department. These audits will be performed by one of the Big-5 CPA firms – KPMG – with oversight by the Inspector General's office. In our discussions with KPMG, they have indicated certain areas that will receive particular scrutiny this year. These include:

1. Undelivered Orders – it is essential that these be carefully reviewed prior to year end and that

outstanding balances are complete, accurate, and do not contain amounts that should be deobligated.

2. Suspense Accounts – these must also be carefully reviewed, and all possible amounts moved out of suspense into other funds as appropriate.

KPMG will be scrutinizing all aspects of our operations. In their opinion, the integrity of the data in the accounting system is not solely the responsibility of the Business Center, but is also highly dependent on the personnel and processes in the field.

With the shift from the IG auditors to KPMG, we have formalized the audit liaison process more this year than in the past. Henry Blum will serve as the audit liaison for the Bureau. All data requests from the auditors are to flow through him. This should reduce the burden on others across the Bureau, as KPMG personnel work to become familiar with BLM and its operations. Henry will work closely with the audit liaisons in the State Offices, so any contact from KPMG personnel should be reported to him. Please contact Henry at (303) 236-6318.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This IM was coordinated with NBC finance, systems, and procurement personnel.

**Contact:** Please direct questions regarding this memorandum, including schedules or procedures, to the National Business Center (NBC) employees listed throughout Attachment 2; contact the employee listed next to the type of transaction about which you have a question.

You can also access this memorandum on the Intranet at our NBC homepage at the following address:  
[http://nbcweb.blm.gov/bc610/yearendmemo\\_2001.html](http://nbcweb.blm.gov/bc610/yearendmemo_2001.html)

Thank you for your assistance in helping to ensure a successful year-end closing.

Signed by:  
Dennis Sykes, Director  
National Business Center

Authenticated by:  
Babette Larson, Staff Assistant

#### 6 Attachments

- 1 - Quick-Reference Event Schedule (4 pp)
- 2 - FY 2001 Closing and Reporting Procedures (26 pp)
- 3 - Year-End Obligation Document (Examples) (5 pp)
- 4 - Year-End Obligation Document (Blank Forms) (2 pp)
- 5 - Year-End Receiver Document (Example) (1 p)
- 6 - Year-End Receiver Document (Blank Forms) (2 pp)

**Directives forwarded to State Director, CA-940, M. West, S. Fox, V. Razo, J. Long, D. Peeples,  
R. Davis, R. McCaslin, A. Carlson, R. Nauert, M. Lee, M. Dillard** **08/03/01**

## **QUICK-REFERENCE EVENT SCHEDULE**

This Quick Reference summarizes major milestones and processing dates for FY 2001 year-end close. Please refer to Attachment 2 for detailed instructions, procedures, and points of contact.

<u>DATE</u>	<u>EVENT</u>
08/31/2001	Orders for NIFC fire cache items, charged to FY 2001, activity 2810 only, due in NIFC. (Attachment 2-21)
09/01/2001	List of all FY 2001 construction, acquisition, and emergency rehabilitation numbers to be carried forward to FY 2002 due in NBC. (Attachment 2-26)
09/04/2001	NBC notifies field offices of reimbursable projects with overages or insufficient authority. (Attachment 2-22)
09/07/2001	Last day in FY 2001 to order uniforms from WearGuard, Inc., Uniform Solutions, Prineville Men's Wear, and Cop Shop Etc. (Attachment 2-17)
09/07/2001	Last day to requisition vehicles from GSA for FY 2001 obligation.
09/07/2001	NBC will continue to process payments through the close of the fiscal year. After September 7, send payment documents by overnight mail. Prompt submission of these documents will ensure timely payment. (Attachment 2-4)
09/10/2001	Beginning this date, record a Year-End Obligation for each OAS-23 or OAS-59 order until September 29. (Attachment 2-13)
09/12/2001	Orders for DI and CA forms must be submitted to PMDS by this date. (Attachment 2-18)
09/14/2001	Notify NBC of any indirect rate exceptions on reimbursable projects. (Attachment 2-22)
09/14/2001	Last day to obligate contributions for future purchase of vehicles through the Working Capital Fund (WCF).
09/14/2001	NIFC fire materials file created and available to NBC.
09/14/2001	Alaska fire materials file created and available to NBC.
09/14/2001	Requisitions for signs must be submitted to PMDS by this date. (Attachment 2-18)

<u>DATE</u>	<u>EVENT</u>
09/14/2001	Complete processing of personal property for FY 2001, as the Fixed Asset (FA) subsystem will be down to ensure final reconciliation efforts. (You will <i>not</i> be able to update FA from September 15 through October 16, 2001.) (Attachment 2-17)
09/14/2001	Printing orders must be submitted to BC-650C by this date. (Attachment 2-18)
09/14/2001	Last day to send documents to NBC, BC-612, for OPAC transfers.
09/14/2001	Correct rejected records from PP 200119 on the Payroll Correction Table (PCOR). Window will be open September 14, 2001, between 6:30 a.m. and 6:00 p.m. MDT. (Attachment 2-5)
09/15/2001	Fax <b>all</b> balanced voucher documents related to reimbursable project coding (1910, 1920, 2830) to 303-236-7124 for entry. (Attachment 2-22)
09/15/2001	Budget officers need to provide default coding for overspent projects. (Attachment 2-22)
09/21/2001	Mail Travel Vouchers (TDY and PCS) by this date to avoid extended delays on travel checks. (Attachment 2-7)
09/21/2001	Mail PCS travel authorizations and transfer data sheets for any relocations approved through September 30, 2001 by overnight mail. (Attachment 2-7)
09/21/2001	Last day to enter payroll adjustments in the PADJ table for reimbursable projects. Contact BC-612 for corrections after this date. (Attachment 2-22)
09/21/2001	Last day to reference or cancel unliquidated commitments. (Attachment 2-2)
09/21/2001	Last day to enter awards into FPPS, if it is to be paid out of FY 2001 funds.
09/22/2001	Availability of FFS on September 29 and September 30, 2001 will be published on the BLMM Screen.
09/24/2001	Beginning this date, submit billing documents to the NBC via overnight mail. (Attachment 2-19)

<u>DATE</u>	<u>EVENT</u>
09/28/2001	All collection transactions must be entered into CBS and deposits taken to or mailed to the appropriate financial institution. (Attachment 2-19)
09/28/2001	Last day to send emergency equipment rental agreement (EERA) <i>payments</i> to the NBC for processing in FY 2001. (Attachment 2-4)
09/28/2001	Correction of rejected records from PP 200120 on the Payroll Correction Table (PCOR). Window will be open <b>only</b> from 6:30 a.m. to <b>NOON</b> MDT on 09/28/2001. (Attachment 2-5)
09/28/2001	All offices should make every effort to have <u>virtually all</u> FY 2001 obligations entered into FFS by this date. Include obligations for any Federal transactions and Rawlins sign shop. (Attachments 2-2 and 2-3)
10/03/2001	Final input of adjustments to labor cost transactions on the PADJ Table with the exception of reimbursable projects; see 9/21/01. (Attachments 2-5 and 2-22)
10/03/2001	Last day to adjust cost structures of any charge card purchases in CARD. (Attachment 2-11) Do not adjust charges to reimbursable projects; see 09/21/01.
10/03/2001	Miscellaneous obligations (MO's) for uniform orders placed in FY 2001 but not billed by September 26 must be entered by Remote Data Entry (RDE) personnel by this date. (Attachment 2-17)
10/03/2001	Last day for field offices to enter obligations [MO, MF, TF or M\$(IDEAS)]. All documents must be entered by 6:00 p.m., Mountain Daylight Time. (Attachments 2-2 and 2-3)
10/04/2001	FFS will be available – for NBC only – to enter payment and billing documents from 6:00 a.m. to 12:00 p.m. MDT.
10/09/2001	Begin submitting 1681-3 approved carryover reimbursable project authority for FY 2002. (Attachment 2-22)
10/09 through 10/12 /2001	NBC and WO Budget perform analysis and complete all closing adjustments.
10/12/2001	Last date for entry of cost targets in the Budget & Fund Status Module of the Management Information System (MIS) for FY 2001 management reports. (Attachment 2-19)

<u>DATE</u>	<u>EVENT</u>
10/16/2001 through 10/19/2001	Field users enter changes to Vehicle Standard Cost Centers for FY 2002 in AFMS. (Attachment 2-20)
10/17/2001	First day for FY 2002 business. Offices can begin entering FY 2002 data into FFS on this date, <u>provided the NBC is able to open FFS for FY 2002 on this date</u> . Your offices will be advised via a message on BLMM Screen of the actual date you can begin entering FY 2002 data.
10/22/2001 through 10/25/2001	Field users enter Vehicle October Utilization in AFMS. (Attachment 2-20)
10/31/2001	OAS. Complete the cancellation of all OAS Year-End Receiver Documents. (Attachment 2-14)
10/31/2001	Complete entering FY 2002 yearly TDL obligations for all limited open travel authorizations. (Attachments 2-7 and 2-8)

Attachment 1-4

## FY 2001 CLOSING AND REPORTING PROCEDURES

### GENERAL INFORMATION

Please observe all due dates in this Instruction Memorandum.

The NBC cannot approve any exceptions or extensions to the due dates because this could delay opening FFS for FY 2002 business.

Please enter and pass all FY 2001 obligations and modifications by ***COB, October 3, 2001.***

**DO NOT** enter FY 2002 orders until FY 2002 is open for business.

Please check the BLMM screen in FFS to determine whether we are up for 2002 business.

Submit Year-End Obligations to the NBC only when you have payments to make. Send all other documents to the NBC during the last quarter of the fiscal year, preferably during July and early August.

If you have questions regarding vendor file maintenance, please contact the FFS Help Desk at (303) 236-4176.

Major topics are presented below in the following order:

<	Commitments and Obligations .....	Attachment 2-2
<	Commercial Payments .....	Attachment 2-4
<	Payroll .....	Attachment 2-5
<	Travel .....	Attachment 2-7
<	IDEAS Transactions .....	Attachment 2-9
<	Credit Cards/Checks .....	Attachment 2-11
<	Office of Aircraft Services (OAS) .....	Attachment 2-13
<	Federal Payments (OPAC) .....	Attachment 2-15
<	Property, Uniforms, Printing, and Signs .....	Attachment 2-17
<	Management Information System (MIS) .....	Attachment 2-19
<	Collections and Billing System (CBS) .....	Attachment 2-19
<	BLM/GSA Motor Vehicle .....	Attachment 2-20
<	Miscellaneous Accounting Issues .....	Attachment 2-21
<	Reimbursable Projects .....	Attachment 2-22
<	Other Projects .....	Attachment 2-26

## **COMMITMENTS AND OBLIGATIONS**

### **What do I do about rejected or held documents in FFS?**

The NBC will produce and distribute the Report of Documents Held on a weekly basis during September.

Please review this list carefully. Correct and accept, or delete, all documents you have entered.

We cannot carry rejected or held documents into FY 2002.

You must complete all of your FFS data entry by ***COB on October 3, 2001.***

Please contact the FFS Help Desk at (303) 236-4176 if you have questions or concerns about rejected or held documents.

### **How do I handle my unliquidated commitments?**

Unliquidated commitments represent funds, based on requisitions, that you reserve before you issue bona fide obligations.

Please begin to review your commitments (RQ documents) now. Use the MIS Budget & Fund Status Unliquidated Commitment Report to review your outstanding commitments. This report is located on the BLM Intranet at [mis.blm.gov](http://mis.blm.gov). Click on your state, choose the Budget and Fund Status module link, and open the Unliquidated Commitment report. It is not necessary to process for results.

Coordinate with your Procurement office and/or enter an obligation to reference the commitment if the commitment will be ordered in FY 2001.

Cancel the commitment if the commitment will not be ordered in FY 2001. You cannot carry a commitment forward from FY 2001 to FY 2002. You also cannot reference an FY 2001 commitment to an FY 2002 obligation. Please ***reference*** or ***cancel*** all commitments by ***September 21, 2001.***

All commitments will be cancelled or reduced to \$0.00 by October 1, 2001.

Please contact the FFS Help Desk at (303) 236-4176 if you have questions or concerns about commitments.

### **How do I handle my unliquidated obligations?**

Unliquidated obligations represent actual orders (i.e., contracts, purchase orders, etc., dated on or before September 30, 2001) that you will pay for in the future.

Please enter only ***valid*** FY 2001 obligation documents into FFS.

Please review current unliquidated obligation reports located in the Budget and Fund Status module of MIS and/or the OBLH and OBLI tables in FFS to verify the accuracy of unliquidated obligation balances. The balance of any unliquidated obligation should equal the amount remaining to be paid.

Modify any MO, M\$, or TF document to reflect the amount you anticipate for payment. Please refer to the IDEAS section of this memo for more specific information about IDEAS entry at the end of the FY.

Please contact the FFS Help Desk at (303) 236-4176 if you have questions or concerns about obligations.

### **How do I obligate orders when I don't have source documents?**

At the end of the fiscal year, source documents such as purchase orders, contracts, and memorandums of agreement are not always available.

You may use the Year-End Obligation Document (Attachment 4) to obligate funds in these situations. You must be able to support the validity and propriety of the obligations.

Your responsible procurement individual must sign and date each Document. Use the Year-End Obligation Document only for *valid FY 2001* procurements or expenditures.

Enter this obligation document into FFS as an MO. You must include the vendor code. For GSA obligations, indicate whether they are for telephone service, training, Fedstrip, or Customer Supply Center.

Please retain your Year-End Obligation documents to avoid duplicate entry into FFS.

Forward a Year-End Obligation Document to the NBC only when it is associated with a payment. For partial payments, attach a copy of the Document and highlight the line(s) to be used. Indicate the amount to be paid from each line and whether it is a partial (P) or final (F) for that line. For final payments, attach the original Document to the payment.

If you must adjust a Year-End Obligation Document, then enter a modification document.

Attachment 3 is an example of a completed year-end document. Please make copies of the blank forms in Attachment 4 to use for your Year-End Obligations.

Please contact the FFS Help Desk at (303) 236-4176 if you have questions about Year-End Obligations.

## COMMERCIAL PAYMENTS

### **What do I do with my completed Purchase Orders and Contracts?**

The NBC has through October 4, 2001, to process payments in order to avoid interest penalties and lost discounts. Please submit your obligations, receiving reports, invoices, and certificates for contract payments promptly during September.

### **What do I do with my purchases made against Blanket Purchase Agreements (BPAs)?**

During September, submit payment packages to the NBC as soon as possible after receipt of invoices. Enter Year-End Obligation documents by COB on October 3, 2001, for items received through September 30, 2001, but not yet invoiced. Retain these year-end obligations and submit them to the NBC when you receive invoices.

### **How are we handling utility and telephone bills at year-end?**

The NBC will charge to FY 2001 any utility and telephone invoices received directly from vendors by September 25, 2001. We will process as many of these as possible by COB on October 3, 2001.

If your office still receives utility and/or telephone invoices from vendors, then please send these invoices *via overnight mail* to BC-620, beginning *September 17*. After *September 24*, please *fax* your invoices to BC-620, Nena Munoz or Darlene Watson, at fax number (303) 236-6412, and send the hard copies in the mail.

If the NBC receives bills too late to process by October 3, 2001, we will pay them with fiscal year 2002 funds.

Please contact Carol Godwin at (303) 236-6612 if you have questions or concerns about purchase orders, contracts, blanket purchase agreements, or utility payments.

### **How will we handle emergency equipment rental agreement (EERA) payments at year-end?**

Please send any emergency equipment rental agreement payments to BC-620 via overnight mail from September 7 through September 28, 2001. **DO NOT** enter MO's for these payments.

Beginning October 1, **please obligate** MO's to cover EERA payments that you have not yet submitted to BC-620.

Please contact Carol Godwin at (303) 236-6612 or Kim Zietz at (303) 236-7117 if you have questions or concerns about EERA payments.

## **PAYROLL**

### **How is payroll cost posted for pay period 200120 and 200121?**

To ensure that FY 2001 awards will be charged to FY 2001 funds, all FY 2001 awards **must** be entered into the SF52 (FPPS) system by the end of pay period 200120 (September 21, 2001). Awards **must** include an effective date that falls within pay period 200120.

The NBC will record **actual** payroll costs for PP 200120 in FFS.

The NBC will make **projections** for the **FY 2001** portion of Pay Period 200121 (September 23–30, 2001) using T&A entry data for PP 200120.

Since pay period 200120 data is used to project the cost for pay period 200121 (September 23 through September 30), the T&A's for pay period 200121, from September 23-September 30, should be coded, to the extent possible, to the same cost structure as pay period 200120.

The NBC will record Pay Periods 200120 and 200121 (FY 2001 portion) as an accounts payable, since funds will be disbursed in FY 2002.

### **How do timekeepers record the FY 2002 portion of pay period 200121 in RETARS?**

Timekeepers/data entry personnel will complete input of T&A data for pay period 200121 on October 4-5, 2001.

When hours are recorded on T&A's for October 1, 2001, through October 6, 2001, please enter a separate line of coding, since FY 2002 subactivities, program elements, projects, or organization codes may differ from those in FY 2001. You may also need to change cost structure on the T&A pre-print file.

### **How do I process cost structure adjustments for payroll records?**

Adjust all defaulted payroll costs or payroll costs in the incorrect cost structure by entering adjustments on the PADJ table by COB on October 3, 2001.

### **How do I correct my payroll defaulted records for pay periods 200119 and 200120?**

PP 200119: Defaulted payroll records: **Correct** all entries on the PCOR table by COB, September 14, 2001.

PP 200120: Defaulted payroll records: **Correct** all PCOR entries on September 28, 2001. PCOR will be available on 09/28/2001 from 6:30 a.m. to noon MDT **ONLY**.

Please contact the FFS Help Desk at (303) 236-4176 if you have questions about payroll correction

adjustments.

### **How do I handle emergency firefighter payroll?**

Please follow these steps to process your emergency firefighter (EFF) payroll that is *earned* before September 30, 2001:

1. Prepare a PV coding document.
2. Enter the PV coding document into FFS. Code Taxes Collected to suspense account 455.
3. Submit your completed payroll schedule and supporting documentation to the certifying officer.

For EFF payroll and/or EFF T&A reports that are *on hand but not paid*:

1. Prepare and enter Year-End Obligation Documents (MOs).
2. Reference the Year-End Obligation when you enter the PV document for FY 2001 payroll paid in FY 2002.

You must enter all EFF PV and MO documents by ***COB, October 3, 2001.***

Please contact Shari Stewart at (208) 387-5357 if you have questions about emergency firefighter payrolls.

## **TRAVEL**

### **What do I do about a Permanent Change of Station (PCS) Move?**

The NBC will process a payment in FY 2001 for a PCS voucher if we receive it by ***COB, September 14, 2001.***

If a PCS move is in progress, or if the PCS voucher will not be mailed to the NBC by COB, September 7, 2001, then please do the following:

1. Submit the PCS Travel Authorization and Transfer Data Sheet to the NBC before ***COB, September 21, 2001.*** We will then record an unliquidated obligation in FFS for FY 2001.
  
2. Prepare a PCS Transfer Data Sheet for any move for which a Travel Authorization has been or will be issued through September 30, 2001. The documents should include the following estimates:
  - a. enroute travel expenses,
  - b. house-hunting trip expenses,
  - c. temporary quarters expenses,
  - d. transportation of household goods expenses,
  - e. real estate transaction expenses,
  - f. relocation income tax, and
  - g. miscellaneous moving expenses.

If a temporary quarters extension has been approved, then you must modify the PCS obligation to record the increase.

Please review and discuss a PCS move with an employee to determine whether he/she will accept the relocation services buy-out offer. If he/she accepts the offer, then increase the purchase order from the \$1,000 required by WO IM No. 87-361 to reflect an accurate estimate of the cost of the buy-out.

Please review all PCS obligations to assure validity. If necessary, ensure that you have obligated and/or increased the relocation income tax allowance.

### **What should I do with my Temporary Duty Travel (TDY) vouchers?**

The NBC will process payments in FY 2001 for TDY vouchers received by COB on September 21, 2001. Employees should submit their vouchers no later than five days after the end of a trip.

If employees plan to travel on or before September 30, 2001, then enter an obligation (TF) for the

TDT travel authorization by COB on October 3, 2001.

If an employee's travel begins in September and extends into October, then enter a travel obligation (TF) with an FY 2001 Travel Authorization number only for the portion of the trip that will occur on or before September 30, 2001. When the employee submits their voucher, add a separate line of cost coding on the voucher to identify FY 2002 expenses.

Adjust the amount of outstanding annual authorization (TDL) obligations no later than COB on October 3, 2001, to reflect any outstanding travel through September 30, 2001.

If you do not think that employees will be traveling and they have submitted all of their vouchers for payment, then reduce their TDL obligations to zero. Please mark a voucher "final" if you know that it is definitely the final voucher against the FY 2001 authorization.

Please enter TDs by September 21, 2001, for all travel advances for trips beginning on or before September 30. If an employee requires a travel advance after this date, then please contact Vickie Smith at (303) 236-6276.

Do not enter any FY 2002 travel obligations into FFS until FY 2002 is open for business.

Enter FY 2002 yearly TDL obligations for all limited open travel authorizations no sooner than October 17, but prior to October 31, 2001. Refer to IM BC-97-022.

### **What should I do with my Government Bills of Lading (GBLs)?**

If the carrier will pick up your shipment under a GBL on or before September 30, 2001, then please enter an FY 2001 obligation to cover the cost. You must enter obligations for GBLs no later than COB on October 3, 2001.

Please contact Vickie Smith at (303) 236-6276 if you have questions or concerns about travel or transportation documents.

## **IDEAS TRANSACTIONS**

### **What happens in IDEAS at the end of the fiscal year?**

FY 2001 Documents: *Remote Data Entry staff* will continue to *approve*, or *issue and release*, FY 2001 documents that are routed for approval and posting in FFS, and for obligation through the IDEAS-PD interface, until 6:00 p.m. MDT on October 3, 2001.

FY 2002 Documents: *Remote Data Entry staff* will *hold*, but *not approve, issue, or release*, any FY 2002 documents that are routed for approval and posting into FFS through the IDEAS-PD interface until October 17, 2001. RDE will process documents after this date and return them to users, or route them to individuals identified on the routing sheets. This applies to both obligations and commitments.

*Acquisition Staff* may print hard copies of all FY 2002 award documents and mail them to vendors prior to (1) routing these documents to the NBC or Remote Data Entry Staff for approval and (2) posting obligations in FFS.

This procedure applies to the following:

1. Purchase Orders, Contract Awards, and related modifications.
2. Blanket Purchase Agreements (BPAs) and Individual BPA Calls (these documents will be marked "Draft"; use white-out or other acceptable methods before you mail them).
3. Task/Delivery Orders and related modifications.
4. Agreements using award documents available in IDEAS-PD (if applicable).

### **What Federal Procurement Data System (FPDS) procedures do I need to follow?**

Your FY 2001 awards should be submitted to the Federal Procurement Data System (FPDS) by not later than October 3, 2001. This includes both your SF-281 and SF-279 reports. You will be advised by e-mail if an extension is given by the Department of Interior for submitting your reports beyond this date. You should advise Dave Wunder at (303) 236-9424 if you are going to have problems in meeting this date. Your notice should include a list of the award documents that will be affected.

Do not attempt to submit your corrections to FY 2000 awards until you are advised that the GSA edit problem has been resolved. The Department of Interior is coordinating with FPDS to submit these documents using the old FY 2000 edits. You may also have FY 2001 awards that are affected by this problem. For example, an SF-279 award was submitted during FY 2000. In FY 2001, you received notice the report was rejected and requires correction. During FY 2001, you also award a modification, or you issue a task or delivery order against the original award. These actions cannot be reported until the original award has been corrected and submitted to the FPDS. These documents should be held and not submitted to the FPDS until the problem has been resolved.

Beginning October 1 through October 17, 2001, you should enter a checkmark in the “*FPDS Not Required*” block when you assign your document number for entering FY 2002 awards in IDEAS. You should create and submit an FPDS report for these actions on or about October 17, 2001, once the award has been ‘Approved,’ ‘Obligated,’ and ‘Released and Issued.’

You are encouraged to create a filing cabinet (name it “FY 2002”) to store all of your FY 2002 documents. You can route documents that you no longer need, or do not plan to copy into new working documents, to the BLM user called “**BLM Archive.**”

Please contact the BLM IDEAS Help Desk, (303) 236-4176 or (303) 236-9424, if you have questions or require additional assistance.

## **CREDIT CARDS/CHECKS**

### **What must I do if I use the charge card or write checks to make purchases?**

If you are a credit card user or check writer and use your card/checks to make purchases, please follow these instructions:

Any credit card or check transactions occurring through September 30, 2001, will be automatically posted in FFS using the credit card interface.

To obligate purchases that you have made, but that will not appear in the FFS CARD table by October 3, 2001, you must use a Year-End Obligation Document (see Attachments 3 and 4).

Please prepare your Year-End Obligation Document according to the following guidelines:

1. Use vendor code 51350-1 for all purchases.
2. Use this document number format:

ACK01XXXXZ, where

A = State Code;

C = Office Code;

K = Bank Card;

01 = Fiscal Year;

XXXX = last four digits of your account number; and

Z = year-end sequential indicator.

3. Forward a copy of your Year-End Obligation Document to RDE personnel.

On your subsequent monthly statements, please note your corresponding FY 2001 Year-End Obligation Document number(s) and line number(s).

You should liquidate your Obligation after you have been billed for all of your FY 2001 purchases.

You won't need to annotate the appropriate accounting structure for FY 2001 on your statements. Just forward your statements to your approving official and then to your RDE personnel.

You must charge purchases you make beginning October 1, 2001, to FY 2002 funds.

### **When do I modify the cost structure for card purchases?**

You must complete all cost structure adjustments to the FFS CARD table for FY 2001 billing

statements by *COB on October 3, 2001*.

**As an RDE individual, what do I do with credit card/check information?**

You should receive Year-End Obligation Documents from cardholders to cover purchases not recorded on the FFS CARD table.

Enter MO documents for these Year-End Obligation Documents into FFS, using the document number format provided.

Retain all Year-End Obligation Documents so you can match them to subsequent monthly statements.

Please reference the year-end obligation document numbers when you enter adjustments in the FFS CARD Table for subsequent monthly statements.

You must enter an adjustment referencing the appropriate Year-End Obligation even if the purchase is charged to the default cost structure. This will liquidate the prior-year obligation. Otherwise, the purchases will be recorded twice against the budget.

You can reference the Year-End Obligation only for purchases made in FY 2001.

Please contact the FFS Help Desk at (303) 236-4176 if you have questions about credit cards/checks.

## OFFICE OF AIRCRAFT SERVICES (OAS)

### **How can I expedite OAS orders so they are billed and paid in the current fiscal year?**

As we approach the fiscal year end, submit all your OAS-23 and OAS-59 forms promptly to OAS. Do not delay. This will expedite the billing and collecting of as many current-year charges as possible within this current fiscal year.

Record your cost coding on your forms completely and accurately. Write legibly. OAS personnel must be able to easily read your coding to key it into their automated system.

Be sure to include a four-character project number (e.g., a BLM fire number, etc.) if required for the activity.

Example: AZ010 2821 HU **R257** (R257 is the project number)

### **When should I start creating a Year-End Receiver for my OAS orders?**

**Up through September 10**, all of your OAS-23 and OAS-59 forms will be processed by OAS through the interface. OAS anticipates that everything submitted by this date will be billed and processed through the interface before we close the year. Orders submitted after September 10 require different handling.

**After September 10**, OAS cannot guarantee that they will process our submissions in time. Those OAS charges, incurred near the end of FY 2001, might not be billed and collected through the interface until next fiscal year. Therefore, after September 10 and no later than October 3, in addition to submitting your forms to OAS, you must also *create a Year-End Receiver Document* for your OAS order. **This is a different document than what you have been instructed to use in the past. To more accurately report this liability, it is necessary for you to enter an accounts payable document (RF) rather than a unliquidated obligation (MF).**

Complete the Year-End Receiver Document (Attachment 6) and record your Document in FFS by remote data entry. Use the transaction code **RF** instead of the usual RC. The creation of this Year-End Receiver Document is merely a temporary measure. The funds you establish as an accounts payable in FY 2001 will be protected and will roll into the new fiscal year. In the new fiscal year, you will cancel the OAS Year-End Receiver Document by October 31, 2001.

Once cancelled and released, those funds become available for use in the new fiscal year, when the bill and collection for the prior year charge finally come through the OAS interface. Remember, the interface cannot reference to any of your Year-End Receiver Documents, so the funds must be tied up

in the Year-End Receiver Document just long enough to carry them through to the next fiscal year.

### **How should I fill out the OAS Year-End Receiver Document?**

Use the vendor code 14010002-1 on your OAS year-end receiver document.

Use the following document number format: OASDB01XXXX, where OAS = OAS; D = State Code; B = Office Code; 01 = Fiscal Year; and XXXX = four-digit sequential number.

### **Where should I route my OAS Year-End Receiver Document?**

Forward your Year-End Receiver Document to the remote data entry (RDE) personnel so they can enter your receiver document into FFS. RDE should enter the transaction code for OAS receivers as **RF**. RDE will retain all of your OAS Year-End Receiver Documents. You do not need to send a copy of the document to NBC.

### **When should I cancel the Year-End Receiver for OAS?**

OAS receiver documents will not be liquidated when the automated OAS interface is processed in FY 2002. Therefore, you must cancel your OAS receiver document no later than ***October 31, 2001***.

### **How does the OAS surcharge get paid and distributed?**

NBC will receive an electronic file from OAS during the week of September 17, 2001. This file represents all OAS-23 and OAS-59 forms submitted to OAS on or before September 10, 2001. This file will also distribute the aviation cost surcharge incurred on all orders throughout the entire fiscal year, proportionally among all fire numbers. NBC will post this file in FFS the night it is received. If you have any questions about posting the aviation cost surcharge, contact Julie O'Neill at (303) 236-6346.

Please contact Mardi Stone at (303) 236-0839, if you have questions about OAS.

## **FEDERAL PAYMENTS (OPAC)**

### **What should I do with my GSA Fedstrip (GF) and Customer Supply Center (GS) orders?**

Please obligate all GSA Fedstrip (GF) and Customer Supply Center (GS) orders placed on or before September 28, 2001, on a Year-End Obligation Document.

Enter these obligations into FFS by COB, October 3, 2001. For Customer Supply Center orders, please obtain the ticket number and include this number in the Header Information area of the Year-End Obligation Document. The vendor code is 47000016-1.

When you are invoiced for the Customer Supply Center orders, attach your Year-End Obligation and submit it to the NBC.

Please contact Mardi Stone at (303) 236-0839 if you have questions about GSA Fedstrip or Customer Supply Center orders.

### **I need goods or services from another agency, but don't have sufficient time to complete the formal Interagency Agreement/Purchase Order document or acquire a signature from the other agency. What should I do?**

Year-End Obligations are meant for those last-minute Interagency Agreements still in progress at year-end. If your binding agreement is not complete, create a Year-End Obligation Document under your normal interagency document format. Record the Year-End Obligation in the accounting system through RDE.

This Year-End Obligation Document does not replace your fully-signed binding agreement. It is merely a tool that allows you to record the last-minute obligation while you complete the binding agreement. You are still required to have a binding agreement that will support any federal obligation you have recorded in the accounting system.

### **Normally, I don't obligate until I get the OPAC bill in and see what the actual charge is. What should I do in that case?**

You must estimate what charges you expect to owe through September 30 and create a Year-End Obligation Document. Have RDE record the obligation in the accounting system by COB, October 3, 2001.

### **Should I send the Year-End Obligation to NBC ?**

No. Retain your Year-End Obligation. Submit a Year-End Obligation copy to NBC only when you have received an OPAC request from us and want us to reference a federal charge against your Year-

End Obligation. Only then, send a copy in reply.

### **RSVP (Respond Please)**

Budget and procurement personnel must be available and ready to respond quickly at year-end. NBC attempts to code every Federal charge received before year-end to a BLM obligation or cost structure by the time we close. This can be accomplished only with responsive assistance from you.

In the last weeks of FY 2001, as our processing lead time diminishes each day, we become highly dependent on your prompt response to reconcile federal charges. We may contact you by e-mail, telephone, or fax. Please take action quickly on any request we make in the last days of the year. We especially require assistance from our state budget officials on the very last day of the fiscal year, right up until the close of business. We may ask for an instant decision from a budget official to determine the most appropriate place to code a federal OPAC charge incurred by your state. Be prepared. If you absolutely cannot be available at this critical time, please designate someone knowledgeable who is willing and able to make a coding decision on behalf of your state.

### **Federal Vendor Names on Year-End Obligations**

When you fill out a Year-End Obligation be sure to include the vendor name and vendor code. For a GSA vendor, specify which GSA type, such as GSA-Customer Supply, GSA-National Archives, GSA-Telephone, or GSA-RWA.

Please contact Mardi Stone at (303) 236-0839 if you have questions about OPAC.

## **PROPERTY, UNIFORMS, PRINTING, AND SIGNS**

### **What do I do with personal property at the end of the fiscal year?**

Please enter all capitalized personal property into Fixed Assets (FA) by September 14, 2001.

Outstanding capitalized property receipts (BOC 311A/311D) that are not entered into FA may cause FA to be out of balance with the General Ledger Account (1750/1830). These accounts must be in balance to maintain a clean audit opinion.

You will not be able to update FA from September 15 through October 16, 2001. If you receive capitalized equipment during this time, then e-mail the property information to BC 680A for input into FA.

Please contact the Fixed Assets Help Desk at (303) 236-9461 or (303) 236-9460 if you have questions.

### **What happens to uniform drawdown card accounts at the end of the fiscal year?**

Uniform drawdown card accounts are programmed with an annual uniform allowance credit limit that will be refreshed on October 1, 2001.

Any remaining FY 2001 balance amounts in uniform drawdown accounts will not accrue to FY 2002.

We will address policy and procedures to authorize employees' uniform annual credit limits in a separate memorandum.

### **When can employees order uniforms?**

WearGuard Inc., Uniform Solutions, Prineville Men's Wear, and Cop Shop, Etc. will accept uniform orders only through September 7, 2001.

Beginning in late August 2001, these vendors will not accept orders for uniform items that will be shipped after September 28, 2001.

These uniform vendors will generate a backorder listing in early September to identify orders that have a post-FY 2001 shipping date. Each State Uniform Coordinator will receive a copy of this report as applicable.

Employees ordering law enforcement items from vendors *other than* WearGuard, Uniform Solutions, Prineville Men's Wear, and Cop Shop, Etc. must still abide by the September 7, 2001, cutoff date, unless the uniform purchases are considered "off the rack."

Law enforcement items acquired through retail stores as "off the rack" uniform purchases must be cut off by September 8, 2001.

Vendors other than WearGuard, Uniform Solutions, Prineville Men's Wear, and Cop Shop Etc. do not set cutoff dates. Please watch for backorders that carry over into FY 2002 and inform your supervisor and State Uniform APC if backorders occur.

Please contact Shirley Campbell, National Uniform Coordinator, at (303) 236-3586 if you have questions or concerns.

### **How and when do I request printing jobs?**

Please submit by September 14, 2001, all printing requests processed by the National Business Center's Printing Specialists (BC-650C) that require FY 2001 funding. If you order from other states, please ask their Printing Specialists about their requirements.

Please submit a signed and approved Purchase Requisition/Oral Order, Form 1510-18, along with the material you want to be printed, to BC-650C, by September 14, 2001.

If you need to pay for an order with FY 2001 funds but your material is not ready for printing, then please notify the NBC's Printing Specialists in writing, or via e-mail, before September 14, 2001.

If your printing jobs exceed your FY 2001 obligations, then please provide FY 2002 cost structure to cover any additional costs.

Please contact Sherri Hendren, the National Business Center Senior Printing Specialist, at (303) 236-6458 if you have questions or concerns.

### **How and when do I order signs?**

Please coordinate and submit requisitions for large quantities of signs to Printed Materials Distribution Services (PMDS) by September 14, 2001. Include a valid charge code on each requisition that exceeds the economical order quantity. You may check the economical order quantity by contacting PMDS, either Frank Tisby at (303) 236-7637 or Bob Stahl at (303) 236-1975. Please contact Lee Campbell, BLM Sign Coordinator, at (303) 236-9422 if you have other questions.

### **How and when do I place orders with Printed Materials Distribution Services?**

PMDS will close out all FY 2001 DI and CA forms issues by COB on September 12, 2001, in order to finalize all FY 2001 financial billing records for cost reimbursement.

Upon reviewing your on-hand printed material supply, please submit your DI-1 order form(s) to PMDS prior to COB on September 12, 2001.

You can forward orders via e-mail to Public Group Address (Lotus Notes/Groupwise) BLM\_NCS\_PMDS, or fax orders to PMDS at (303) 236-0845.

PMDS will hold orders submitted after September 12, 2001, and will fill these orders after

October 1, 2001.

Please contact Frank Tisby at (303) 236-7637 or Bob Stahl at (303) 236-1975 if you have questions or concerns.

### **MANAGEMENT INFORMATION SYSTEM (MIS)**

#### **How do I process Budget & Fund Status data within the Management Information System (MIS)?**

Please enter Budget & Fund Status planning data by COB, October 12, 2001. Planned dollars in the final financial management reports for FY 2001 will be based on this date.

Enter as much of this data as possible before October 3, 2001.

The NBC will continue to update the Budget & Fund Status data for FY 2001 through October 12, 2001.

Please contact Gary Grimstvedt at (303) 236-6347 if you have any questions about the Budget and Fund Status Module.

### **COLLECTIONS AND BILLING SYSTEM (CBS)**

#### **Where and when do I send my billing documents?**

Please send to the NBC, via overnight mail, any billing documents (BDs) prepared for transactions occurring September 24 through September 28. If you cannot guarantee delivery by overnight mail, fax your BDs to the appropriate accounting technician at (303) 236-7124 by noon MDT, October 1, 2001.

#### **When should I enter Collections and Billing System (CBS) documents?**

Enter all collection transactions in CBS by COB on September 28, 2001. Enter all billing documents in FFS by COB on October 3, 2001.

CBS will be available 7 days a week during year-end close. However, it will not interface to FFS after September 30, 2001, until FFS is brought up for FY 2002 business.

The OPAC system will be converted to IPAC on 8/30/01. There is a possibility that we will be unable to process OPAC reversals from 8/22/01 until after the end of the fiscal year. If the new system is working, the last date to enter CBS OPAC reversals for FY01 will be September 14, 2001.

Please contact the CBS Help Desk at (303) 236-6795 if you have questions.

## **BLM/GSA MOTOR VEHICLE**

### **What do I do with my BLM/GSA Motor Vehicle/Construction Equipment Records?**

Please report BLM and GSA motor vehicle utilization by September 19, 2001. Enter all utilization data for BLM and GSA vehicles into the Automated Fleet Management System (AFMS) by this date, using the AFMS Monthly Utilization Input Screen.

Record any obligations for GSA vehicle repairs and accidents on either a Document Face sheet or a GSA Form 2556. **Do not** enter these obligations through remote data entry. Please fax forms to Pat Fay, BC-612, (303) 236-7124, before COB, October 3, 2001.

The monthly MVDFLT report displays vehicle coding that has defaulted to Program Element 97. Please enter in FFS all Balanced Vouchers (BVs) to correct vehicle default coding by COB, October 3, 2001. Do not mail or fax these BVs to the NBC.

### **Reminder for FY 2002 vehicle reporting:**

You must enter changes to Standard Cost Centers in AFMS between October 16 and October 19 for these to be effective for the October (FY 2002) utilization period. This includes changes in office codes, subactivities, program elements, project numbers, and percentages. To enter changes into AFMS, choose item (1) "Process Vehicle Control Transactions" on the Field Office Menu.

Enter FY 2002 October utilization in AFMS from October 22, 2001, through October 25, 2001.

You **cannot enter changes** to Standard Cost Centers during the utilization reporting window.

Please contact Pat Fay at (303) 236-6345 if you have questions or concerns.

## **MISCELLANEOUS ACCOUNTING ISSUES**

### **What should I do with Balanced Standard Vouchers?**

Please enter as many Balanced Standard Voucher (BV) documents as possible by August 31, 2001. You will be able to enter BVs over \$20,000 into FFS and process BVs under \$20,000 until COB, October 3, 2001. **Submit ALL BVs for reimbursable projects to BC-612 after September 14, 2001.**

The FFS Help Desk will continue to approve and process BV documents exceeding \$20,000 of which they are notified through October 3, 2001.

Please contact the FFS Help Desk at (303) 236-4176 if you have questions about BVs.

### **How do I handle stores issues and returns? (Lower Snake River District (ID090) only)**

Please complete stores issues and returns for September by September 7, 2001, especially for reimbursable projects.

Submit stores control registers that cover the first week of September to BC-680 by September 7, 2001.

Submit a supplemental stores control register to BC-680 before September 14, 2001, for any reimbursable project-related returns/issues that are credited/charged to FY 2001 and that occur after September 1, 2001.

Please contact Lois Perrin at (303) 236-9461 if you have any questions.

### **When do I submit fire supplies and issues?**

Please submit NIFC fire issues files and AFS fire issues tapes to the NBC by COB, September 18, 2001. You can contact Lisa Dehn at (303) 236-6423 or Mary Carver at (303) 236-6305 if you have questions.

### **When do I submit fire materials orders?**

Please submit your FY 2001 orders to NIFC for fire cache items, charged to activity 2810 only, before September 1, 2001. After this date, orders will apply to FY 2002 funds. Please contact the NIFC Fire Supply Officer at (208) 387-5547 if you have questions.

## **REIMBURSABLE PROJECTS**

Be sure to follow this time line:

### **DATE EVENT**

- 09/01/01 Submit list of ALL carryover project numbers to BC-612.
- 09/04/01 NBC begins notifying offices of projects with overages or insufficient authority.
- 09/14/01 Notify NBC of any indirect rate exceptions. All project overages should be charged to the responsible office's operating account(s).
- 09/15/01 Fax **all** balanced voucher documents related to Reimbursable project coding (1910,1920,2830) to (303) 236-7124 for entry.
- 09/15/01 Budget officers need to provide default coding for overspent projects.
- 09/21/01 New 1681-3's received will be held for FY 2002 business.
- 09/21/01 Last day to enter payroll adjustments in the PADJ Table for reimbursables.
- 10/09/01 Begin submitting 1681-3 approved carry over authority for FY 2002.  
**Projects will not be available for use in October UNTIL a revised 1681-3 has been received by BC-612.**

### **How do I close my projects?**

When closing FY 2001 reimbursable projects:

1. Remember, that if Time & Attendance (T&A's) are charged to a reimbursable project in Pay Period 200120, the projections will automatically code Pay Period 200121 (October 1 to October 6) to the same project code. (Attachment 2-5)
2. Ensure that the project obligations are valid, and
3. Ensure that the reimbursable project authority is proper.

Beginning September 4, NBC will contact State Offices whose projects are overobligated or overspent.

Please use the following FFS tables:

1. The FPRJ table shows the net available balance for the project. A positive number means funds are available. A negative number means the project has overspent its authority.

2. The FPCX table provides total commitments, obligations, and expenditures charged to the project.

When additional authority is needed for a project:

1. If the other agency *agrees* to the increase, then submit a revised authorization Form 1681-3) that includes the revised/increased amount prior to September 21, 2001.
2. If the other agency *does not agree* to the increase, then remove commitments, modify obligations, or transfer over expenditures to the appropriate MLR/O&C account prior to September 15, 2001.

Beginning September 15, 2001, the NBC will transfer remaining project overages to the responsible office's operating account(s). Budget officers need to provide default coding by this date.

We will process the 4<sup>th</sup> quarter FY 2001 billing for all reimbursable projects during FY 2002.

Please use a Balanced Voucher (BV) document to transfer any non-payroll costs into or out of a project before September 14, 2001.

To transfer payroll costs, you should make entries in the PADJ table by September 21, 2001. This will automatically adjust the leave surcharge in the reimbursable account. Contact Lisa Dehn at (303) 236-6423 or Mary Carver at (303) 236-6305 for corrections after this date.

Any 1681-3 authority received after September 21, 2001, will be held and established in FY 2002.

### **What is the indirect cost rate?**

In FY 2001, the indirect cost rate is 19.6 percent for all reimbursable projects except U.S. Forest Service projects (20 percent). You must get approval from the Budget Office at Headquarters (WO 880) for any exceptions to these rates.

Please notify the NBC of any approved indirect rate exceptions by September 14, 2001.

### **How do I establish my FY 2002 reimbursable project numbers?**

Before September 1, 2001, please send NBC a list of all FY 2001 Federal reimbursable projects to be carried forward into FY 2002.

**Projects will not be available for use in October until a proper 1681-3 is received by BC-612; this includes carryover projects. Please begin to get authorized signatures in September and the first part of October.** For FY 2002, please re-establish job numbers for reimbursable sub-activities (1910, 1920, 2830, and 3910). See BC-2000-050 for instruction. On October 10, 2001, the MIS Budget and Fund Status figures should reflect all FY 2001 activity with the exception of vehicle and late credit card charges. Use these figures to estimate the carryover amount. Please contact partnering agencies to verify and approve their authority.

Reimbursable projects with other federal entities will still have four digits, beginning with 4 (4XXX). Please comply with the following procedures:

1. Use FY 2001 federal reimbursable project numbers and names for FY 2002. The same project number should be used if any authority will carry over. Title V deferred maintenance and Title VI and Title VIII land acquisition projects will carry forward into FY 2002 if not completed.
2. Use FY 2001 federal reimbursable programs (subactivity and program element) for the projects that will carry over to FY 2002.
3. Include a list of all organizations (State/Office) that will charge to the project. Please identify the organization with lead responsibility.
4. For each project carried over to FY 2002, submit a new Reimbursable Work Job Authorization (Form 1681-3) that reflects the carryover amount and has signatures from both agencies.

These rules also apply when you establish new FY 2002 reimbursable projects. You still need proper authorization information (a signed 1681-3) when you establish a project. This helps to establish the project accurately in the accounting system and aids in billing the other Federal agency. As a result, we will receive reimbursements more promptly from our customers.

Please include the following authorization information to establish a project:

1. The amount of the reimbursable agreement.
2. A determination of legal authority. The primary authority is Public Law 94-579, Federal Land Policy and Management Act of 1976, Section 307, along with current appropriation language.
3. A *procurement document number*, such as a purchase order, contract, etc., or an approved Interagency Agreement or Memorandum of Understanding (MOU) number. The Agreement or MOU must include the customer agency's *cost structure* (e.g., for the Forest Service, this includes the region, unit, and management codes) and a name and phone number of a contact person at the customer agency. Please attach a copy of this procurement document if it is provided.

4. A customer Agency Location Code (ALC), which is an eight-digit numeric symbol (99-99-9999) assigned by Treasury, can be obtained from the customer agency's Finance Office. On-Line Payment and Collection will be done for all agencies except Army Corp of Engineers military funding.

5. A Memorandum of Understanding or Interagency Agreement signed by *authorized* officials of both agencies. A ***contracting officer*** must sign for the agency receiving the services.

Please refer to BLM Manual Section 1681.16D, Project Accounting User Guide, WO IM No. 91-284, and to IM BC-2000-050 for further guidance on estimating the cost of work for others and completing the authorization form (1681-3).

Please contact Lisa Dehn at (303) 236-6423 or Mary Carver at (303) 236-6305 if you have questions or concerns.

## **OTHER PROJECTS**

### **How do I handle other FY 2002 Project Numbers?**

Re-establish your project numbers for *Construction* subactivities (2110 and 6110) and *Land Acquisition* subactivities (31XX) for FY 2002.

Re-establish your project numbers for *Easement/Acquisition* subactivities (2300 and 6140) for FY 2002.

Re-establish your project numbers for *Emergency Rehabilitation* (subactivity 2822). **These numbers will not automatically roll to FY 2002.** Please respond by **September 1, 2001** if you will charge to these numbers in October.

Please send lists of *all* project numbers to be carried forward or closed for FY 2002 to Lisa Dehn or Mary Carver, BC-612, by September 1, 2001.

Please contact Lisa Dehn at (303) 236-6423 or Mary Carver at (303) 236-6305 if you have questions or concerns.

### **How do I establish Cost Recovery and Trust projects?**

To establish new Cost Recovery and Trust projects in the 5XXX to 7XXX series, send forms 1380-10, 1380-11, and 1380-11A (for waiver) to Karen Rice, BC-611. When projects are done, ensure that any refunds due are paid, and that ending balances are zero before sending requests via e-mail to close projects.

Please contact Karen Rice at (303) 236-6326 if you have questions or concerns.

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

EXAMPLE OF A BANKCARD YEAR-END OBLIGATION

CODING DOCUMENT

page 1 of 2

CARDHOLDER NAME HERE

DOCUMENT ID: DIVISION:UT ID NUMBER: JCK01XXXXZ (CARDHOLDER BANKCARD #)

Year-End Indicator = "Z"

HEADER INFORMATION

TRANS TYPE: GO DOC TOTAL: 2000.00 ACTION: \_\_\_\_\_ MO DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
VENDOR CODE: 51350 1  
NAME: Bank Of America  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LINE INFORMATION

LINE NUMBER: 001 AMOUNT: 250.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: UT951 PROGRAM: 0777XE JOB: \_\_\_\_\_ BOC: 261A  
REF R.Q.-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: 002 AMOUNT: 250.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: UT910 PROGRAM: 931011 JOB: 0162 BOC: 257D  
REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: 003 AMOUNT: 250.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: UT954 PROGRAM: 0777XG JOB: \_\_\_\_\_ BOC: 262A  
REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: 004 AMOUNT: 250.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: UT953 PROGRAM: 1820EG JOB: \_\_\_\_\_ BOC: 252Z  
REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE INFORMATION

PREPARED BY: CARD HOLDER TELEPHONE NO: (801) 969-4444 DATE: 9-14-2001  
APPROVED BY: APPROVING OFFICIAL DATE: 9-14-2001  
INPUT BY: \_\_\_\_\_ DATE: \_\_\_\_\_





UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

EXAMPLE OF A BPA YEAR-END OBLIGATION

CODING DOCUMENT

page 2 of 2

DOCUMENT ID: DIVISION: CA ID NUMBER: BFB010001

LINE INFORMATION

LINE NUMBER: 005 AMOUNT: 100.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: CO036 PROGRAM: 1220FD JOB: \_\_\_\_\_ BOC: 257D

REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: 006 AMOUNT: 1000.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: CO954 PROGRAM: 0777BE JOB: \_\_\_\_\_ BOC: 312B

REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: 007 AMOUNT: 300.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: CO036 PROGRAM: 1620FX JOB: \_\_\_\_\_ BOC: 252Z

REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_

REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_

REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_

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LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
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REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_

REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

EXAMPLE OF AN OPAC YEAR-END OBLIGATION

CODING DOCUMENT

page 1 of 1

DOCUMENT ID: DIVISION: CO ID NUMBER: HAG01XXXX  
OPAC

HEADER INFORMATION

TRANS TYPE: GO DOC TOTAL: 500.00 ACTION \_\_\_\_\_ MO DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Please state Federal Agency Name and type of charge)  
VENDOR CODE: 75030030 1  
NAME: HEALTH AND HUMAN SERVICES  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LINE INFORMATION

LINE NUMBER: 001 AMOUNT: 500.00 I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: OR990 PROGRAM: 0777GE JOB: \_\_\_\_\_ BOC: 256M  
REF RQ-LI: \_\_\_\_\_  
BFYS: 2001

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE INFORMATION

PREPARED BY: BUSTER BROWN TELEPHONE NO: (303)969-5555 DATE: 9-17-2001  
APPROVED BY: APPROVING OFFICIAL DATE: 9-18-2001  
INPUT BY: \_\_\_\_\_ DATE: \_\_\_\_\_

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**YEAR-END OBLIGATION**

CODING DOCUMENT

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DOCUMENT ID: DIVISION:\_\_\_ ID NUMBER:\_\_\_\_\_

**HEADER INFORMATION**

TRANS TYPE: \_\_\_\_\_ DOC TOTAL: \_\_\_\_\_ ACTION: \_\_\_\_\_ MO DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
VENDOR CODE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**LINE INFORMATION**

LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			
LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			
LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			
LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			

**LINE INFORMATION**

PREPARED BY: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
INPUT BY: \_\_\_\_\_ DATE: \_\_\_\_\_

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**YEAR-END OBLIGATION**

CODING DOCUMENT

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DOCUMENT ID: DIVISION:\_\_\_ ID NUMBER:\_\_\_\_\_

**LINE INFORMATION**

LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

EXAMPLE OF AN OAS YEAR-END RECEIVER

CODING DOCUMENT page 1 of 1

DOCUMENT ID: DIVISION: AK ID NUMBER: OASAK010001

HEADER INFORMATION

TRANS TYPE: GO DOC TOTAL: 450.00 ACTION: E RF DATE: 09/23/01  
VENDOR CODE: 14010002 1  
NAME: OAS  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LINE INFORMATION

LINE NUMBER: <u>001</u>	AMOUNT: <u>450.00</u>	I/D: <u>I</u>	P/F: <u>F</u>
BUDGET ORG: <u>AK310</u>	PROGRAM: <u>2821HU</u>	JOB: <u>9999</u>	BOC: <u>252L</u>
REF RQ-LI: _____			
BFYS: <u>2001</u>			
LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			
LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			
LINE NUMBER: _____	AMOUNT: _____	I/D: _____	P/F: _____
BUDGET ORG: _____	PROGRAM: _____	JOB: _____	BOC: _____
REF RQ-LI: _____			
BFYS: _____			

LINE INFORMATION

PREPARED BY: Jane Smith TELEPHONE NO: 303-236-6346 DATE: 09/23/01  
APPROVED BY: Guy Brown DATE: 09/23/01  
INPUT BY: RDE DATE: 09/23/01

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**YEAR-END RECEIVER**

CODING DOCUMENT page\_of\_

DOCUMENT ID: DIVISION: \_\_\_ ID NUMBER: \_\_\_\_\_

**HEADER INFORMATION**

TRANS TYPE: \_\_\_\_\_ DOC TOTAL: \_\_\_\_\_ ACTION: \_\_ RF DATE: \_\_/\_\_/\_\_  
VENDOR CODE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**LINE INFORMATION**

LINE NUMBER: 001 AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

LINE NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ I/D: \_\_\_\_\_ P/F: \_\_\_\_\_  
BUDGET ORG: \_\_\_\_\_ PROGRAM: \_\_\_\_\_ JOB: \_\_\_\_\_ BOC: \_\_\_\_\_  
REF RQ-LI: \_\_\_\_\_  
BFYS: \_\_\_\_\_

**LINE INFORMATION**

PREPARED BY: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_ DATE: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
INPUT BY: \_\_\_\_\_ DATE: \_\_\_\_\_

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**YEAR-END RECEIVER**

CODING DOCUMENT page \_\_\_ of \_\_\_

DOCUMENT ID: DIVISION:\_\_\_ ID NUMBER:\_\_\_\_\_

**LINE INFORMATION**

LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			
LINE NUMBER:_____	AMOUNT:_____	I/D:_____	P/F:___
BUDGET ORG:_____	PROGRAM:_____	JOB:_____	BOC:_____
REF RQ-LI:_____			
BFYS:_____			