



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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EMS TRANSMISSION: 1/23/04
Instruction Memorandum No. CA- 2004-012
Expires: 09/30/2005

To: All Field Managers
CDD District Manager

From: State Director

Subject: Delegation of Authority to Approve and Administer Administratively
Uncontrollable Overtime (AUO) for the Law Enforcement Program

Program Area: Pay Administration

Purpose: The purpose of this Instruction Memorandum is to provide appropriate information, instructions, and guidance for managers who wish to consider the authorization of the use of AUO for Law Enforcement Rangers (LE Rangers).

Policy: Field Managers in Northern and Central California and the California Desert District (CDD) Manager are delegated the authority to approve and administer Administratively Uncontrollable Overtime (AUO) for the Law Enforcement Program. To accommodate the unique structure of the CDD and to ensure consistency within the District, recommendations for authorization of AUO must be submitted to the District Manager by the CDD Field Managers.

Timeframe: The policy contained in this IM is effective immediately for managers and supervisors. However, appropriate union notification/negotiations must take place prior to authorization/pay of AUO under this policy for affected bargaining unit employees. Therefore, prior to authorizing/paying AUO the Field Office Manager or CDD Manager must coordinate this personnel action with the CASO, Human Resource Service Office.

Action: Field Managers are responsible for ensuring that the law enforcement program is operated consistent with plans and in the most effective and economical manner. Field Managers must consider all administrative options for work schedules and assignments to limit

the need for overtime costs. The operation of the law enforcement program must be consistent with annual funding ceilings and should take into consideration the balancing of the need to provide resource protection and visitor services in a manner that also ensures officer safety.

AUO should only be authorized if the overall cost is less than or equal to paying regular overtime on an hour by hour basis for the same work, including any regularly scheduled overtime work. If through these considerations it is found that some positions or duty assignments necessitate substantial amounts of unscheduled overtime, authorization of AUO should be considered a management tool that is available.

If Field Managers authorize AUO, they are responsible for ensuring the program is administered in accordance with the General Orders and all applicable pay regulations. The Guidelines for Implementation of AUO are contained in Attachment 1. The responsibilities addressed in the guidelines discuss three general areas of AUO program administration, 1) AUO evaluation processes, 2) record keeping and documentation, and 3) the annual evaluation of the program. Authorization of AUO is limited to a 12 month period and must be readdressed on an annual basis, consistent with processes outline in Attachment 2.

Three AUO reviews were conducted in California over 14-week time periods which revealed wide variations in overtime usage, variation in interpretation of pay administration regulations, and insufficient documentation and recording keeping. The findings contained in these evaluations will be distributed to respective Field Managers for their use in evaluating the utility and benefits of authorizing AUO as a cost management tool. This should be accomplished by consulting with employees that participated in the trial periods and jointly reviewing the findings to clarify and/or rectify the patrol information to ensure that AUO requirements and related criteria are being met. Field Managers that authorize AUO must ensure that local guidelines and standards are in place to eliminate these inconsistencies and may wish to conduct local training as part of that effort.

Attachment 3 contains a summary of the steps that should be taken if Field Managers elect to consider the authorization of AUO this fiscal year.

Background: Three reviews have been accomplished in California to determine the applicability of AUO. The most recent trial period was a 14 week period beginning October 20, 2002. Attachment 4 contains excerpts from WO IM No. 99-166, dated August 10, 1999, Administratively Uncontrollable Overtime.

Budget Impact: There should be no budget impact. AUO is not an incentive but a cost management measure, commensurate with available funding on a sustainable basis.

Coordination: This IM was coordinated with Human Resource Services and the Law Enforcement Staff.

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Signed by:
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State Director

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Records Management

4 Attachments:

1. AUO Guidelines w/ 5 attachments
2. Common Errors and Misinterpretations
3. Implementation Summary
4. Excerpt from WO IM No. 99-166