

# HR Newsletter



February 2005

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## *Requesting a Duplicate Form W-2*

Duplicate Form W-2's will be issued upon request for the 2004 tax year after a reasonable time period from the date they are first mailed. Various means are available for you to request a duplicate, however, **if you want the form sent to an address which is other than the one to which it was originally mailed, you need to send a signed request.**

### *Newsletter Highlights:*

Duplicate W-2	Page 1
Jobs On-line	Page 2
Fitness Reimbursement	Page 3
Guidance Resources	Page 3

If you did not receive your original Form W-2 or if you received it but misplaced it, you may request, **beginning February 7**, a duplicate by contacting the Payroll Operations Division through the special Payroll Information Line feature. The commercial information line number is (303) 969-7732 and the toll free number that you can use if you are calling from home is 1-800-662-4324, use Option 5. Please leave your name, Social Security Number, the agency for whom you work, the statement that you need a duplicate Form W-2 issued, the applicable tax year, and a daytime telephone number where you can be reached if additional information is needed.

If you need a duplicate W-2 after April 15, you may request it by mail, fax, or telephone. If you send a written request, include the information described in the second paragraph above and address it to:

National Business Center  
Products and Services  
Payroll Operations Division  
Attention: Code D-2613  
P.O. Box 272030  
Denver, CO 80227-9030  
Fax number: (303) 969-5462

In most cases, the duplicate will be mailed to you within 24 working hours.

### Human Resources Staff

Jim Knox  
HR Officer X5514

Barb Sivey  
HR Specialist (ER) X5527

Sandy Tripp  
HR Specialist  
(Classification &  
FLERT Liaison)  
X5627

Wendy Little  
HR Specialist (Staffing)  
X5564

Karin Nichols  
HR Specialist  
(Staffing & OWCP)  
X5320

Anne Venditti  
HR Assistant  
(FA-100, 500, 600, BIA, WO)  
X5346

Gloria San Nicolas  
HR Assistant (FA-200)  
X5518

Suzanne Rebish  
HR Assistant (FA-300)  
X5388

Pamela Burrows  
HR Assistant (Staff Assistant  
& OWCP)  
X5523

Fax #  
387-5723

## BLM Jobs On-line

For those of you who are not familiar with BLM's hiring processes, we no longer accept hard copy applications or resumes for a majority of our BLM NIFC jobs. If you are interested in applying for one of these positions, individuals will need to apply on-line. Here are a few helpful tips for applying on-line.

- All jobs are advertised on USAJOBS. Log on to [www.usajobs.opm.gov](http://www.usajobs.opm.gov) for current vacancy announcements.
- Read the entire announcement. The announcement will indicate supplemental paperwork to be submitted prior to the closing date. Make sure you review the "How to Apply" section of the vacancy for information on what and where to submit any supplemental paperwork.
- There will be a link at the **top right hand corner** of the vacancy announcement; this link will take you to the online application system that will allow you to apply for the position.
- Once you have applied, you may view the status of the application online by logging onto <https://jobs.quickhire.com/scripts/blm.exe>
- You may edit your resume, personal data and answers to the vacancy questions up to the closing date of the announcement.
- Applicants may **email** [blm\\_nifc\\_jobs@nifc.blm.gov](mailto:blm_nifc_jobs@nifc.blm.gov) to verify receipt of supplemental documentation.
- **Do not** use the USAJOBS resume builder.
- **Hard copy applications are still accepted for Interest Announcements, Recruitment Bulletins and all BIA jobs.**

### Jobs on the Web!

Visit:  
<http://www.usajobs.opm.gov/>  
<http://www.firejobs.doi.gov/>



## *Fitness Reimbursement*

Employees who participated in the Fitness Reimbursement Program and have submitted their paperwork should be seeing the reimbursed amount in their paycheck. The amount will be listed as a "Fringe Benefit" and is subject to federal and state tax deductions. **Please make sure you review your leave and earning statements.** Employees who would like information regarding the Fitness Reimbursement program should refer to the Director's Office Instruction Memorandum No. OF&A 2004-001 located on the web

<http://web.blm.gov/internal/fire/>



### **GUIDANCE RESOURCES ONLINE**

#### **Employee Benefits**

Did you know this website provides information on:

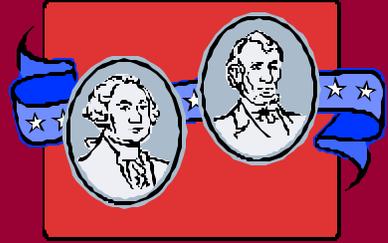
- Health & Wellness
- Family & Relationships
- Work & Education
- Money & Investments
- Home & Auto
- Law & Regulations
- Consumer & Leisure

Check out the articles and news on the Guidance Resources website at:

[www.guidanceresources.com](http://www.guidanceresources.com)  
Company Web ID: FEDSOURCE  
A FREE benefit for all employees!

### **Holiday**

February 21<sup>st</sup> is a Federal Holiday



### *New Hires*

FA-107  
FA-241  
FA-500  
FA-600  
WO-120

Kristy Felty  
Victoria Martinez  
Guilbert Dustin  
Wally Josephson  
Greg Courter

### *Departures*

FA-106  
FA-107

Nancy Lull  
Andy Smith

BLM NIFC HR  
3833 S Development Ave  
Boise, ID 83705  
208-387-5523



*BLM NIFC*