

Amendment to a Fish and Wildlife Service Manual Chapter

Series: Finance
Part 261: Cash Management
261 FW 3: Payments, published 4/25/2018
Amendment Number: 1
Purpose: This amendment: <ul style="list-style-type: none">• Adds language that gives employees the flexibility to use either an approved Acquisition Request form (FWS Form 3-2109) or equivalent documentation showing approval and fund availability/certification for the amount; and• Modifies titles and references to reflect the new Joint Administrative Operations (JAO) structure.

Actions:

1. Under section 3.10A(4), Table 3-3, change the following:

FROM:

(4) Approved Acquisition Request ([FWS Form 3-2109](#)) (if applicable).

TO:

(4) Approved Acquisition Request ([FWS Form 3-2109](#)) or equivalent documentation showing approval and fund availability/certification for the amount (if applicable).

2. Modify titles and references to reflect the new Joint Administrative Operations (JAO) structure as follows:

- In section 3.6B, Table 3-2, change the following:

FROM:

B. The Assistant Director – Business Management and Operations

TO:

B. Assistant Director – Management and Administration (i.e., AD-MA or Associate Chief Financial Officer)

- In section 3.6C, Table 3-2, change the following:

FROM:

C. Division of Financial Management

TO:

**C. Joint Administrative Operations (JAO) Administrative Operations Center (AOC),
Financial Operations Chief**

- In section 3.6D, Table 3-2, change the following:

FROM:

D. Regional office personnel

TO:

D. JAO AOC Payments and Collections Team

- In section 3.6E(2), Table 3-2, change the following:

FROM:

(2) Promptly referring doubtful claims of any sort to their Regional office for handling with all pertinent information that may be available at the station.

TO:

(2) Promptly referring doubtful claims of any sort to the JAO AOC Payments and Collections Team for handling with all pertinent information that may be available at the station.

- In section 3.11H(4), Table 3-4, change the following:

FROM:

(4) Designated employee completes and signs the appropriate vendor payment package cover sheet and sends it to the Regional Budget and Finance Office or, if in Headquarters, the Division of Financial Management (DFM).

TO:

(4) Designated employee completes and signs the appropriate vendor payment package cover sheet and sends it to the JAO AOC Payments and Collections Team.

- In section 3.11H(5), Table 3-4, change the following:

FROM:

(5) Regional Budget and Finance Office/DFM confirms the package is complete and that any tax implications are considered, and then [emails the package to the IBC](#) for processing. DO NOT upload the payment package into FBMS using the AP_DCM role.

TO:

(5) JAO AOC Payments and Collections Team confirms the package is complete and that any tax implications are considered, and then [emails the package to the IBC](#) for processing. DO NOT upload the payment package into FBMS using the AP_DCM role.

- Under section 3.14, change the last sentence in the section:

FROM:

To request a waiver, contact your Regional Budget and Finance Office/DFM.

TO:

To request a waiver, contact the JAO AOC Payments and Collections Team.

/sgd/ Stephen Guertin
DEPUTY DIRECTOR

Date: August 22, 2019