



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-44  
**DATE:** March 4, 1993

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1. SUMMARY OF CHANGES. The Accounting Management Manual, P.S. 2000.02, Chapter 10330, has been revised to increase the time for entering data into the Financial Management System from one work-day (24 hours) to two work-days (48 hours). This is the result of the Finance Branch 1992 Management Assessment.

2. TABLE OF CHANGES.

Remove

Insert

P. S. 2000.02, Chapter 10330,  
Page 3, dated October 15, 1986,  
and Page 4, dated August 4, 1992.

P.S. 2000.02, Chapter 10330,  
Pages 3 and 4.

Changes are indicated with an asterisk (\*) before and after new information.

3. STANDARDS REFERENCED. None.

4. FILING. This Change Notice shall be filed in front of the Accounting Management Manual, P.S. 2000.02.

Kathleen M. Hawk  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-43  
**DATE:** February 12, 1993

1. SUMMARY OF CHANGES. The Accounting Management Manual, P.S. 2000.02, has been revised to:

- a. Update the chapter index in Chapter 10700;
- b. Update the list of abbreviations in Chapter 10705;
- c. Update the list of Agency Location Codes and Disbursing Office Symbols in Chapter 10765;
- d. Add Chapter 10775, On-Line Payment and Collection System (OPAC);
- e. Designate in Chapter 10975 Disciplinary Hearing Officers as approving officials for withdrawals of inmate funds for the repayment of willful and malicious damage to Government property;
- f. Provide in Chapter 10975 current information about sending checks to foreign countries; and
- g. Update OPAC procedures in Chapter 10975.

The On-Line Payment and Collection System (OPAC) is an option of the Government On-Line Accounting System (Goals). It allows intra-government payments and collections. Transactions would include inmate funds transfers between institutions, processing collections and disbursements between the Bureau and other Government agencies, and payments of court-ordered financial obligations to the Department of Justice under the Inmate Financial Responsibility Program.

This Change Notice incorporates the provisions of Operations Memorandum 209-91.

2. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
P.S. 2000.02, Chapter 10700, Page 1, dated October 15, 1986.	P.S. 2000.02, Chapter 10700, Page 1.
P.S. 2000.02, Chapter 10705, Page 1, dated October 15, 1986.	P.S. 2000.02, Chapter 10705, Page 1.
P.S. 2000.02, Chapter 10765, dated November 19, 1987 in its entirety.	P.S. 2000.02, Chapter 10765.

Remove

Insert

P.S. 2000.02, Chapter 10975, dated  
November 27, 1989, in its entirety.

P.S. 2000.02, Chapter  
10975.

N/A

P.S. 2000.02, Chapter  
10775

Changes are indicated by an (\*) before and after new information.

3. STANDARDS REFERENCED. None.

4. FILING. This Change Notice shall be filed in front of the  
Accounting Management Manual, P.S. 2000.02.

Kathleen M. Hawk  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-42  
**DATE:** February 10, 1993

1. SUMMARY OF CHANGES. This Change Notice incorporates the provisions of Operations Memorandums 031-92(2000), Proceeds from Aluminum Can Recycling Programs, and 185-91(4769), Debit Card Meal Ticket Program, into the Accounting Management Manual, P.S. 2000.02. Chapter 10589 has been added to provide the policies and procedures for the Debit Card Meal Ticket Program. Chapter 10615 has been revised to provide the accounting entries for the operation of the Debit Card Meal Ticket Program and the disposition of the proceeds received from Aluminum Can Recycling Programs.

2. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
P.S. 2000.02, Chapter 10500 pages 1 and 2.	P.S. 2000.02, Chapter 10500 pages 1 and 2.
	P.S. 2000.02, Chapter 10589.
P.S. 2000.02, Chapter 10615, pages 2 and 3 dated June 6, 1990.	P.S. 2000.02, Chapter 10615, pages 2 thru 6.

Changes are indicated by an asterisk (\*) before and after new information.

3. STANDARDS REFERENCED. None.

4. ACTION. File this Change Notice in front of the Accounting Management Manual, P.S. 2000.02.

Kathleen M. Hawk  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-41  
**DATE:** December 10, 1992

1. SUMMARY OF CHANGES. The Accounting Management Manual, P.S. 2000.02, Chapter 10586, has been reissued to include the Bureau of Prisons' policy on Debt Management. In addition, Chapter 10599 and paragraphs f. and g. of Chapter 10630 have been incorporated into Chapter 10586.

This change appoints a Deputy Assistant Director for Administration as the Bureau's Debt Management Officer with responsibility for determining the collectibility of accounts receivables, recommending their disposition, making determinations and recommendations on Compromises of Claims, and ensuring sound debt management practices. It also explains that interest rates are determined by the current value of funds to the Treasury and can be charged on delinquent employee debts. The Regional and Central Offices have oversight responsibility for the debt management program.

Dunning procedures for any debt more than 30 days delinquent are specified. At the institution level, administrative offset (deducting a debt owed by a vendor when making payment for goods or services), as well as salary offset for employee debts, may be used. IRS Offset is available at the Central Office level to collect debts from former employees.

The Controller is responsible for ensuring repayment of all receivables as well as any outstanding travel and salary advances. Procedures for Compromises of Claims and the write-off of delinquent debts are provided.

2. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
P.S. 2000.02, Chapter 10500, page 1, dated October 15, 1986.	P.S. 2000.02, Chapter 10500, pages 1 and 2.
P.S. 2000.02, Chapter 10586, dated October 15, 1986, in its entirety.	P.S. 2000.02, Chapter 10586.

Remove

Insert

P.S. 2000.02, Chapter 10599,  
dated December 7, 1989, in  
its entirety.

P.S. 2000.02, Chapter 10630,  
pages 1 thru 4, dated  
October 15, 1986.

P.S. 2000.02, Chapter 10630,  
pages 1 thru 4.

Changes are indicated by an asterisk (\*) before and after new  
information.

3. STANDARDS REFERENCED. Standards for Adult Local Detention  
Facilities: 3-ALDF-1B-04 and Standards for Adult Correctional  
Institutions: 3-4031.

4. FILING. This Change Notice shall be filed in front of the  
Accounting Management Manual, P.S. 2000.02.

J. Michael Quinlan  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-40  
**DATE:** August 31, 1992

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1. SUMMARY OF CHANGES. Program Statement 2000.02, Accounting Management Manual, Chapters 10410, 10548, and 10760, have been revised to reflect the changes in accounting for expired accounts, M accounts, and merged surplus. This Change Notice incorporates the provisions of Operations Memorandum 242-19(2300), dated October 24, 1991.

2. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
P.S. 2000.02, Chapter 10410, page 1, dated October 15, 1986.	P.S. 2000.02, Chapter 10410, pages 1 and 2.
P.S. 2000.02, Chapter 10548, Appendixes 1, 2, 3 & 4 dated October 15, 1986.	P.S. 2000.02, Chapter 10548, Appendixes 1, 2, 3 & 4.
P.S. 2000.02, Chapter 10760, pages 1 thru 5, dated October 15, 1986.	P.S. 2000.02, Chapter 10760, pages 1 thru 6.

Changes are indicated by an asterisk (\*) before and after new information.

3. FILING. This Change Notice shall be filed in front of the Accounting Management Manual, P.S. 2000.02.

J. Michael Quinlan  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-39  
**DATE:** August 4, 1992

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1. SUMMARY OF CHANGES. The Accounting Management Manual, P.S. 2000.02, Chapter 10330, has been revised to reflect that temporary duty travel authorizations are to be obligated in the month the travel is to begin as stated in P.S. 2000.02, Chapter 10335, paragraph f. Instructions on handling year-end obligations for temporary duty and permanent change of station travel have been added to P.S. 2000.02, Chapter 10335.

2. TABLE OF CHANGES.

<u>Remove</u>	<u>Insert</u>
P.S. 2000.02, Chapter 10330, page 4.	P.S. 2000.02, Chapter 10330, page 4.
P.S. 2000.02, Chapter 10335, pages 3 and 4.	P.S. 2000.02, Chapter 10335, pages 3 thru 5.

Changes are indicated by an asterisk (\*) before and after new information.

3. FILING. This Change Notice shall be filed in front of the Accounting Management Manual, P.S. 2000.02.

J. Michael Quinlan  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-38  
**DATE:** June 30, 1992

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1. SUMMARY OF CHANGES. P.S. 2000.02, Accounting Management Manual, Chapter 10973, has been updated and revised to reflect the discontinued use of BP-188/BP-CLASS-11, "Agreement for Disposition of Earnings," for inmates paid by UNICOR.

2. TABLE OF CHANGES.

Remove

Insert

P.S. 2000.02, Chapter 10973, dated April 24, 1989, in its entirety.

Changes are indicated by an asterisk (\*) before and after new information.

3. FILING. This Change Notice shall be filed in front of the Accounting Management Manual, P.S. 2000.02.

J. Michael Quinlan  
Director



# Change Notice

**DIRECTIVE BEING CHANGED:** 2000.02  
**CHANGE NOTICE NUMBER:** CN-37  
**DATE:** April 16, 1992

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1. Summary of Changes. The Accounting Management Manual, P.S. 2000.02, is being revised to include Chapter 10976 which provides policies and procedures for processing Inmate Financial Responsibility Program payments.

2. Table of Changes.

Remove

P.S. 2000.02, Chapter 10950,  
Page 1, dated April 24, 1989.

P.S. 2000.02, Chapter 10975,  
Pages 7 thru 9, Exhibits A thru  
C, dated April 24, 1989.

Insert

P.S. 2000.02, Chapter 10950,  
Page 1.

P.S. 2000.02, Chapter 10975,  
Pages 7 and 8, Exhibits A and  
B.

P.S. 2000.02, Chapter 10976,  
Pages 1 thru 3, Exhibits A  
thru F.

Changes are indicated by an asterisk (\*) before and after new information.

3. Filing. This Change Notice shall be filed in front of the Accounting Management Manual, P.S. 2000.02.

J. Michael Quinlan  
Director