

# REQUEST FOR RELIEF OF COLLECTION OFFICER

BIA 4287

Revised May 2018



## United States Department of the Interior OFFICE OF THE SECRETARY Washington, DC 20240

### Memorandum

To: Director, Office of Financial Management

Thru: Deputy Assistant Secretary – Management  
Indian Affairs

Thru: Chief Financial Officer, Indian Affairs

From:

Subject: Request for Relief of Loss Incurred by 1 in the Amount of 2

The purpose of this memorandum is to request your consideration in granting relief to 1 for a loss of funds in the amount of 2. This request is made pursuant to 31 U.S.C. 3527(a), Chapter 8, Section 8.9 of the GAO Policy and Procedures Manual, and 205 DM 6, of the DOI Departmental Manual.

I have completed an investigation into the circumstances and determined that these funds were in the possession of 1 at the time of loss. The attached case file includes a detailed written narrative of the events leading up to the loss, signed statements by all parties involved, and police reports as applicable. The amount of this loss has been reported to the Indian Affairs Office of the Inspector General as of 3, in accordance with Section 8 of the Indian Affairs Collection Procedures Handbook. Also attached is a Corrective Action Plan that has been put into place effective 4 to rectify noted deficiencies and to ensure that no further losses occur.

Based on the circumstances involved in this case, this loss of funds is determined not to be the result of negligence, illegal action, or fault on the part of 1 in the performance of the Collection Officer Duties and responsibilities. There is no evidence of the lack of due care in safeguarding the funds. Accordingly, I am recommending that relief be granted and the loss be restored under the provisions of 31 U.S.C. 82a. and Chapter 8, Section 8.14 of the GAO Policy and Procedures Manual. The recovery of the loss should be charged against accounting code 5.

Your favorable consideration is appreciated. If you have questions or require additional information, please contact 6 at 7.

Attachments

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## INSTRUCTIONS FOR PREPARATION OF FORM BIA 4287 REQUEST FOR RELIEF OF COLLECTION OFFICER

Please follow the instructions in Section 9.0 of the *Indian Affairs Collection Procedures Handbook* to document the detailed circumstances leading up to the loss and assemble a complete case file to be attached to the completed BIA 4287. The Collections Handbook is located on the OCFO Sharepoint site here:

<https://sp.ia.doi.net/sites/ASIA/ocfo/ofm/FiscalSvc/default.aspx?RootFolder=%2Fsites%2FASIA%2Focfo%2Fofm%2FFiscalSvc%2FShared%20Documents%2FCollection%20Procedures%20Handbook%20and%20New%20Appendices&FolderCTID=0x0120004457753662710645B6331BA007B519DF&View=%7BB92DF8EA%2D4791%2D42D7%2DA646%2D844AF177FDC8%7D>

Requests with inadequate information for making a determination will be returned to the requesting office.

1. Name of the individual incurring the loss/requesting relief.
2. Dollar amount of the loss.
3. Date loss was reported to the Office of the Inspector General.
4. Date Corrective Action Plan put into place.
5. Enter complete accounting code to be charged for recovery of loss (if approved).
6. Contact person's name.
7. Contact person's phone number.

Form BIA 4287 must be signed by the head of the office requesting relief on behalf of the Collection Officer and submitted together with the complete case file and supporting documentation to:

Indian Affairs  
Office of the Chief Financial Officer  
12220 Sunrise Valley Drive  
Reston, VA 20191