



# **2024 Incident Payment Guide for the Forest Service**

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## 1.0 INTRODUCTION

This guide provides incident payment procedures for the Forest Service. It is not a substitute for regulations, manuals, or handbook policies or procedures. It is intended to be a **guide** to assist in expediting incident payments.

The following submittal procedures are covered in this guide:

- Data Export (e-ISuite)
- FS Hired Casual Pay (AD Employees)
- Preseason Incident Blanket Purchase Agreements (IBPAs), Emergency Equipment Rental Agreements (EERAs), Land Use Agreements (LUAs)
- National Crew Contracts
- Call When Needed (CWN) Mobile Caterer & Shower
- Blanket Purchase Agreements (BPAs)
- Cooperative Fire Agreements
- Aviation & Retardant Contracts
- National Emergency Rental Vehicle (NERV) BPA
- Priority Fuels and/or Prescribed Fire Contractor Payments

National Mobile Caterer, National Mobile Shower, and Retardant vendors provide invoices directly to the Forest Service for payment.

Only electronic submissions are accepted unless otherwise coordinated prior to submission. Please utilize the following email addresses:

**Casual Pay:**

[SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov)

**Cooperative Agreements Payments:**

[SM.FS.asc\\_coop@usda.gov](mailto:SM.FS.asc_coop@usda.gov)

**Cooperative Agreements Billings:**

[sm.fs.asc\\_otc@usda.gov](mailto:sm.fs.asc_otc@usda.gov)

**All OF-286s & Commercial Invoices (IBPAs / EERAs / LUAs / Contracts):**

[SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov)

**All OF-286 Supporting Documentation for Invoice Issue Resolution:**

[SM.FS.ipa\\_ist@usda.gov](mailto:SM.FS.ipa_ist@usda.gov)

**NERV:**

[SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov)

**ALL General Contact Information:**

US Forest Service, B&F  
4000 Masthead St. NE, Albuquerque, NM 87109  
Phone: (877) 372-7248 Option 1  
[SM.FS.SUPRT@usda.gov](mailto:SM.FS.SUPRT@usda.gov)

**Incident Business Practices:**

<https://www.fs.usda.gov/managing-land/fire/ibp>

## 2.0 DATA EXPORT (E-ISUITE)

When a Complex (formerly called Type 1 or Type 2) IMT is assigned to an incident and either the site or Enterprise version of e-ISuite is used, the financial export is required daily. It is recommended that successor teams (e.g., Type 3 and below) continue the export process as long as casual employees are assigned. Use of e-ISuite and completion of the data export is encouraged for all incidents that have Forest Service (FS) casual employees or FS-paid contracts assigned. This data is used by Incident Finance in processing payments. Financial export instructions are available here: [https://wildfireweb-prod-media-bucket.s3.us-gov-west-1.amazonaws.com/s3fs-public/2022-11/e-ISuite\\_QRC\\_FinExport\\_June2020.pdf](https://wildfireweb-prod-media-bucket.s3.us-gov-west-1.amazonaws.com/s3fs-public/2022-11/e-ISuite_QRC_FinExport_June2020.pdf).

## 3.0 FS HIRED CASUAL PAY (AD EMPLOYEES)

Incident Time Reports (OF-288) for casual employees hired by the Forest Service will be submitted directly to Incident Finance via email to **Casual Pay** ([SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov)) using only the Batch number in the Subject line. If original signed documents are scanned and transmitted to Incident Finance electronically, please do not mail hard copies. These hard copies should be retained in the incident records.

**Other Federal agency sponsored casualls will take the signed OF-288 back to their home unit for payment.**

Return travel time will be estimated. If there are delays during return travel, the hiring unit will be responsible for submitting pay documents for the additional time to Incident Finance within 3 working days of the Casuals return from the incident. Pay for casual employee on the OF-288, Incident Time Report, will not be held for more than three (3) days in Incident Finance for pending travel reimbursement issues. When travel issues cannot be resolved after initial contact and one follow up by Incident Finance, travel claims will be removed from the OF-288 and payment for work time will be processed. Home/hiring units will be notified, and travel will need to be processed using one of the appropriate systems (Casual Pay or ETS2) when questions are resolved. Travel cannot be split between the two programs. Refer to the Attachment B, Casual Hire Travel Policy to determine the appropriate method for claiming travel expenses.

Federal Employees Health Benefits for Casuals are available to those who meet the criteria. The criterion of eligibility for casuals is working 130 hours per month for 90 consecutive days. ASC-IF will notify casuals in writing when they are one month away from meeting the criteria. A fact sheet can be found on the [Incident Finance Casual Pay web page](#).

Detailed casual hire instructions are included in the following locations:

- Attachment A – Casual Hire and Payment Process
- Attachment B – Casual Hire Travel Process
- Attachment C – OF-288 Audit Procedures
- Attachment D – Casual Transmittal Sheet
- Attachment F – FEHB Casual Fact Sheet

**Casual Hires (ADs) Information:**

- An ECI (Employee Common Identifier) is required for all casuals. When the ECI is entered into e-ISuite, the program will add leading zeros as necessary to equal ten. The resulting 10-digit number will print on the OF-288. If the ECI is not known, enter all 9s in e-ISuite. DO NOT use random numbers. The [Incident Business Practices Personnel](#) website includes a report listing ECI numbers for Forest Service casuals. Never use Social Security Numbers in e-ISuite.
- The “Hired At” unit must be a Unit ID (e.g., ID-BOF) that designates the hiring/paying agency (DOI or USFS). For federal casuals, it must be associated with a federal land-based unit rather than a generic identifier such as a dispatch center or a non-federal identifier for a state, county, or rural fire department. NOTE -This Unit ID is the “Hired At” information for Block 6 of the OF-288.
- The federal agency that hires the casual employee processes the payment regardless of the jurisdictional/protecting agency responsible for the incident. ADs hired by other than FS shall have their OF-288s returned to them at demobilization.
- Close out travel time for casuals by posting estimated time for return travel. If a casual is part of a crew with mixed employment types (e.g., FED and AD), post travel time for the casuals separately. Casual travel expenses may also be posted if required receipts are available and no travel expenses are to be processed in the official electronic system travel system (ETS2). Travel expense receipts must be attached to the OF-288.
- If any travel expenses must be processed through ETS2, then no expenses can be claimed on the OF-288. Use one reimbursement system or the other, not both. See Forest Service Casual Hire Travel Process (Appendix B).
- Ensure “kind” reflects an overhead position for all casuals (e.g., FFT1, not HC1).
- The I-9 and W-4 are only required to be submitted with the OF-288 when casuals are hired at the incident, as the completion of these forms is normally a preseason process. (Reference Attachment A).
- Code cooperators and state employees as "Other" not as “AD.” When submitting OF-288s for payment, use the Transmittal Sheet (Attachment D) and ensure a unique batch number is assigned. Batches should be submitted via email to [SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov).
- If a correction is needed on an OF-288, make pen and ink corrections on the original hard copy timesheet. Do not use correction fluid of any kind. Annotate in block 19 that corrections have been made, initial, and date. If an error is discovered after the hardcopy OF-288 has been sent to Incident Finance, write “Corrected” at the top of the hardcopy.
- If there is an issue with a Casual Hire OF-288 after the casual is paid, please call the FS Contact Center at 1-877-372-7248, Option 1, and create a case.

## 4.0 PRESEASON INCIDENT BLANKET PURCHASE AGREEMENTS (IBPAs/VIPR), EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERAs), LAND USE AGREEMENTS (LUAs)

For Forest Service jurisdictional incidents, payment documentation will be sent overnight or electronically within 3 days after finalization directly from the incident to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov). **For ongoing incidents**, Incident Management Teams (IMTs) must provide an opportunity for vendors to request interim payments after 14 days. Interim payments are encouraged for every 14 days that a resource is assigned.

For IBPAs, EERAs, and LUAs follow the general rule that the jurisdictional/protecting agency makes the payment regardless of which federal agency signed the agreement/contract.

Contracting personnel and vendors are responsible for ensuring there is an active registration in SAM for incident-based agreements. Agreements paid by credit card do not require SAM registration. As a reminder, LUAs and EERAs cannot be paid by credit card.

Vendors awarded preseason or at-incident agreements cannot be paid unless their registration in the System for Award Management (SAM - <https://sam.gov/content/home>) is active for “all awards” at time of payment. Registration in SAM for Federal Assistance Only will not allow contract payments to be executed. It is the vendor’s responsibility to ensure their SAM account stays active. For example, if the SAM account is active at time of preseason award, but expires July 5<sup>th</sup>, then a payment processed on July 6<sup>th</sup> will not go through the system. Ensure that all vendor invoices use the Unique Entity Identifier (UEI), which can be found in SAM, in place of the DUNS.

Utilize Attachment E – Emergency Equipment Invoice Transmittal Sheet when submitting invoices for payment. Invoices are to be sent via email to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov). Attach each invoice with supporting documentation individually. For example, if five invoices are being sent in a batch, the e-mail will have six attachments - the transmittal sheet and five separate invoice packages.

Ensure invoices contain all signatures prior to batching/submitting to Incident Finance. To prevent digital signatures from being lost, flatten signed documents prior to creating invoice packages. This can be accomplished by printing the document to a PDF file after all signatures have been collected.

### **Required documentation for IBPA & EERA payment package:**

- Signed OF-286, Emergency Equipment Use Invoice. The vendor or Vendor Representative and Government Receiving Official are required to sign. Equipment should be identified by the last 6 characters of the Unique ID, typically the VIN or Serial Number (if no VIN number is available) listed in the contract/agreement.
- Commercial invoices must contain the contract/agreement number, UEI number, unique resource order number, job code, and Government Receiving Official signature with date, printed name, and title.

- Backup documentation for lump sum amounts on the OF-286 and the commercial invoice are required and must be included with the invoice. Examples of items that may have lump sum amounts on invoices are portable toilets, hand washing units, tents, and clerical support units.
- Finance copy of IBPA (Form SF-1449) or EERA (Form OF-294).
- Rates must match those listed in the agreement or an explanation must be provided in the remarks section on the OF-286 or on a General Message (ICS-213).
- If there is an equipment breakdown include a document explaining how the reduction in cost was calculated.
- Addition/Deduction sheet must be attached to the invoice if there is an amount in the “Addition/Deduction” field [box 26 and/or 27] on the OF-286. If lodging is listed on the addition sheet, receipts are required to be included in the payment package.

**Please note:**

- Copies of the Emergency Equipment Shift Tickets (OF-297) and/or Emergency Equipment Fuel and Oil Issues (OF-304) are not required; however, these need to be retained in the incident records pursuant to the NWCG Standards for Interagency Incident Business Management. These documents should be used to accurately post payment data on the OF-286.
- Copies of resource orders are not required. Resource order numbers should be verified by the government Receiving Official prior to signing invoices.
- Interim invoices are encouraged after 14 days if the resource is expected to remain on the incident beyond 21 days. Incident Management Teams must provide an opportunity for vendors to request interim payments after 14 days and must process those payments promptly.
- In accordance with the Prompt Payment Act, interest begins to accrue when the government official signs/approves the invoices.
- Final invoices are to be submitted within 3 days of demobilization from the incident.
- For Lend/Lease resources the resource order number will remain the same throughout the incident for tracking purposes. It is the Finance Section’s responsibility to verify the correct resource order and fire codes are entered on each OF-286. Equipment involved in a Lend/Lease situation should be mobilized and demobilized from the original fire to which it was assigned. The original ordering incident shall process the entire payment package. See FSC/local unit responsibilities (next page) for specific payment directions for lend/lease.
- For payments charged to non-suppression funds (e.g., priority fuels projects, prescribed burns), job codes must be validated with a host unit budget representative to ensure the codes are correct, active in FMFI, and have adequate funding available.
- No electronic correction to the original document can be made after the financial export of an e-ISuite OF-286. Please make pen & ink corrections on the original hardcopy invoice and email to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov). All corrections must be initialed and dated. If a correction is caught after the upload and the payment has already been made, a bill for collection or supplemental payment will be issued.
- If a correction is discovered after the hardcopy OF-286 has been sent to Incident Finance, write “Corrected Invoice” at the top of the hardcopy kept in the incident fire records, make the pen and ink corrections, clearly identify if the correction is an addition or deduction to the original invoice amount, initial/sign and date, then send a corrected copy to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov).
- Please notify Incident Finance as soon as possible when making changes to an OF-286 after the original or e-ISuite version has been sent.



- To the extent possible, settle all IBPA/EERA/Contract claims at the incident and post appropriate additions/deductions to the OF-286. A copy of the Determination and Findings (D&F) signed and dated by a federally warranted Contracting Officer (CO) must be included with the payment package.
- If no CO is available on site to settle a contract claim for the Forest Service, submit an inquiry and/or documentation via email to [sm.fs.IPO\\_CLAIMS@usda.gov](mailto:sm.fs.IPO_CLAIMS@usda.gov)

If there is an issue with a vendor payment after the invoice has been paid, call the FS Contact Center at 1-877-372-7248, Option 1, to create a case. The batch number in which the invoice was submitted is helpful but not required.

Vendor payment status can be reviewed by vendor at: [www.ipp.gov](http://www.ipp.gov).

Forest Service personnel can use the IAS/IPP site to check status of vendor payments at: <https://cxodashboard.dl.usda.gov> (access approval required via IPP).

If an invoice submitted to the EERA inbox has an issue identified by the Invoice Solution Team (IST), IBS Dashboard or the field, documentation to resolve the invoice issue should be submitted to [sm.fs.ipa\\_ist@usda.gov](mailto:sm.fs.ipa_ist@usda.gov). Include “ISSUE” in the Subject Line of the email.

**It is the responsibility of the Finance Section Chief, or local unit (if there is no IMT) to ensure:**

- The OF-286 is posted accurately from the Emergency Equipment Shift Ticket(s) and Fuel and Oil Issues or other documentation supporting additions and/or deductions.
- The rates from the IBPA (SF-1449), EERA (OF-294), or other agreement have been calculated and entered correctly on the OF-286.
- Documentation requirements are met, as outlined in the NWCG Standards for Interagency Incident Business Management, Chapters 20 and 40, and this document.
- Adequate information is provided in the remarks block to explain special/unusual situations. Highlight such notes and/or partial payments and supplement the remarks by including a General Message (ICS-213) if necessary. An example would be the calculation of the rate for equipment breakdowns.
- Payments are being sent to the responsible jurisdiction and/or payment center. Lend/Lease will be paid by the line-item allocation on the OF-286(s). When lend/lease occurs, a separate OF-286 shall be completed for each incident encompassing dates and job code. Use the remarks block to note lend/lease occurred, but days of usage must be recorded on the OF-286.

**Land Use Agreements (LUAs) payment information:**

If the landowner is not registered in SAM and has not received a previous payment from the federal government, a Vendor Code Worksheet must be included in the payment package. Ensure all information on the Vendor Code Worksheet matches the IRS records. Vendors that are expected to receive more than one payment **must** be set up in SAM. Payments for Forest Service LUAs cannot be made by convenience check or credit card; all payments must be processed by submitting a complete payment package including an OF-286 or the completed LUA form as an invoice to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov). For the LUA form to be considered a proper invoice for payment it must include the total amount due and be signed by the vendor and government representative with authority on page three of the agreement.



## 5.0 CREWS

### **Documentation required for Type 2 IA Crew Contract & Type 2 Crew BPA payment processing:**

- Lodging receipts
- Signed OF-286 \*
- Signature page of agreement
- Rate sheet
- Additions/deductions page

\* Crews should be identified by their crew number (example: NCC-4A).

Please note:

Copies of the Crew Time Reports (SF-261) are not required to be sent to ASC; however, these are used to accurately post payment data on the OF-286 and must be retained in the incident records pursuant to the NWCG Standards for Interagency Incident Business Management.

**Type 2 IA contract crew payments are processed by ASC and paid by the Forest Service regardless of incident jurisdiction.**

**Type 2 crew BPA payments are processed and paid by the jurisdictional agency unless the incident is under state jurisdiction. Payments for state incidents are processed by ASC and paid by the Forest Service.**

**Crew payment packages to be paid by the Forest Service should be submitted to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov).**

## 6.0 CALL WHEN NEEDED (CWN) MOBILE CATERER & SHOWER

The CWN Mobile Caterer vendor will complete the following forms and submit to the incident:  
Daily Meal Order/Invoice – Mobile Food Services - CWN (1276-CWN)  
Daily Meal Order/Invoice – Mobile Food Services - CWN (continuation sheet) (1276-A-CWN)

The forms are Exhibits 5 and 5A in the BPA.

Guidance for CWN Mobile Food Service Unit Invoicing (Excel Workbook) is exhibit 5D.

The CWN Shower vendor will complete and submit to the incident:

- Daily Shower Order/Invoice form (1276-C)
- Daily Shower Order/Invoice Cont. form (1276-D)

The forms will be submitted to the incident and the Finance section will email the package to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov) or send to the applicable Federal Payment Center.

**CWN Mobile Caterer & Shower BPA payments are made by the federal jurisdictional agency unless it is a state jurisdictional incident in which case it is paid by the Forest Service.**

## 7.0 BLANKET PURCHASE AGREEMENTS (BPA)

BPA payments should be made according to the payment procedures identified within the agreement. The BPA must state payments will be made by the Forest Service. If payments will be made through ASC-IF then vendors must have an active registration in SAM (<https://www.sam.gov/SAM>).

### **Invoices must contain:**

- Agreement number
- UEI number
- Resource Order number
- Job code
- Signature, printed name, and title of Government Receiving Official
- Date of signature

Invoices are to be emailed with the correct agreement to: [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov).

**For ongoing incidents**, IMTs must provide an opportunity for vendors to request interim payments after 14 days. Interim payments are encouraged for every 14 days that a resource is assigned. Submit payment packages within 3 days of demobilization from the incident.

## 8.0 COOPERATIVE AGREEMENT PAYMENTS

Cooperative Fire Protection Agreements cover activities related to wildland fire, approved severity activities, and presidentially declared emergencies or disasters under FEMA authorities only.

Cooperators must have an active registration in SAM.gov for “all awards” to be paid. See section 4.0 for more detailed information on SAM.gov.

Ensure to include all relevant information for resources that have been used in lend/lease. The original resource order will determine the payment agency. Refer to notes regarding OF-286 invoices on page 7 and FSC/IMT responsibilities on page 8 for additional information.

Incident Management Teams cannot submit cooperator payments directly from the incident. The cooperator must submit billing documents according to the process outlined in the Agreement and/or Operating Plan. Please note, within most Agreements, an “Incident by Incident Process,” indicates a single invoice per incident/job code should be submitted. If the agreement notes “Reconciliation Process,” either authorized, approved or agreed upon by federal and state agencies,” then multiple incidents/job codes may be included on a single invoice.

Settlement must be based on actual costs. When the review and approval process is complete, submit invoices via email to [SM.FS.asc\\_coop@usda.gov](mailto:SM.FS.asc_coop@usda.gov). If there is an issue with a COOP payment after the invoice has been paid, please call the FS Contact Center at 1-877-372-7248, Option 1, and create a case.

**Documentation required for Cooperator Payments invoices:**

[Secondary Signature Request Form](#)

Invoice Required elements:

- ✓ Invoice Number
- ✓ Invoice Date
- ✓ Cooperator Name
- ✓ UEI (and active SAM registration, <https://sam.gov/content/home>)
- ✓ Agreement Number
- ✓ Dates of Service
- ✓ FS Job Code (include all eight digits)
- ✓ Signature, signature date, and printed name and title of receiving official

## 9.0 AVIATION AND RETARDANT CONTRACTS

Forest Service contracted aviation resource payments will be processed utilizing the [Acquisition Management Aviation Business System \(ABS\)](#).

Full Service, On Demand and Bulk retardant payments are directed through the Contracting Officer (CO), Contracting Officer's Representative (COR), or Air Tanker Base Manager.

## 10.0 NATIONAL EMERGENCY RENTAL VEHICLE (NERV) BPA

Payments for vehicles acquired under the NERV BPA are processed by the NERV program. In general, the renter is responsible for submitting the payment package to NERV; however, when vehicles are ordered for pool use (i.e., ground support, dispatch, mobilization centers) the IMT or other responsible party may have a role in submitting the payment packages.

**Payment Process for NERV-EM (Enterprise):**

Program information is available here: <https://nerv.firenet.gov/>

The NERV payment cover sheet will be used to track vehicles by users per incident and will be submitted with all appropriate documentation combined and scanned as one PDF file with the correct naming convention (AB-CDE-000000\_O-1-Plate#) to the NERV email: [SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov).

**Documentation required for NERV-EM Payment Packages:**

- Completed [Payment Cover Sheet](#)
- Commercial Rental Agreement (May have been emailed to user/users from Enterprise upon vehicle pick up)
- Resource Order(s) (All resource orders the vehicle was assigned to)
- All other documents pertaining to the rental:
  - Pre/Post inspection checklist
  - Accident Reports (SF-91 and SF-94), supporting pictures.
- Dispatch Rental Vehicle Log (Dispatch, Ground Support and Mobilization Center Use)

**Payment Process for NERV – Flex Fleet:**

Flex Fleet vehicles are reconciled in coordination with the Vehicle Manager (individual who checked the vehicle out to the user) and operator of the vehicle. The payment cover sheet will be used to track vehicles by users per incident and will be submitted with all the appropriate documentation to the Vehicle Manager, every thirty (30) days and upon return of the vehicle as part of the close out process. Vehicle Managers will reconcile invoices with their Agency Point of Contact monthly.

**Documentation required for NERV – Flex Fleet Payment Packages:**

- Completed Payment Cover Sheet
- Resource Order(s) (All Resource Orders the vehicle was assigned to)
- All other documents pertaining to the rental:
  - Pre/Post inspection checklist
  - Accident Reports (SF-91 and SF-94), supporting pictures.

All required documents and further information can be found on the [NERV](#) website.

## **Attachment A: Forest Service Casual Hire and Payment Processes**

### **Hiring Official–Preseason (Forms submitted to Incident Finance at time of completion):**

- **DHS Form I-9:** The casual completes section 1 on the day of hire. The hiring official must examine the verification documents and complete Section 2 within 3 business days of hire. DO NOT photocopy verification documents (e.g., social security card, driver’s license, passport). A copy of the completed I-9 may be submitted via email by the hiring official. This form must be completed every three years. The internal website [Incident Finance Casual Pay](#) reports section includes a listing of each casual’s last valid I-9. The report is titled “I- 9 Dates/Employee Common Identifier (ECI) xxxxxxxx”, where xxxxxxxx is the report date. The same document is posted on the [IBP Personnel](#) website with the title “ECI Report”.
- **Tax Forms:** The casual should complete the Federal W-4 and applicable state withholding forms. If the Federal W-4 is to be used for state withholding, indicate “State & Federal” on the form. Resubmit forms when information changes or yearly for exempt status.
- **SF-1199a Direct Deposit Form:** Required for all casuals unless the EFT waiver request is used. Resubmit only when information changes. If the casual unable to have funds electronically deposited, complete the [FS EFT Waiver Request Form](#). EFT Waiver Request forms must be completed annually.

### **Casual Hire must do the following:**

- Complete the Direct Deposit Form SF-1199a if it has not been previously submitted or if banking information has changed. It must be signed by the Casual. If unable to receive Direct Deposit complete EFT waiver Request form.
- Complete Federal W-4 and State tax forms. The W-4 address will be used when mailing W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate (marital status of single and zero exemptions) and a new form will be sent to the casual. Taxes will be withheld from the “Hired At” point (Block 1 on the OF-288) in addition to the state identified by the casual on the W-4.
- If the mailing address and/or Direct Deposit information has changed since the last time paid, update the W-4 with new address and/or Direct Deposit information.

### **Hiring Official – At Time of Dispatch or Demobilization:**

- **Individual Hire:** Complete the Single Resource Casual Hire Information Form, PMS 934 and provide a copy to the casual. Attach a copy to the completed OF-288,
- **Casual Hire Crew or Mixed Crew:** Complete a Crew Manifest in place of the PMS 934 with an accurate listing of names, job titles, and AD class(es). Attach a copy to the OF-288 batch.
- **Transmittal Sheet (Attachment D):** If submitting OF-288s for payment, complete a transmittal sheet and assign a unique batch number. A batch may include both individual hires and crews.

### **Incident Finance Section or Hiring Unit:**

- Record work time as outlined in the NWCG Standards for Interagency Incident Business Management and the applicable AD Pay Plan that was in effect on the date of hire. Ensure the AD rate and Title are included in all columns and match the Pay Plan Matrix.

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- Process partial payments every two weeks for assignments lasting more than 21 days, indicating “partial payment” in the remarks section of the OF-288.
- Estimate time for return travel for casuals working away from the point of hire and include a copy of the Single Resource Casual Hire Information Form or Crew Manifest when submitting to Incident Finance. Upon the casual’s return, the hiring unit will prepare an OF-288 to adjust the travel estimate if necessary. See Attachment B: Forest Service Casual Hire Travel Process. Questions on travel should be directed to 1-877-372-7248 option 3.
- If the casual was not hired by the Forest Service, do not submit anything to ASC Incident Finance. Send the Casual Hire Information Form and OF-288 with the casual to be submitted to the hiring unit for processing.
- Use e-ISuite, when available, to record time and export data daily to the e-ISuite repository. Use of e-ISuite will increase the speed at which the OF-288 is processed for payment.
- e-ISuite users: Enter the Employee Common Identifier (ECI) or enter all 9s (if unknown) in the Time program. NOTE: a signed OF-288 must be submitted to Incident Finance via email to [SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov) for payment processing every two weeks for assignments lasting more than 21 days.  
DO NOT enter a Social Security Number and DO NOT enter any other random numbers - use all 9s if ECI is unknown.

## **Attachment B: Forest Service Casual Hire Travel Process**

### **2024 FOREST SERVICE CASUAL HIRE TRAVEL EXPENSE REIMBURSEMENT CLAIMED ON THE INCIDENT TIME REPORT (OF-288)**

All temporary duty travel for casual hired employees will be processed in accordance with GSA Federal Regulations, Department of Agriculture Travel Regulations, and Forest Service Travel Direction:

- Federal Travel Regulations (FTR) Chapters 300–General and 301–Temporary Duty (TDY) Travel Allowances
- Agriculture Travel Regulations (ATR) Department Manual 2300-001
- Forest Service Handbook (FSH) 6509.33, Chapters 300 and 301

Non-compliance with these regulations may result in a bill for collection issued to the casual employees.

#### **TRAVEL REIMBURSEMENT METHODS**

There are two methods for Forest Service casual employees to claim allowable travel expenses. Travel may be reimbursed on the Incident Time Report, also called the OF-288, or via the official electronic travel vouchering system (ETS2); however, reimbursement via the OF-288 is limited and reimbursement cannot be split between the two.

Incident Management Teams (IMTs) or hiring units should process casual travel for emergency (including prescribed fire) incident assignments utilizing the OF-288 whenever possible. This process cannot be used for casuals attending training.

Reimbursement via the OF-288 is limited to the following:

- Privately Owned Vehicle (POV) Mileage
- Per Diem (lodging and M&IE)
- Travel-related baggage fees, parking, tolls, and laundry expenses
- Local transportation such as taxi, Uber, Lyft or rideshares with receipts
- Gas for rental cars leased under NERV, IBPA, and EERA with receipts
- Travel reimbursement for assignments of 30 days or less

Receipts for lodging, baggage fees, local transportation, rental car gas, and airport parking must be attached to the OF-288 when submitted to ASC-IF.

Casual employee pay on the OF-288 will not be held for more than seven days in Incident Finance for pending travel reimbursement issues. When travel issues cannot be resolved after initial contact and one follow up by Incident Finance, travel claims will be removed from the OF-288 and payment for work time will be processed. Home/hiring units will be notified in writing and travel will need to be claimed through one of the two systems when resolved by hiring unit.

ETS2 **must** be used for casual reimbursement under the following circumstances:

- Lodging exceeds the local GSA per diem allowance
- Rental car rented by casual employee
- Travel that can be planned and authorized in advance (e.g., training, non-emergency assignments)
- Extended incident assignments (over 30 days excluding travel days)
- Other expenses not allowed for reimbursement via the OF-288 (car wash, supplies, etc.)
- Any unusual or complex travel reimbursement claims (privately owned airplane mileage, RV rental space fees, extended duration, etc.)

A copy of the employee's OF-288 is required to be uploaded into ETS2 for the period of travel.

When a casual has reimbursable expenses that are not approved for reimbursement on the OF-288 the



entire travel reimbursement is to be processed through the electronic travel system. Travel reimbursement cannot be split between the two systems; one or the other must be utilized for the complete trip or assignment.

**RATES OF REIMBURSEMENT**

Rates of reimbursement for per diem [lodging and meals and incidental expenses (M&IE)] will correspond to the current rates posted on the GSA website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The location of the incident determines the maximum per diem reimbursement rate. Use the Standard Rate for Incident Camps located in unlisted counties. First and last day reimbursements will be made at 75% of the applicable M&IE rate and must be adjusted for meals furnished to the casual by the Government. The following table shows the calculation for 75% of the per diem rates, as well as examples of calculating first and last day when meals are provided.

**2024 M&IE Breakdown - STANDARD CONUS RATES**

<b>M&amp;IE Total</b>	\$59.00	\$64.00	\$69.00	\$74.00	\$79.00
<b>Breakfast</b>	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
<b>Dinner</b>	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
<b>Incidentals</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>75% M&amp;IE Total (first and last day)</b>	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25

**First Day - less dinner provided                      EXAMPLES**

<b>M&amp;IE Total</b>	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25
<b>Dinner</b>	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
<b>REVISED PER DIEM</b>	\$18.25	\$19.00	\$20.75	\$21.50	\$23.25

**Last Day - less breakfast provided**

<b>M&amp;IE Total</b>	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25
<b>Breakfast</b>	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>REVISED PER DIEM</b>	\$31.25	\$34.00	\$35.75	\$38.50	\$41.25

**First Day - less lunch & dinner provided**

<b>M&amp;IE Total</b>	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25
<b>Lunch</b>	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
<b>Dinner</b>	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
<b>REVISED PER DIEM*</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>	<b>\$5.00</b>

\*Note: Cannot be less than Incidental Rate of \$5.00

**Last Day - less breakfast & lunch provided**

<b>M&amp;IE Total</b>	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25
<b>Breakfast</b>	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
<b>REVISED PER DIEM</b>	\$16.25	\$18.00	\$18.75	\$20.50	\$21.25

**\*\*\*NOTE: Revised per diem rates in tables above INCLUDE the \$5.00 incidental rate.**

Lodging will be reimbursed at actual expenditure rates, not to exceed current GSA rates, and must be accompanied by a receipt.

## PROCEDURES

The type of expenses incurred will determine how the employee will be reimbursed for travel costs and who will process the travel. If the casual has only travel expenses not requiring a receipt, it is mandatory for the reimbursement to be made through the OF-288. IMTs should process travel reimbursement requests on the OF-288 whenever possible. An IMT may process travel expenses that require receipts (e.g., lodging). The receipts must be attached to the casual's OF-288 and forwarded to ASC-IF. Additional casual travel expenses not processed by the IMT will be submitted by the hiring unit.

If travel reimbursement was not included by the IMT on the original OF-288, hiring units will be responsible for processing travel for casuals using the electronic travel system (ETS2) or by submitting a supplemental OF-288. IMTs will continue to submit all original OF-288s for FS casuals direct from the incident to ASC-IF for salary payments (copies to casuals). Travel reimbursements made via a supplemental OF-288 will be submitted by the hiring unit to ASC-IF ([SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov)).

### **Processing Travel When NO Receipts Are Required**

When a casual incurs only M&IE and/or POV mileage, the travel will be processed by the IMT. Reimbursement will be included with the payment of the OF-288 for salary. This process also applies when other travel costs were incurred during the assignment but paid by a purchasing official (such as a rental vehicle or lodging).

Reimbursable expenses will be documented by the IMT when submitting the final OF-288 for payment. If an IMT is not present, the payment will be processed by the unit submitting the final OF-288 to ASC- IF for payment.

- Rates of reimbursement for POV mileage must correspond to the current posted GSA rate at <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates> . 2024 Mileage rates are \$0.67 (subject to change)
- Rates of reimbursement for M&IE will correspond to the current rates posted on the GSA website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The location of the incident determines the maximum per diem reimbursement rate. First and last day reimbursements will be made at 75% of the applicable M&IE rate and all days must be adjusted for meals furnished to the casual by the Government. (See the above tables for examples calculating first and last day when meals are provided.)
- When meals are available at government expense, such as from a caterer, they must be deducted whether consumed or not including first and last days at 75%).

Casuals working away from the point of hire will document daily POV mileage on the Crew Time Report (CTR). Reimbursable miles driven during the assignment should be posted to appropriate calendar dates. Return mileage will be posted to the last date of the assignment at the same number of miles as arrival unless the casual is reassigned to a different incident. If the casual is not reassigned and plans to deviate from the previous travel route, reimbursement will be made at the same number of miles as for arrival. The return mileage will be documented on the casual's final CTR. If necessary, miles can be determined using MapQuest or other mapping software.

Incidental expense allowances, separate from meals, may be posted as an individual entry for each calendar day, or as a lump sum combination of days. Incidental expense included in the M&IE total allowance do not need to be posted as a separate entry.

**When e-ISuite is used** to create the payment document, the TIME Unit or local office will post adjustments in the TIME Module as travel additions for appropriate reimbursement of expenses. The following scenarios illustrate this process.

**Scenario #1** – Camp Assignment – Mileage, First & Last Day Per Diem (dinner provided first day & breakfast provided last day), and Daily Incidentals:

**POV mileage**

- Date: Actual date the mileage occurred
- Category: Travel-Add
- Description: Mileage #miles @rate using current GSA rate, e.g., MILEAGE 100 @ .67
- Amount: Enter the dollar amount, e.g., 67.00

**Per Diem**

- Date: First or last date of assignment
- Category: Travel-Add
- Description: Enter description, e.g., FIRST DAY PER DIEM MINUS DINNER
- Amount: Enter 75% per diem rate minus dinner, e.g., 18.25
  
- Description: Enter description, e.g., LAST DAY PER DIEM MINUS BREAKFAST
- Amount: Enter 75% per diem rate minus breakfast, e.g., 31.25

**Incidentals (Posting a range of days)**

- Date: Enter date of posting
- Category: Travel-Add
- Description: Enter incidental start date – end date, e.g., INCIDENTAL 3/02– 3/09/24
- Amount: Enter total dollar amount using current GSA incidental rate, e.g., 40.00

**e-ISuite Adjustment Screen**

**O-1 BEAR, SMOKEY** Cumulative Total: **\$ 223.50**

Accounting Code \*  Description \*

Activity Date \*  Amount \*

Category \*

Activity Date	Category ↓	Type	Description	Accounting Code	Amount	Invoiced
03/01/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	
03/01/2024	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 18.25	
03/10/2024	TVL-ADD	ADDITION	INCIDENTALS 3/02/24 - 3/09/24	AAAA	\$ 40.00	
03/10/2024	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 31.25	
03/10/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	

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Incidentals (Posting each day of entitlement)

- Date: Enter date of entitlement
- Category: Travel-Add
- Description: Enter incidental, e.g., INCIDENTAL
- Amount: Enter current GSA incidental rate, e.g., 5.00

***e-Suite Adjustment Screen***

**O-1 BEAR, SMOKEY**
Cumulative Total: **\$ 223.50**

Accounting Code *	<input type="text" value="AAAA"/>	Description *	<input type="text"/>
Activity Date *	<input type="text" value="mm/dd/yyyy"/>	Amount *	<input type="text" value="\$ 0.00"/>
Category *	<input type="text"/>		

Save Cancel Add Edit Delete

Activity Date	Category	Type	Description	Accounting Code	Amount	Invoiced
03/01/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	
03/01/2024	TVL-ADD	ADDITION	FIRST DAY OF PER DIEM	AAAA	\$ 18.25	
03/02/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/03/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/04/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/05/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/06/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/07/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/08/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/09/2024	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/10/2024	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 31.25	
03/10/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	

**Scenario #2 – Assignment with Mileage & No Meals Provided**

**POV Mileage**

- Date: Actual date the mileage occurred
- Category: Travel-Add
- Description: Mileage #miles @rate using current GSA rate, e.g., MILEAGE 100 @ .67
- Amount: Enter the dollar amount, e.g., 67.00

**Per Diem (includes daily incidentals)**

- Date: First or last date of assignment
- Category: Travel-Add
- Description: Enter first day per diem, e.g., FIRST DAY PER DIEM
- Amount: Enter current GSA per diem rate at 75%, e.g., 44.25

- Date: Enter date of posting
- Category: Travel-Add
- Description: Enter range of full per diem dates, e.g., PER DIEM 03/02-03/09/24
- Amount: Enter total of current GSA per diem rate multiplied by # of days, e.g., 472.00

**e-ISuite Adjustment Screen**

**O-1 BEAR, SMOKEY** Cumulative Total: **\$ 694.50**

Accounting Code \*  Description \*

Activity Date \*  Amount \*

Category \*

**Save Cancel Add Edit Delete**

Activity Date	Category	Type	Description	Accounting Code	Amount	Invoiced
03/01/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	
03/01/2024	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 44.25	
03/09/2024	TVL-ADD	ADDITION	PER DIEM 3/02/2024 - 3/09/2024	AAAA	\$ 472.00	
03/10/2024	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 44.25	
03/10/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	

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Scenario #3 – Assignment with Mileage, Lodging Expenses and No Meals Provided (See “Processing Travel When No Receipts Are Required” section for calculations when meals are provided.)

POV Mileage

Date: Actual date the mileage occurred  
 Category: Travel-Add  
 Description: Mileage #miles @ rate using current GSA rate, e.g., MILEAGE 100 @ .67  
 Amount: Enter the dollar amount, e.g., 67.00

Per Diem

Date: First or last date of assignment  
 Category: Travel-Add  
 Description: Enter first day per diem, e.g., FIRST DAY PER DIEM  
 Amount: Enter current GSA per diem rate at 75%, e.g., 44.25

Date: Enter date of posting  
 Category: Travel-Add  
 Description: Enter range of full per diem dates, e.g., PER DIEM 03/02-03/09/24  
 Amount: Enter total of current GSA per diem rate multiplied by # of days, e.g., 472.00

Lodging

Date: Enter date of posting  
 Category: Travel-Add  
 Description: Enter range of lodging expenses, e.g., LODGING 03/01-03/09/24  
 Amount: Enter total of lodging + tax per night multiplied by # of days, e.g., 702.00\*  
 The lodging example used \$70/night lodging + \$8/night tax. 78 x 9 days = 702.  
 \* **Ensure lodging rate falls within allowable amount based on per diem location**

***e-ISuite Adjustment Screen***

**O-1 BEAR, SMOKEY** Cumulative Total: **\$ 1,396.50**

Accounting Code \*  Description \*

Activity Date \*  Amount \*

Category \*

Activity Date	Category	Type	Description	Accounting Code	Amount	Invoiced
03/01/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	
03/01/2024	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 44.25	
03/10/2024	TVL-ADD	ADDITION	PER DIEM 3/02/2024 - 3/09/2024	AAAA	\$ 472.00	
03/10/2024	TVL-ADD	ADDITION	LODGING 3/01/2024 - 3/09/2024	AAAA	\$ 702.00	
03/10/2024	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 44.25	
03/10/2024	TVL-ADD	ADDITION	POV MILEAGE 100 @ .67	AAAA	\$ 67.00	

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**When e-ISuite is NOT used** to record time and adjustments for a casual the hard copy form OF-288 should be completed to include reimbursement for these expenses in the “18. Commissary and Travel” section. When an e-ISuite OF-288 Commissary Record is not generated, it is recommended to use a calculation spreadsheet for backup documentation. The internal USFS [Casual Payments Information](#) website includes a [travel worksheet](#) in the “Casual Payments Forms” section.

If the original OF-288 was sent directly from the incident to ASC-IF for the salary payment, the casual’s copy of the original timesheet will be used to prepare a supplemental for travel reimbursement. On the copy write “Travel Supplement” across the top and add the travel reimbursement as outlined below. A hiring unit official will sign as the Time Officer.

Scenario #1 – Camp Assignment – Mileage, First & Last Day Per Diem (dinner provided first day & breakfast provided last day), and Daily Incidentals

Travel Reimbursement		
Date	Item	Amount
3/01/2024	POV Mileage 100 miles @\$.67	\$67.00
3/01/2024	First Day Per Diem	\$18.25
3/10/2024	Incidentals 3/02 - 3/09/2024	\$40.00
3/10/2024	Last Day Per Diem	\$31.25
3/10/2024	POV Mileage 100 miles @\$.67	\$67.00
<b>TOTAL</b>		<b>\$223.50</b>

Scenario #2 – Assignment with No Meals Provided

Travel Reimbursement		
Date	Item	Amount
3/01/2024	POV Mileage 100 miles @\$.67	\$67.00
3/01/2024	First Day Per Diem	\$44.25
3/10/2024	Per Diem 3/02 - 3/09/2024	\$472.00
3/10/2024	Last Day Per Diem	\$44.25
3/10/2024	POV Mileage 100 miles @\$.67	\$67.00
<b>TOTAL</b>		<b>\$694.50</b>

Scenario #3 – Assignment with Lodging Expenses and No Meals Provided (See “Processing Travel When No Receipts Are Required” section for calculations when meals are provided)

Travel Reimbursement		
Date	Item	Amount
3/01/2024	POV Mileage 100 miles @.67	\$67.00
3/01/2024	First Day Per Diem	\$44.25
3/10/2024	Per Diem 3/02 - 3/09/2024	\$472.00
3/10/2024	Last Day Per Diem	\$44.25
3/10/2024	Lodging 3/01 - 3/09/2024	\$702.00
3/10/2024	POV Mileage 100 miles @.67	\$67.00
<b>TOTAL</b>		<b>\$1,396.50</b>



## **Attachment C: USFS Incident Time Report – OF-288 Audit Procedures**

The organization submitting the OF-288(s) for payment must ensure that each has been audited. The designated reviewing official representing the IMT, host unit, or hiring unit must verify that the OF-288 – Incident Time Report(s) submitted for payment to Incident Finance are for casual hires and that each has been reviewed for the following:

Block 1. Hired At: Verify the Unit Identifier code belongs to a Forest, not a Dispatch Center or a DOI agency, and matches the hiring location on the employee’s hire form. For example, ID-BOF is the Boise NF, which is appropriate. ID-BDC is the Boise Dispatch Center and ID-BOD is the Boise BLM, neither of which is acceptable.

Block 2. Employee Common Identifier: ECI – must be legible and match the hire form. If the ECI is unknown, it may show all 9s. No random numbers or any part of the SSN can be used.

Block 3. Type of Employment: Verify the “Casual” block is checked. Do not submit OF-288s for regular federal employees (“Federal” checked) or for any cooperators (e.g., state/local government, fire department) employees paid via agreement (“Other” checked).

Block 5. Name: Legible and matches resource order and hire form. Nicknames cannot be used.

Blocks 8-15 - Fire Information Columns A thru D:

Following are critical fields to review:

Block 8 Incident Name: Should match Fire Code and the employee’s resource order (RO).

Block 9 Incident Order Number: Should match RO/hire form, e.g., MT-LNF-005148

Block 10 Fire Code: Ensure the code matches the hire form and is assigned to the incident.

Block 12 Position code: Verify that the position code matches the job title on the hire form.

Block 13 AD Class: Verify AD class matches the hire form and Pay Plan\*, e.g., FAL1 is AD-J

Block 14 AD Rate: Ensure rate matches the hourly rate listed in the applicable AD Pay Plan.

Block 15 Unit Accounting Code: If entered, should be a USFS job code, e.g., P1J2GR 0116

\*NOTE- Exception Positions require a job description signed by the Regional Incident Business Coordinator with each OF-288 submitted.

Column A		
8. Incident Name Crow Creek		
9. Incident Order Number (e.g., ID-BOF-000123) MT-LNF-0051-148		
10. Fire Code (e.g., B2C5) J2GR	11. Resource Request Number (e.g., O-33)	
12. Position Code (e.g., FFT2-T) FAL1	13. AD Class (e.g., B) AD-J	14. AD Rate \$ \$35.00
15. Home/Hiring Unit Accounting Code P1J2GR 0116		

## **Attachment C – OF-288 Audit Continued**

The column totals and mathematical computations do not need to be audited.

Block 18. Commissary and Travel: If completed, ensure that appropriate documentation accompanies the OF-288 (e.g., commissary purchases, travel receipts). Instructions for completing travel are in the Forest Service Casual Hire Travel Process. For additional questions regarding travel call 1-877-372-7248, Option 3.

Block 19. Remarks: Verify pay rate/position change(s) at the incident are listed with effective date(s) and that interim/partial payments are identified as such.

Block 20. Employee Signature: Verify each page of the OF-288 has been signed, or if the employee was not available for signature, that this was noted.

Block 21. Time Officer Signature: Verify that each page of the OF-288 has been legibly signed.

If discrepancies are noted during the audit process, ensure these are resolved prior to submission. Resolution may require multiple types of follow up, including but not limited to, locating missing receipts, finding documentation regarding position changes or reassignments, and obtaining missing signatures.

If OF-288s for DOI-hired casuals, cooperators, or federal employees are identified, ensure these are returned to home units and/or the employee for processing. DO NOT submit to ASC.

When the audit of an OF-288 is complete and any discrepancies resolved, assemble a payment package to include each sheet of the OF-288 (earliest dates first), any supporting documentation, and the hire form. If the package is not already in electronic format, scan and assemble the components into a single PDF file. Multiple packages can be submitted as separate attachments to Incident Finance with a Transmittal Sheet (Attachment D) assigning a Unique Unit “Batch Number” for tracking purposes. A copy of the Incident Time Report (OF-288), hire form, and all supporting documentation is to be retained in the incident records.

**Attachment D: Transmittal for Casuals' Incident Time Reports**

TRANSMITTAL SHEET

Date:

From:

Subject: Incident Time Reports and/or Hiring Documents

To: [SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov) - Casual Pay

Unique Unit "Batch" Number to track this payroll submission:  
(Use Incident/Fire number followed by sequential number, i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)

List of casual names submitted (attach list for more than 3):

Number of individuals with OF-288s in this transmittal:

Please provide your Team and Unit contact information below.

Incident team contact Name/email:

Phone #:

Incident unit contact Name/email:

Phone #:

**Attachment E: Emergency Equipment Use Invoice Transmittal Sheet**

Invoice Transmittal Sheet

Date:

From:

Subject: Invoices submitted for payment

Email To: [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov)

Unique Unit “Batch” Number to track this submission:  
(Use Incident/Fire number followed by sequential number, i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)

Enclosed are the forms necessary for processing IBPA/EERA payments as follows:

Number of Invoices (OF-286s) emailed:

Please provide both your Unit and Team contact information below.

Please provide your Team and Unit contact information below:

Incident team contact name/email:

Phone #:

Incident unit contact name/email:

Phone #:

## **Attachment F: FEHB Casual Fact Sheet**

### Federal Employee Health Benefits Fact Sheet

**What is the FEHB Program?** The Federal Employees Benefit Program (FEHB) provides comprehensive health insurance. Casual employees can choose from fee-for-service (FFS) plans, health maintenance organizations (HMOs), consumer-driven health plans (CDHPs) or high-deductible health plans (HDHPs). For more information on the types of plans under FEHB, reference [OPM.GOV Healthcare Plan Information](#)

**When am I eligible?** You are eligible after you have worked a minimum of 130 hours per month for 90 consecutive days.

What are some important things I should know?

There are no waiting periods or pre-existing condition limitations.

Each plan contracts with doctors and hospitals (known as a provider network). Your doctor may participate in one or more provider networks.

You will reduce your out-of-pocket costs by visiting doctors and hospitals which contract with your plan. Visit your plan's website to determine which providers participate in the plan's network.

**Do I have to decide right away?** B&F Incident Finance will send you a letter notifying you of your eligibility for health benefits. Benefits will become effective once you have worked 130 hours per month for 90 consecutive days. You have 60 days from the date you are eligible to elect health benefits coverage. If you fail to return the SF-2809 within 60 days of eligibility, the choice will be recorded as a declination of enrollment.

**How do I enroll?** To enroll, complete the Health Benefits Election Form (SF 2809) and return the form to ASC B&F Incident Finance. You will have 60 days from the date of eligibility to enroll.

**When is the insurance effective?** Your enrollment is effective on the first day of the first pay period that begins after your employing office receives your FEHB election form. Enrollment is not retroactive, and it cannot be made effective the day you enter on duty. You cannot be reimbursed for any medical expenses incurred prior to the effective date.

How long do I have Health Benefits?

Initially you will have coverage for 28 days (2 federal pay periods) beginning on the first day of the following pay period after receipt of a completed Health Benefits Election Form (SF-2809). If you are still working or have been ordered for a new assignment, you will be responsible for contacting the ASC B&F Incident Finance before day 28 to continue health benefits. If you work at any time after your health benefits have terminated within the calendar year, you can reenroll by submitting a new Health Benefits Election Form (SF-2809) to B&F Incident Finance. Send written notification to [SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov).

## Federal Employee Health Benefits Fact Sheet

**How much does it cost?** The cost is based on the plan and option you choose. Generally, premiums are shared by you and your federal agency during your time of employment. Premiums vary by plan, but, generally, you can expect to pay approximately 30% and your agency to pay approximately 70%.

Employees can discuss health insurance premiums with the agency Benefits Administrator (877-372-7248 opt 2 HR) or find more information on the OPM website at [OPM.GOV Healthcare Plan Information](#).

**How do I pay for coverage?** Your share of the health plan premium will be deducted from your casual payroll payment. When there is no payment in process, you will receive a bill for collection. You will be required to make payment for your portion of the premium.

Do I have to pay for my coverage with pre-tax dollars?

Your share of the health plan premium will be paid with pre-tax dollars unless you complete a Federal Employees Health Benefits Program (FEHB) Premium conversion Waiver/Election Form.

**What enrollment types are available?** The OPM website at [OPM.GOV Healthcare Plan Information](#) will provide more detailed information based on your local coverage options.

**What happens after my employment ends?** When your 28 days of coverage or employment ends, you have a 31-day extension of coverage under the carrier plan. During that period, you can contact your health plan company and convert the insurance plan to an individual contract, or you can enroll in

**Temporary Continuation of Coverage (TCC) to continue the coverage through a FEHB plan.** TCC is available to eligible former employees for up to 18 months following the end of employment. You are then responsible for the full premium amount (government and enrollee share) plus a 2% administrative fee.

**Can I cancel the coverage once I've enrolled?** Yes, employees may elect to cancel coverage at any time by completing Part F–Cancellation of FEHB of the SF-2809. The form should be submitted to ASC B&F Incident Finance.

Where can I go for more details or additional information?

Customer Service: 877-372-7248 choose 2 for HR (Agency Benefits Administrator)

OPM website at: [OPM.GOV Healthcare](#)

Link to Healthcare information [OPM.GOV Healthcare](#)

Link to Form SF-2809 [https://www.opm.gov/forms/pdf\\_fill/sf2809.pdf](https://www.opm.gov/forms/pdf_fill/sf2809.pdf)