

Casual Incoming Mail, Fax, and Email

Fax #: 866-816-9532

Email: asc_ipc@fs.fed.us

When sending or faxing information to The Casual Pay Section it must include "Casual Pay" identifier so it is delivered correctly

If you have questions on any of these procedures: Fax or Call Casual Pay ALSO: Refer to [Casual Pay Website](#)

When sending files electronically (fax/scan) please **do not** send the hard copy to ASC

Casual Incoming Hard Copy Mail:

Incident Time Reports (OF-288):

- Approving Memo – Contains a Unique FIELD BATCH NUMBER assigned by the field for tracking purposes, and signed by the proper official
 - Can include multiple ADs
- Crew Manifest
 - If a Manifest is used it must include the AD's name, job title, and AD Class
- OF 288- AD Incident Time Report – Alphabetize by last name
 - Must be signed by Time Officer, AD may or may not be available to sign
 - MUST be Readable, clear and able to be scanned, no tears or staples
 - Please send only the Pink Top Copy if a carbon Pack OF288 is used
 - MUST be accompanied by a Single Order Resource form, PMS 934 (if no crew manifest was included)
- Commissary Report - Hotel or travel receipts attached
- Exception Letter signed by RIBC (Regional Incident Business Coordinator)

Hiring Documents: Alphabetize by last name

- Removal of all staples, paper clips, etc.
- Tape partial sheets to a full size sheet (8.5" X 11")
- Caution: 2-sided documents
 - I-9's can be 2-sided, must have both sides clearly scanned
 - Ripped or damaged pages can cause jamming problems

Casual Faxes and Electronic Documents: Documents with PII should be faxed instead of emailed.

To be able to fax or email information for Incident Time Reports, use the following order:

Fax to the following: 866-816-9532 Attention: Casual Pay

Email scans to: asc_ipc@fs.fed.us Attention: Casual Pay

To prevent duplicate submissions please note on the cover page that the batch has been sent electronically to ASC

Order of Scanned Documents before faxing:

- ✓ Approving Memo-Signed
- ✓ Manifest (if used)
- ✓ OF288-Time Report-Alphabetize by last name
- ✓ Travel Documents
- ✓ SCHF-Single Resource Casual Hire Info Form(if no manifest)
- ✓ Exception Letter signed

To be able to fax in hiring documents for Casual Pay use, you must follow this order:

IMPORTANT: Fax hiring paperwork separately from OF 288's to the following: 866-816-9532

Order of Hiring Documents for each AD before faxing:

- ✓ Department of Homeland Security (Form I-9) two sided or first 2 pages are needed
- ✓ Copies of any ID's (not required)
- ✓ Direct Deposit form
- ✓ W-4 Federal
- ✓ W-4 State