



CASUAL PAYMENT CENTER

A SERVICE FIRST ORGANIZATION

New CPC Website

March 2009

The Casual Payment Center (CPC) announces our new website! The website will be the central point for CPC related information. It will provide links to sites relating to the CPC mission.

The website displays a copy of the current year Administratively Determined (AD) Pay Plan that can be used for reference to guidelines and Position Codes and AD rates. Under CPC Procedures, you will find an overall view of how the payment

process works and what is required for the casual to receive prompt payment. We've made available the most current forms required for making changes to mailing addresses, direct deposit and various tax forms.

Stay tuned for future additions to the website. Please tag this website as a favorite for quick reference and forms that will be helpful in processing the OF-288s for casual employees.

<http://www.nifc.gov/CPC/index.htm>



The principal mission of the CPC is the delivery of excellent customer service in the cost effective and prompt processing of payment of casual hires for the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the US Fish and Wildlife Service (FWS) and the National Park Service (NPS).



Back Row: Clarissa, Rebecca, Sandra and Juana.
Middle Row: Kyle and Autumn, Marie, Chris and Rachael.
Front Row: Nancy, Kristy and Tiffany.
Missing from picture: Julie, Jen, Brandon and Amber.



Gunbarrel Fire —
Wyoming



Badger Mountain Fire —
Washington



Lonesome Complex—
Oregon



S Tularosa Canyon —
New Mexico

2008 STATISTICS PAYROLL CORRECTIONS

The Department of the Interior bureaus utilize two financial systems to make corrections to cost codes:

- ◆ **FFS PROCESS** — Payroll Corrections (PCOR) and Payroll Adjustments (PADJ) are used to correct cost code errors either for the current pay period (PCOR) or a prior pay period (PADJ).
- ◆ **FBMS PROCESS** — “Labor Adjustments” replace PCOR and PADJ for those bureaus converting to FBMS.

MOST COMMON CAUSES OF COST CODE ERRORS:

- ◆ Cost codes on OF-288s received with incorrect or illegible information.
- ◆ Project codes entered with the incorrect characters (numeric instead of alpha or vice versa) or being used with the wrong sub-activity or office.

The CPC makes corrections to the payroll system to ensure Datamart reflects accurate agency reports.

AGENCY	Agency error	CPC Error	Total
BIA	139	158	296
BLM	73	86	160
NPS	27	31	58
FWS	4	8	12
TOTAL	243	283	526
% of corrections	46%	54%	1.5% error of total payments



GNARL RIDGE — MT HOOD, OREGON



AGENCY ISSUES

The Administratively Determined (AD) Pay Plan provides direction relative to the hiring of emergency workers. It is used as reference for guidance for determining pay and hiring procedures.

Twenty-one percent (21%) of all issues are relating to the Position Code (PC) and AD Rate. The Pay Plan provides agency personnel with the published Incident Command System PC's and AD Rates to use when completing a casual's OF-288. When a casual is a Trainee, they will be paid at the next lower rate. When utilizing a Technical Specialist position code, ensure you have included the Position Title to identify the specific code and rate to be used.

Twenty-four percent (24%) of Issues relate to the Agency Cost Accounting structure. Refer to internal Agency guidelines for the proper use and applicable cost code.

The AD Pay Plan link is published on the CPC website at:

<http://www.nifc.gov/CPC/index.htm>

There were 593 confirmed reissues of lost Checks in 2008.

There were 96 completed Social Security Number merges in 2008.

Position Code/AD Rate Examples

FFT2	AD-C
FFT2-T	AD-B
THSP—Laborer	AD-C
THSP—Laborer (T)	AD-B

Caution! Be careful when working with Privacy Act information such as Social Security Numbers (SSN) and addresses to ensure this information is kept confidential.

Bridge Creek Fire — Oregon

Privacy Act

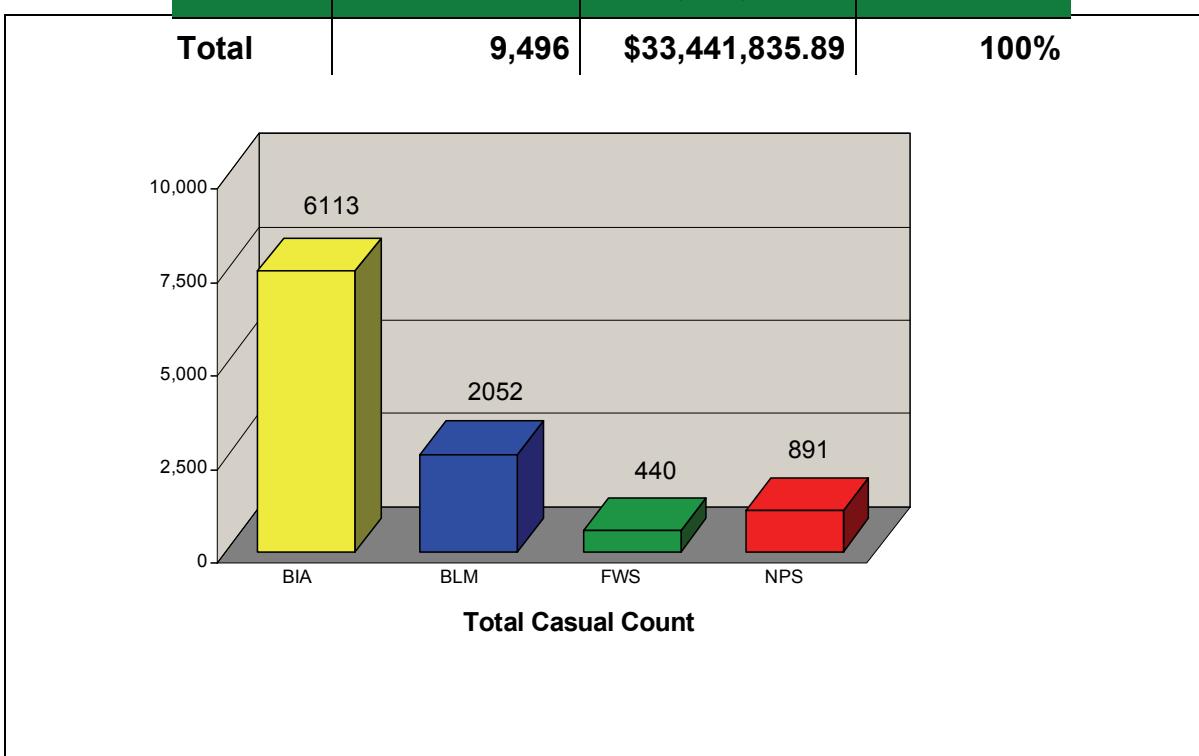
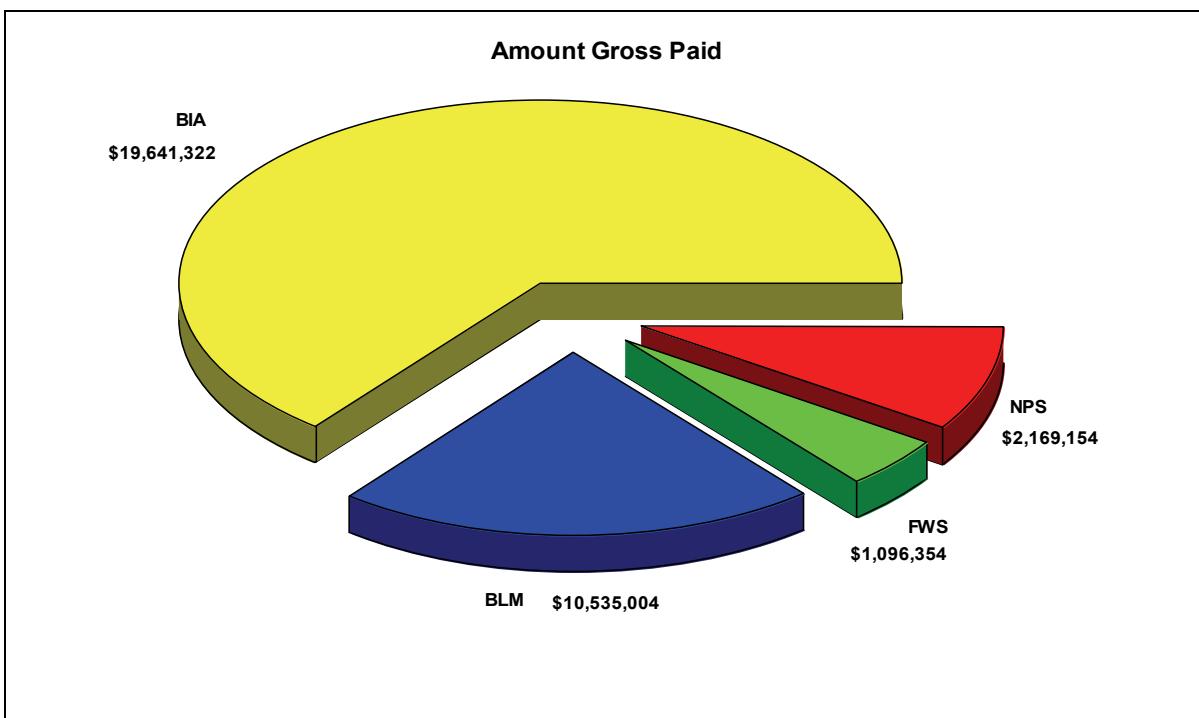


Firefighters walking to the fire

Issues logged for 2008 are:

AGENCY	Issues	Contacts made	% Issues per agency received payments
BIA	6,724	6,876	33.1%
BLM	1,995	2,625	34.2%
NPS	1,388	2,167	62.8%
FWS	465	779	47.5%
TOTAL	10,572	12,447	36% of total payments received were issues

2008 STATISTICS



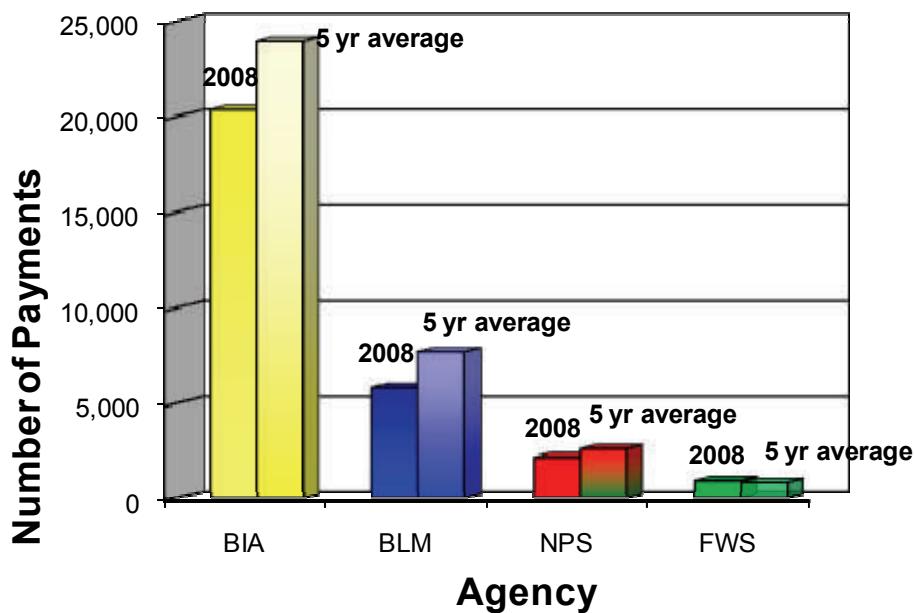
2008 STATISTICS

AGENCY PAYMENTS 2008

	Number of Payments	Percent
BIA	20,347	69%
BLM	5,841	20%
NPS	2,210	8%
FWS	981	3%
Total	29,379	100%

5 YEAR AVERAGE (2004-2008)

	Number of Payments	Amt Gross	Total 5 yr Average %
BIA	23,961	\$21,981,122	68%
BLM	7,670	\$12,235,992	22%
NPS	2,626	\$2,505,718	7%
FWS	886	\$848,779	3%
Total	35,143	\$37,571,611	100%



*In 2008, the Casual Payment Center processed **83.6%** of the 5 year average for Emergency Fire Fighter payments and **89%** of the 5 year average for Amount Gross paid.

NATIONAL INTERAGENCY FIRE CENTER
CASUAL PAYMENT CENTER

A SERVICE FIRST ORGANIZATION

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Visit the Casual Payment Center Website designed for hiring units and other entities regarding payroll processing, Federal and state income tax withholding and links to other related websites:

<http://www.nifc.gov/CPC/index.htm>

*Photographs in this annual report taken from InciWeb

Our main goal is to provide excellent customer service, and we certainly welcome any suggestions from the field that would improve our office. The goal of this annual report is to provide annual statistical information and lessons learned in a concise report. Enjoy!



Annual Report assembled by: Sandra Braseth