

DOI Emergency Firefighter Payments OF-288 Audit Procedures

OF-288s must come in with a batch memo signed by an Approving Official who has verified the OF-288s being submitted for payment are for casual hires and have been reviewed for the following:

- **Employee Common Identifier:** Legible, accurate, and indicated in the SSN Block.
- **Hired At:** Unit Identifier Code for the location hired at (e.g. ID-BOD for Boise District)
- **Name:** Legible legal full name
- **Street Address, City, State, and Zip Code:** May be left blank, follow your agency specific guidelines. Official address is taken from the W-4.
- **Columns A through D:** All columns with time require the following:
 - **Fire Name:** Enter Incident Name. If training or instructing write "Training" or "Instructor"/"Lead Instructor" with course number
 - **Fire No.:** Enter Fire Code or Project Number.
 - **Firefighter Classification:** Enter Position Code *and* AD class (e.g. FFT2 AD-C). If Exception Position, include an attached description of duties (a requirement for payment), and on the OF-288(s) indicate the full Position Title and description matching the attached description of duties (e.g. THSP Exception Position 3 Forestry Technician)
 - **Rate:** (e.g. \$17.60) May be left blank. Rate will be populated based on current AD Pay Plan.
 - **Time:** Must include month, day, start and stop times, and total hours. Start and stop times must be in military time (2400 hrs) and rounded to the nearest 15 minute increment.
 - **Employee Signature:** Completed or noted "Unavailable for Signature" (casual's signature not required to process payment)
 - **Time Officer (Signature):** Completed with an *original* Time Officer Signature (required to process payment)
 - **Cost Accounting Data:** may be indicated in block 21, or in Remarks. For example:
 - BIA:** AAK4004401 AF2001010 8T4100 AF.SPG85Z0000.00000
 - BLM:** LLIDB00440 LF2000000 HU0000 LFSPG85Z0000
 - NPS:** PPWOVPADF1 PF200SP85 WW0000 PF.FSG85Z001.00.1
 - FWS:** FF02R2B000 FFF2000000G85Z0

It would be helpful for the CPC to receive batches in the following order:

Each individual's paperwork stapled in order from top to bottom: OF-288(s) in work date order, W-4s, State Tax forms, Direct Deposit forms/EFT Waiver.

Overnight mail to the Casual Payment Center with the Approving Official Memo that states timesheets are correct and ready for payment (**Timesheets will *not* be processed without the Approving Official Memo**).

Thank You!

Please reference the *Interagency Incident Business Management Handbook* (Yellow Book), or your agency specific guidelines for further information.