

AGENCY INFORMATION SHEET

WATCH OUT SITUATIONS

BOOT STIPEND

The payment of a \$100.00 per year stipend is authorized for casuals holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency. The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).



DUPLICATE HOURS

When submitting OF-288s, ensure there are no duplicated hours. The most common mistake is of a clerical nature (e.g. same time submitted for same day).



Start/Stop time must be in military time, in fifteen minute increments, and the month/day must be complete on the OF-288.

CALENDAR YEAR HOURS

The AD Pay Plan designates limits for training, instructor, and hazardous fuels hours (excluding travel) per calendar year. Maximum training hours may differ for each agency.

- Training "should not exceed" 80 hours
- Instructor "not to exceed" 120 hours
- Hazardous Fuels "no greater than" 300 hours



If time submitted for Instructor or Hazardous Fuels hours is over the limit for the calendar year, the time will be referred back to the Agency. For prescribed fire projects, the AD Pay Plan does not authorize mechanical or chemical reduction projects.

STATE TAXES

State taxes must be withheld for the state in which the casual is hired, unless a reciprocal agreement is in place for that state. The casual can request withholding for another state by submitting the appropriate state form. Acceptable forms that may be used to update state taxes:

- Specific State Tax form
- W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but the tax information will be updated).
- Tribal Exemption form
- State Tax Removal form



TIME OFFICER AND APPROVING OFFICIAL SIGNATURE

There must be a Time Officer (TO) Signature on all submitted OF-288s.

There must be a signature on submitted batch memos that follows Agency specific guidelines in regards to the Approving Official (AO) list requirements. For all agencies, the AO list is maintained at the National Level, and sent to the CPC when updated.

If the AO or the TO Signature is missing your Agency will be called.



GUARANTEE / COP HOURS

Casuals assigned to an incident at their point of hire are not entitled to guarantee hours on normal days off. This is considered off-shift time and is non-compensable.

COP is available for a **maximum of 45 days. It begins the first day after the day of injury** and ends when the casual leaves the incident, the original length of commitments ends, or when the casual is released back to duty, whichever occurs first. COP is not given for occupational disease or illness. Indicate "COP" in the start/stop columns and record a maximum of 8 in the hours column for each full day of disability.

SOCIAL SECURITY NUMBER (SSN)

To work under the AD Pay Plan, the SSN is required. This applies to US citizens as well as non-resident aliens.



The Casual's name and SSN on hiring documents should match the name on the Social Security Card to eliminate delays in payment. The OF-288 timesheets should be submitted to the CPC using the ECI identified below.

Mandatory EFT

The U.S. Treasury has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account.



ADDRESS UPDATES

In order to receive a Treasury check casuals must be a registered owner of the PO BOX. If the casual is using direct deposit, the account must be in their name. Mailing address for correspondence cannot be updated from a direct deposit form.

EMPLOYEE COMMON IDENTIFIER (ECI)

The 10-digit ECI is to be used in lieu of the SSN on all OF-288 timesheets submitted to the CPC for payment.

EXCEPTION POSITIONS

When submitting time for an exception position, ensure the Agency required description and approval is complete with Position Title and AD Class. Please submit with each payment to be processed.

EMTs and ENOP

Emergency Medical Technicians (EMT) can take a pack test but may not oversee the pack test. Engine Operator (ENOP) is not an approved position title for BIA. If time is submitted for an ENOP by BIA, payment cannot be processed and will be referred back to the Agency.



Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705

Toll Free: (877) 471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@blm.gov

Find forms and other valuable information at:
http://www.nifc.gov/programs/programs_PaymentCenter.html

