



# INTERIOR WILDLAND FIRE

DOI Casual Payment Center | US Wildland Fire Service | A Service First Organization  
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## Approving Official Batch Memo

Date: \_\_\_\_\_ Unit Batch Number: \_\_\_\_\_

From: \_\_\_\_\_

Name \_\_\_\_\_ Cost Center \_\_\_\_\_

Email \_\_\_\_\_ Functional Area \_\_\_\_\_

Phone \_\_\_\_\_ WBS \_\_\_\_\_

Check here if you would like a confirmation of processed batch sent to you.

### Government Email address for batch confirmation

Subject: Payment of Casual Hire, Incident Time Reports (OF-288)

Attached are the forms necessary for processing casual hire payrolls as follows:

Number of OF-288s in Batch: \_\_\_\_\_

Number of Casual Names submitted (attach list): \_\_\_\_\_

(For Crews attach Crew Manifest)

**Incidental Expenses:** Pay \$5 a day for all casuals listed. Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_.

**\*\*\* Provide only if no other travel costs are incurred. \*\*\***

I have verified, attached, or have on file the following:

1. OF-288s have been audited and are attached, including signatures of the casual (if available) and an **original** Time Officer signature on line 21 of the OF-288.
2. I-9s are completed and on file at the hiring unit (the CPC will return any I-9s to the hiring unit).
3. W-4s and State withholding forms are complete and attached or previously submitted.
4. Verified Cost Accounting Data.
5. Other (explain): \_\_\_\_\_

.....  
If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.

As approving official, I certify the attached travel reimbursement and OF-288s are accurate, appropriate, and legal for payment and meet the provisions of the Department of the Interior AD Pay Plan for Emergency Workers.

**Print Approving Official Name:** \_\_\_\_\_

APPROVING OFFICIAL SIGNATURE: \_\_\_\_\_

Job Title: \_\_\_\_\_

\*A unique batch number should be assigned to each payroll submitted. Please reference the applicable batch number when contacting the Casual Payment Center with questions.

