**DOI Emergency Firefighter Payments**

**OF-288 Audit Procedures**

OF-288(s) must come in with an Approving Official Batch Memo signed by an Approving Official who has verified the OF-288(s) being submitted for payment are for casual hires, and have been reviewed for the following:

* + **Hired At**: Unit Identifier Code for the location hired at (e.g. ID-BOD for Boise District)
	+ **Employee Common Identifier**: Legible, accurate, and indicated in the ECI Block.
	+ **Name:** Legible, legal full name
	+ **Columns A through D**: All columns with time require the following:
* **Incident Name**: Enter Fire Name. If training or instructing write “Training” or “Instructor”/“Lead Instructor” with course number.
* **Fire Code**: Enter Fire Code or Project Number.
* **Position Code**: Enter Position Code (e.g. FFT2). If trainee, indicate with a T (e.g. FFT2-T).
	+ 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).
* AD Class: May be left blank. AD Class will automatically populate in FPPS.
* **AD Rate**: (e.g. $20.84) May be left blank. Rate will be populated based on current AD Pay Plan.
* **Home/Hiring Unit Accounting Code**:may be indicated in block 15, or in Remarks. For example:

**BIA**: AAKK004401 AF2001010 999900 AF.SPG85Z0000.00000

**BLM**: LLIDB00440 LF2000000 HU0000 LFSPG85Z0000

**NPS**: PPIMIMRO2D PF200SP85 WW0000 PFFSG85Z020001

**FWS**: FF02R2B000 FFF2000000G85Z0

* **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 a Time Officer Signature (electronic signature accepted)

**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 and FEHB Conditional Offer form.

Submit by email (if within DOI network to casualpay@blm.gov, or by overnight mail to the Casual Payment Center with the Approving Official Memo that certifies 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.