



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

Fire and Aviation
3833 S Development Ave
Boise, Idaho 83705-5354
<http://www.nifc.gov>



April 15, 2016

In Reply Refer To:
1340 (FA400) I

EMS Transmission 04/20/2016
Instruction Memorandum No. FA IM-2016-027
Expires: 9/30/2019

To: State Directors
From: Assistant Director, Fire and Aviation
Subject: Paying Casual Travel on the Optional Form (OF)-288

Program Area: Incident Business Management

Purpose: The purpose of this Instruction Memorandum (IM) is to authorize and provide direction for payment of casual travel via the OF-288, Incident Timekeeping Report, rather than through the ConcurGov travel system.

Policy/Action: A Secretarial waiver of E-Gov Travel Service (ETS) requirements for casual hires was signed on November 20, 2015. The Office of Wildland Fire (OWF) then issued OWF Policy Memorandum 2016-04 on February 17, 2016 laying out the policy provided by the Secretarial waiver. See attachments 1 and 2.

Under the terms of the waiver, casual employees may claim the following travel expenses on the OF-288 form:

- privately owned vehicle (POV) mileage;
- incidental expenses; and
- a maximum of 15 meals per emergency incident.

Refer to the OWF policy memo for detailed guidance.

The BLM Specific Guidance:

The batch memo template (attachment 3) has now been modified to include an incidental expenses (IE) box that indicates that all casuals submitted in the batch should be reimbursed for incidental expenses. Starting and ending dates will be completed by the approving official. The

Casual Payment Center (CPC) will then add dates and totals for the incident expenses to each OF-288 in the batch and process the reimbursement.

If casual employees have more than just incidental expenses, an optional spreadsheet (attachment 4) has been created to assist in calculating the casual's reimbursement. If this spreadsheet or a similar one is used, transfer totals from spreadsheet to the lower left section of the OF-288 before sending to the CPC.

If the casual employee incurs a travel expense other than those listed above (e.g., luggage costs, lodging, rental vehicle, fuel, etc.), the claim for **all** travel expenses must be filed in the ETS, currently ConcurGov.

Timeframe: The Financial Business Management System (FBMS) and Federal Personnel Processing System (FPPS) have been modified and the Casual Payment Center has begun implementing the new process.

Budget Impact: This change should reduce the workload associated with processing casual travel and this reduces administrative expenses of the casual hire program.

Manual/Handbook Sections Affected: The BLM Standards for Fire Business Management will be updated to reflect this new policy and guidance.

Coordination: This has been coordinated with the Department of the Interior (DOI) Casual Payment Center, the DOI Travel Office and the BLM National Travel Office.

Contact: Policy questions on the payment of minor travel for casuals on the OF-288 should be addressed to David Burley, Incident Business Management Specialist, at 208-387-5420.

Signed by:
Ron Dunton
Assistant Director, Fire and Aviation

Authenticated by:
Yesenia Ramirez-Gil
Office Automation Clerk

5 Attachments:

- 1 - Secretary Waiver (3 pp)
- 2- OWF Policy Memo 2016-010 (3 pp)
- 3- Updated Batch Memo (1 p)
- 4 - Optional Travel Spreadsheet (1 p)
- 5 - CPC Procedure Sample Document (2 pp)

Distribution:
BLM_FA_AD_Staff
BLM_ADs
BLM_Library
David Burley (FA400)