



# INTERIOR WILDLAND FIRE

DOI Casual Payment Center | US Wildland Fire Service | A Service First Organization

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## DOI CASUAL PAY DATAMART REPORT REQUEST FORM

### Requestor Information:

Date Requested:	Date Needed By:
Agency: <input type="checkbox"/> BIA <input type="checkbox"/> BLM <input type="checkbox"/> NPS <input type="checkbox"/> FWS	
Requestor*:	Contact Number:
Email To:	

\*Requestor must be listed on Approving Official/Point of Contact List. If not listed, we must have approval from an Approving Official to provide information to the requestor.

### Description of Request – Please Choose from the Following Options:

Hired At(s):

Year Requested or Specific Dates:

**\*\* Please note that all reports are processed by CALENDAR YEAR unless otherwise requested\*\***

<input type="checkbox"/> <b>Totals Report</b> (includes Casual Count, Payment Count, Hours, TVL Reimbursement, POV Mileage, Amt Boot Stipends, and Gross Amount Paid for the agency)	<input type="checkbox"/> <b>Training Hours</b> (includes Casual Name, Hired At, Hours Training Total, and Amount Training Total)
<input type="checkbox"/> <b>Totals Report by Name</b> (same report as above with the added detail of Casual Names)	<input type="checkbox"/> <b>Instructing Hours</b> (includes Casual Name, Hired At, Hours Instructing Total, and Amount Instructing Total)
<input type="checkbox"/> <b>Totals Report by Fire Code</b> (includes total hours and amounts paid by Hired At for each WBS, or for a specific WBS/Fire Code)	<input type="checkbox"/> <b>ECI Report</b> (all Employee Common Identifiers for requested Hired At or Agency. Includes pre-hire Casuals as well as paid Casuals)
<input type="checkbox"/> <b>Fire Totals by Casual Name</b> (includes Agency, Casual Names, WBS, Hours, TVL Reimbursement, POV Mileage, Boot Stipend and Amount Gross Total)	<input type="checkbox"/> <b>Casual Employment Summary</b> (includes Wage and Earning Statement information for a <u>specific casual</u> . Please list casual's name and ECI below)
<input type="checkbox"/> <b>Document Copies</b> (includes Agency, Casual Name, WBS, Position Title, Date Processed for Pymt, Date Work Begin & End, Hrs, TVL Reimbursement, POV Mileage, Boot Stipend and Amt. Gross Total)	<input type="checkbox"/> <b>Other: *Please provide any other pertinent information needed</b> (e.g. Casual Names, Position Codes, Fire Codes, presentation of report, etc.):