NATIONAL INTERAGENCY FIRE CENTER
CASUAL PAYMENT CENTER
A SERVICE FIRST ORGANIZATION
3833 S DEVELOPMENT AVE BOISE, ID 83705-5354
PHONE: 877-471-2262 FAX: 208-433-6405

DOI CASUAL PAY DATAMART REPORT REQUEST FORM

Requestor Information:

Date Requested:	Date Needed By:
Agency: ☐BIA ☐BLM ☐NPS ☐FWS	
Requestor*:	Contact Number:
How would you like report returned:	Email: ☐ Fax: ☐

*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****

☐ **Totals Report** (summary report that shows totals of Casual Count, Payment Count, Hours, Amt Travel Reimbursement, POV Mileage, Amt Boot Stipends, and Gross Amount Paid for the agency)	☐ **Training Hours** (report includes Casual Name, Hired At, Hours Training Total, and Amount Training Total)
☐ **Totals Report by Name** (same report as above but with the added detail of Casual Names)	☐ **Instructing Hours** (report includes Casual Name, Hired At, Hours Instructing Total, and Amount Instructing Total)
☐ **Totals Report by Fire Code** (shows total hours and amounts paid by Hired At for each WBS, or for a specific WBS/Fire Code)	☐ **Hazardous Fuels Hours** (report includes Casual Name, Hired At, Hours Hazardous Fuels Total, and Amount Hazardous Fuels Total)
☐ **ECI Report** (all Employee Common Identifiers for requested Hired At or Agency. Includes pre-hire Casuals as well as paid Casuals)	☐ **Casual Employment Summary** (shows Wage and Earning Statement information for a specific casual. Please list casual's name and ECI below)
☐ Other ***Please provide any other pertinent information needed *(e.g. Casual Names, Position Codes, Fire Codes, presentation of report, etc.)*:**	