



# **2021 Incident Payment Procedures for the Forest Service**

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## 1.0 INTRODUCTION

This guide provides incident payment procedures for the Forest Service. It is not a substitute for regulations, manuals, or handbook policies or procedures. It is intended to be a *guide* to assist in expediting incident payments.

The following submittal procedures are covered in this guide:

- Incident Accruals
- FS Hired Casual Pay (AD Employees)
- Preseason Incident Blanket Purchase Agreements (IBPAs), Emergency Equipment Rental Agreements (EERAs), Land Use Agreements (LUAs)
- National Crew Contracts
- Blanket Purchase Agreements (BPAs)
- Cooperative Fire Agreements
- Aviation & Retardant Contracts
- National Emergency Rental Vehicle (NERV) BPA

Mobile Caterer, Mobile Shower, and Retardant vendors provide invoices directly to the Forest Service for payment.

Please note the preferred method of submission for any documents is via electronic submission to the following email addresses:

**Casual Pay:**

[SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov)

**Cooperative Agreements:**

[SM.FS.asc\\_coop@usda.gov](mailto:SM.FS.asc_coop@usda.gov)

**All OF-286s & Commercial Invoices (IBPAs / EERAs / LUAs / Contracts):**

[SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov)

**NERV:**

[SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov)

**General Contact Information for ASC-IF:**

US Forest Service, B&F  
101B Sun Ave. NE  
Albuquerque, NM 87109  
Phone: (877) 372-7248 Option 1

## 2.0 INCIDENT ACCRUALS

In order to accurately reflect the accrual of resources in the financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 Incident

Management Teams (IMTs) must generate accruals daily in the e-ISuite COST module when there are Forest Service expenses involved. (i.e. National Caterers, Showers, Crews, etc.). It is recommended that accruals are submitted for all incidents.

Teams have 72 hours upon arrival to submit an initial accrual file via a daily e-ISuite export. Additionally, if for some reason e-ISuite is unavailable, the preferred method of submission for summary and detail reports is electronic via e-mail to [SM.FS.asc\\_acct\\_ops@usda.gov](mailto:SM.FS.asc_acct_ops@usda.gov). The directions for creating the e-ISuite daily export can be found in the Financial Export Quick Reference Card located in the [e-ISuite Quick Reference Cards](#). It is highly encouraged that e-ISuite is used and daily exports are completed on all incidents, including non-federal incidents that have Forest Service resources and by Caches/Warehouses. This export will transmit accruals, IBPA, and EERA payment data to Incident Finance and Casual Pay data to the NBC casual payment program.

If an incident transitions from one team to another, please provide Incident Finance the new COST leader or Finance Section Chief (FSC) name and phone number. When the Type 1 or 2 IMT transitions an incident back to the host unit, it is recommended that the host unit continue to report costs until the incident is complete. Teams should provide the name and telephone number of the person from the host unit taking over the responsibility of continuing the process by sending an email to [SM.FS.asc\\_acct\\_ops@usda.gov](mailto:SM.FS.asc_acct_ops@usda.gov). The incident unit is encouraged to continue utilizing e-ISuite for submission of cost data as an export file.

#### Accrual Information

For Non-Forest Service fires, accrual will include Forest Service contracted resources the Forest Service must pay. Forest Service contracted resources typically include national contracts for mobile caterers, mobile showers, and Type II IA crews, FS sponsored/hired Casuals (ADs), state, county, city and rural resources not from the incident state.

In e-ISuite, every resource is given a default accrual category based on the incident jurisdiction (where fire started), agency (who owns the resource), payment agency (who is responsible for paying resource), or the OF-288 of resource or employment type. To assure costs and accruals are being recorded accurately, the team should verify that all information is correctly entered in e-ISuite.

The key to accurate accruals is correctly coding the jurisdiction of the incident. For example, on a BLM fire, a BLM paid contract will go into the EXCLUDE category simply based on the jurisdiction. On a FS jurisdiction incident, the accruals will go to the correct accrual category unless the contracting agency is entered as another agency, which will then override the jurisdiction and cause the accrual to go to EXCLUDE.

Incident teams are responsible for tracking all costs, regardless of whether they are accrued or not. Please refer to Attachment F: e-ISuite Accrual Matrix for costs that we do accrue from the incident.

Department of Interior aircraft ordered and paid through the Office of Aircraft Services (OAS) are not accrued in the Aviation Business System (ABS). Flight time is entered in the Aviation Information Reporting Support (AIRS) for these aircrafts. When determining if an aircraft is OAS, the use of this System is the key identifier because the same aircraft can be under contract with OAS and the FS. If the aircraft contract being utilized is the FS contract, flight time will be tracked on a FS 6500-122, payment and accruals will be handled in the ABS.

### 3.0 FS HIRED CASUAL PAY (AD EMPLOYEES)

Incident Time Reports (OF-288) for casual employees hired by the Forest Service will be submitted directly to Incident Finance via email to **Casual Pay** ([SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov)). Use only the Batch number in the Subject line when submitting. If original signed documents are scanned and transmitted to Incident Finance electronically, please do not mail hard copies. They should be retained in the incident records.

Return travel time will be estimated. If there are delays during return travel, the hiring unit will be responsible for submitting pay documents for the additional time to Incident Finance within 3 working days of the Casuals return from the incident. Pay for casual employee on the OF-288, Incident Time Report, will not be held for more than three (3) days in Incident Finance for pending travel reimbursement issues. When travel issues cannot be resolved after initial contact and one follow up by Incident Finance, travel claims will be removed from the OF-288 and payment for work time will be processed. Home/hiring units will be notified, and travel will need to be processed using one of the appropriate systems (Casual Pay or ETS2) when questions are resolved. Travel cannot be split between the two programs. Refer to the Attachment B, Casual Hire Travel Policy to determine the appropriate method for claiming travel expenses.

Federal Employees Health Benefits for Casuals are available to those who meet the criteria. The criteria of eligibility for casuals is working 130 hours per month for 90 consecutive days. ASC-IF will notify casuals in writing when they are one month away from meeting the criteria. A fact sheet can be found on the [Incident Finance Casual Pay web page](#).

Detailed casual hire instructions are included in the following locations:

- Attachment A – Casual Hire and Payment Process
- Attachment B – Casual Hire Travel Process
- Attachment C – OF-288 Audit Procedures
- Attachment D – Casual Transmittal Sheet
- Attachment G – FEHB Casual Fact Sheet

#### **Casual Hires Information:**

- ECI (Employee Common Identifier) is required for all casuals. Enter the relevant digits of the ECI into e-ISuite, the program will front fill the remaining digits to equal ten. e-ISuite will print the ECI on the OF-288. If the ECI is not known, enter all 9s in e-ISuite. DO NOT use random numbers. You may refer to the [Incident Business Practices Personnel](#) website for a report listing each Casual's ECI. Never use Social Security Numbers in e-ISuite.
- Home unit designator ("Hired At") required - (this determines who processes payment - DOI or FS). Federal hired casuals are considered federal employees; therefore, the home unit should always be a federal unit identifier and not a state, county or rural fire department.
- The "Hired At" unit must be in Unit ID format; i.e. ID-BOF and designate the agency that hired the casual. Do not use the Dispatch Office identifier. (NOTE -This is the "Hired At" information for Block 6 of the OF-288.)
- The federal agency that hires/sponsors casual employee processes the payment,

- regardless of the jurisdictional/protecting agency responsible for the incident. ADs hired by other than FS shall have their OF-288s returned to them at demobilization.
- Close out travel time for casuals by posting estimated time for return travel. Post mixed agency crews by exception. Casual travel expenses require receipts, reimbursement may be made through the OF-288. Travel expense receipts must be attached to the OF-288.
  - If any part of travel expense(s) need(s) to go through the official electronic system, then none of the expense(s) can be claimed on the OF-288. Use one reimbursement system or the other, not both. See Forest Service Casual Hire Travel Process (Appendix B).
  - Accurately enter “kind” to reflect an overhead position for all casuals (i.e.; FFT1, not HC1).
  - Only resources hired at the incident require copies of the I-9 and W-4 be submitted with the OF-288. See attachment A for pre-season hiring process.
  - Code Cooperators or State entities as "other" not as “AD.”
  - When sending in the OF-288s ensure the Transmittal Sheet (Attachment D) is assigned a “Unique” Unit Batch #.
  - If a correction is needed on the OF-288, please make pen & ink corrections on the original hard copy timesheet, do not use correction fluid of any kind. Annotate in block 19 that corrections have been made, initial, and date. If an error is discovered after the hardcopy OF-288 has been sent to Incident Finance, write “Corrected” at the top of the hardcopy.

#### 4.0 PRESEASON INCIDENT BLANKET PURCHASE AGREEMENTS (IBPAS/VIPR), EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERAs), LAND USE AGREEMENTS (LUAs)

For Forest Service jurisdictional incidents, payment documentation will be sent overnight or electronically within 3 days after finalization directly from the incident to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov).

For IBPAs, EERAs, and LUAs follow the general rule that the jurisdictional/protecting agency makes the payment regardless of which federal agency signed the agreement/contract.

Vendors awarded preseason agreements cannot be paid in FMMI unless they have an active registration in the System for Award Management (SAM), <https://sam.gov/content/home>, at time of payment. It is the Vendor’s responsibility to ensure their SAM account is active. Example: if the SAM account is active at time of award preseason, but expires July 5<sup>th</sup>, then a payment processed on July 6<sup>th</sup> will not go through the system.

Utilize Attachment F – Emergency Equipment Invoice Transmittal Sheet when sending in invoices for payment.

##### **Required documentation for IBPA & EERA payment package:**

- Signed OF-286, Emergency Equipment Use Invoice. The Vendor or Vendor Representative and Government Receiving Official are required to sign. Equipment should be identified by the last 6 characters of the VIN or Serial Number (if no VIN number is available).
- Commercial invoices must contain the contract/agreement number, Data Universal Numbering System (DUNS) number, unique resource order number, job code, signature and printed name of Government Receiving Official, date of signature, and title of receiving official.

- Backup documentation for lump sum amounts on the OF-286 and the commercial invoice are required and must be included with the invoice. Some examples of items that may have lump sum amounts on invoices are Portable Toilets, Hand Washing Units, Tents, and Clerical Support units.
- Finance copy of IBPA (Form SF-1449) or EERA (Form OF-294).
- Provide comments in the remarks section on the OF-286 that explains why a rate might be different than the daily rate or attach a general message. Information is needed to verify the rates with the contract/agreement.
- If there is an equipment breakdown include a document explaining how the reduction in cost was calculated.
- Addition/Deduction sheet must be attached to the invoice if there is an amount in the “Addition/Deduction” field [box 26 and/or 27] on the OF-286. If lodging is listed on the addition sheet, receipts are required to be included in the payment package.

**Please note:**

- Copies of the Emergency Equipment Shift Tickets (OF-297) and/or Emergency Equipment Fuel and Oil Issues (OF-304) are not required. However, they need to be retained in the Incident records pursuant to the NWCG Standards for Interagency Incident Business Management. These documents should be used to accurately post payment data on the OF-286.
- Copies of Resource Orders are not required. Resource Order Numbers should be verified by the government Receiving Official prior to signing Invoices.
- It is recommended to submit interim or progress payments every 14 days otherwise send in payments within 3 days of demobilization from the incident.
- For Lend/Lease resources the Resource Order number will remain the same throughout the incidents for tracking purposes. It is the Finance Section’s responsibility to verify the correct resource order and Fire Codes are entered on the OF-286s. Equipment involved in a Lend/Lease situation should be mobilized and demobilized from the original fire to which they were assigned. The Lend/Lease will be paid from the origination of the Resource Order paying entity by incident no matter where they are lent to.
- No electronic correction to the original document can be made after the financial export of an e-ISuite OF-286. Please make pen & ink corrections on the original hardcopy invoice and email to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov). All corrections must be initialed and dated. It is possible that a correction is caught after the upload and the payment has already been made. It would then be necessary for a bill for collection or supplemental payment to be issued.
- If a correction is discovered after the hardcopy OF-286 has been sent to Incident Finance, write “Corrected Invoice” at the top of the hardcopy kept in the incident fire records, make the pen and ink corrections, initial/sign and date, then send a corrected copy to [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov).
- Please notify Incident Finance as soon as possible when making changes to an OF-286 after the original or e-ISuite version has been sent.
- To the extent possible, settle all IBPA/EERA/Contract claims at the incident. Attach a signed and dated copy of the Determination and Findings.

**It is the responsibility of the Finance Section Chief, or local unit (if there is no IMT) to ensure:**

- The OF-286 is posted accurately from the Emergency Equipment Shift Ticket and Fuel and Oil Issues, or other documentation supporting additions and/or deductions.

- The rates from the IBPA (SF-1449) or EERA (OF-294) have been calculated and entered correctly on the OF-286.
- Documentation requirements are met, as outlined in the NWCG Standards for Interagency Incident Business Management, Chapters 20 and 40, and this document.
- As much information as possible is provided for special/unusual situations on the IBPA/EERA payment in the remarks and highlight such notes and/or partial payments. Send in a General Message that explains any special/unusual situations if there is not enough room in the remarks section. An example would be the calculation of the rate for equipment breakdowns.
- Payments are being sent to the responsible Jurisdiction and/or Payment Center. Lend Lease will be paid by the origination of the Resource Order paying entity; Lend Lease must have the proper information in comments or general message.

**Land Use Agreements (LUAs) payment information:**

If the vendor is not registered in SAM the Vendor Code Worksheet must be included in the payment package. Ensure all information on the Vendor Code Worksheet matches the IRS records. All vendors that are expected to receive multiple invoices must be set up in SAM. The OF-286 or LUA form itself may be used as an invoice. For the LUA form to be considered a proper invoice for payment it must include the total amount due and be signed by the vendor and government representative with authority on page three of the agreement. LUAs may not be paid by check or credit card.

## 5.0 CREWS

**Documentation required for Type 2 IA Crew Contract & Type 2 Crew BPA payment processing:**

- Crew Time Reports (CTRs)
- Lodging receipts
- Signed OF-286 \*
- Signature Page of agreement
- Rate sheet
- Additions/deductions page

\* Crews should be identified by their crew number (example: NCC-4A).

Type 2 crew BPA payments are made by the federal jurisdictional agency unless it is a state jurisdictional incident in which case it is paid by the Forest Service.

## 6.0 BLANKET PURCHASE AGREEMENTS (BPA)

Washington Office Procurement and Property Services (WO-PPS) indicates the primary method to pay BPAs is with a purchase card. Incident Finance will process BPA payments for vendors that do not accept payment via credit card. The BPA must state payments will be made by the Forest Service. Vendors must have an active registration in SAM (<https://www.sam.gov/SAM>) if the BPA has been awarded pre-season.

ALL vendors that are expected to receive multiple invoices must be set up in SAM.

Processing payments every 14 days is recommended when possible; send in payments within 3

days of demobilization from the incident.

**Invoices must contain:**

- Agreement number
- Data Universal Numbering System (DUNS) number
- Unique Resource Order number
- Job code
- Signature and printed name of Government Receiving Official
- Date of signature
- Title of receiving official

and should be emailed to: [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov).

## 7.0 COOPERATIVE AGREEMENTS

Cooperative Fire Protection Agreements cover activities related to wildland fire, approved severity activities, and presidentially declared emergencies or disasters under FEMA authorities only.

Cooperators must have an active registration in SAM.gov to be paid. Ensure to annotate information for resources that are lend/lease. The origination of the resource entity will be the payment agency. Cooperators are to submit billing documents according to process outlined in Agreement and/or Operating Plan. Settlement must be based on actual costs.

**Documentation required for Cooperator invoices:**

Current signed Master Agreement and amendments

Current signed Operating Plan

Supporting documentation required per the agreement (this varies between agreements)

[Secondary Signature Request Form](#)

Invoice Required elements:

- ✓ Invoice Number
- ✓ Invoice Date
- ✓ Cooperator Name
- ✓ DUNS Number (Active SAM registration, <https://sam.gov/content/home>)
- ✓ Agreement Number
- ✓ Dates of Service
  
- ✓ FS Job Code (include all eight digits)
- ✓ Signature and printed name of receiving official with title and date of signature

Submit invoices via email [SM.FS.asc\\_coop@usda.gov](mailto:SM.FS.asc_coop@usda.gov).

## 8.0 AVIATION AND RETARDANT CONTRACTS

Forest Service contracted aviation resource payments will be processed utilizing the [Acquisition Management Aviation Business System \(ABS\)](#).

Full Service and Bulk retardant payments are directed through the Contracting Officer (CO), Contracting Officer's Representative (COR), or Air Tanker Base Manager (COR).

## 9.0 NATIONAL EMERGENCY RENTAL VEHICLE (NERV) BPA

Payments for vehicles acquired under the NERV BPA are processed by the NERV program. In general, the renter is responsible for submitting the payment package to NERV, however when vehicles are ordered for pool use (i.e. ground support, dispatch, mobilization centers) the IMT or other responsible party may have a role in submitting the payment packages.

### **Payment Process for NERV:**

The NERV payment cover sheet will be used to track vehicles by users per incident and submitted with all appropriate documentation combined and scanned as one PDF file with the correct naming convention (AB-CDE-000000\_O-1-Plate#) to the NERV email: [SM.FS.NERV@usda.gov](mailto:SM.FS.NERV@usda.gov).

### **Documentation required for NERV Payment Packages:**

- Payment Cover Sheet (filled out in completion)
- Traveler Rental Vehicle Checklist (per driver)
- Commercial Rental Agreement (from Enterprise)
- Resource Order (for each assignment and driver)
- All Inspection sheets
- Damage/Claims Information
  - Photos
  - Agency-specific forms (completed and signed)

All required documents and further information can be found on the NERV website.

## **Attachment A: Forest Service Casual Hire and Payment Processes**

### **Hiring Official–Preseason (Forms submitted to Incident Finance at time of completion):**

- DHS Form 1-9, the AD completes on the day of hire and hiring official verifies the documents within 3 days of hire. This form must be completed every 3 years. A copy may be submitted via email by the hiring official. Refer to the internal [Incident Finance Casual Pay](#) webpage for a listing of each casual’s last valid I-9 under Reports titled “I- 9 Dates/Employee Common Identifier (ECI) XX.XX.XX” or “Employee Common Identifier ECI Listing” on the [IBP Personnel](#) website. DO NOT photocopy verification documents (social security card, driver’s license, passport)
- Tax Forms (resubmit only when information changes, or yearly for exempt status):
  - Federal W-4 for completion (if Federal W-4 is utilized by a State, please notate State & Federal on the form).
- SF-1199a Direct Deposit Form

### **Casual Hire must do the following:**

- Complete and submit the Direct Deposit Form SF-1199 if the hiring unit has not already submitted previously or for banking changes.
- Complete Federal W-4 and State tax forms. The W-4 address will be used for the mailing of the W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate (marital status of single and zero exemptions) and a new form will be sent to the casual. Taxes will be withheld from the “Hired At” point (Block 1 on the OF-288) in addition to the state identified by the casual on the W-4.
- When mailing address and/or Direct Deposit information has changed since the last time paid, update the W-4 with new address and/or Direct Deposit information.

### **Hiring Official – At Time of Dispatch or Demobilization**

- Individual Hire: Attach copy of the completed Single Resource Casual Hire Information Form, PMS 934 to the OF-288.
- Casual Hire Crew or Mixed Crew: Attach Crew Manifest (in place of the Single Resource Casual Hire Information Form) with an accurate listing of names, job titles, AD class. Attach to the OF-288 batch.
- Transmittal Sheet (Attachment C): The transmittal sheet can be used to submit a blended package of casual hire crews and individual hires, or vice versa. It must be assigned a “unique” batch #.

### **Incident Finance Section or Hiring Unit**

- Record work time as outlined in the NWCG Standards for Interagency Incident Business Management assuring AD rate and Title is included in all columns and agrees with the Pay Plan Matrix.
- Process partial payments every two weeks, indicating partial payment in the remarks section of

the OF-288.

- Estimate time for return travel, if away from home unit and submit a copy of the Single Resource Casual Hire Information Form or Crew Manifest to Incident Finance. Upon the casual's return, the hiring unit will prepare an OF-288 to adjust the travel estimate if necessary. See Attachment B: Forest Service Casual Hire Travel Process. Questions on travel should be directed to 1-877-372-7248 option 3.
- If another agency hired the casual, submit Casual Hire Information Form and OF-288 to the hiring unit identified on the form.
- e-ISuite users: enter the Employee Common Identifier (ECI or enter all 9s (if unknown) on the hard copy OF-288 and export e-ISuite data to the e-ISuite repository daily (NOTE: a signed OF-288 must be submitted to Incident Finance for payment processing every two weeks via email to [SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov). DO NOT enter a Social Security Number and DO NOT enter any other random numbers, use all 9s if ECI is unknown.
- Use e-ISuite to record time and export to the e-ISuite repository. Use of e-ISuite will increase the speed at which the OF-288 is processed for payment.

## **Attachment B: Forest Service Casual Hire Travel Process**

### **2021 FOREST SERVICE CASUAL HIRE TRAVEL EXPENSE REIMBURSEMENT CLAIMED ON THE INCIDENT TIME REPORT (OF-288)**

All temporary duty travel for casual hired employees will be processed in accordance with GSA Federal Regulations, Department of Agriculture Travel Regulations, and Forest Service Travel Direction:

- Federal Travel Regulations (FTR) Chapters 300–General and 301–Temporary Duty (TDY) Travel Allowances
- Agriculture Travel Regulations (ATR) Department Manual 2300-001
- Forest Service Handbook (FSH) 6509.33, Chapters 300 and 301

Non-compliance with these regulations may result in a bill for collection issued to the casual employees.

#### **TRAVEL REIMBURSEMENT METHODS**

There are two methods for casual employees to claim allowed travel expenses; on the Incident Time Report, also called the OF-288, or the official electronic travel vouchering system.

Incident Management Teams (IMTs) or hiring units should process casual travel for incident assignments utilizing the OF-288 whenever possible (this process does not apply for travel associated with casuals attending training). Only the following items should be reimbursed utilizing the OF-288:

- Privately Owned Vehicle (POV) Mileage
- Per Diem (lodging and M&IE)
- Travel related baggage fees, parking, tolls, and laundry expenses
- Gas for rental cars leased under NERV, IBPA, and EERA with receipts
- Travel reimbursement for assignments of 30 days or less

Receipts for lodging, baggage fees, rental car gas, and airport parking must be attached to the OF-288 when submitted to ASC-IF.

Casual Employee Pay on the OF-288 will not be held for more than seven days in Incident Finance for pending travel reimbursement issues. When travel issues cannot be resolved after initial contact and one follow up by Incident Finance; travel claims will be removed from the OF-288 and payment for work time will be processed. Home/hiring units will be notified in writing and travel will need to be claimed through one of the two systems when resolved by hiring unit.

The official electronic travel system **must** be used for casual reimbursement under the following circumstances:

- Lodging exceeds the local GSA per diem allowance
- Rental Car rented by Casual Employee
- All training and non-emergency related travel that can be planned and Authorized in advance
- Extended incident assignments (over 30 days excluding travel days)
- Other expenses not allowed for reimbursement via the OF-288 (car wash, supplies, etc.)
- Any unusual or complex travel reimbursement claims (privately owned airplane mileage, RV rental space fees, extended duration, etc.)

A copy of the employee's OF-288 is required to be uploaded, with other documents and receipts, into the official electronic travel system for the period of travel.

When a casual has reimbursable expenses that are not approved for reimbursement on the OF-288 the entire travel reimbursement should be processed through the electronic travel system. Travel reimbursement cannot be split between the two systems; one or the other must be utilized for the complete trip or assignment.

### RATES OF REIMBURSEMENT

Rates of reimbursement for per diem [lodging and meals and incidental expenses (M&IE)] will correspond to the current rates posted on the GSA website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The location of the incident determines the maximum per diem reimbursement rate. Use the Standard Rate for Incident Camps located in unlisted counties. First and last day reimbursements will be made at 75% of the applicable M&IE rate and must be adjusted for meals furnished to the casual by the Government. The following table shows the calculation for 75% of the per diem rates, as well as examples of calculating first and last day when meals are provided.

### 2021 M&IE Breakdown - STANDARD CONUS RATES

<b>M&amp;IE Total</b>	\$55.00	\$56.00	\$61.00	\$66.00	\$71.00	\$76.00
<b>Breakfast</b>	\$13.00	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
<b>Dinner</b>	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
<b>Incidentals</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>75% M&amp;IE Total (first and last day)</b>	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00

### EXAMPLES

#### First Day - less dinner provided

<b>M&amp;IE Total</b>	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
<b>Dinner</b>	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
<b>REVISED PER DIEM</b>	\$18.25	\$19.00	\$19.75	\$21.50	\$22.25	\$23.00

#### Last Day - less breakfast provided

<b>M&amp;IE Total</b>	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
<b>Breakfast</b>				\$16.00	\$17.00	\$18.00
<b>REVISED PER DIEM</b>	\$28.25	\$29.00	\$31.75	\$33.50	\$36.25	\$39.00

#### First Day - less lunch & dinner provided

<b>M&amp;IE Total</b>	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
<b>Lunch</b>	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
<b>Dinner</b>	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
<b>REVISED PER DIEM</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

Note: Cannot be less than Incidental Rate of \$5.00

#### Last Day - less breakfast & lunch provided

<b>M&amp;IE Total</b>	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
<b>Breakfast</b>				\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
<b>REVISED PER DIEM</b>	\$14.25	\$14.00	\$15.75	\$16.50	\$18.25	\$20.50

\*\*\*NOTE: Revised per diem rates in tables above INCLUDE the \$5.00 incidental rate.

Lodging will be reimbursed at actual expenditure rates, not to exceed current GSA rates, and must be accompanied by a receipt.

## **PROCEDURES**

The type of expenses incurred will determine how the employee will be reimbursed for travel costs and who will process the travel. If the casual has only travel expenses not requiring a receipt, it is mandatory for the reimbursement to be made through the OF-288. IMTs should process travel reimbursement requests on the OF-288 whenever possible. An IMT may process travel expenses that require a receipt (lodging). The receipts must be attached to the casual's OF-288 and forwarded to ASC-IF. Additional casual travel expenses not processed by the IMT will be submitted by the hiring unit.

### **Processing Travel When NO Receipts are Required**

When a casual incurs only M&IE and/or POV mileage, the travel will be processed by the IMT. Reimbursement will be included with the payment of the OF-288 for salary. This process also applies when other travel costs were incurred during the assignment but paid by a purchasing official (such as a rental vehicle or lodging).

Reimbursable expenses will be documented by the IMT when submitting the final OF-288 for payment. If an IMT is not present, the payment will be processed by the unit submitting the final OF-288 to ASC-IF for payment.

- Rates of reimbursement for POV mileage must correspond to the current posted GSA rate at <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates> . 2021 Mileage rates are \$0.56 (subject to change)
- Rates of reimbursement for M&IE will correspond to the current rates posted on the GSA website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The location of the incident determines the maximum per diem reimbursement rate. First and last day reimbursements will be made at 75% of the applicable M&IE rate and all days must be adjusted for meals furnished to the casual by the Government. (See the above tables for examples calculating first and last day when meals are provided.)
- When meals are available at government expense, such as from a caterer, they must be deducted whether consumed or not including first and last days at 75%).

Casuals, away from point of hire, will document daily POV mileage on the Crew Time Report (CTR). Reimbursable miles driven during the assignment should be posted to appropriate calendar dates. Return mileage will be posted to the last date of the assignment at the same number of miles as arrival unless the casual is reassigned to a different incident. If the casual is not reassigned and plans to deviate from the previous travel route, reimbursement will be made at the same number of miles as for arrival. The return mileage will be documented on the casual's final CTR. If necessary, miles can be determined using MapQuest or other mapping software.

Incidental expense allowances, separate from meals, may be posted as an individual entry for each calendar day, or as a lump sum combination of days. Incidental expense included in the M&IE total allowance do not need to be posted as a separate entry.

**When e-ISuite is used** to create the payment document, the TIME Unit or local office will utilize the

TIME Module to post adjustments for each of the items above as appropriate.

**Scenario #1** – Camp Assignment – Mileage, First & Last Day Per Diem (dinner provided first day & breakfast provided last day), and Daily Incidentals

**POV Mileage**

Date: Actual date the mileage occurred  
 Categories: Travel-Add  
 Description: Mileage #miles @rate using current GSA rate, e.g., MILEAGE 100 @ .56  
 Amount: Enter the dollar amount, e.g., 56.00

**Per Diem**

Date: First or last date of assignment  
 Categories: Travel-Add  
 Description: Enter first day per diem, e.g., FIRST DAY PER DIEM  
 Amount: Enter per diem rate, e.g., 18.25

Description: Enter last day per diem, e.g., LAST DAY PER DIEM  
 Amount: Enter per diem rate, e.g., 28.25

**Incidentals**

(Post a Range of Days)

Date: Enter date of posting  
 Categories: Travel-Add  
 Description: Enter incidental start date – end date, e.g., INCIDENTAL 3/02/21 – 3/09/21  
 Amount: Enter total dollar amount using current GSA incidental rate, e.g., 40.00

**e-ISuite Adjustment Screen**

**O-1 BEAR, SMOKEY** Cumulative Total: **\$ 198.50**

Accounting Code \*  Description \*

Activity Date \*  Amount \*

Category \*

Activity Date	Category	Type	Description	Accounting ...	Amount	Invoiced
03/01/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ .56	AAAA	\$ 56.00	
03/01/2021	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 18.25	
03/10/2021	TVL-ADD	ADDITION	INCIDENTAL 3/02/2021 - 3/09/2021	AAAA	\$ 40.00	
03/10/2021	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 28.25	
03/10/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ .56	AAAA	\$ 56.00	

(Post each day of entitlement)

Date: Enter date of

entitlement Categories: Travel-Add

Description: Enter incidental, e.g., INCIDENTAL

Amount: Enter current GSA incidental  
rate, e.g., 5.00

**e-ISuite Adjustment Screen**

**O-1 BEAR, SMOKEY** Cumulative Total: **\$ 198.50**

Accounting Code \*  Description \*

Activity Date \*  Amount \*

Category \*

Activity Date	Category	Type	Description	Accounting ...	Amount	Invoiced
03/01/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ 56	AAAA	\$ 56.00	
03/01/2021	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 18.25	
03/02/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/03/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/04/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/05/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/06/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/07/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/08/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/09/2021	TVL-ADD	ADDITION	INCIDENTAL	AAAA	\$ 5.00	
03/10/2021	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 28.25	
03/10/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ 56	AAAA	\$ 56.00	

Scenario #2 – Assignment with Mileage & No Meals Provided

POV Mileage

Date: Actual date the mileage occurred  
 Categories: Travel-Add  
 Description: Mileage #miles @rate using current GSA rate, e.g., MILEAGE 100 @ .56  
 Amount: Enter the dollar amount, e.g., 56.00

Per Diem (includes daily incidentals)

Date: First or last date of assignment  
 Categories: Travel-Add  
 Description: Enter first or last day per diem, e.g. FIRST DAY PER DIEM  
 Amount: Enter current GSA per diem rate at 75%, e.g., 41.25

Date: Enter date of posting  
 Categories: Travel-Add  
 Description: Enter range of full per diem dates, e.g., PER DIEM 03/02/21 – 03/09/21  
 Amount: Enter total dollar amount using current GSA per diem rate, e.g., 440.00

***e-ISuite Adjustment Screen***

**O-1 BEAR, SMOKEY** Cumulative Total: **\$ 634.50**

Accounting Code \*  Description \*

Activity Date \*  Amount \*

Category \*

Save Cancel Add Edit Delete

Activity Date	Category	Type	Description	Accounting ...	Amount	Invoiced
03/01/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ .56	AAAA	\$ 56.00	
03/01/2021	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 41.25	
03/09/2021	TVL-ADD	ADDITION	PER DIEM 3/02/2021 - 3/09/2021	AAAA	\$ 440.00	
03/10/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ .56	AAAA	\$ 56.00	
03/10/2021	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 41.25	

**When e-ISuite is NOT used** to record time and adjustments for a casual the hard copy form OF-288 should be completed to include reimbursement for these expenses in the “18. Commissary and Travel” section. When an e-ISuite OF-288 Commissary Record is not generated, it is recommended to use a calculation spreadsheet for backup documentation. Go to <https://www.fs.fed.us/managing-land/fire/ibp/personnel> for samples.

If the original OF-288 was sent directly from the incident to ASC-IF for the salary payment, the casual’s copy of the original timesheet will be used to prepare a supplemental for travel reimbursement. On the copy write “Travel Supplement” across

the top and add the travel reimbursement as outlined below. Hiring unit will sign off as the Time Officer.

Scenario #1 – Camp Assignment – Mileage, First & Last Day Per Diem (dinner provided first day & breakfast provided last day), and Daily Incidentals

Travel Reimbursement		
Date	Item	Amount
3/01/2021	POV Mileage 100 miles @.56	\$56.00
3/01/2021	First Day Per Diem	\$18.25
3/10/2021	Incidentals 3/02 –3/09/2021	\$40.00
3/10/2021	Last Day Per Diem	\$28.25
3/10/2021	POV Mileage 100 miles @.56	\$56.00
<b>TOTAL</b>		<b>\$198.50</b>

Scenario #2 – Assignment with No Meals Provided

Travel Reimbursement		
Date	Item	Amount
3/01/2021	POV Mileage 100 miles @.56	\$56.00
3/01/2021	First Day Per Diem	\$41.25
3/10/2021	Per Diem 3/02 –3/09/2021	\$440.00
3/10/2021	Last Day Per Diem	\$41.25
3/10/2021	POV Mileage 100 miles @.56	\$56.00
<b>TOTAL</b>		<b>\$634.50</b>

If travel reimbursement was not included by the IMT on the original OF-288, upon return or completion of assignment, hiring units will be responsible for processing travel for casuals using the electronic travel system or the OF-288. IMTs will continue to submit all original OF-288s for FS casuals direct from the incident to ASC-IF for salary payments (copies to casuals). Travel reimbursement will be made as a supplement upon return to the hiring unit and submitted to ASC-IF or processed through the electronic travel system.

**When e-ISuite is used** by the hiring unit to create the payment document the local office will utilize the TIME Module to post adjustments for each of the items above as appropriate. The following guidelines apply:

Scenario – Assignment with Mileage, Lodging Expenses and No Meals Provided (See “Processing Travel When No Receipts Are Required” section for calculations when meals are provided.)

Per Diem

Date: First or last date of assignment  
 Categories: Travel-Add  
 Commodity: Enter first or last day meals, e.g. FIRST DAY PER DIEM  
 Amount: Enter current GSA per diem rate at 75%, e.g., 41.25

Date: Enter date of posting  
 Categories: Travel-Add

Commodity: Enter range of full per diem dates, e.g., PER DIEM 03/02/21 – 03/09/21

Amount: Enter total dollar amount using current GSA per diem rate, e.g., 440.00

### Lodging

Date: Enter date of posting

Categories: Travel-Add

Commodity: Enter range of lodging expenses e.g., LODGING 03/01/21 – 03/09/21

Amount: Enter total dollar amount, e.g., 702.00\* (using \$70.00 & \$8.00 tax per night as example)

**\*Ensure lodging rate falls within allowable amount based on per diem location**

### e-ISuite Adjustment Screen

Activity Date	Category	Type	Description	Accounting ...	Amount	Invoiced
03/01/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ .56	AAAA	\$ 56.00	
03/01/2021	TVL-ADD	ADDITION	FIRST DAY PER DIEM	AAAA	\$ 41.25	
03/09/2021	TVL-ADD	ADDITION	PER DIEM 3/02/2021 - 3/09/2021	AAAA	\$ 440.00	
03/10/2021	TVL-ADD	ADDITION	LODGING 3/01/2021 - 3/09/2021	AAAA	\$ 702.00	
03/10/2021	TVL-ADD	ADDITION	POV MILEAGE 100 @ .56	AAAA	\$ 56.00	
03/10/2021	TVL-ADD	ADDITION	LAST DAY PER DIEM	AAAA	\$ 41.25	

**When e-ISuite is NOT used** to record time and adjustments for a casual the hard copy form OF-288 should be completed to include reimbursement for these expenses in the “18. Commissary & Travel” section.

If the original OF-288 was sent directly from the incident to ASC-IF for the salary payment, the casual’s copy of the original timesheet will be used to prepare a supplemental for travel reimbursement. On the copy write “Travel Supplement” across the top and add the travel reimbursement as outlined below.

Scenario – Assignment with Lodging Expenses and No Meals Provided (See “Processing Travel When No Receipts Are Required” section for calculations when meals are provided)

Travel Reimbursement		
Date	Item	Amount
3/01/2021	POV Mileage 100 miles @ .56	\$56.00
3/01/2021	First Day Per Diem	\$41.25

3/10/2021	Per Diem 3/02 -3/09/2021	\$440.00
3/10/2021	Last Day Per Diem	\$41.25
3/10/2021	Lodging 3/01 -3/09/2021	\$702.00
3/10/2021	POV Mileage 100 miles @.56	\$56.00
<b>TOTAL</b>		<b>\$1336.50</b>

**Attachment C: Forest Service Incident Time Report Payments – OF-288  
Audit Procedures**

Incident Finance Section Chief or Hiring Unit Reviewing Official is responsible for auditing. Reviewing Official (designated by unit or Finance Section Chief) shall ensure the OF-288 – Incident Time Reports submitted for payments to Incident Finance are Casual Hires and that the OF-288 is reviewed for the following:

Block 1. Hired At: Unit Identifier Code for the location “Hired At”; i.e., ID-BOF for Boise National Forest (Must be a Forest, not a Dispatch office).

Block 2. Employee Common Identifier: ECI – must be legible, if ECI is unknown enter all 9s, do not use random numbers. Do not use any part of the Social Security Number on the hard copy OF-288 or in e-ISuite.

Block 3. Type of Employment: Verify individual is a Forest Service-hired Casual. Do not submit an OF-288 for Federal, State, or Local regular Government employees that will be paid by the State and billed back to the Forest Service. IMTs shall submit other agency hired casuals to the casual’s hiring unit.

Block 5. Name: Legible and shown EXACTLY as on the Social Security card, no nicknames.

Blocks 8-15 - Fire Information Columns A thru D;

Following are critical fields to review:

Block 8 Incident Name: Check Fire Name as assigned in Fire Code

Block 9 Incident Order Number: i.e. MT-LNF-005148

Block 10 Fire Code: Enter Job Code assigned to incident

Block 12 Position code: Incident job title

Block 13 AD Class: i.e. AD-J

Block 14 AD Rate: Ensure AD rate is consistent with title as outlined in the Pay Plan

Block 15 Unit Accounting Code: P1J2GR 0118

NOTE- Exception Positions require a job description signed by the Regional Incident Business Coordinator with each OF-288 submitted.

Column A		
8. Incident Name Crow Creek		
9. Incident Order Number (e.g., ID-BOF-000123) MT-LNF-0051-148		
10. Fire Code (e.g., B2C5) J2GR	11. Resource Request Number (e.g., O-33)	
12. Position Code (e.g., FFT2-T) FAL1	13. AD Class (e.g., B) AD-J	14. AD Rate \$ \$35.00
15. Home/Hiring Unit Accounting Code P1J2GR 0118		

## **Attachment C – OF-288 Audit Continued**

The column totals and mathematical computations do not need to be audited.

Block 18. Commissary and Travel: Completed for travel following the directions located in the Forest Service Casual Hire Travel Process. For additional questions regarding travel call 1-877-372-7248, Option 3.

Block 19. Remarks: Annotate pay rate/position change at the incident with effective date.

Block 20. Employee Signature: Completed and on each page of the OF-288, if not available for signature annotate.

Block 21. Time Unit Leader or Time Officer Signature: Completed and legible – only one-time officer signature is required on each page of the OF-288.

Staple multiple time sheets for the same individual together with the earliest dates on top and same incident numbers. Submit to Incident Finance with Transmittal Sheet (Attachment C) assigning a Unique Unit “Batch Number” for tracking purposes. Incident units should keep a copy of the Incident Time Report (OF-288) for their incident records.

## **Attachment D: Transmittal for Casuals' Incident Time Reports**

TRANSMITTAL SHEET

Date:

From:

Subject: Incident Time Reports and/or Hiring Documents

To: [SM.FS.asc ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov) - Casual Pay

Unique Unit "Batch" Number to track this payroll submission:  
(Use Incident/Fire number followed by sequential number, i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)

List of casual names submitted (attach list for more than 3):

Number of individuals with OF-288s in this transmittal:

Please provide your Team and Unit contact information below.

Incident team contact Name/email:

Phone #:

Incident unit contact Name/email:

Phone #:

## Attachment E: e-ISuite Accrual Matrix

The table below reflects only situations that will create accrual categories picked up in the FS accrual. Any resources not meeting the criteria below will generate an accruals category of EXCL and be excluded from the FS Accrual. If you find that a resource is incorrectly accrued, you may make changes in the “edit resource” cost tab to adjust the accrual category. As a general rule the contracting agency field is only necessary if the paying agency is different than the jurisdictional/protecting agency. Review the [e-ISuite Costs Quick Reference Card](#) for further information.

If a Payment Agency is established for a resource, the Payment Agency rules will override the Jurisdictional/Protecting Agency

### ACCRUES YES OR NO

Resources Description	Accrual Code	Criteria	Forest Service Jurisdiction OR *Forest Service Payment Agency Accrue Yes or No	DOI Jurisdiction OR *DOI Payment Agency BIA, BLM, BOEM, BOR, BSEE, NPS, OSM, FWS, USGS Accrue Yes or No	All Other Jurisdiction OR *Payment Agency Other than Jurisdiction i.e. States Accrue Yes or No
National Caterer and Showers	CONT	Kind Code is = CTR or SHW AND Resource Agency = FS	YES	YES	YES
Forest Service Casuals (AD's)	AD	Resource Agency = FS AND Employment Code = AD	YES	YES	YES
Local State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is the same as the Incident State OR the Resource Agency is RUR, CNTY or CTY and Home Unit State is the same as the Incident State	YES	NO	NO
Out of State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is NOT the same as the Incident State and the Resource Agency is RUR, CNTY or CTY and Home Unit State is NOT the same as the Incident State	YES	** YES  **DOI Incident payments for Out of State resources are the responsibility of the incident jurisdictional agency. Accrual codes will need to be manually changed and locked for each	YES
Contract Resources (non-Aircraft)	CONT	Resource is not Aircraft AND Resource Agency = PVT	YES	NO	NO
OAS Agency	AMD/AQD	Resource Agency = OAS	YES	NO	NO
NWS Agency	NOAA	Resource Agency = NWS	YES	NO	NO
International Resources	INTL	User defined	N/A	N/A	N/A
All Resources not meeting the Accrual Requirement	EXCL	All Resources not meeting the above criteria	YES	YES	YES

**Attachment F: Emergency Equipment Use Invoice Transmittal Sheet**

Invoice Transmittal Sheet

Date:

From:

Subject: Invoices submitted for payment

Email To: [SM.FS.asc\\_eera@usda.gov](mailto:SM.FS.asc_eera@usda.gov)

Unique Unit “Batch” Number to track this submission:

(Use Incident/Fire number followed by sequential number, i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)

Enclosed are the forms necessary for processing IBPA/EERA payments as follows:

Number of Invoices (OF-286s) emailed:

Please provide your Team and Unit contact information below.

Incident team contact name/email:

Phone #:

Incident unit contact name/email:

Phone #:

## **Attachment G: FEHB Casual Fact Sheet**

### Federal Employee Health Benefits Fact Sheet

**What is the FEHB Program?** The Federal Employees Benefit Program (FEHB) provides comprehensive health insurance. Casual employees can choose from fee-for-service (FFS) plans, health maintenance organizations (HMOs), consumer-driven health plans (CDHPs) or high-deductible health plans (HDHPs). For more information on the types of plans under FEHB, reference [OPM.GOV Healthcare Plan Information](#)

**When am I eligible?** You are eligible after you have worked a minimum of 130 hours per month for 90 consecutive days.

What are some important things I should know?

There are no waiting periods or pre-existing condition limitations.

Each plan contracts with doctors and hospitals (known as a provider network). Your doctor may participate in one or more provider networks.

You will reduce your out-of-pocket costs by visiting doctors and hospitals which contract with your plan. Visit your plan's website to determine which providers participate in the plan's network.

**Do I have to decide right away?** B&F Incident Finance will send you a letter notifying you of your eligibility for health benefits. Benefits will become effective once you have worked 130 hours per month for 90 consecutive days. You have 60 days from the date you are eligible to elect health benefits coverage. If you fail to return the SF-2809 within 60 days of eligibility, the choice will be recorded as a declination of enrollment

**How do I enroll?** To enroll, complete the Health Benefits Election Form (SF 2809) and return the form to ASC B&F Incident Finance. You will have 60 days from the date of eligibility to enroll.

**When is the insurance effective?** Your enrollment is effective on the first day of the first pay period that begins after your employing office receives your FEHB election form. Enrollment is not retroactive, and it cannot be made effective the day you enter on duty. You cannot be reimbursed for any medical expenses incurred prior to the effective date.

How long do I have Health Benefits?

Initially you will have coverage for 28 days (2 federal pay periods) beginning on the first day of the following pay period after receipt of a completed Health Benefits Election Form (SF-2809). If you are still working or have been ordered for a new assignment you will be responsible for contacting the ASC B&F Incident Finance before day 28 to continue health benefits. If you work at any time after your health benefits have terminated within the calendar year, you can reenroll by submitting a new Health Benefits Election Form (SF-2809) to B&F Incident Finance. Send written notification to [SM.FS.asc\\_ipc@usda.gov](mailto:SM.FS.asc_ipc@usda.gov).

## Federal Employee Health Benefits Fact Sheet

**How much does it cost?** The cost is based on the plan and option you choose. Generally, premiums are shared by you and your Federal agency during your time of employment. Premiums vary by plan, but, generally, you can expect to pay approximately 30% and your agency to pay approximately 70%.

Employees can discuss health insurance premiums with the agency Benefits Administrator (877-372-7248 opt 2 HR) or find more information on the OPM website at [OPM.GOV Healthcare Plan Information](#).

**How do I pay for coverage?** Your share of the health plan premium will be deducted from your casual payroll payment. When there is no payment in process, you will receive a bill for collection. You will be required to make payment for your portion of the premium.

Do I have to pay for my coverage with pre-tax dollars?  
Your share of the health plan premium will be paid with pre-tax dollars unless you complete a Federal Employees Health Benefits Program (FEHB) Premium conversion Waiver/Election Form.

**What enrollment types are available?** The OPM website at [OPM.GOV Healthcare Plan Information](#) will provide more detailed information based on your local coverage options.

**What happens after my employment ends?** When your 28 days of coverage or employment ends, you have a 31-day extension of coverage under the carrier plan. During that period, you can contact your health plan company and convert the insurance plan to an individual contract, or you can enroll in

**Temporary Continuation of Coverage (TCC) to continue the coverage through a FEHB plan.** TCC is available to eligible former employees for up to 18 months following the end of employment. You are then responsible for the full premium amount (government and enrollee share) plus a 2% administrative fee.

**Can I cancel the coverage once I've enrolled?** Yes, employees may elect to cancel coverage at any time by completing Part F–Cancellation of FEHB of the SF-2809. The form should be submitted to ASC B&F Incident Finance.

Where can I go for more details or additional information?  
Customer Service: 877-372-7248 choose 2 for HR (Agency Benefits Administrator)  
OPM website at: [OPM.GOV Healthcare](#)  
Link to Healthcare information [OPM.GOV Healthcare](#)  
Link to Form SF-2809 [https://www.opm.gov/forms/pdf\\_fill/sf2809.pdf](https://www.opm.gov/forms/pdf_fill/sf2809.pdf)