

GENERAL INFORMATION FOR AD'S
(i.e. Administratively Determined, Emergency Worker or Casual)

GENERAL

Effective 2/2013: Direct Deposit will be the only method of payment for AD's. The Treasury Department will no longer issue paper checks.

Note: If you receive a Treasury Check in lieu of a Direct Deposit payment and you have not been received a check within 10 business days of the payment process date, contact your hiring office. If it is determined the payment is a Lost Check, Treasury requires a 30 day wait from the issuance date to track the missing payment to allow for adequate delivery time by the US Postal Service.

IF YOU ARE HIRED BY THE:

- Forest Service
 - Return travel will be estimated on the OF-288; corrections will be processed at your home unit
 - Travel can be processed on the OF-288 with the exception of rental vehicles
 - Get a **copy** of the OF-288 from the incident finance section
 - OF-288s should be sent to the payment center (ASC) from the incident. ***IF*** the OF-288 doesn't get sent to ASC, **bring the original home to be processed by your home unit**
 - W-4 address is official mailing address; complete change of address form if necessary

IF YOU ARE HIRED BY THE:

- Bureau of Indian Affairs
- National Park Service
- Bureau of Land Management
- US Fish & Wildlife
 - Leave return travel dates open on the OF-288 (Emergency Firefighter Time Report) when demobing; fill in actual times upon return home
 - Travel reimbursement must be processed by the home unit
 - Upon demob: take **original** OF-288 and return it to the home unit for processing
 - W-4 address is official mailing address; complete change of address form, if necessary

Rental Vehicles

- Must be authorized on a resource order, including the type of vehicle
- Confirm that your local Dispatch office has reserved a rental vehicle under the government contract
- Confirm or preferably, get in writing, that your rental vehicle is authorized for off-road travel
- Payment Methods:
 - Government rents vehicle (Buying Team, Purchasing Agent or EERA)
 - Personal Credit Card – not recommended; **use as a last resort**
 - AD assumes **ALL** liability
 - AD is responsible for any damage, repairs or cleaning costs
 - Vehicle cannot take off-road
- **The Forest Service has no authority to reimburse employees for:**
 - The cost of the personal or optional insurance coverage
 - GPS units

Cell phones, Laptops, etc.

- Must be authorized on a resource order
- EERA's will not be written for cell phones, laptops, etc.