

TRANSMITTAL SHEET

Date:

From:

Subject: Incident Time Reports and/or Hiring Documents

To: 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 # _____