Point of Hire: Bonners ECI #:

Single Resource Casual Hire Information Form

HIRING UNIT INFORMATION

Office Name: USDA FS IPF Unit ID: ID-IPF Date:

Example: ID-BOF

Address: 11569 N. Airport Drive City: Hayden State: ID Zip: 83835

Hiring Official Name: Angelic Koch Telephone: 208/762-6903

Print

CASUAL INFORMATION

Casual's Name: Phone No: Start Date:

Print Time of Hire:

POSITION INFORMATION

Job Title: AD Class: AD Rate: $

Incident Order #: Accounting Code: Request #:

Example: ID-BOF-0423

Hiring of emergency personnel may be made according to the provisions of the Pay Plan for Emergency Workers when any of the following exists:

- ☐ 1. To fight a going fire.
- ☐ 2. Unusually dry period or fire danger is high to extreme.
- ☐ 3. To provide support to ongoing incident.
- ☐ 4. To place firefighter on standby for expected dispatch.
- ☐ 5. Temporarily replace members of fire suppression crews or fire management personnel who are on fires.
- ☐ 6. To attend fire suppression training. ☐ **Trainee OR** ☐ **Refresher AND Course Title**:_____
- ☐ 7. To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted.
- ☐ 8. To cope with floods, storms or any other emergency.
- ☐ 9. To carry out emergency fire rehabilitation work when there is an immediate danger of loss of life or property.
- ☐ 10. Transition period following a natural emergency (not to exceed 90 days).
- ☐ 11. Hazardous Fuel Reduction NTE 300 hours per calendar year (DOI agencies only)

TRAVEL/TRANSPORTATION

Casual is entitled to transportation to and from the incident: ☐ No ☐ Yes

Transportation method:

- ☐ Airline
- ☐ POV (Mileage reimbursement authorized)
- ☐ Rental vehicle (Must be on resource order. Rental provided by: ☐ Casual or ☐ Government)
- ☐ Other (list, such as bus, gov't vehicle, EERA): _____

Check One:

- ☐ Casual to be subsisted by government. Hiring unit will reimburse approved incidental expenses at actual cost; receipts required.
- ☐ Casual will not be subsisted; travel authorization has been issued. Hiring unit to reimburse lodging, meals, and incidental expenses at standard per diem rate. Indicate TA #: **[ ]**

EMPLOYMENT FORMS

Completed by:

Hiring Official:

- ☐ I-9, Employment Eligibility Verification
- ☐ OF-288, Emergency Firefighter Time Report (Complete Top section, Column A 1-8 and travel start time)
- ☐ Direct Deposit form (if applicable) Provide to Casual
- ☐ State/federal government-issued Picture ID verified and in Casual's possession (required for all positions)
- ☐ Incident qualification card (if required for position) verified and in Casual's possession
- ☐ State-required certification verified, if required for position (e.g., CDL, driver's license)

Casual:

- ☐ Federal W-4 ☐ State W-4 ☐ W-5, if applicable
- ☐ Incident Behavior Form signed

Casual Signature (*Required*) Date Hiring Official Signature (*Required*) Date

Distribution: Original attached to original OF-288; Copy retained by Hiring Unit; Copy retained with incident records

Return original of this form and original OF-288 to the hiring unit.