



Northern Rockies

Time Unit Review Checklist

ADS (CASUALS) AND EFFS (STATE EMERGENCY FIREFIGHTERS):

Things to watch for:

- ☐ Ensure a copy of the Resource Order is attached.
- ☐ Ensure the Single Resource Casual Hire Information Form (SRCHF) is included (for federal casuals).
- ☐ The SRCHF should include:
 - ☐ The casual's identifying information, including Employee Common Identifier (ECI)
 - ☐ Incident information and position code (including trainee or qualified status) – ensure the code is entered correctly into eISuite.
 - ☐ Travel information and self-sufficiency.
- ☐ Documentation for an AD rate change is attached (if there was a change). No new resource order is needed, no new SRCHF is needed.
- ☐ Hours are posted correctly from the CTRs to the OF288.
- ☐ EFF posted time reflects state charge code. (Use Remarks section for service on a federal fire)
- ☐ Return travel is properly documented or estimated (leave open for DOI casuals – close travel time for USFS casuals)
- ☐ All required signatures are in place, wet or electronic.
- ☐ The USDS AD Travel Reimbursement process has been properly followed and expenses, when applicable, are posted to the OF288.
- ☐ USFS AD OF288s are transmitted directly to ASC-IF. Batch transmittal report is completed and filed. IMT/FSC or PTRC cannot refrain from submitting AD casual pay and travel reimbursements that meet parameters to be added to the OF288. This is a requirement.
- ☐ DOI ADs take home original OF288s for processing.
- ☐ State EFFs take home all original documents including CTRs.

OVERHEAD AND SINGLE RESOURCES:

Things to watch for:

- ☐ CTR for each day is signed by incident supervisor, wet or electronic.
- ☐ CTR is complete with date, incident name, resource name, resource request number, hours worked and any required justifications in the remarks field (compensable meal periods, hazard pay, illness or injury time away from work).
- ☐ CTR for first and last day reflects travel time, unless working on home unit.

- ☐ If Hazard Pay is requested, proper justification appears in the remarks field.
- ☐ If Hazard Pay for State of Idaho personnel is requested, time (clock-hours worked) is divided to reflect hours of “actual exposure” to the hazard.
- ☐ CTR hours are posted correctly to the OF288.
- ☐ State employee posted time reflects the state charge code, if applicable. Original documents are returned to State employee upon demobilization.
- ☐ If multiple incidents are managed, the correct incident is indicated on each CTR.
- ☐ Header information and incident information on the OF288 is complete, correct and matches the resource order.

AGENCY CREWS, ENGINES AND MODULES:

In addition to the “overhead” checks above, watch for:

- ☐ The crew roster matches the eISuite input (manual or IROC list)
- ☐ If individual crew members demobed early, their date and time demobed is correct and time posting is stopped.
- ☐ For contract crews: assure hours are calculated as a group and posted on an OF286. See the Northern Rockies Procurement Unit Checklist for contract crew review. (Contract crews may be managed by the Procurement Unit and Equipment Time Recorders).
- ☐ Crew boss time is properly posted, potentially including additional time for supervisory duties.
- ☐ E-ISuite item codes for the crew (parent record) and each crew member (subordinates) are correct.
- ☐ State resources retain original documents upon demobilization.

ILLNESS AND INJURY:

Things to watch for:

- ☐ Coordinate with COMP / CLAIMS Unit Leader to assure that time is coded correctly for any ill or injured employees – particularly crew members. Assure that an individual crew member’s time has been separated on the CTR from the rest of the crew on injury/illness treatment day.
- ☐ Assure posting of Continuation of Pay, if applicable, or if the employee must use personal sick leave (if entitled) assure the date is posted as “Day Off” and Sick Leave is indicated in the Remarks Section.
- ☐ Coordinate with COMP / CLAIMS Unit Leader for any potential commissary deductions (i.e., prescription purchases made on employee’s behalf by a micro-purchaser).