



Northern Rockies Time Unit Review Checklist

ADs (CASUALS) AND EFFs (STATE EMERGENCY FIREFIGHTERS):

- Ensure a copy of the Resource Order is attached
- The Single Resource Casual Hire Information Form is included (for federal casuals)
- The OF288 header information is complete and correct (for federal casuals check the ECI number)
- The position code and AD/EFF rate is correctly input into e-ISuite
- Documentation for AD rate changes is attached (if there was a position change)
- Hours are posted correctly from CTRs to OF288
- EFF posted time reflects State charge code
- Return travel is properly documented or estimated (leave open for DOI casuals)
- All required signatures are in place in other-than-black ink
- The USFS-AD Travel Reimbursement process has been properly followed and posted to the OF288
- USFS-AD OF288s are transmitted directly to ASC-IF. Batch transmittal report is complete and filed

OVERHEAD AND SINGLE RESOURCES:

- CTR for each day is signed by incident supervisor
- CTR for first and last day reflect travel time
- If Hazard Pay is requested, proper justification appears in the Remarks box.
- CTR is complete with date, incident name, resource name, resource request number, hours worked and any required justifications in the remarks field (compensable meals, hazard pay, illness or injury)
- CTR hours are posted correctly to the OF288
- State employee posted time reflects State charge code
- 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

CREWS, AGENCY ENGINES AND MODULES:

In addition to the “overhead” checks:

- The crew roster matches the e-ISuite input (manual or IROC list)
- If crew members demobed early, their date and time demobed is correct
- For contract crews: assure hours are calculated as a group and posted on an OF286.
- CRWB 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

ILLNESS AND INJURY:

- Coordinate with COMP/CLAIMS Unit Leader to assure that time is coded correctly for any ill or injured employees (i.e. sick leave, Continuation of Pay, etc.)
- Coordinate with COMP/CLAIMS Unit Leader for any potential commissary deductions (i.e. example prescription purchases)