DOI Hiring Official Responsibilities

Incident Procedures Audit Check Procedures

1. The Casual Payment Center will use the W-4 address for the payment and correspondence address. Please make sure the name and SSN that you verify for the I-9 is the same information on the W-4 and OF-288.

2. Provide the casual with state tax forms for completion (if the Federal W-4 is utilized for both State and Federal write “State & Federal” on the W-4).

3. Provide the casual with Direct Deposit Information and SF-1199a and a Direct Deposit Form

4.Follow the OF-288 Audit Procedures. Submit in the following order to the Casual Payment Center: Approving Official Memo (with a list of casuals included). Audited OF-288 with the original Time Officer signature. Federal W-4. State Tax form (if applicable). Tribal Exemption form (if applicable). Direct Deposit Form.

5.The following documents are not retained at the CPC and will be returned to the Hiring Unit. Original I-9, original CTRs, original Incident Behavior Forms, original Single Resource Casual Hire Form

6.To expedite payment please overnight mail original documents to the Casual Payment Center :

NATIONAL INTERAGENCY FIRE CENTER

CASUAL PAYMENT CENTER

A SERVICE FIRST ORGANIZATION

CASUAL PAYMENT CENTER MS 270

3833 S DEVELOPMENT AVE BOISE, ID 83705-5354

PHONE: 877-471-2262 FAX: 208-433-6405

Incident Procedures: (For DOI Casual Only)

All DOI Casuals whether working on DOI or mom DOI (i.e. Forest Service) incidents, must have their OF-288 and other supporting documentation sent with them to the home unit.

An OF-288 should not be sent directly to the Casual Payment Center from the incident

Travel is not processed on the OF-288 for DOI casuals. All travel is processed through the home unit.

OF-288 Audit Procedures

Emergency Firefighter (casual) payroll will be processed from OF-288s with an *original* Time Officer Signature only (no copies or faxes).

OF-288s must come in with a memo signed by an Approving Official who has verified the OF-288s being submitted for payment are for casual hires and have been reviewed for the following:

**Social Security Number**: legible and matches I-9 and W-4

**Type of Employment**: individual marked as casual

**Hired At**: Unit Identifier Code for the location hired at (e.g. ID-BOD for Boise District)

**Name:** Legible

**Street Address, City, State, Zip Code**: Complete and legible (Treasury Checks, W-2s, and Wage and Earning Statements (WESs) will go to the address provided on the Federal W-4)

\*If casual is receiving checks by mail and the OF-288 address is different than the W-4 (address in the system), payment will be held and an inquiry will be made to avoid a possible lost check.

**Columns A through D**: All columns with time require the following for payment:

**Fire Name**: Enter Incident Name. If training or instructing write “Training” or “Instructor”/“Lead Instructor” with course number

**Fire No.**: Enter Incident Order Number or Cost Accounting Data

**Unit/Acct Code**: Enter Fire Code or Project Number (e.g. G85Z)

**Firefighter Classification**: Enter Position Code ***and*** AD class (e.g. FFT2 AD-C). If Exception Position, include an attached description of duties (a requirement for payment), and on the OF-288(s) indicate the full Position Title and description matching the attached description of duties (e.g. THSP Exception Position 3 Forestry Technician)

**Rate**: (e.g. $17.40) Ensure AD rate is consistent with the Position Code as outlined in the AD Pay Plan for Emergency Workers

**Employee Signature**: Completed or noted “Unavailable for Signature” (casual’s signature not required to process payment)

**Time Officer (Signature)**: Completed with an *original* Time Officer Signature (required to process payment)

**Cost Accounting Data**: may be indicated up in each column, in Block