



NATIONAL INTERAGENCY FIRE CENTER
DOI CASUAL PAYMENT CENTER
1249 SOUTH VINNELL WAY, SUITE 108 BOISE, ID 83709
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December 7, 2007

In Reply Refer to:
1340 (FA-117) I

Memorandum

To: Casual Payment Center Oversight Committee
From: Kristy Valentine, Casual Payment Center Manager /s/ Kristy Valentine
Subject: DOI Casual Payment Center Procedures **DD: 12/20/07**

This memo outlines responsibilities and payment procedures for emergency workers (casuals) hired by the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the US Fish and Wildlife Service (FWS), and the National Park Service (NPS).

To expedite processing of casual payments, it is the responsibility of the hiring unit to ensure that documentation is completed accurately and checked prior to submission to the DOI Casual Payment Center (CPC). The attached documents are intended to facilitate this process.

In order to provide prompt payment, hiring units should process casual time reports on a bi-weekly basis (or sooner if the hiring duration is shorter) and transmit them within two days of receipt. Our goal is for casual hires to receive their payment within 7 days, and no later than 14 days from their last date worked. The CPC processes all payments within 3 to 5 business days.

When incomplete information is received, it is necessary that the CPC has current contact information. Each agency will designate an Approving Official for each hiring unit who will audit timesheets and approve them for payment prior to forwarding timesheets to the CPC. Each Region/State will have a designated contact to respond to questions or concerns. The National Point of Contact (NPOC) will forward the Regional/State and Approving Official contacts to the CPC. Please provide a list of any new Regional/State and Approving Official contacts by completing Attachment 5, and submitting your response to casual_pay@blm.gov no later than December 20, 2007.

All inquiries concerning lost or stolen checks, unemployment benefits, deceased casuals and employment verifications should be directed to the CPC for official response. Inquiries may be made by mail, fax, email, or by calling the CPC at (877) 471-2262.

Inquiries concerning prescribed fire hours worked, training hours and other payment information can be obtained through the Casual Pay Datamart. The CPC can provide national level reports.

The DOI National Business Center (NBC), Payroll Operations Division (POD) is responsible for processing federal, state and local tax levies, IRS agreements, commercial garnishments,

bankruptcies, wage and wage-related debts for casual hires. All original documentation to support collection of debts from wages that are due to casual hires should be sent to the POD, Attn: Debt Management Branch, D-2640, PO Box 272030, Denver, CO 80227-9030.

The CPC staff is striving to provide the best customer service and welcome any comments. Please provide feedback or questions to me at (208) 947-3791 or Kristy_Valentine@blm.gov.

13 Attachments:

- 1-Casual Payment Process (1 p)
- 2-OF-288 Audit Procedures (2 p)
- 3-Sample OF-288 (2 p)
- 4-Template of Approving Official Memo (1 p)
- 5-Approving Official Contact Information (3 p)

Forms:

- 6-Direct Deposit sign-up form, SF 1199A (2 p)
- 7-Casual Hire payment information, ETA Electronic Transfer Account Brochure (2 p)
- 8-Employee's Withholding Allowance Certificate W-4 (2 p)
- 9-Earned Income Credit Advance Payment Certificate W-5 (3 p)
- 10-Address Change Form (1 p)
- 11-Duplicate W-2 Request Form (1 p)
- 12-EFT Removal Form (1 p)
- 13-Employment Verification Request Form (1p)