

General Information

Commissary stores are established at some emergency fire camps so personal items may be purchased. Items offered by commissaries cannot be purchased for cash. Rather, they are recorded on the Emergency Firefighting Report (OF-288), and are deducted from the employee's salary payment via the FPPS system.

To ensure that these charges are deducted in an accurate and expeditious manner, the following procedures should be completed upon receipt of an Emergency Firefighter Time Report.

1. Check all Emergency Firefighter Time Reports, item 22 (located in the lower right-hand corner) to determine if the employee has purchased items at the commissary; if so...
2. Have the employee verify the purchased items and costs by initialing item 22; and
3. Send a copy of the Emergency Firefighter Time Report to the Regional Payroll Coordinator.

The Regional Payroll Coordinator will complete a "Request for Biweekly Quarters Deductions Input Form". This is a FPPS form and may be found in the Client Interface Manual.