



United States  
Department of  
Agriculture

Forest  
Service

Washington Office

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**File Code:** 6540

**Date:** March 31, 2004

**Route To:** (5130), (6150), (6300)

**Subject:** Payment of Emergency Firefighter (EFF) Time Reports

**To:** Regional Foresters, Station Directors, Area Director, IITF Director, Job Corps, and  
WO Staff

**OPTIONAL REPLY DUE MAY 3, 2004**

This letter outlines the payment procedures for casual hire payments. The Forest Service will continue to process casual hire payments through the National Emergency Firefighter (EFF) Pay Center in Ogden, Utah. The EFF Pay Center will process all Forest Service casual hire payments for all Forest Service units and Job Corps Centers.

USDA Forest Service  
EFF Pay Center  
324 25<sup>th</sup> Street  
Ogden, UT 84401

email: [EFFPay@fs.fed.us](mailto:EFFPay@fs.fed.us)  
Phone: 801-625-5493

Incident units and hiring units should process casual fire time reports on a biweekly basis and transmit them within 2 days of receipt. Our goal is for casuals to receive their payment within 14 days from their last date worked. Last year the Pay Center processed 95% of the payments within 2 days of receipt. However, not all time reports were received from hiring units in a timely manner. In 2003, 39% of the casuals were paid within 14 days of their last work day; 27% were paid within 15-21 days; 18% within 22-29 days, 14% within 30-60 days and 2% were paid more than 60 days after their last work day. Please help us process payments timely by transmitting Emergency Firefighter Time Reports (OF-288) within 2 days of receipt.

To expedite processing of casual payments it is critical that documentation is completed accurately and checked prior to submission to the EFF Pay Center. The following enclosures are intended to facilitate this process.

- Attachment A -- Casual Hire and Payment Process
- Attachment B -- Single Resource Casual Hire Information Form, PMS 934 (for use by the hiring official)
- Attachment C -- Casual Hire Payment Information, Direct Deposit, SF-1199A and  
ETA Electronic Transfer Account Brochure
- Attachment D -- OF-288 Audit Procedures
- Attachment E -- Template of 6540 memo from Approving Officer to EFF Pay Center
- Attachment F -- Casual Contact Information

Casuals now have three ways to receive their payment; Direct Deposit, Electronic Transfer Account (ETA) or by check in the mail. Please provide casuals with Attachments B and C which outlines additional information on the three options.



When incomplete documentation is received it is essential that the Pay Center has current contact information. Please provide updated contact information for your units by completing Attachment F. Submit your response to [EFFPay@fs.fed.us](mailto:EFFPay@fs.fed.us) by May 1.

All inquiries concerning lost or stolen checks, unemployment benefits, employment verifications, and garnishments should be directed to the Pay Center for official response. The Pay Center will also provide backup documentation for CT transactions in FFIS.

The EFF Pay Center is staffed to meet the workload requirements and to facilitate prompt payment to the casuals. However, we recognize the benefits of providing training opportunities for Finance Section Chiefs, Time Unit Leaders, Approving Officials and others involved in the hiring, preparation and audit of casual fire time reports. If you have individuals that would benefit from a detail to the EFF Pay Center, e-mail their name, phone number and dates of availability to the Pay Center at [EFFPay@fs.fed.us](mailto:EFFPay@fs.fed.us).

Please distribute this memorandum and the enclosures to all your fire, fiscal, acquisition and human resource staff units, as well as, Incident Management Teams, Dispatch Centers, Buying Teams, and others responsible for the hiring and time recording for casuals.

Questions concerning these procedures should be directed to the EFF Pay Center at (801) 625-5493 ([EFFPay@fs.fed.us](mailto:EFFPay@fs.fed.us)) or Tina Ledger at (801) 625-5317.

/s/ Tamara L. Hanan  
TAMARA L. HANAN  
Chief Accountant

cc: Virginia Heerwagen, Tina Ledger, Michael Clonts, Emmy Ibison, Cheryl R Molis, Gary Wilson, MaryAnne Ward, Linda Washington, Deborah Rigden, Kim A Christensen