2022 Casual Hire Finance Guide

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Contact Information

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest Region</td>
<td>Patti Fairbanks</td>
<td>(360) 854-2814</td>
<td><a href="mailto:patti.fairbanks@dnr.wa.gov">patti.fairbanks@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Northeast Region</td>
<td>Laurie Babbit</td>
<td>(509) 684-7474</td>
<td><a href="mailto:Laurie.babbit@dnr.wa.gov">Laurie.babbit@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Olympic Region</td>
<td>Mamie Perez</td>
<td>(360) 640-9903</td>
<td><a href="mailto:Mamie.perez@dnr.wa.gov">Mamie.perez@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Pacific Cascade</td>
<td>Suzan Deaver</td>
<td>(360) 575-5509</td>
<td><a href="mailto:Suzan.deaver@dnr.wa.gov">Suzan.deaver@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Southeast Region</td>
<td>Deneen Mulvaney</td>
<td>(509) 925-0945</td>
<td><a href="mailto:Deneen.mulvaney@dnr.wa.gov">Deneen.mulvaney@dnr.wa.gov</a></td>
</tr>
<tr>
<td>South Puget Sound Region</td>
<td>Linzy Scott</td>
<td>(360) 802-7002</td>
<td><a href="mailto:Linzy.scott@dnr.wa.gov">Linzy.scott@dnr.wa.gov</a></td>
</tr>
<tr>
<td>Wildfire Division</td>
<td>Sarah Thorson</td>
<td>(360) 280-0050</td>
<td><a href="mailto:Sarah.thorson@dnr.wa.gov">Sarah.thorson@dnr.wa.gov</a></td>
</tr>
</tbody>
</table>

Hiring paperwork

Prior to receiving your red card and hire letter each year, you must complete the following documents:

I9 Employment Eligibility Verification – must be completed in person with a DNR representative. Good for three years or when your identification expires, whichever is sooner.

The following must be done yearly – can be submitted via email:

- Current year W4 – Employee Withholding Certificate
- Current Year PEBB Benefit Form
- SSA-1945 Social Security Form
Documentation Requirements

What you must take with you to an incident:
1. Copy of your 2022 Hire Letter
2. Resource Order from Dispatch – IROC Order
   a. Make sure this is correct before you leave
   b. You can only be reimbursed for items approved on this order
   c. You are paid as ordered

What you must bring back from an incident in order to be reimbursed.
   a. White if computer generated – stamped original with original signatures
   b. Travel Time should be closed out at the incident
   c. White – Incident Time Report (new form) if handwritten
   d. Pink – Emergency Firefighter Time Report (old form) if handwritten
2. Copy of CTRs – Crew Time Report
   a. Yellow stays in your book
   b. White Original stays at the incident
3. Original OF-286 – Emergency Equipment Use Invoice for equipment or mileage
   a. Pink if handwritten
   b. White if computer generated – stamped original with original signatures
4. Original Shift Tickets (OF-297) – for mileage and/or equipment use
   a. Pink, signed original – bring back from incident.
   b. Gold & white stay in your book
   c. Blue stays with incident
5. Resource Order Card
6. Any other documentation that references how you are to be reimbursed
   a. Example: Letter from IC authorizing lodging costs and/or meals
7. Original itemized receipts for any purchases you are authorized to be reimbursed for:
   a. Rental car fuel
   b. Lodging receipts
   c. Any other purchase you are authorized to be reimbursed for with a resource order.

Payment & Reimbursement Process

All documents must be submitted electronically and in PDF format to your hiring unit.

Payroll
Processed twice monthly, paying on the 10th & 25th.
In order to process your payment we must have a copy of your original OF288 and resource order. Every effort is made to process your pay in soonest payroll after receipt.

- Paid as ordered on resource order & rate schedule listed in the current Wage & Equipment Rate Guide.
  - Trainees are paid at one level lower than the fully qualified rate.
- Paid according to DNR workweek: Monday 0001-Sunday 2400. First 40 hours are regular time, rest is overtime thru Sunday.
• Warrants will be mailed to the address on file unless you submit EFT authorization
• Your earnings statement will be mailed to you – we can email if you approve.

Travel
All travel expenses are reimbursed via the A.20 Travel Voucher. Electronic completed A20’s are preferred. Fill out electronically, convert to PDF & sign. If you do not have access to a computer to complete them electronically handwritten vouchers may be accepted. If handwritten vouchers are submitted they need to be legible and completed in blue or black ink. Incomplete, inaccurate, or illegible vouchers cannot be processed and will be returned for corrections. A remittance will be emailed to you once payment has been approved.

• Meals
  o Reimbursed for travel to & from incident and/or when incident does not provide meals
    ▪ Reimbursed by meal period B: 0700-0800, L: 1200-1300, D: 1800-1900
  o In state rates found at https://ofm.wa.gov/accounting/administrative-accounting-resources/travel
    ▪ Use M&IE daily total, break down as follows: B=25%, L=30%, D=45%
    ▪ $5 incidental is included in the daily M&IE rate, not paid separately

• Lodging
  o Lodging for travel that requires an overnight stay does not need special approval – it is considered travel. Typically 10+ hour drives.
  o If you are required to pay for lodging you must obtain approval from the incident.
  o Always ask for government rate (rates found at links above). If unavailable at per diem an “Authorization to Exceed the Maximum Allowable Lodging Rates” may be obtained. If a blanket authorization is in not in effect for fire suppression at the time of your travel, you must contact { Region } to complete the required form and obtain approval in advance. If applying the 150% lodging waiver document on receipt that no lodging was available at per diem and we will reimburse up to 150% of the allowable rate.
  o Must have itemized receipt – cannot pay for extra fees: pet fee, safe, laundry, booking fees, etc. Lodging rate + required taxes & fees.

• Vehicles
  o Mode of transportation must be authorized on the resource order – POV, NERV Rental, regular rental. AOV are always authorized
  o POV reimbursed at .585/mile – must be documented via shift ticket
    ▪ POV are not authorized for fire line use.
  o AOV paid to district - .585/ mile for non-line positions, 1.14 for line positions
    ▪ If you check out a DNR pool vehicle no mileage reimbursement
  o NERV rental – submit fuel receipts with travel voucher
- Regular rental – rental receipt & fuel receipts submitted with travel voucher. All fuel receipts must be itemized.

<table>
<thead>
<tr>
<th>Date (MM/DD/YYYY)</th>
<th>Place of Business</th>
<th>Per Diem</th>
<th>Mileage</th>
<th>Lodging</th>
<th>TOTAL</th>
<th>Incident</th>
<th>Purpose of Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/05</td>
<td>Eureka</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/06</td>
<td>Goldendale</td>
<td>8:00 AM</td>
<td>9:00</td>
<td>9:00</td>
<td>18:00</td>
<td>106.02</td>
<td></td>
</tr>
</tbody>
</table>

This one line for each day.

- Meals claimed other than while traveling to and from incident require written approval/justification from the incident. Per Diem cannot be claimed when meals were provided by the incident.

- Lodging receipt must be itemized (rooms separated out).
OF-288 – Incident Time Report

The OF-288 is the official pay document for fire time posted by timekeepers. At the end of the incident you will be given the original OF-288. This is your pay – do not lose it. You should keep a copy. The original (pink or white with all original signatures & stamped ORIGINAL) must be submitted with the reimbursement invoice from your district.

Prior to signing: make sure the posted time is complete and accurate before walking away from the Timekeepers. Once the form is signed, no additional time may be added and any changes must be made by the timekeeper at the fire

- You cannot add hours for travel or other work done before or after leaving the fire.
- You must submit ALL hours you charge to the incident on a signed CTR to the timekeeper.
- You cannot add to your hours once you return.
  - You can deduct travel time if necessary.
- Travel time must be closed out by timekeeper at incident.
  - Most direct route / 45mph = allowable travel time
  - Cannot drive more than 10 hours per day solo driver / 16 with pair
  - Cannot go over 2:1 work rest ratio
CTR – Crew Time Report

This is the document that you fill out showing the time you worked at the incident. It is signed by your incident supervisor and given to timekeeping. The information provided on your CTR is used to create your OF288. It must include:

1. Division on the incident
2. Resource order number
3. Agency with jurisdiction of incident; WA-SPS, CA-MNF, WA-OWF, OR-MHF, etc.
4. Fire Name
5. Fire Number (ex: 221-ABC, PNB6, etc.) found on upper right of Resource Order – Financial Codes
6. Name (Last, First)
7. Time worked
   a. Travel time to & from the incident should be listed separately
   b. All time should be listed in military format (0001-2400)
   c. Meal breaks must be shown in the on off section
   d. Each column is for a different day, you can put up to two days on each CTR
   e. Remarks – any comments that help clarify the time that you show worked and/or any other important information. No meals/lodging provided, etc.

Compensable Time: Travel to and from the incident & Time worked at incident
Non-Compensable Time: Meal Breaks (Breakfast, Lunch & Dinner), Muster, Rehab, Sleeping periods, time required for equipment maintenance, crew swaps, off shift time.

You can find a video of how to correctly complete your CTR here:
www.nwcg.gov/publications/training-courses/psm-001
Shift Tickets
This is the document that you fill out showing equipment usage at an incident. It is signed by your Incident Supervisor and given to timekeeping. The information provided on the shift tickets is used to create an OF286. You may be asked to fill out an electronic shift ticket at the incident – if that is the case you will be given direction by the incident. Please keep copies of anything you submit in case they are unable to provide a copy to you after submission to your supervisor.

1. Agreement Number
2. District Name (WA DNR SPS Casual Hire)
3. Incident Name
4. Incident number
5. Operator Name
6. Equipment Make
7. Equipment Model
8. Operator – check Contractor Box
9. Equipment Serial # - last 6 of VIN is ok.
10. License Plate number
11. Supplies furnished by – check Contractor (wet) box
12. Date – Month, Day & Year
   a. Must show use by day. If no use on a day, indicate that the vehicle was not driven.
   b. You can show up to four days on one shift ticket – daily is best.
13. Equipment Use – starting odometer and ending odometer and total miles.
14. Remarks - Indicate any other information that needs to be communicated in this box.
15. Leave blank
16. Leave blank
17. Sign Name
18. Incident Supervisor signature
19. Supervisor date signed
### Overhead Mileage

**Example A**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AGREEMENT NUMBER</td>
<td>93-096965</td>
</tr>
<tr>
<td>2. CONTRACTOR (name)</td>
<td>County FRD #50</td>
</tr>
<tr>
<td>3. INCIDENT OR PROJECT NAME</td>
<td>Big Fire</td>
</tr>
<tr>
<td>4. INCIDENT NUMBER</td>
<td>WASES 123</td>
</tr>
<tr>
<td>5. OPERATOR (name)</td>
<td>Jeff Stevens</td>
</tr>
<tr>
<td>6. EQUIPMENT MAKE</td>
<td>Ford</td>
</tr>
<tr>
<td>7. EQUIPMENT MODEL</td>
<td>Explorer</td>
</tr>
<tr>
<td>8. SERIAL NUMBER</td>
<td>987064</td>
</tr>
<tr>
<td>9. LICENSE NUMBER</td>
<td>321456E</td>
</tr>
<tr>
<td>10. DATE MOD / DAY / YR</td>
<td>7/2/18</td>
</tr>
<tr>
<td>11. EQUIPMENT USE</td>
<td>travel line mileage</td>
</tr>
<tr>
<td>12. HOURS / DAYS / WORK / SPECIAL</td>
<td>102</td>
</tr>
<tr>
<td>13. REMARKS</td>
<td>DIV J line</td>
</tr>
<tr>
<td>14. FINANCE</td>
<td></td>
</tr>
</tbody>
</table>

**Example B**

<table>
<thead>
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<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AGREEMENT NUMBER</td>
<td>93-0916905</td>
</tr>
<tr>
<td>2. CONTRACTOR (name)</td>
<td>County FRD #50</td>
</tr>
<tr>
<td>3. INCIDENT OR PROJECT NAME</td>
<td>Big Fire</td>
</tr>
<tr>
<td>4. INCIDENT NUMBER</td>
<td>WASES 123</td>
</tr>
<tr>
<td>5. OPERATOR (name)</td>
<td>Jeff Stevens</td>
</tr>
<tr>
<td>6. EQUIPMENT MAKE</td>
<td>Ford</td>
</tr>
<tr>
<td>7. EQUIPMENT MODEL</td>
<td>Explorer</td>
</tr>
<tr>
<td>8. SERIAL NUMBER</td>
<td>9870694</td>
</tr>
<tr>
<td>9. LICENSE NUMBER</td>
<td>321456E</td>
</tr>
<tr>
<td>10. DATE MOD / DAY / YR</td>
<td>7/3/18</td>
</tr>
<tr>
<td>11. EQUIPMENT USE</td>
<td>travel line mileage</td>
</tr>
<tr>
<td>12. HOURS / DAYS / WORK / SPECIAL</td>
<td>102</td>
</tr>
<tr>
<td>13. REMARKS</td>
<td>DIV J line Start 102780 end 1028516</td>
</tr>
<tr>
<td>14. FINANCE</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- The equipment operator updates this form each day or shift and makes initial and final equipment inspections.
- The overhead mileage is calculated as follows:
  - Distance: 76 miles
  - Time: 7:00 AM to 2:00 PM
- Remarks:
  - DIV J line: Start 102780 end 1028516
TRAVEL AND EMPLOYEE EXPENSES

Meals & Lodging:
Meals and Lodging are only reimbursed when approved by the IC of the incident. The incident typically provides meals and a place to sleep. If you are asked to be self-sufficient, you must have written documentation from the incident stating this. A good place to document this is on your CTR, or get a letter from Finance stating the situation and what is approved.

Meal Rates
Meal rates are based on fire location, not where you purchase the meal or stop to eat. Rates include tax and tip. If you exceed the allowed amount, the purchaser is responsible to pay the overage.

https://www.ofm.wa.gov/accounting/administrative-accounting-resources/travel
## Resource Order Example

### Resource Order

<table>
<thead>
<tr>
<th>Incident / Project Name</th>
<th>AUGUST COMPLEX</th>
</tr>
</thead>
</table>

### Incident / Project Information

<table>
<thead>
<tr>
<th>Location</th>
<th>AUGUST COMPLEX CA-MNF-000753</th>
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### Aircraft Information

<table>
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<tr>
<th>Bearing</th>
<th>Distance</th>
<th>VOR</th>
<th>Contact Name</th>
<th>Frequency Type</th>
<th>Assigned Frequency</th>
<th>Reload Base</th>
<th>Other Aircraft / Hazards</th>
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<tbody>
<tr>
<td>293.45°</td>
<td>34</td>
<td>MKW</td>
<td>AUGUST COMPLEX NORTH</td>
<td>AirTactics</td>
<td>NORTH AIR TACTICS 169.9500</td>
<td>UKI</td>
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<tr>
<td>211.40°</td>
<td>37</td>
<td>RBL</td>
<td>AUGUST COMPLEX NORTH</td>
<td>AirTactics</td>
<td>NORTH ROTOR VOTOR 122.7750</td>
<td>RGD</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>AUGUST COMPLEX SOUTH</td>
<td>AirTactics</td>
<td>SOUTH TACTICAL A/G 170.5025</td>
<td>SPS</td>
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<tr>
<td></td>
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<td>AUGUST COMPLEX SOUTH</td>
<td>AirTactics</td>
<td>SOUTH TACTICAL A/G 172.5025</td>
<td>SPS</td>
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<tr>
<td></td>
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<td></td>
<td>AUGUST COMPLEX NORTH</td>
<td>Command</td>
<td>NORTH COMMAND M/NF Fire Net TX 164.5000</td>
<td>RX 171.5502</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AUGUST COMPLEX SOUTH</td>
<td>Command</td>
<td>SOUTH COMMAND M/NF Fire Net TX 164.5000</td>
<td>RX 171.5502</td>
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### Request Information

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Ordered Date/Time</th>
<th>From Unit</th>
<th>To Unit</th>
<th>Resource Assigned Unit ID</th>
<th>Resource Assigned Unit</th>
<th>M/O Ind</th>
<th>Estimated Time Of Departure</th>
<th>Estimated Time Of Arrival</th>
<th>Released Date</th>
<th>Released To</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-1226.45</td>
<td>2020-09-28 07:45 PDT</td>
<td>WA-SPC</td>
<td>WA-SPC</td>
<td>WA-SPC</td>
<td>Scott Lindy Grace</td>
<td>M</td>
<td>2020-09-28 10:00 PDT</td>
<td>2020-09-28 10:00 PDT</td>
<td>0-1226.45</td>
<td></td>
</tr>
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</table>

### Travel Information

**Financial Code:** 0309

**Named Request:** Scott Lindy Grace

Special needs

- To Replace assigned NMD and ADmom Type 3 team with some staff having minimal T2 qualifications for South Zone of the August

**Navigation/Reporting Instructions:** Willows, CA 95988

### User Documentation

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Documentation</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-1226.45</td>
<td>RequestRules: CA-MNF-000759 : 0-1226 setting child request preposition release option to P</td>
<td>tprice 2020-09-28 01:42 PDT</td>
</tr>
<tr>
<td>G-1226.45</td>
<td>WILL RUN IN REDMOND 9/29, AOU00019</td>
<td>sgalinbay 2020-09-28 07:29 PDT</td>
</tr>
</tbody>
</table>
Rental Vehicles

When rental vehicles are authorized on your Resource Order, the USFS Region 6 Rental Vehicle Process (option 2) is to be followed. It is the responsibility of the individual driving the vehicle to mail the rental vehicle information to the correct location. **DNR is not responsible for mailing the documentation**

- Rental is typically for **line rated positions only** through the USFS NERV Agreement
  - Your resource order will indicate approved modes of transportation
- Resource will be directed to reservation website at time of dispatch.
- Resource will be responsible for completing and submitting required paperwork after incident.
  - **Paperwork is to be emailed to USFS R6 at the address on the cover sheet**
- District will be responsible for purchasing fuel and submitting receipts to DNR for reimbursement.
  - You may use fuel truck for NERV rental – they are considered agency vehicles
- DNR will be billed by the USFS for the cost of the rental vehicle.
- **NERV Rental Website:** [https://sites.google.com/a/firenet.gov/nerv/](https://sites.google.com/a/firenet.gov/nerv/)

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**NERV (National Emergency Rental Vehicle) Payment Cover Sheet**

**This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA.**

**REMIT COMPLETED PACKET TO:**
Scan and Email entire package to: **SM.FS.NERV@usda.gov**

Package must be combined to one PDF format file with naming convention:
**AB-CDE-000000_O-1-Plate#**

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.
- The last operator or host is responsible for submitting the package to NERV.

<table>
<thead>
<tr>
<th>INCIDENT NAME</th>
<th>INCIDENT NUMBER (ex: OR-DEF-000246)</th>
<th>RESOURCE ORDER # (14/04/01 or AR on resource order)</th>
<th>START DATE ON INCIDENT</th>
<th>END DATE ON INCIDENT</th>
<th>PAY CODE (on resource order)</th>
<th>OPERATOR/GROUND SUPPORT PRINT NAME &amp; E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**REQUIRED SUPPORTING DOCUMENTS TO INCLUDE WITH THIS PAYMENT COVER SHEET**

- Resource Order(s) for EACH Incident the vehicle is utilized on.
- Rental Agreement from vendor (provided at the time the vehicle is picked up or delivered)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- All Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? E-mail: **SM.FS.NERV@usda.gov**

For additional copies of this sheet or guidance of this BPA visit the NERV website: [https://sites.google.com/a/firenet.gov/nerv/](https://sites.google.com/a/firenet.gov/nerv/)
APPLICATION: All Washington State Department of Natural Resources (DNR) Employees, Fire Districts, and Casual Hires. Additionally, IMT members assigned to a DNR incident are subject to these terms.

OBJECTIVE: This guideline provides direction on privately owned vehicle (POV) use by department employees, Fire District resources, Casual Hires, and IMT members. The agency head or immediate supervisor, may authorize the use of a (POV) in the conduct of official state business when it is more advantageous or economical to the state that a state driver travel by a POV rather than a common carrier or a state-owned or lease motor vehicle. When these employees travel to/from an emergency incident, the following guidance applies:

GUIDANCE:

- DNR employees and Fire District employees will use their respective agency vehicles when available.
- POVs may not be used for fire line functions or transporting to fire line. Fire District employees and Casual Hires must utilize the Region 6 Blanket Policy Rental Agreement (BPA) instead of using a POV. See DEFINITIONS section below.
- Anyone who anticipates the need for fire line vehicles (rentals) are required to procure vehicle prior to mobilization using the Region 6 Blanket Policy Rental Agreement (BPA): https://sites.google.com/site/r6incidentvehiclebpa/
- Employees who choose to travel in an RV/Trailer for the purpose of personal comfort will not be reimbursed for mileage to and from the incident
  - *If resource has non line position and an agency vehicle is not available
  - POV use is authorized with reimbursement for mileage only to exclude RV/Trailer

Reimbursement for the use of a POV or official state business is to be at the private vehicle mileage reimbursement rate specified on the U.S. General Services Administration website at: www.gsa.gov

DEFINITIONS

The Region 6 Enterprise Incident BPA is intended for use on incidents where the vehicle is anticipated to be traveling OFF ROAD and a 4x4 pickup or SUV is needed. The vehicle must be rented under the BPA for the terms and conditions of the BPA to apply.
BACKGROUND
With the state having the ability to use the Region 6 Blanket Policy Rental Agreement (BPA) it provides access to rental vehicles that are capable of off-road use for all risk incident operations.

Approval Date: 5/1/18
Month-Day-Year
Approved By: Chuck Turley
Division Manager

SEE ALSO
SAAM 10.50.20.a
RCW Chapters 46.29 and 46.30