

2022 Alaska Fire Service Casual Acknowledgment

Thank you for signing up to be a part of our 2022 Alaska Fire Service Casual Hire Program. Please review the checklist of responsibilities, sign and return with your 2022 hiring documents to complete your 2022 on-boarding. All forms can be found at our AICC website <https://fire.ak.blm.gov/>

To ensure timely payment of payroll and travel reimbursements, it is your responsibility to:

- Ensure all hiring documentation is accurate and submitted to the Alaska Fire Service Casual Hire Office, and to follow up in a timely manner if documents are returned for correction.
- All local hires working at the home unit must submit signed CTR's by COB every Friday, regardless of days worked.

When you receive an assignment:

- Forward/email a copy of your resource order and travel eInvoice (not itinerary), before travel, to blm_ak_afs_casualhire@blm.gov
- Call the Alaska Fire Service Casual Hire Office, [907-356-5798](tel:907-356-5798), after you email your resource order to initiate your Single Resource Casual Hire Form (SRCHF). **You are not officially under hire until this is completed and returned to the Alaska Fire Service Casual Hire Office.**
- Carry a copy of completed SRCHF. A copy should always be submitted with your travel CTR and resource order to the Finance Section. Not doing so may lead to incorrect position/pay entered into the system and you being paid incorrectly.
- Be sure you fill out a travel voucher worksheet, front and back, to submit at the end of your assignment for prompt and accurate travel reimbursement.
 - You must keep copies of all receipts for reimbursement. This includes baggage fees, fuel, parking, etc.
 - All reimbursements must be listed on travel voucher worksheet – including laundry with dates.

Understand the length of assignment:

- There are 14, 21 and 30-day assignments
- If you extend past 14 days, you must have an **extension request worksheet** approved by your home unit (Alaska Fire Service) supervisor.
- Travel is excluded from days worked.
 - Example: You travel on 08/01/2022. Your first day worked will be 08/02/2022. Always check with Finance to make sure this is how the region interprets this policy. Remain flexible if it's different
- If you extend to 21 days, you must be in travel status by day 22.
- If you extend to 30 days, you must take two days off between day 15 and 21. After you return, this does not "reset" you for another 14 days. If you take day 16 & 17 off, when you return, that is day 18.

When you return from assignment:

- Forward/email your OF-288 to the appropriate admin office.
 - All casual hires sponsored by the zones will submit their OF-288 to the Zone Admin
 - All cache employees will submit their OF-288 to the Cache Admin
 - All other casual hires will submit their OF-288 to the Casual Hire Office at blm_ak_afs_casualhire@blm.gov
- All Casuals are required to forward their Incident Performance Evaluation to the appropriate training officer after each assignment, or if local hire working for one office/section, forward after released for season.
- Forward/email copies of your travel voucher worksheet, elnvoice, hotel and expense receipts, and resource order in one document to Alaska Fire Service Casual Hire Office at blm_ak_afs_casualhire@blm.gov
 - Please download a free app to stitch multiple files into one file. Please be sure file is converted to PDF. **Free application “Cam Scanner”**
- **Keep all original documents.** You will be asked to review and sign a travel voucher for payment.

I have read and understand my responsibilities to ensure accurate and timely payment as an Alaska Fire Service Casual Hire resource.

Print name

Sign name