

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705

May 26, 2006

In Reply Refer To:  
1340 (FA107) I

EMS Transmission 05/26/06  
Instruction Memorandum No. FA IM-2006-031  
Expires: 09/30/07

To: State Directors  
From: Director, Office of Fire and Aviation  
Subject: Casual Payment Center Procedures

**Program Area:** Payment of Emergency Firefighters

**Purpose:** Set policies and procedures for the centralized Casual Payment Center for emergency firefighters (EFF).

**Policy/Action:** This instruction memorandum (IM) outlines responsibilities and payment procedures for emergency firefighters hired by the Bureau of Land Management. In order to expedite processing of EFF payments, it is the responsibility of the hiring unit to ensure that all documentation is completed accurately and checked prior to submission to the Casual Payment Center (CPC). The attached memo from the CPC Manager is intended to facilitate this process.

The Single Resource Casual Hire Information Form (PMS 934) is not required for payment purposes but will be completed and maintained at the hiring unit (reference FA IM-2006-023).

**Timeframe:** This guidance takes effect on the date of issuance of this IM.

**Budget Impact:** None

**Background:** In 2004, the EFF/Vendor Pay system went through a redesign. By way of the redesign, the name was changed to "casual pay" which is now housed on the Federal Personnel Payroll System (FPPS). In January 2005, in an effort to centralize one of our many business processes, a centralized payment center was established to process payment for emergency firefighters hired by the Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA) and the US Fish and Wildlife Service (FWS).

**Directives Affected:** None

**Coordination:** The above action was coordinated with the BIA, FWS, and the Department of the Interior, Office of Wildland Fire Coordination.

**Offices with a Union:** Not applicable

**Contact:** Questions concerning these procedures or the CPC should be directed to Kristy Valentine, Casual Payment Center Manager at 208-947-3791.

Signed by:  
Timothy M. Murphy  
Acting Director

Authenticated by:  
Pat Lewis  
Supervisory Mgmt. Asst.

Attachment:

Casual Payment Center Procedures Memo (includes 11 attachments)

Distribution:

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