

Casual Hire Standard Operating Procedures FY2019

Virginia Interagency Coordination Center-Charlottesville, VA

Please read, sign, and return with your AD paperwork.

Qualifications and Stating: Virginia Department Of Forestry will maintain qualifications for employees.

ROSS Status- Resources will be stated in ROSS by the Virginia Interagency Coordination Center (VICC); resources can be made available Local, GACC, or National. Please call 434-423-2002 to update status. It is critical that availability is up to date at all times. If a resource has multiple qualifications, individual qualifications can be hidden or made visible. If you are unwilling to go on assignment for a particular qualification, please let VICC know to hide that qualification; on your return from assignment, it is your responsibility to let VICC know you would like the qualification to be visible again. This is important, as we will not receive orders from SACC for qualifications that are hidden. Please make us aware of even short unavailability periods by calling us. It is your responsibility to call again when you are available. Assignments that are turned down will be documented and taken into consideration for future assignments. If a resource turns down an assignment more than once in a year, a decision will be made by the certifying official if that resource will continue to be sponsored.

Mobilization-Before mobilization, all paperwork must be completed by the traveler. Once you receive a resource order, you must sign and return the casual hire form to VICC. VICC will make any flight arrangements and rental car reservations for you, if applicable. If an order contains in Special Needs: "Must be self-sufficient" this means you can support yourself financially for meals, lodging and a rental vehicle for the duration of your assignment.

Before Demobilization- Make sure you have received a performance evaluation and signed OF288 from the incident. Encourage the incident to submit your time, if applicable.

Travel for Training- If you have traveled to training, you will be required to have a performance evaluation from the instructor, and you will complete an OF288 for yourself. Make sure you indicate which hours are travel, and which are training. Only 8 hours per day will be reimbursed for training.

Returned from Assignments- Resources must complete a travel worksheet. These are to be typed, not hand-written.

Reimbursements- All reimbursement packets must be submitted within 7 days of return. Packets will include the following documents:

Performance evaluation

OF288 (this must indicate if VICC needs to process, or if the incident submitted already)

Travel worksheet, including all necessary receipts

All documents should be emailed as one scanned document to [vavafdispatch@fs.fed.us](mailto:vavafdispatch@fs.fed.us). Please do not email information to an individual's email account. It is very important that these documents are sent together in one email, and not sent piecemeal over time. This makes processing much more efficient, and assures accurate reimbursement to the traveler. If any part of the reimbursement packet is missing, VICC will make one request for completed information. After 7 days, reimbursement will be processed;

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receipts that come after the 7 day period will NOT be processed separately. It will be noted in the resource's file that a completed packet was not received, and will be taken into consideration for future assignments. Resources will be unavailable for another assignment until completed packet is received.

### Timeline:

Please submit signed application packet paperwork by November 1 2019 to [vavafdispatch@fs.fed.us](mailto:vavafdispatch@fs.fed.us). If there are changes during the year, such as direct deposit information, or mailing address those changes should be made ASAP.

### Packet includes:

1. Casual Hire SOPs 2019 (this document)
2. I-9
3. W-4
4. VA-4
5. OF-306
6. Direct Deposit Form
7. Incident Behavior Form

### Additional attachments to read and keep for reference:

2018 Incident Finance Payment Procedures

2018 USFS Casual Travel Policy

2018 AD Pay Plan

FEHB Offer to Casuals Fact Sheet

I-9 Dates as of 5/2/2018

Incident Behavior Form

Incident Personnel Performance Rating

OF288 Calculating

Forest Service AD Travel Form 2018

I have read the above information, and all the attachments, and agree to the procedures.

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