

E&R Placement Milestone Forms List

Required Case Documentation for Payment of [ER PL Milestone](#):

- ® **ESS-C-117** *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)
- ® **ESS-C-133** *DRS Counselor Monthly Update Form(s)* (required only when ER PL Milestone lasts more than one (1) month, email the form each month to DRS Counselor; submit separately from milestone documentation)
- ® **ESS-C-157** *Pre-Placement Information Form* (submit prior to or on the start date of the initial job only, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed before first (1st) day of work, only when EC is requested onsite by individual) (for initial placement)
- ® **ESS-C-166** *Placement Report* (counts as DRS Monthly Update or final monthly update if ER PL milestone extends beyond one month)
- ® **ESS-C-185** *Job Accommodation Form* (for initial placement)
- ® **ESS-C-213n** O*NET median hourly wage documentation for the region or city where the job is located (Prior to or on start date, required ONLY when hired by the Contractor; email documentation to the DRS Counselor and Cc ESS TA)
- ® **ESS-C-274** *ER Authorization Request & Milestone Billing Form*

If termination and/or replacement occurs:

- ® **ESS-C-181** *Termination/Re-Placement Report* (upon Contractor notice of termination, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-181** *Termination/Re-Placement Report* (prior to or on start date of re-placement, update the above form with new job information, email to DRS Counselor and Cc ESS TA)
- ® **ESS-C-161** *Job Analysis* (completed before first (1st) day of work) (for re-placement, only when onsite support requested by individual)
- ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = [Required](#)

® = required, if applicable

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