

E&R EM (Successful Employment) Milestone Forms List

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

- ☐ **® ESS-C-117 *Travel Log and Invoice* (when travel is authorized, see D. Milestone Rates)**
- ☐ **® ESS-C-133 *DRS Counselor Monthly Update Form (1st)* (email first monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)**
- ☐ **® ESS-C-133 *DRS Counselor Monthly Update Form (2nd)* (email second monthly update to DRS Counselor as an attachment; submit separately from milestone documentation)**
- ☐ **® ESS-C-225 *Record of Hours Worked***
- ☐ **® ESS-C-237n *Current Paystub/Earnings Statement***
- ☐ **® ESS-C-249 *Employee Satisfaction Survey***
- ☐ **® ESS-C-266 *Employment Outcome Report* (counts as 3rd and final DRS Monthly Update for ER EM milestone)**
- ☐ **® 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 supports requested by individual)**
- ☐ **® ESS-C-185 *Job Accommodation Form* (for re-placement)**

Legend: ® = Required

® = required, if applicable