

SE Placement Milestone Forms List

Required Case Documentation for Payment of [SE 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 SE 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) (for initial placement)
- ☐ ® **ESS-C-166** *Placement Report* (counts as DRS Monthly Update or final monthly update if SE 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-398** *SE Authorization Request & Milestone Billing Form*

Required 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 prior to the first (1st) day of work) (for re-placement)
- ☐ ® **ESS-C-185** *Job Accommodation Form* (for re-placement)

Legend: ® = Required

® = required, if applicable

[SE PL Forms List](#)