



**APPENDIX B -TOOL KIT**

**Supplement No.:** RMCG-2014-B.1

**Effective Date:** May 9, 2014

**Duration:** Effective until superseded or removed

**Approved:** /s/ Ron Graham, Rocky Mountain Coordinating Group

**Posting Instructions:** Supplements are numbered consecutively by chapter number and calendar year. Post by document; remove entire superseded supplement and replace with this supplement. Retain this transmittal as the first page of this document.

**New Document:** RMCG-2014-B.1, 5/9/2014, 3 pages

**Superseded Document:** RMCG-2013-B.4, 3/1/2013, 3 pages

**Digest:**

- Clairies two Nebraska Agencies for payments.

**ROCKY MOUNTAIN AREA AGENCY PAYMENT MATRIX**

AGENCY	ADs	PAYMENTS for AGENCY FIRE	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
BUREAU OF INDIAN AFFAIRS	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. POC: Employee home unit FMO.
BUREAU OF LAND MANAGEMENT	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Original paperwork goes home with the employee POC: Employees home unit compensation coordinator
NATIONAL PARK SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team.	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FISH & WILDLIFE SERVICE	Sent back with the AD for the home unit to process	Processed by the incident agency and/or a payment team	Home unit processes	NA	Mail original paperwork to the home unit. POC: Employee home unit compensation coordinator
U.S. FOREST SERVICE	Uploaded to ASC via ISuite. Original OF-288 with signatures sent overnight to ASC  Albuquerque Service Center Incident Finance-Casual Pay 101B Sun Avenue NE Albuquerque, NM 87109	Original invoice with deductions if applicable & agreement are sent overnight to ASC from the incident.  USDA Forest Service ASC-Incident Finance-EERA 101B Sun Ave NE Albuquerque, NM 87109	ADs processed on OF-288 via ISuite in accordance with 2013 Casual Hire Travel Process; agency employees processed by home unit	NA	If internet is available utilize the SHIPS process. Otherwise, original CA-1 or CA-2 faxed to 866-339-8583 and FedEx'd to USDA Forest Service, ASC-Human Resource Management, 3900 Masthead Street, NE-WC Annex, Albuquerque, NM 87109. Copy to employee.

**ROCKY MOUNTAIN AREA AGENCY PAYMENT MATRIX**

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
<p><b>COLORADO</b></p> <p>Colorado Division of Fire Prevention and Control, Building 1049 5060 Campus Delivery Fort Collins, CO 80523-5060</p> <p>Questions contact: Janell Ray Work: (970) 491-1063 Cell: (970) 222-0367</p>	<p>Original Firefighter time reports (OF-288) are given to Colorado State employees (not entitled to Hazard Pay) and cooperators resources at demobilization.</p>	<p>I-BPA &amp; EERA invoices will be processed for payment through the CDFPC Office in Fort Collins for Colorado State EFF fires.</p> <p>Multi-Jurisdictional fires on both private and federal land - payment office will be determined on a fire by fire basis.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Colorado State and cooperator resources at demobilization.</p>	<p>Injured employee notifies home unit supervisor by fax or email. Colorado cooperators should notify home unit as identified on CRRF.</p>
<p><b>KANSAS</b></p> <p>Kansas State University (KSU) /Kansas Forest Service (KFS) 2610 Claflin Road Manhattan, KS 66502-2798</p> <p>Questions contact: Ross Hauck Work: (785) 532-3314 Fax: (785) 532-3305</p>	<p>Original firefighter time reports (OF-288) are given to KSU/KFS employees (not entitled to hazard pay) and cooperator resources at demobilization. State Employees are paid by KSU/KFS</p>	<p>For all fires KSU/KFS assists on, invoices will be processed by KSU/KFS. In-state fires are billed to jurisdictional agency. Out-of-state fires are billed to Region 2 USDA Forest Service.</p>	<p>KSU/KFS will pay for all travel based on the State of Kansas allocation and guidelines.</p> <p>Travel will be included in the invoicing for payment.</p>	<p>Cost of equipment used will be billed per KSU/KFS Schedule of Charges for mileage charge. Includes vehicles and trailers.</p>	<p>Employee or incident personnel need to contact home office, KSU/KFS, 785-532-3300 when injury or illness occur. KSU/ KFS will work with employee /incident personnel to provide notification to KSU/KFS Human Resource Department within 10 days of injury. KSU/KFS office will work with KSU/KFS to file workers compensation. Kansas cooperators should notify home unit.</p>
<p><b>NEBRASKA EMERGENCY MANAGEMENT AGENCY</b></p> <p>For all fires involving NEMA contact either of the following:</p> <p>Donny Christensen Public Assistance Unit Supervisor, NEMA Office: (402) 471-7416 Fax: (402) 471-7433</p> <p>Deb Kai Business Manager III, NEMA Office: (402) 471-7214 Fax: (402) 471-7433</p> <p>Nebraska Emergency Management 2433 N. W. 24th St. Lincoln, NE 68524</p>					

**ROCKY MOUNTAIN AREA AGENCY PAYMENT MATRIX**

STATE	STATE EMPLOYEES	PAYMENTS	TRAVEL	EQUIPMENT	WORKERS COMPENSATION
<p><b>NEBRASKA FOREST SERVICE</b></p> <p>For all fires involving NFS contact the following:</p> <p>Don Westover NE State Fire Program Leader, NFS Office: (402) 472-6629 Cell: (402) 310-2128 Fax: (402) 402-472-2964</p> <p>102 Forestry Hall, East Campus UNL Lincoln, NE 68583 Dwestover1@unl.edu</p>					
<p><b>SOUTH DAKOTA</b></p> <p>SD Wildland Fire Division Fire Business Accountant 4250 Fire Station Road-Suite 2 Rapid City, SD 57703-8722</p> <p>Questions Contact: Brenda Even Work: (605) 393-8115 Cell: (605) 381-1428</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Firefighter time reports (OF-288) are given to all South Dakota state, private SD state contract and cooperator resources (not entitled to hazard pay) at demobilization.</p>	<p>All I-BPA &amp; EERA invoices will be processed by SD Wildland Fire , for fires that are on state, private and county land. Payment on multi-jurisdictional fires when state/private land is included, will be determined on a fire by fire basis.</p> <p>South Dakota VFDs invoices should be forwarded to SDWFS for payment by the VFDs. SD Contractors may be paid by the Federal Agency, when countersigned by a Federal Contracting Officer, otherwise they will need to be processed by SDWFS.</p>	<p>Home unit processes</p>	<p>Original Crew/Equipment Time Report's (AS-DCF100/96) &amp; Firefighter time reports (OF-288) are given to all South Dakota state, private SD state contractor and VFD personnel assigned to equipment at demobilization.</p> <p>Original Crew/Equipment Time Reports (AS-DCF100/96) &amp; Emergency Equipment Use Invoice (OF-286) are given to all South Dakota state, private SD state contractor and VFD resources at demobilization.</p>	<p>Electronic First Report of injury form need to be complete and submitted to our Bureau of Personnel within 72 hours, by employee or Chief of Party. On in-state fires cooperators follow the same rules as state employees, on out-of-state fires they are under their departments work comp policy. All contractors fall under their own policy. Any questions contact Brenda Even.</p>
<p><b>WYOMING</b></p> <p>Wyoming State Forestry Division 5500 Bishop Blvd Cheyenne, WY 82002</p> <p>Questions contact: Lynda Berckefeldt Cell: (307) 421-0065</p>	<p>Original Firefighter time reports (OF-288) are given to all Wyoming State and cooperator (not entitled to hazard pay) resources at demobilization.</p> <p>Original Crew Time Reports (SF-261) for last day of travel.</p>	<p>All I-BPA &amp; EERA invoices will be processed for payment through WSFD for all qualifying Wyoming EESA account fires (state, private, &amp; county land). All other fires will be processed as normal through the federal payment agency.</p>	<p>Home unit processes</p>	<p>Original Emergency Equipment Use Invoice (OF-286) with pink copies of Emergency Equipment Shift Ticket (OF-297) must be given to all Wyoming State and cooperator resources at demobilization.</p>	<p>Wyoming Cooperators/State employees are covered under Wyoming Workers Comp. Injury must be reported to firefighters employer within 72 hours of the injury and reported on Wyoming Report of Injury. Forms are provided in Wyoming Mini Mob Guide</p> <p>Call 307-777-7441 for assistance</p>