

AGENCY	ADs	CONTRACT PAYMENTS	TRAVEL	AGENCY-OWNED EQUIPMENT	WORKERS COMPENSATION
<p>ALL DEPARTMENT OF INTERIOR</p> <ul style="list-style-type: none"> - Bureau of Indian Affairs - Bureau of Land Management - National Park Service - U.S. Fish & Wildlife Service 	<p>OF-288 sent back with the AD for the home unit to process.</p>	<p>Processed by the incident agency and/or a payment team. Exception: those agreements with an agency-specific payment center identified (i.e., FS contract handcrews).</p>	<p>Home unit processes. DO NOT include any travel expenses on the OF-288.</p>	<p>NA</p>	<p>Original paperwork goes home with the employee.</p> <p>POC: Employee's home unit compensation coordinator.</p>
<p>USDA - FOREST SERVICE</p> <p>Albuquerque Service Center 5141 Masthead Ave NE Albuquerque, NM 87109</p>	<p>OF-288 uploaded to ASC via e-Suite. Original OF-288 with signatures sent via email to: SM.FS.asc_ipc@usda.gov, faxed to 866-816-9532 or overnight mail from the incident to ASC – ATTN: Casual Pay.</p>	<p>Original invoice and agreement are overnight mailed from the incident to: ASC - ATTN: elsuite or EERA. Information can also be sent via email to: SM.FS.asc_eera@usda.gov</p>	<p>Eligible AD travel recorded on OF-288 per the FS Incident Business Committee’s casual hire travel policy. Employee travel processed by home unit via official government travel system if it includes claims for reimbursement that exceed the GSA rates (for example excess lodging allowance) or are outside the scope of the travel policy.</p> <p>If any part of the travel expenses need to go through the official government travel system (ETS2) then none of the expenses shall be claimed on the OF-288. Use one reimbursement system or the other, not both.</p>	<p>NA</p>	<p>Illness/injury documented in eSafety. Original paperwork is sent home with the employee. Populated CA-1 or CA- 2 printed, signed and faxed to ASC-HCM, WC at 866-339-8583. Original retained by the employee.</p>

STATE	STATE EMPLOYEES	CONTRACT PAYMENTS	TRAVEL	AGENCY-OWNED EQUIPMENT	WORKERS COMPENSATION
IDAHO					
<p>Bureau of Fire Management 3284 West Industrial Loop Coeur d'Alene, ID 83815</p> <p>Questions contact: Wendy Walter (208) 666-8648 OR Amber Honsaker (208) 666-8644</p>	<p>Original OF-288s are given to Idaho Department of Lands (IDL) employees, including IDL Casual employees, Timber Protective Association employees, and Idaho cooperators resources, as required by agreement, at demobilization for processing at home unit.</p>	<p>All I-BPA and EERA invoices are audited at the local IDL/Association unit and paid by IDL in Coeur d'Alene.</p>	<p>Home unit processes.</p>	<p>Cost of state and association equipment is billed in accordance with their respective policies.</p>	<p>Document injury/illness on Idaho Form HR1300 First Report of Injury. https://www.idl.idaho.gov/fire-management/incident-business/ When not available, the CA1, CA2, CA16 are acceptable. Workers Comp claims are emailed to safety@idl.idaho.gov. For questions, call the state duty officer at (208) 416-3604.</p>
NEVADA					
<p>Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775)684-2500</p> <p>Questions contact: Mary Wells (775) 684-2516</p>	<p>Original OF-288s are given to all Nevada State resources at demobilization. NDF employees are entitled to hazard pay when: 1) working more than 16 feet above the ground or floor and/or 2) time spent in a single engine aircraft or helicopter, when not part of their regular job (i.e., pilot). Original OF-288s are given to NV Cooperators (city, county, rural) at demobilization for processing at home unit.</p>	<p>All I-BPA and EERA invoices will be processed for payment through NDF for Nevada State jurisdiction fires.</p>	<p>Home unit processes.</p>	<p>Original OF-288s are given to all Nevada state personnel assigned to equipment at demobilization. Do not complete Equipment Use Invoice, OF-286, for NV cooperator equipment (city, county, rural). Cooperators will be given original OF-288s only.</p>	<p>Document injury on C1, C3, and Investigation Report. Claim will be submitted by home unit. For questions, call the Personnel Technician II at (775) 684-2504.</p>
UTAH					
<p>Administrative Payment Address: Forestry Fire and State Lands 1594 W. North Temple, Suite 3520 Salt Lake City, UT 84114</p> <p>Questions contact: Ben Huntsman Cell: (385) 222-0513</p>	<p>Original Crew Time Reports (SF-261) and OF-288s are given to the employee. State employees are entitled to hazard pay.</p> <p>Equipment time for cooperators will be recorded using the Equipment Shift Ticket OF-297. Personnel are typically included in the rate (wet). The shift ticket must list personnel by name each day to account for shift changes and authorized number of personnel.</p> <p>An equipment use invoice, OF-286, is recommended for incident documentation but is not required for State payment. Original documents are given to NV cooperators at time of demobilization. Copies are retained by the incident.</p>	<p>All I-BPA and EERA invoices will be processed for payment through Forestry, Fire and State Lands for all State jurisdictional fires excluding National Contracts.</p>	<p>Home unit processes.</p>	<p>Engine hourly use is recorded on block 11 of form SF-261.</p> <p>Vehicle usage for overhead and crew transport is documented through fleet reporting at the home unit.</p> <p>Reimbursable rates are estimated and listed in the Fire Wardens Field Manual.</p>	<p>State employee and/or state supervisor will document injury/illness on a CA-1. The form will be submitted by employee or supervisor to Christine Kilpack, (o) 801-538-7318, (fax) 801-538-7319, email: ckilpack@utah.gov. State cooperators are required to carry workers compensation insurance on all employees and volunteers. Cooperator employees will provide contact information and reporting procedures for their worker's compensation provider.</p>