

AGENCY	ADs	CONTRACT PAYMENTS	TRAVEL	AGENCY-OWNED EQUIPMENT	WORKERS COMPENSATION
BUREAU OF INDIAN AFFAIRS	OF-288 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's home unit FMO.
BUREAU OF LAND MANAGEMENT	OF-288 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: Employee's home unit compensation coordinator.
NATIONAL PARK SERVICE	OF-288 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's home unit compensation coordinator.
U.S. FISH & WILDLIFE SERVICE	OF-288 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's home unit compensation coordinator.
U.S. FOREST SERVICE  Albuquerque Service Center 101B Sun Avenue NE Albuquerque, NM 87109	OF-288 uploaded to ASC via I-Suite. Original OF-288 with signatures sent overnight from the incident to ASC – ATTN: Casual Pay.	Original invoice and agreement are sent overnight from the incident to ASC - ATTN: Incident Finance.	Eligible AD travel recorded on OF-288 per ASC instructions; agency employee travel processed by home unit.	NA	Illness/injury documented in eSafety. Populated CA-1 or CA-2 printed, signed and faxed to ASC-HCM, WC at 866-339-8583. Original retained by the employee.

STATE	STATE EMPLOYEES	CONTRACT PAYMENTS	TRAVEL	AGENCY-OWNED EQUIPMENT	WORKERS COMPENSATION
<b>IDAHO</b>					
<p>Bureau of Fire Management 3284 West Industrial Loop Coeur d'Alene, ID 83815</p> <p>Questions contact: Wendy J. Walter Work: (208) 666-8648 or Debbie Godfrey Work: (208) 666-8639</p>	<p>OF-288s are given to State employees (including State Casual employees) and cooperators resources 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 Bureau of Fire Management in Coeur d'Alene.</p>	<p>Home unit processes.</p>	<p>Cost of state equipment used is billed in accordance with IDL Vehicle and Equipment Rental Rates.</p>	<p>Document injury/illness on CA1, CA2, CA16. Claim submitted by home unit. IDL jurisdiction fire - follow process in Chapter 50 GB Geographic Supplement. For questions, call the state duty officer at 208-769-1530.</p>
<b>NEVADA</b>					
<p>Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775)684-2500</p> <p>Questions contact: Mary Wilde (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. <b>Do not</b> 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>
<b>UTAH</b>					
<p>Administrative Payment Address:</p> <p>Forestry Fire and State Lands 1594 W. North Temple, Suite 3520 Salt Lake City, UT 84114</p> <p>Questions contact: Jane Martinez Cell: (801) 541-6764</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 Aubrey Garduno, (o) 801-538-7318, (fax) 801-538-7319, email: <a href="mailto:aubreygarduno@utah.gov">aubreygarduno@utah.gov</a>. 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>