

Great Basin Agency Payment Tool Kit | 2021

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.
<p>U.S FOREST SERVICE</p> <p>Albuquerque Service Center 5141 Masthead Ave NE Albuquerque, NM 87109</p>	<p>OF-288 uploaded to ASC via I-Suite. Original OF-288 with signatures sent via email to SM.FS.asc_ipc@usda.gov or overnight from the incident to ASC – ATTN: Casual Pay.</p>	<p>Original invoice and agreement are sent overnight from the incident to ASC - ATTN: elsuite or EERA. Information can also be sent via email to elsuite: SM.FS.asc_acct_ops@usda.gov; EERA: SM.FS.asc_eera@usda.gov</p>	<p>Eligible AD travel recorded on OF-288 per the Incident Business Committee's casual hire travel policy; employee travel processed by home unit. If it includes claims for reimbursement that exceeds the GSA rates (for example excess lodging allowance) or are outside the scope of the travel policy it needs to be processed in the official government travel system. If any part of travel expense(s) need(s) to go through the official electronic system then none of the expense(s) can be claimed on the OF-288. Use one reimbursement system or the other, not both.</p>	<p>NA</p>	<p>Once the employee enters the CA1/CA2 in esafety and the supervisor certifies the claim then print, sign and fax the completed form to ASC. Our fax number is 866-339-8583 or it can be scanned and emailed to hcm_workers_compensation@usda.gov There is an underscore between <code>hcm_workers_compensation</code></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 J. Walter Work: (208) 666-8648 or Amber Honsaker Work: (208) 666-8644</p>	<p>OF-288s are given to State employees (including State Casual employees) and cooperators resources (Unoperated Agreements & Single Resources for Unoperated and Operated Agreements) at demobilization for processing at home unit.</p> <p>Timber Protective Associations (TPA) are treated as "agency" so receive same documentation as state employees..</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/TPA jurisdiction fire - follow process in IDL Incident Business Operating Guide (IBOG). For questions, call the state duty officer at 208-769-1530.</p>
NEVADA					
<p>Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775)684-2500</p> <p>Questions contact: Thelesa Montoya-Neves (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) 684-2509.</p>
UTAH					
<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: 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 UT 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 including 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>

