

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.	N/A	Original paperwork goes home with the Crew Boss or mailed to the employee 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.	N/A	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.	N/A	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.	N/A	Mail original paperwork to the home unit. POC: Employee's home unit compensation coordinator.
U.S. FOREST SERVICE Albuquerque Service Center 5141 Masthead NE Albuquerque NM 87109	Original OF-288 with signatures sent overnight from the incident to ASC—ATTN: Casual Pay Or email to: asc_ipc@fs.fed.us	Original OF-286 with signatures and contract sent overnight from the incident to ASC-ATTN: Incident Finance Or email to: asc_eera@fs.fed.us	Eligible AD travel recorded on OF-288 per ASC instructions; travel processed by home unit if travel exceeds allowable amounts (i.e. over 30 days or lodging over per diem rate)	N/A	Illness/injury documented in eSafety. Populated CA-1 or CA-2 printed, signed and faxed to ASC-HCM, WC at 866-339-8583. Original paperwork goes home with the employee.

STATE	STATE EMPLOYEES	CONTRACT PAYMENTS	TRAVEL	AGENCY-OWNED EQUIPMENT	WORKERS COMPENSATION
IDAHO					
Bureau of Fire Management 3284 West Industrial Loop Coeur d'Alene, ID 83815 Questions contact: Wendy J. Walter Work: (208) 666-8648 or Amber Honsaker Work: (208) 666-8644	OF-288s are given to State employees (including State Casual employees) and cooperator resources at demobilization for processing at home unit.	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.	Home unit processes.	Cost of state equipment used is billed in accordance with IDL Vehicle and Equipment Rental Rates.	Document injury/illness on CA-1 or CA-2. 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.
NEVADA					
Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775)684-2500 Questions contact: Mary Wells (775) 684-2516	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.	All I-BPA and EERA invoices will be processed for payment through NDF for Nevada State jurisdiction fires.	Home unit processes.	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-288 only.	Document injury on C-1 or C-3, and Investigation Report. Claim will be submitted by home unit. For questions, call the Personnel Technician at (775) 684-2504.
UTAH					
Administrative Payment Address: Forestry Fire and State Lands 1594 W. North Temple, Suite 3520 Salt Lake City, UT 84114 Questions contact: Ben Huntsman Cell: (385) 222-0513	Original Crew Time Reports (SF-261) and OF-288s are given to the employee. State employees are entitled to hazard pay. 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. 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.	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.	Home unit processes.	Engine hourly use is recorded on block 11 of form SF-261. Vehicle usage for overhead and crew transport is documented through fleet reporting at the home unit. Reimbursable rates are estimated and listed in the Fire Wardens Field Manual.	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: aubreygarduno@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.