

NRCG AGENCY BUSINESS MATRIX *(Guide to agency requirements for processing incident business documents)*

FOR TYPE 1, 2 OR 3 INCIDENT ASSIGNMENTS (NRCG 2022)

ALL NATIONAL CONTRACTS (SHOWERS, CATERERS, HAND CREWS, ETC.) ARE PAID BY THE USFS ALBUQUERQUE SERVICE CENTER REGARDLESS OF THE INCIDENT HOST AGENCY. FORWARD ALL PAYMENT REQUESTS TO ASC. List of all National Contracts: <http://www.fs.fed.us/fire/contracting/>

AGENCY	ADs	PAYMENT PROCESS	TRAVEL	EQUIPMENT	COMP FOR INJURY
<p>BUREAU OF INDIAN AFFAIRS For e-ISuite set up of "Admin Office for Payment" use: BIA Reston Fiscal Services Attn: EERA Payments 12220 Sunrise Valley Drive Reston, VA 20191 DO NOT SEND PACKAGES TO THIS ADDRESS FROM ICP.</p>	<p>Send original OF-288s back to the home unit with the demobing personnel. Electronic Signatures: <u>Employee</u> - all types or "Individual Not Available for Signature". <u>Government</u> - Prefer 2-Factor Authenticated PDF or hard copy signature. <i>Date/Time Stamped emails provide good backup documentation.</i></p>	<p>All vendor payments should be sent from the IMT / ICP to the incident host agency local office. Contact information for incident business person will be provided. Electronic Signatures: <u>Contractors</u> - flexible on all types of signatures and date/time stamped emails of approval. <u>Government</u> - Prefer 2-Factor Authenticated PDF or hard copy signature. Date/Time Stamped emails provide good backup documentation.</p>	<p>Home unit processes for agency personnel and ADs. Do not post travel to the OF-288 at the incident.</p>	<p>Original paperwork for Tribally-owned or Agency-owned (BIA) equipment should be sent with the demobing equipment. (If a piece of Tribally-owned equipment is signed up on an incident only EERA, an OF-286 should be created by the IMT and submitted through the standard payment process). <u>All electronic financial package documentation will need to be printed</u>; however, work with the local INBA to determine if it is best for the Finance Section to print the documents themselves (best for a few misc documents here or there) or if it is more appropriate for an S# to be issued for a commercial reproduction service through GPO (full electronic packages provided on a seperate, open hard drive).</p>	<p>Original CA-1, CA-2 and/or CA-16 paperwork gets sent to the home unit immediately via fax, then followed by a guaranteed mail source. (USPS Priority or Fed Ex. etc.).</p>
<p>BUREAU OF LAND MANAGEMENT For e-ISuite set up of "Admin Office for Payment" use: The local district/field office address as provided by local business contact personnel. Do <u>not</u> use the e-ISuite address for the BLM's National Operations Center. DO NOT SEND PACKAGES TO THE NOC ADDRESS FROM ICP.</p>	<p>Send original OF-288s back to the home unit with the demobing personnel. Demob travel time can be left open with a start time posted. Electronic Signatures: <u>Employee</u> - all types or "Individual Not Available for Signature". <u>Government</u> - Must have electronic or hard copy signature.</p>	<p>All vendor payments should be sent from the IMT/ICP to the incident host agency's local incident business specialist or procurement office. Only authorized home unit individuals may perform the final audit and certify for payment. IMTs cannot send payments directly to the BLM's Payment Center (NOC). The equipment envelope with all supporting documentation (including original shift tickets taped to letter sized paper) is required for audit prior to payment. Electronic Signatures: <u>Contractors</u> - flexible on all types of signatures and date/time stamped emails of approval. <u>Government</u> - Require electronic or hard copy signature.</p>	<p>Home unit processes for agency personnel and ADs. Do <u>not</u> post travel to the OF-288 at the incident. Demob travel time can be posted with a start time and completed at the home unit.</p>	<p>The host unit may request that you include the full BLM accounting code and BOC in the remarks block of the OF-286. The IBA or BLM Administrative Representative will determine if the incident will require hard copy or electronic records and payment packages based on incident and agency-specific needs. All hard copy documents produced or turned into the Finance Section must be retained, even when using electronic records.</p>	<p>Original CA-1, CA-2 and/or CA-16 paperwork gets sent to the home unit immediately via fax, then followed by a guaranteed/tracked mail source (USPS Priority, FedEx, etc.) unless being taken home by the employee in a timely manner. POC: Employee's home unit compensation coordinator (Human Resources). Contact the BLM State Fire Business Lead if you need assistance finding contact information for the home unit compensation coordinator.</p>

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<p>NATIONAL PARK SERVICE For e-Isuite set up of "Admin Office for Payment" use: National Park Service Accounting Operations Center PO Box 100000 13461 Sunrise Valley Drive Herndon, VA 20171 DO NOT SEND PACKAGES TO THIS ADDRESS FROM ICP.</p>	<p>Send original OF-288s back to the home unit with the demobing personnel.</p>	<p>Vendor packages may be returned to the host unit fire office or sent directly to an NPS RAP Team (Review, Audit, Process). An incident business contact person will provide instructions for payment package contents and delivery.</p>	<p>Home unit processes for agency personnel and ADs</p>	<p>The host unit may request that you include the full NPS accounting code in the remarks block of the OF-286. An incident business contact will provide instructions and the account code.</p>	<p>Original CA-1, CA-2 and/or CA-16 paperwork gets sent to the home unit immediately via fax, then followed by a guaranteed mail source. (USPS Priority or Fed Ex. etc.) POC: Employee's home unit compensation coordinator (Human Resources).</p>
<p>US FISH & WILDLIFE SERVICE For e-Isuite set up of "Admin Office for Payment" use: the host refuge address.</p>	<p>Send original OF-288s back to the home unit with the demobing personnel.</p>	<p>All vendor packages should be returned to the individual refuge from the IMT/ICP. Financial transactions are handled by the individual stations rather than a central payment office. An incident business contact person will provided instructions for payment package contents and delivery.</p>	<p>Home unit processes for agency personnel and ADs. Do not post travel to the OF-288 at the incident.</p>	<p>N/A</p>	<p>Original CA-1, CA-2 and/or CA-16 paperwork gets sent to the home unit immediately via fax, then followed by a guaranteed mail source. (USPS Priority or Fed Ex. etc.) POC: Employee's home unit compensation coordinator (Human Resources).</p>
<p>US FOREST SERVICE For e-Isuite set up of "Admin Office for Payment" use: USDA Forest Service Albuquerque Service Center Incident Finance 5141 Masthead Albuquerque, NM 87109.</p>	<p>Uploaded to ASC via e-Isuite. Original OF-288 with signatures are sent to ASC by email to SM.FS.asc_ipc@usda.gov as a scanned document (preferred), or via a guaranteed mail source. Electronic Signatures: Prefer 2-Factor Authenticated PDF or jpg inserted of hard copy signature of timekeeper.</p>	<p>Original invoice with deductions/or additions (include supporting documentation for the deductions and/or additions), agreement, and appropriate transmittal cover sheet are sent to ASC by email to SM.FS.asc_eera@usda.gov as a scanned document (preferred), or via a guaranteed mail source from the incident. Follow the current year ASC-IF instruction document. Electronic Signatures: <u>Contractors</u> - flexible on all types of signatures and date/time stamped emails of approval. <u>Government</u> - Prefer 2-Factor Authenticated PDF or jpg inserted of hard copy signature.</p>	<p>AD travel is processed on the OF-288 via e-Isuite and the USFS instructions (https://www.fs.usda.gov/sites/default/files/2021-03/2021usfscasualtravelpolicy-FINAL.pdf). Agency employee travel is processed by the home unit.</p>	<p>N/A</p>	<p>Original CA-1 or CA-2 is required to be uploaded to e-Safety Copy to the employee. Follow current USFS guidance here: https://www.fs.usda.gov/managing-land/fire/ibp/comp Qualified FSC or COMP may issue CA-16 if ASC staff is unavailable.</p>

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<p>STATE OF IDAHO For e-ISuite set up of "Admin Office for Payment" use: Idaho Department of Lands Bureau of Fire Management 3284 West Industrial Loop Coeur d'Alene, ID 83815.</p>	<p>Original OF-288s are given to State of Idaho employees, casuals and all cooperators fire department personnel upon demob. Electronic Signatures: <u>Employee</u> - all types or "individual Not Available for Signature". <u>Government</u> - Flexible on types, Prefer 2-Factor Authenticated PDF or hard copy signature. Date/Time Stamped emails provide good backup documentation.</p>	<p>All vendor packages should be returned to the IDL. An incident business contact will be provided to the IMT. Packages should be complete. Copies remain in the Incident Finance Package. Electronic Signatures: <u>Employee</u> - all types or "individual Not Available for Signature". <u>Government</u> - Flexible on types, Prefer 2-Factor Authenticated PDF or hard copy signature. Date/Time Stamped emails provide good backup documentation.</p>	<p>Home unit processes.</p>	<p>N/A</p>	<p>Incidents under IDL Jurisdiction: complete the Supervisor's Accident Report, SIF17-82 online from the Idaho State Insurance Fund at https://www.idahosisif.org/UploadDocument Incidents managed by an IMT: CA-1 or CA-2 are acceptable. Incidents without APMC: need to report injuries/illnesses to the Idaho State Insurance Fund, Workers' Compensation using the First Report of Injury or Illness form SIF 02/01E.</p>
<p>STATE OF MONTANA For e-ISuite set up of "Admin Office for Payment" use: Montana Department of Natural Resources and Conservation Forestry Division 2705 Spurgin Road Missoula, MT 59804</p>	<p>Original OF-288s are given to State of Montana employees, EFFs and all cooperators fire department personnel upon demob.</p>	<p>All vendor packages should be returned to the local DNRC land/unit office. An incident business contact will be provided to the IMT. Packages should be complete. Copies remain in the Incident Finance Package. Electronic Signatures: follow directions located at http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/business/forms/2020_firepmtapproval-covid-guidance.pdf</p>	<p>Home unit processes.</p>	<p>All cooperators (local fire departments) and DNRC agency engine staff should be given the ORIGINAL Emergency Equipment Use Invoice (OF-286), original (pink) Shift Tickets and original, signed OF-288 with Crew Time Reports upon demob.</p>	<p>The First Report of Injury form must be transmitted to the Montana State Fund within 6 days of notification or knowledge of a work-related injury. The form is available on the internet at: https://www.montanastatefund.com/web/common/reportaninjury.jsf.</p>

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<p>STATE OF NORTH DAKOTA For e-ISuite set up of "Admin Office for Payment" use: North Dakota Forest Service 916E. Interstate Ave. Ste 4 Bismark, ND 58503</p>	<p>Original OF-288s are given to State of North Dakota employees, EFFs and all cooperators fire department personnel upon demob.</p>	<p>All vendor packages should be returned to ND State University. An incident business contact will be provided to the IMT. Packages should be complete. Copies remain in the Incident Finance Package.</p>	<p>Home unit processes.</p>	<p>All cooperators (local fire departments) and NDSU agency engine staff should be given the ORIGINAL Emergency Equipment Use Invoice (OF-286), original (pink) Shift Tickets and original, signed OF-288 with Crew Time Reports upon demob.</p>	<p>Notify the North Dakota State University Safety Office within 24 hours of injury 701-231-6740 for forms and procedures. An incident report form must be transmitted to NDSU within 24 hours of notification of knowledge of a work-related injury. Forms are available at: https://www.ndsu.edu/forms/#univ14.</p>
<p>STATE OF SOUTH DAKOTA For e-ISuite set up of "Admin Office for Payment" use: SD Wildland Fire Suppression Division - Fire Business Accountant 4250 Fire Station Rd - Ste. 2 Rapid City, SD 57703-8722 South Dakota VFDs and South Dakota contractors should be forwarded to SDWFS for payment.</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) & Firefighter Time Reports (OF-288) are given to all SD state, private SD state contract and cooperators resources at demob.</p>	<p>All I-BPA & EERA invoices will be processed by SD Wildland Fire Suppression, 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>Home unit processes.</p>	<p>Original Crew/Equipment Time Reports (AS-DCF100/96) & Firefighter Time Reports (OF-288) are given to all South Dakota state, private SD state contractor and VFD personnel assigned to equipment at demob.</p>	<p>Electronic First Report of Injury form needs to be completed and submitted to the 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. Refer questions to Brenda Even.</p>