

AGENCY PAYMENT TOOL KIT					
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. <u>POC</u> : 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. <u>POC</u> : 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. <u>POC</u> : 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. <u>POC</u> : Employee's home unit compensation coordinator.

<p>U.S. FOREST SERVICE</p> <p>Albuquerque Service Center Incident Finance Branch-Casual Pay 101B Sun Avenue NE Albuquerque, NM 87109</p>	<p>OF-288 uploaded to ASC via I-Suite. Original OF-288 with signatures sent overnight to ASC.</p>	<p>Original invoice and agreement are sent overnight to ASC from the incident.</p>	<p>ADs processed on OF-288 via I-suite; agency employees processed by home unit.</p>	<p>NA</p>	<p>Original CA-1 or CA-2 faxed to: 866-339-8583 and FedEx'd to: USDA Forest Service, ASC-Human Resource Management 3900 Masthead Street, NE-WC Annex Albuquerque, NM 87109 Copy to employee.</p>
STATE	STATE EMPLOYEES	CONTRACT PAYMENTS	TRAVEL	AGENCY-OWNED EQUIPMENT	WORKERS COMPENSATION
<p>IDAHO</p> <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>Original Firefighter Time Reports (OF-288) are given to State employees and cooperator resources at demobilization for processing at home unit.</p>	<p>Original invoices will be audited at the local unit and paid by Bureau of Fire Management in Coeur d'Alene.</p>	<p>Home unit processes.</p>	<p>Cost of state equipment used will be billed per IDL Vehicle and Equipment Rental Rates.</p>	<p>Document injury on CA1 or CA2 and CA16. Claim will be submitted by home unit. For questions, call the state duty officer at 208-769-1530.</p>
<p>NEVADA</p> <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 Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Nevada state resources at demobilization.</p> <p>Only helitack (excluding the pilot) are entitled to hazard pay.</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 Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Nevada state personnel assigned to equipment at demobilization.</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>

<p>UTAH</p> <p>Forestry Fire State Lands 1594 W. North Temple-Suite3520 Salt Lake City, UT 84116</p> <p>Questions contact: Jane Martinez Cell: (801) 541-6764</p>	<p>Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Utah State (entitled to hazard pay) and cooperators (not entitled to hazard pay) resources at demobilization.</p>	<p>All I-BPA and EERA invoices will be processed for payment through FFSL for all Utah State jurisdiction fires (state, private, &amp; county land).</p>	<p>Home unit processes.</p>	<p>Original Emergency Shift Ticket (OF-297) must be used and given to all Utah State and cooperator resources at demobilization.</p>	<p>Document State employee injury or illness on form 122, First Report of Injury, and submit to employee home unit for processing. <a href="http://www.wcgroup.com/forms">www.wcgroup.com/forms</a>. See CH 50 Supplement or call Aubrey @801-538-7210 Fax 801-538-7219</p>
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