

## WA DNR Finance Envelope Documentation Requirement

### **Resources associated with Fire Districts:**

#### **Fire District Equipment (engines, tenders, etc.):**

If dispatched **outside** of their home region or on a Federal Incident

- At demobe, the resource is given
  - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Additions/deductions page
  - ☐ Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Copy of additions/deductions page
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
  - ☐ Front of envelope is marked "Documentation Only"

If dispatched **within their home region:**

- At demobe, the resource is given
  - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Copy of additions/deductions page
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Additions/deduction page
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

#### **Fire District Resources Single Resource with Equipment (STEN, etc.):**

If dispatched **outside** of their home region or on a Federal Incident

- At demobe, the resource is given
  - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental
  - ☐ Additions/deductions page
  - ☐ Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Copy Emergency Equipment Use Invoice (Form Of-286) for agency vehicle/NERV rental
  - ☐ Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
  - ☐ Copy of NERV rental agreement
  - ☐ Copy of additions/deductions page
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
  - ☐ Front of envelope is marked "Documentation Only"

## WA DNR Finance Envelope Documentation Requirement

If dispatched **within their home region**:

- At demobe, the resource is given
  - ☐ Copy Emergency Equipment Use Invoice (Form OF-286) agency vehicle/NERV rental
  - ☐ Copy of additions/deductions page
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286) agency vehicle/NERV rental
  - ☐ Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
  - ☐ Copy of NERV rental agreement
  - ☐ Additions/deductions page
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

**Fire District Career staff** (whether a single resource or a crew member on equipment):

When dispatched to a DNR or on a Federal Incident

- At demobe, the resource is given
  - ☐ Signed Original Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental or equipment
  - ☐ Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
  - ☐ Additions/deductions page
  - ☐ Original Incident Time Report (OF-288)
  - ☐ Original Crew Time Reports (SF-261)
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Copy Emergency Equipment Use Invoice (Form Of-286) for agency vehicle/NERV rental
  - ☐ Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
  - ☐ Copy Incident Time Report (OF-288)
  - ☐ Copy of Crew Time Reports (SF-261)
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Copy of additions/deductions page
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
  - ☐ Front of envelope is marked "Documentation Only"

## WA DNR Finance Envelope Documentation Requirement

### **Fire District Volunteer staff** will be processed as a Casual Hire:

If dispatched **outside** of their home region or on a Federal Incident

- At demobe, the resource is given
  - ☐ Original Incident Time Report (OF-288)
  - ☐ Original Crew Time Reports (SF-261)
  - ☐ Original casual hire paperwork
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Copy Incident Time Report (OF-288)
  - ☐ Copy Crew Time Reports (SF-261)
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Copy of casual hire paper work (I-9, W-4, SSA-1945, Benefit Eligibility Form (Worksheet A-1), Affordable Care Act Form, Apple Health Form)
  - ☐ Front of envelope is marked "Documentation Only"

If dispatched **within their home region**:

- At demobe, the resource is given
  - ☐ Copy Incident Time Report (OF-288)
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Original Incident Time Report (OF-288)
  - ☐ Copy of current Forest Land Response Agreement (FLRA)
  - ☐ Original casual hire paper work (I-9, W-4, SSA-1945, Benefit Eligibility Form (Worksheet A-1), Affordable Care Act Form, Apple Health Form)

### **VIPR Agreements, Pre-Season Agreement, Hire-at-Fire, and LUAs**

- At demobe, the resource is given
  - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Copy of additions/deductions page
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Original Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
  - ☐ Copy of current agreement, hire-at-fire form, or LUA
  - ☐ Additions/deductions page
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

### **Crew Agreements**

- At demobe, the resource is given
  - ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Copy of additions/deductions page
- Finance Envelope will contain
  - ☐ Copy of Resource Order
  - ☐ Original Emergency Equipment Use Invoice (Form OF-286)
  - ☐ Original Crew Time Reports (SF-261) with totals
  - ☐ Manifest
  - ☐ Lodging Receipts
  - ☐ Copy of current agreement
  - ☐ Additions/deductions page
  - ☐ Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

## WA DNR Finance Envelope Documentation Requirement

### **Agency Employees and Resources**

#### **Personnel**

- ☐ Copy Incident Time Report (OF-288)
- ☐ Crew Time Reports (SF-261)
- ☐ Resource Order

#### **Equipment**

- ☐ Copy Emergency Equipment Use Invoice (Form OF-286)
- ☐ Copy Incident Time Report (OF-288)
- ☐ Crew Time Reports (SF-261)
- ☐ Resource Order
- ☐ Other documents may include fuel tickets, etc.