

2019 State of New Mexico Emergency Hire Information Form

STATE FORESTRY HIRING UNIT INFORMATION

District Office: _____ Unit ID: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

AMO Name: _____ Telephone: _____ Fax: _____

AMO Email: _____ @state.nm.us

EMERGENCY HIRE INFORMATION

Name: _____ Cell phone No: _____

Address: _____ City: _____ State: _____ Zip: _____

POSITION INFORMATION/ISUITE CODING

Position Code: _____ Agency: **NM** Employment Code/Type: **OTHER** Rate \$ _____

Incident: _____ Fire Code: _____ Resource Order #: _____

SIGNATURE

Casual Signature

Date

FINANCE

Time Unit: This individual is employed by the State of New Mexico Forestry Division as an Emergency Hire/AD and is paid directly by the State of New Mexico. Please return all **original** CTR's and Fire Fighter Time Report (OF-288) to the employee upon demobilization from the incident. The employee is paid bi-weekly and may request that Finance fax/scan an interim OF-288 to the hiring unit for processing payroll. Below are pay period ending dates for the 2019 fire season.

February 22, 2019	March 8, 2019	March 22, 2019	April 5, 2019	April 19, 2019	May 3, 2019
May 17, 2019	May 31, 2019	June 14, 2019	June 28, 2019	July 12, 2019	July 26, 2019
August 9, 2019	August 23, 2019	September 6, 2019	September 20, 2019	October 4, 2019	October 18, 2019

Please fax/scan the interim OF-288 no later than 9:00 a.m. on the Saturday following the Friday pay period ending date. The OF-288 should include time through the end of shift on Friday. If you have any questions please call the AMO listed above.

State of New Mexico Engines: No shift tickets or OF-286 invoice are necessary for State of New Mexico Engines. Please provide the Engine Boss with the **original** CTR's and Fire Fighter Time Reports upon demobilization.

Cost Unit: For cost tracking, NM will be charging \$1350 a day, plus fuel, for Type 6 Engines and Crew Carriers. Command vehicles, cars and pickups are \$60 per day, plus fuel.

The documents that enables the State of New Mexico Forestry Division to assist federal agencies is the New Mexico Master Cooperative Wildland Fire Management Response Agreement, available on the SWCC website under Incident Business Management.