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Adjutant General's Message: Major General Brian L. Tarbet, the Adjutant General, Utah National Guard

Major General Brian L. Tarbet, the Adjutant General, Utah National Guard

We were thankful to bring every member of the following units home in 2010: Detachment 50, Operational Support Airlift, deployed to the U.S. Central Command area of operations; the 142nd Military Intelligence Battalion, from Afghanistan; the 2-285th Aviation, from Iraq; the 1993rd Contingency Contracting Team, from Kosovo; the 151st Air Refueling Wing, from Turkey; and the 151st Security Forces Squadron, from Afghanistan.

Now that these units are home, the real work begins. The Guard assists in: assessing physical, emotional, and mental health; helping families reunite after a year of separation; ensuring that Guardmembers are able to return to their civilian employment, and making them aware of the many benefits to which they are entitled following their honorable service to the nation.

While we have enjoyed great successes this past year, we have also had our challenges. A circumstance that is always high on our worry list is the ever-present wildfire threat on Camp Williams. On Sept. 19, 2010, a fire, ignited by weapons familiarization training on our machine-gun range, grew beyond the capabilities of Camp Williams firefighters. Gusty winds caused the flames to quickly leave our boundaries and move toward Herriman. The fire destroyed three homes and displaced thousands of residents for four days during mandatory evacuations.

Within 28 hours of the start of the fire, it was determined that the Utah Guard was responsible and we felt it important to make a public acknowledgement of that responsibility and to state our commitment to do all we could to make things right.

We will continue to have challenges in how we do business, reevaluate our procedures at Camp Williams, and make the necessary adjustments. We will continue to support our Guardmembers, families, and employers in their responsibilities. Please accept our thanks for supporting the Utah Guard in all that our state and nation ask us to do.

Agency Spotlight: Utah National Guard

Soldiers and Airmen of the Utah National Guard have performed superbly in 2010. From Cambodia to Colombia, and from Afghanistan to Iraq they have deployed in support of bilateral training exercises and combat operations with fluidity and effectiveness.

Utah formations continue to demonstrate the flexibility and effectiveness of National Guard Soldiers in both peace and war. In times of diminishing budgets, the Guard provides tremendous value to the taxpayer. Servicemembers from the Utah Guard have played pivotal roles in the toppling of dictators and the capture and elimination of enemies to our citizens and threats to our national security. Members of the Utah Guard are currently providing support in more than 30 countries worldwide. Guardmembers are at the forefront of efforts to protect our citizens and our way of life.

Our families are the key to our success, and as a result, we have increased the number of resources available to our Family Support Program. We have expanded our Yellow Ribbon events, added on-site counseling assets for Soldiers, Airmen and families with the hiring of two clinical social workers, continued a solid youth program and are providing emergency support to Guardmembers and their families in need. The success of our mobilization efforts are enhanced by the Family Support Program, providing extensive resources to support loved ones of deployed Soldiers.

Since its inception in March 1894, units of the Utah National Guard have served countless missions both at home and on foreign soil. From its humble beginnings, the Utah National Guard has grown to be a nationally prominent organization, setting the standard for other states to follow. Utah units enjoy a tremendous reputation nationally for their character and performance of duty. Whether the mission is a combat operation or in response to a regional disaster, the Utah National Guard has demonstrated time and time again the attributes of professionalism and skill in the successful performance of the mission.

The Guard has two primary missions: the first is to support the people of the State of Utah. When called upon by the governor, Guardmembers support civil authorities in protecting life and property. They are also called upon to help preserve peace, order, and public safety, which are integrated into the Homeland Defense mission.

The second mission of the Utah National Guard is to the people of the United States. When called upon by the President, the Guard provides well-trained and fully equipped military units to serve as part of the total force in times of war or other national emergencies. The Guard continues to fulfill this mission overseas for Operations Enduring Freedom, Iraqi Freedom, Noble Eagle and New Dawn.

The Utah National Guard continues to prepare for natural-disaster response by working closely with federal, state and local agencies by way of realistic training exercises and continuous improvement to existing contingency plans. Elements of the Utah Guard have shown their flexibility and their amazing capability by effectively responding on short notice to support beleaguered citizens following Hurricanes Katrina, Rita and Ike. Local communities also saw continuing benefits from the Utah Guard's support of Freedom Academy, Adopt-a-School program, Scouting for Food, Sub for Santa, blood drives and other service projects throughout the year. The Utah Guard continues to maintain its high state of readiness should the State of Utah need support during a natural disaster, civil disturbance or major event.

The largest Army training center in Utah is Camp W.G. Williams, located at the south end of Salt Lake Valley. Encompassing nearly 30,000 acres, Camp Williams serves not only as a major training site for Utah National Guard units, but also for units throughout the U.S. and even some foreign nations.

In addition to weapons ranges, battle courses and many outdoor training facilities, Camp Williams also has maintenance shops, troop-support capabilities and extensive classroom space. Camp Williams is home to the 640th Regimental Regional Training Institute, which trains National Guard Soldiers from 13 Western states and Guam.

The headquarters of the Utah National Guard is located in Draper next to I-15 in the southern end of Salt Lake Valley. This sprawling facility is also home to several major commands and separate units.

One of the reasons for the success of the Utah National Guard is the deep sense of community felt by Guardmembers and Utah citizens. Guardmembers are constantly serving their communities in many ways both in and out of uniform. With outstanding leaders, Soldiers, and seasoned combat Veterans, the Utah National Guard continues its long tradition of distinguished service to the state and nation.

UNG Employee Spotlight: Scott Bland

Scott Bland is employed at the Utah National Guard and works in the IT department. Working in the field of IT has always been interesting for Scott, motivated by an industry that is constantly evolving.

Scott recalls starting with State government during a time when typewriters were being replaced with word processors. "These first computers, located at the users' desks, were so big and bulky that one time a user called from the Capitol with a problem. They were asked to restart their computer. After turning off the power switch they replied, 'Is that what that box is? I thought it was a space heater.'"

During that time, the headquarters for the Utah National Guard was located near the University of Utah and then relocated to a 300,000 square-foot facility in Draper. People often notice the airplane in front of the building as they drive by on I-15.

Scott worked at the State Office Building on Capitol Hill for eight years before transferring to the headquarters building. Day-to-day activities are much like any other State IT agency--focusing on hardware and software systems availability and customer satisfaction. The employees of the Utah National Guard are located from Blanding to Brigham City, and Tooele to Vernal, with most cities and towns in between.

The Guard has employees responsible for payroll, finance, budget, human resource management, administrative support, environmental, facilities construction and maintenance. Scott enjoys interacting with these various agencies within State government.

What makes this position interesting is the blending of State and Federal government policies and technologies.

"We need access to State resources while supporting Federal regulations," Scott said. These Federal regulations are mandated by the National Guard Bureau located in Washington, D.C. Scott says that Utah must comply with these Federal policies to maintain continuity between all the states.

He is easy to spot in his civilian clothes while working amongst those men and women in uniform.

"It has been a unique experience supporting members of the National Guard during a time of conflict," said Scott. He has gained a tremendous respect and pride for those serving within the Utah National Guard.

Public Service Recognition Week

By Shannon Casias, HR Consultant

Governor Herbert has issued a declaration designating the first week of May (May 1 - May 7, 2011) as Public Service Recognition Week.

Governor Herbert is encouraging Executive Directors to work alongside an employee for one hour during the designated week. While employee appreciation is always critical, this year it is even more important that employees realize how much value they provide to the citizens of this great state.

Governor Herbert is scheduled visit several locations this year. He will be at the following places on May 2, 2011:

- Department of Workforce Services from 9:00 a.m. to 10:00 a.m.
- Department of Community and Culture, Division of History 10:30 a.m. to Noon
- Department of Human Services 12:30 p.m. to 1:45 p.m.
- Department of Public Safety, Drivers License Division 2:00 p.m. to 3:00 p.m.
- Department of Corrections 4:00 p.m. to 5:00 p.m.

Here are just a few ideas for employee recognition found on the University of Washington – Human Resource website that can be used throughout the year, not just during Public Service Recognition Week.

- Post a thank you note on an employee's door or cubicle.
- Publicly recognize the positive impact on operations of the solutions employees devise for problems.
- Acknowledge individual achievements by using employee names in status reports.
- Write a letter of praise recognizing specific contributions and accomplishments. Send a copy to senior management and the employee's personnel file.
- When you hear a positive remark about someone, repeat it to that person as soon as possible, (face-to-face is best, e-mail or voice mail are good in a pinch.)
- Greet employees by name.
- Smile. It's contagious!

More Gold In Your Golden Years

By Mickie Douglas,
Public Affairs Specialist, Social Security Administration

Although the California Gold Rush has been over for more than a hundred years, people today are still looking for ways to put more gold into their "golden years". Some of the ways to find more gold don't involve picks or pans or prospecting luck. Did you know that if you work beyond your full retirement age before beginning to draw your Social Security benefits, the amount of your monthly benefit check will increase?

For example, if you were born between 1943 and 1954, your full retirement age is 66. This means that if you start receiving benefits at age 66, you will get 100 percent of your monthly benefit. However, if you delay receiving retirement benefits until after your full retirement age, your monthly benefit continues to increase. The yearly rate of increase in Social Security retirement benefits for anyone born after 1943 is 8 percent. This 8 percent increase compares favorably with current average interest earnings rates on bank savings accounts.

Of course, the total benefit increase you would receive would depend on the number of months you delay the start of your retirement benefits: at age 67, you would get 108 percent of the monthly retirement benefit because you delayed getting benefits for 12 months; and at age 70, you would get 132 percent of the monthly benefit amount because you delayed getting benefits for 48 months.

When you reach age 70, your monthly benefit stops increasing, even if you continue to delay receiving benefits. Once you reach full retirement age, your income does not affect your Social Security benefits. So, in other words, there is no additional advantage to putting off benefits once you've reached age 70.

It is also important to remember that each additional year you work adds another year of earnings to your Social Security record. Higher lifetime earnings may mean higher benefits when you retire.

If you are considering postponing retirement, Social Security has a new online calculator called the Retirement Estimator that can quickly give you an idea of how much extra money you could expect by working beyond your full retirement age. Just visit Social Security's website at http://www.socialsecurity.gov/estimator/.

New Services Available in Payroll's Employee Self Service (ESS)

By Mark Austin,
State Payroll Manager

Are you ever in a hurry to change your direct deposit, change your withholding amounts, or check your leave balances? Enhancements in the online Employee Self Service (ESS) make these tasks much easier.

Paperless Direct Deposits Changes

Recent changes to the ESS 'Direct Deposit' service allow you to manage all aspects of your direct deposit accounts including creation of a new account or deletion of a current account. It is no longer necessary to submit a paper form and hope it gets to payroll in time to change, add or delete your direct deposits. Save time and use the ESS 'Direct Deposit' service.

Paperless W-4 Tax Withholding Changes

The ESS 'W-4 Tax Withholding' service was recently modified to allow entry of an additional withholding amount for your State taxes. There is no longer any reason to send paper forms to change your tax withholding. You can use ESS to do everything you can do with paper forms. You can even maintain additional withholding amounts for State taxes. So use the W-4 service in ESS and skip the paper forms. Then, you can be sure your changes will get processed in time for you next pay check.

Leave Balances on Pay Statements

Your most recent ESS pay statement now includes your current leave balances at the bottom of the form. **Note:** Leave balances do not appear on prior period pay statements or preliminary pay statements. (Preliminary statements appear in ESS before the final payroll is processed which is usually not complete until Tuesday afternoon of Payday Week.)

Email Time Entry Reminders

Did you forget to enter your time before the deadline in ESS? Now you and your supervisor will receive an automated email to remind you to enter your time. (This only works if you haven't entered any time for the pay period) Also, if you're a supervisor, you will be notified when your employee has time or other pay entries that are not yet approved and the approval deadline is near.

The Fair Labor Standards Act

By Rick Hughes,
Human Resource Director

The Fair Labor Standards Act (FLSA) requires the State of Utah to compensate FLSA non-exempt employees at the rate of time and ½ for hours worked above 40 in a standard workweek. The additional compensation may be in the form of wages or compensatory time depending on the agreement the employee has signed with their employing agency.

DHRM Rule R477-8-4 identifies the following standards regarding overtime for non-exempt employees:

- Management may direct a non-exempt employee to work overtime but must compensate employees at the rate of time and ½ for hours worked above 40 in the standard workweek.
- An FLSA non-exempt employee may not work more than 40 hours a week without management approval.
- The FLSA makes exceptions for police and firefighters to the standard 40 hour work week.

If you have questions about your FLSA status or your compensation under this act, please consult with your supervisor or a human resources representative.

What's on the Employee Gateway?

During the 2011 Legislative session, House Bill 18 was passed, which requires all benefited State employees to receive Health Plan training. For your convenience, this training has been made available online through the Employee Gateway. Check out the required FY12 Health Plan training on the Benefits tab for information on how plan changes will impact you.

Open Enrollment Deadlines

By Barbara Smith,
Human Resource Consultant

Open enrollment is here and there are changes to employee's insurance premium. These changes will take effect July 1, 2011.

Employees do not need to reenroll if they are happy with their current benefit selections, except for FLEX$. Employees do need to enroll each year if they want to participate in FLEX$.

Changes can be made online, or by submitting a paper enrollment form to your HR Dept. For online enrollment, visit to the Employee Gateway, logon to myPEHP, and click on on-line enrollment. This is the quick way to make changes to medical, dental, vision, FLEX$, life insurance and AD&D coverage.

- All paper enrollment forms are due to your HR representative by June 3, 2011.
- On-line changes must be made by June 10, 2011

Refer to your employee benefit book, which was mailed to your home and is on the Employee Gateway, for all of the changes to your plan. Please plan to attend one of the benefit fairs going on throughout the state to talk to a vendor regarding changes to the plans. Please see the benefit fair schedule and 2011-2012 plan changes on the following pages.

2011 State Benefit Fair Schedule

AGENCY	ADDRESS	ROOM	DATE	TIME
UDOT - **West Valley City**	4501 South 2700 West, SLC	Atrium	May 2	9 a.m.-3 p.m.
Workforce Services	140 East 300 South, SLC	Room 101 N & 101 S	May 3	9 a.m.-3 p.m.
Department of Education	250 East 500 South, SLC	Board Room	May 4	9 a.m.-2 p.m.
Human Services & Environmental Quality	195 North 1950 West, SLC	Common Area	May 5	9 a.m.-2 p.m.
Human Services - **Logan**	115 Golf Course Rd., Logan	DCFS Large Conf. Room	May 9	9 a.m.-11 a.m.
DCFS - **Ogden**	950 East 25th Street, Ogden	Main Conf. Room	May 10	9 a.m.-11 a.m.
Workforce Services - **Clearfield**	1290 East 1450 South, Clearfield	Large Conf. Room	May 10	1 p.m.-3 p.m.
Natural Resources	1594 West North Temple, SLC	Auditorium	May 11	9 a.m.-Noon
Ogden Regional Center	2540 Washington Blvd., Ogden	Large Conf. Room	May 12	10 a.m.-2 p.m.
Workforce Services - **Price**	475 West Price River Dr., Price	Large Conf. Room	May 16	10 a.m.-Noon
Workforce Services - **Moab**	457 Kane Creek Blvd., Moab		May 17	10 a.m.-Noon
Department of Corrections - **Gunnison**	255 East 300 North, Gunnison		May 18	9 a.m.-Noon
UDOT - **Richfield**	1345 South 350 West, Richfield	Portable	May 18	2 p.m.-4:30 p.m.
DCFS Administration Building - **St. George**	359 East Riverside Dr., St. George	Conf. Room	May 19	9 a.m.-Noon
Workforce Services - **Cedar City**	176 East 200 North, Cedar City		May 19	2 p.m.-4 p.m.
Tax Commission	210 North 1950 West, SLC	Room 1026	May 23	9 a.m.-1 p.m.

Attention State Employees!!!

This is your opportunity to meet with the various benefit carriers and learn more about the options available to you as a State of Utah employee. Don't forget to register to win one of the great prizes furnished by the vendors.

PEHP Serving the Employees Who Serve Utah

State of Utah: Changes for 2011-2012

Open Enrollment

Open enrollment runs from April 14 to June 10, 2011.

Medical Plan Increase

The employee cost share on Advantage Care, Summit Care, and Preferred Care plans have increased. See rates at right.

Coverage Outside of Utah

Effective July 1, 2011, PEHP has contracted with the MultiPlan network for out-of-state medical coverage. You will receive a new out-of-state travel card. Participating providers can be found at www.multiplan.com or by calling 800- 922-4362. Please refer to the Master Policy for more plan details.

Benefits Added

- Dependent children can remain covered up to age 26, even if they are married.
- Individuals up to age 19 are no longer subject to the Pre-existing exclusion on the Medical Plan.
- Removal of lifetime and annual dollar limits on essential benefits. Essential benefits are determined by PEHP.
- Beginning July 1, 2011, PEHP will be conducting a pilot program in conjunction with bariatric (obesity) surgery. See your benefits summary for more information.

This is just a brief overview of changes. Please see the Master Policy for complete benefit information.

Bi-weekly Medical Contributions

	Employer	Employer HSA	Employee	Total
Advantage Care & Summit Care				
Single	168.80	N/A	18.76	187.56
Double	348.07	N/A	38.67	386.74
Family	464.66	N/A	51.63	516.29
Preferred Care				
Single	168.80	N/A	78.06	246.86
Double	348.07	N/A	160.93	509.00
Family	464.66	N/A	214.85	679.51
The STAR Plan (Advantage & Summit)				
Single	136.32	32.48	0	168.80
Double	283.11	64.96	0	348.07
Family	399.70	64.96	0	464.66
The STAR Plan (Preferred)				
Single	136.32	32.48	55.07	223.87
Double	283.11	64.96	113.55	461.62
Family	399.70	64.96	151.59	616.25

Bi-weekly Dental Contributions

	Employer	Employee	Total
Preferred Choice			
Single	20.18	1.06	21.24
Double	25.66	1.35	27.01
Family	37.17	1.96	39.13
Traditional			
Single	20.18	6.45	26.63
Double	25.66	8.42	34.08
Family	37.17	12.07	49.24
Regence Expressions			
Single	19.42	0.00	19.42
Double	25.66	7.66	33.32
Family	37.17	11.34	48.51

Bi-weekly Vision Contributions

EyeMed	Employee
Single	$4.17
Double	$7.01
Family	$9.85

Opticare	Employee
Single	$4.15
Double	$6.99
Family	$8.99

PEHP Serving the Employees Who Serve Utah

Get Fit for a Cause this Summer

By Clayton Scrivner,
Media Relations, Utah Office of Tourism

The warmer months are finally here, and it is time to get out in the sunshine and get moving! This year, why not challenge yourself with one of the state's outdoor events that benefit an important cause? Whether racing through the scenic trails of Park City, whitewater rafting or cycling through Salt Lake City, these events deliver excitement and the intrinsic value that comes from doing good work for others. Here are some examples of these summertime events:

Raft for the Cure – Moab, UT – June 25, 2011 (8:00 am-10:00pm)

The Moab Adventure Center has teamed up with Susan G. Komen for the Cure to help raise money for the fight against breast cancer by hosting Raft for the Cure. After a beautiful drive up the river corridor, the eight-hour rafting adventure begins on the Colorado River, allowing participants plenty of time to relax and swim as they cruise down the mild whitewater stream, as well as a break for a delicious riverside lunch at the exclusive Red Cliffs Lodge. At the end of the tour, vehicles will escort rafters back to town to enjoy a free live concert, silent auction and more. Participants will also receive a 2011 Raft for the Cure t-shirt and Raft for the Cure memory wrist bands. Prices are $100 for adults and $85 for youth, with all proceeds given directly to the Susan G. Komen for the Cure Salt Lake City. For more information, visit www.raftforthecure.com.

Bike MS Utah: Harmons Best Dam Bike Ride – Logan, UT – June 25-26, 2011

bike MS bike to create a world free of MS ACCEPT THE CHALLENGE

This two-day event is Utah's largest cycling fundraising event with 3,000 cyclists raising over $1.5 million annually for the National Multiple Sclerosis Society. Participants will enjoy cycling along with opportunities to win prizes and raise money. On day one, the course heads north toward Idaho and is relatively flat with options to ride 40, 75 or 100 miles. For those up for a challenge, day two proposes an additional 40 or 75 miles with an option to ride up beautiful Blacksmith Fork Canyon and back across Hyrum Dam. In addition to cycling, the event includes a new rider orientation, demo on changing a flat tire, team photos, meals, a Kid Zone, live music, an awards party and more. To enter, all participants must be at least 12 years of age and turn in a minimum of $250 in pledges before or at check-in on June 25. For more information, visit www.bikeutu.nationalmssociety.org.

Running with Ed – Park City, UT – May 21, 2011

RUNNING WITH ED
PARK CITY EDUCATION FOUNDATION

Designed for runners of all ability levels, the second annual Running with Ed event is a 41-mile running relay race with 10 different legs, varying in length from one to nine miles and utilizing scenic roadways and trails throughout Park City. With teams of five or less, it's the perfect opportunity for families and friends to work together for a cause. As an incentive, prizes will be awarded for best costume and best decorated car. There are also non-competitive teams designed for families with up to 10 members. Registration is $400 per team, increasing to $500 on April 8. All proceeds from the event go directly toward filling the educational funding gap in the Park City School District. For more information, visit www.runningwithed.com.

The annual Surplus Property Plant Sale will be held May 17 - 19, 8 am to 4 pm daily. For more information, please visit www.surplus.utah.gov

Governor's WorkWell Challenge—Recipe for Workplace Success

Being good at your job is only part of the recipe for success at work. To heat up your career, remember to add these key ingredients:

- Positive attitude. Managers and co-workers alike appreciate the support of someone with an upbeat outlook. Show some enthusiasm about your job and the organization you work for. Look for opportunities, not problems, and find the bright side of the challenges you face.
- Integrity. Be honest with people. When you don't have an answer, say so. Admit your mistakes (and concentrate on not repeating them). Keep your promises, and meet your deadlines. All this shows respect for other people and demonstrates your reliability.
- Willingness to try. Don't be afraid to stretch out of your comfort zone. Volunteer for new tasks and extra responsibility. Take risks – be realistic about what you can and can't do, of course, but don't back away from a challenge because of the possibility of failure. Ask the right questions so you know what's really going on, regardless of whether you'll appear "ignorant."
- Co-operation. Be a team player – help your colleagues with their priorities, and share information instead of hoarding it. Know what your manager wants, and support him or her to the best of your abilities. Offer your support when people need it, so they know you're not just out to get ahead for your own benefit.

When we are successful at work, we are more likely to experience more positive emotions that have a direct impact on our health. People with higher positive emotions are at lower risk for heart disease and stroke, are less likely to develop colds, have fewer injuries, less pain and better overall health. By developing a positive attitude, demonstrating integrity, effort, and co-operation, you can be happier, healthier, and more successful!

LEADERSHIP ELEVATED
Management for PEAK PERFORMANCE
American Academy of Certified Public Managers®
23rd Annual Professional Development Conference
October 10 - 12, 2011 | Salt Lake City
www.uscpm.org

Are you waiting with great anticipation for information about this year's Manager's Conference? Wait no more! Typically held in the spring, this year's conference will take place October 10 and 11, 2011, when the Utah Society of Certified Public Managers hosts the American Academy of Certified Public Managers 23rd Annual Professional Development Conference

Leadership Elevated – Management for Peak Performance

Sign up at www.uscpm.org/CPM-2011-National-Conference.html to receive updated information as it becomes available. This promises to be a "do not miss" conference, so save the date and start making plans now to climb to the peak of leadership success!

Photo Credit: Adam Barker, The Salt Lake valley looking southeast at sunset.

UTAH LEADERSHIP INSTITUTE

The **Utah Leadership Institute** provides leadership development services to Utah's public sector leaders and organizations. ULI offers one-stop, hassle-free access to outstanding opportunities at a reasonable price. Visit the Employee Gateway for information on upcoming training opportunities.

Summer road construction season is approaching. Before you travel, visit the UDOT website at www.udot.utah.gov to avoid delays.

We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to: HRNewsletter@utah.gov

DHRM is adding value to the State of Utah by:
- **Increasing Customer Service**
- **Increasing Efficiency**
- **Increased Management Capacity**

Department of Human Resource Management
Administrative Office
2120 State Office Building
Salt Lake City, UT 84114
Phone: 801-538-3025
Fax: 801-538-3081

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Production Editors:
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Sarah Tice
Sherry Saracino
Michelle Watts
Gary Schow
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Dan Chase
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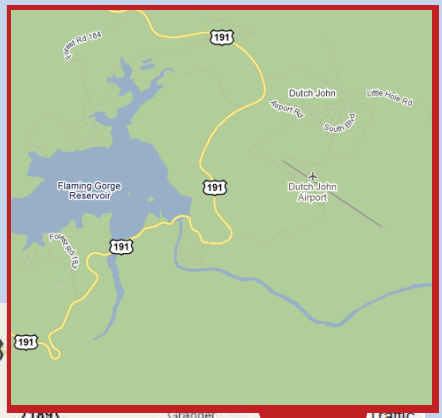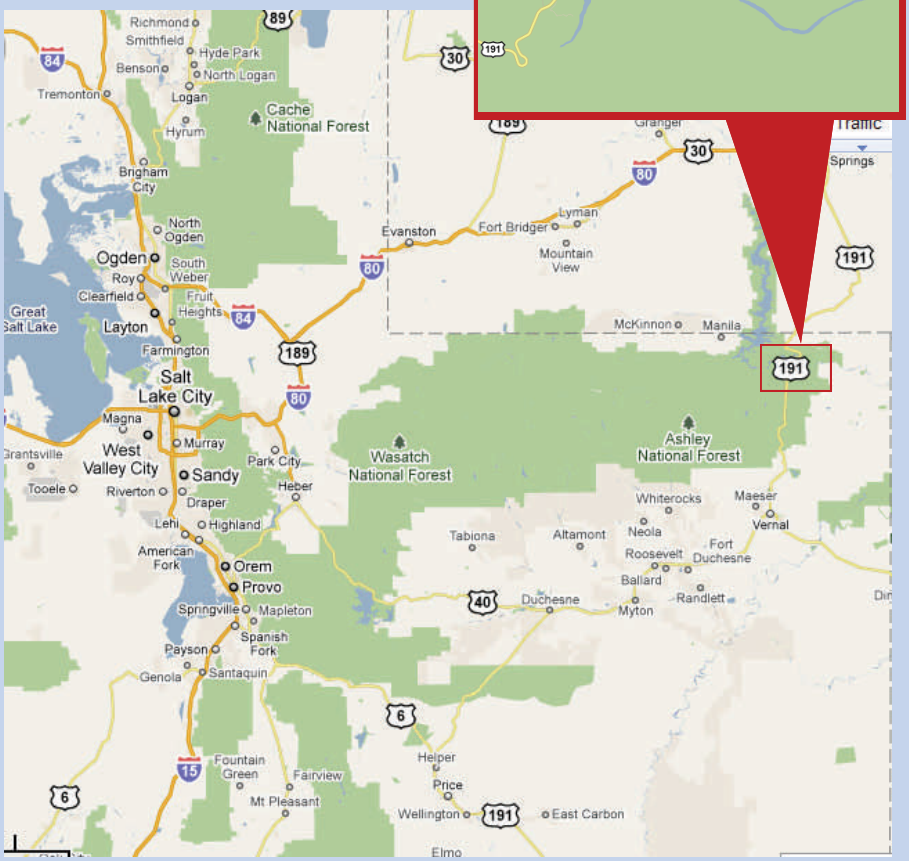
The Green River below Flaming Gorge dam is a favorite location for fishing, hiking, and river rafting. Located approximately 200 miles (driving distance) east of Salt Lake City, the river, reservoir and surrounding forest provide excellent recreational opportunities.