



EASTERN AREA COORDINATING GROUP

VENDOR PAYMENT DIRECTION Eastern Area Coordinating Group Incident Business Committee



DEPARTMENT OF INTERIOR AGENCY VENDOR PAYMENT PROCESSES:

*The most important thing to remember
for ANY DOI-agency- jurisdiction fire is this:*

DO NOT SEND VENDOR PAYMENT PACKAGES TO USFS-ALBUQUERQUE SERVICE CENTER

(With the obvious exception of national contracts).



National Park Service Incident Business / Vendor Payments

**Vendor payments for the NPS follow standard review procedures outlined in the IIBMH.
They can be paid by two methods.**

Method #1:

All vendor packages need to be returned to the *host unit fire office*. An Incident Management Team and/or Buying Team should have a Fire Business contact at the park who will receive the vendor packages. Please submit packages every two weeks for long-duration events, or immediately upon demob of the resource. If possible, request that the NPS Fire Business contact review the packages prior to the vendor's demob date so that issues can be addressed while the vendor is still on site. For demobed resources, please do not hold onto packages in the ICP until the event is over – submit continuously and timely.

Method #2:

An NPS Administrative Payment Team can be requested through the Resource Ordering System. They will come to the park and begin the process of making payments immediately.

For I-Suite set up of “Administrative Office for Payment” use this address (regardless of which agency originated the contract):

**NATIONAL PARK SERVICE
ACCOUNTING OPERATIONS CENTER
PO BOX 100000
13461 SUNRISE VALLEY DRIVE
HERNDON, VA 20171**

Do not send packages for payment directly to AOC from the Incident Command Post. Route the packages through the NPS Fire Business contact.



**Bureau of Land Management
Incident Business / Vendor Payments**

Vendor payments for the BLM follow standard review procedures outlined in the IIBMH.

All vendor payment packages should be sent from the IMT / ICP to the incident host agency local office. An incident procurement/business contact will be established to receive those packages.

For I-Suite set up of “Administrative Office for Payment” use this address (regardless of which agency originated the contract):

**NOC
7201 W. MANSFIELD AVE
ATTN: MAIL STOP D-2663
DENVER, CO 80235-2230**

Do not send packages for payment directly to NOC from the Incident Command Post. Route the packages through the identified BLM Fire Business contact.



US Fish and Wildlife Service Incident Business / Vendor Payments

Vendor payments for the USFWS follow standard review procedures outlined in the IIBMH.

All vendor payment packages for an incident with USFWS jurisdiction should be returned to the individual refuge from the IMT / ICP. Financial transactions for the USFWS are handled by the individual stations rather than a central payment office. (This may change in 2012).

For I-Suite set up of “Administrative Office for Payment” use the host refuge address (regardless of which agency originated the contract).



Bureau of Indian Affairs Incident Business / Vendor Payments

Vendor payments for the BIA follow standard review procedures outlined in the Interagency Incident Business Management Handbook, IIBMH, Chapter 20.

http://www.nwcg.gov/pms/pubs/iibmh2/chapter_20_section_21_to_28.pdf

The IMT should receive instruction on processing all vendor payment packages for an incident with BIA or tribal jurisdiction on BIA administered trust lands or tribally owned properties from an agency administrator or business contact. All tribal payments are processed through the BIA, under their respective agreements.

Emergency Equipment Payment Operating Guidelines, available from the agency administrator, proved procedure, guidance and instructions for the implementation of EERAs. The using agency processes payments for EERAs regardless of who initiated the agreements.



For all DOI Agencies:
Include the following in a Vendor Payment Package:
Emergency Equipment Use Envelope

Original Emergency Equipment Use Invoice
Original Emergency Equipment Use Shift Tickets
Original receipts for any items to be reimbursed to vendor
Original Fuel/Oil Issue tickets, if applicable
Copy of Resource Order
Copy of vendor's contract (EERA, I-BPA, Solicitation, etc.)
Original Vehicle/Heavy Equipment Inspection Checklist for pre-use and post-use
General Message form, or any other documentation of issues or explanations, as needed
Claims forms, documentation or information, as applicable.
Emergency Firefighter Time Report, with Crew Time Reports – if applicable.
*(If the equipment operator was hired as an AD, FFTR gets returned to the hiring agency.
Be sure to let the Fire Business contact know that an FFTR is in the package).*