

REVIEW CHECKLIST FOR INCIDENT PAYMENTS

Feb 2009

Posted Personnel Time (Overhead & Crews)

OK <input checked="" type="checkbox"/>	Review Items	Notes – Corrections
	For All Responders:	
	Is there a CTR for each day?	
	Is travel time reflected on the 1 st & last CTR?	
	Is Hazard pay justified and properly posted?	
	Are all of the CTRs signed by shift supervisor?	
	Is the Resource Order number on all CTRs?	
	Are the correct hours posted for each day?	
	If assigned to multiple incidents, are they properly separated and posted?	
	Is the Incident Information on the OF-288 complete & correct? (CHECK THE RESOURCE ORDER)	
	For ADs and EFFs:	
	Is a copy of the Resource Order attached?	
	Is the header information on the OF-288 complete?	
	Are all days posted to the OF-288?	
	If AD rate was changed at the incident is the authorizing documentation attached?	
	If FINAL invoice – is Return Travel estimate posted?	
	Are all required signatures in place, in other-than-black ink?	
	For Crews:	
	Does the crew roster match the I-Suite input (or ROSS download)?	
	If any crew member has been demobed early, is the time ended appropriately?	
	Is the crew boss time posted correctly – be aware of the potential for additional hours for the crew boss.	
	Is the I-Suite KIND code correct for the crew (HC1 or HC2) and for the individuals on the roster (CRWB, FFT1, FFT2, FALx)?	
	For Comp/Claims documentation:	
	Have all medical forms been processed according to agency policy?	
	Is the M-Log current and filed in the Fire Package?	
	Have all existing and potential claims been presented to a contracting officer, with file copies left in the fire package?	

Posted Contracts (Equipment and Crews)

OK <input checked="" type="checkbox"/>	Review Items	Notes – Corrections
	Is there a Shift Ticket for each work day?	
	Are all Shift Tickets dated and signed by contractor and government rep?	
	Are hours worked indicated on Shift Ticket (even for equipment paid on a daily rate)?	
	Are the hours for any downtime documented on the Shift Ticket and posted correctly?	
	For Portable Toilets and handwash stations: Do the numbers on the shift ticket match the resource orders? Is mileage indicated if applicable?	
	Does the equipment indicated on the inspection form match the equipment on the contract? Is the inspection form completed properly?	
	Did the equipment pass the pre-use inspection?	
	Did the equipment pass the post-use inspection? Is there any indication of a pending claim?	
	For transports: Did the transport and heavy equipment come with one operator or two separate operators?	
	Has the operator had appropriate days of rest?	
	Does the vendor name, address, phone number, and TIN on the contract match the OF-286?	
	Does the vendor agreement number, effective dates of agreement, point, date and time of hire on the EERA match the OF-286?	
	Does the incident information on the OF-286 match the Resource Order?	
	Is the correct Administrative Office for Payment indicated on the OF-286?	
	Is the correct charge code on the OF-286?	
	Is the release date and time indicated on the OF-286?	
	Were all additions and deductions accurately posted?	
	Is a copy of the ROSS or Supply Resource Order attached? Is the Resource Order number correctly on the OF-286?	
	If payment is to be made from a commercial invoice, does the invoice appear to be correct regarding date and time of equipment hire and release, and negotiated rate?	
	For water-handling equipment, do the check-in roster and the operator indicated on the shift ticket match the qualified employees on the contract?	
	Are there any General Message forms that require action or follow-up?	
	For contract crews: Have all hours on the CTRs been calculated and posted correctly?	
	For contract crews: Has the correct hourly rate been selected from the contract and posted to I-Suite correctly?	
	Is everything completed and checked on the Emergency Equipment Rental-Use Envelope? Is it signed?	

Payment Package Components

OK <input checked="" type="checkbox"/>	Review Items	Notes – Corrections
	<i>FOREST SERVICE: (ASC) Albuquerque Service Center Pymt Pkg:</i>	
	OF-286 – is it completed and signed with original signatures?	
	OF-286: Have any changes been made? If so, have they been completed neatly with a single-line cross-out so there’s an audit trail? (No white out)	
	OF-286: If there are additions or deductions, is the supporting documentation attached?	
	Contract: Is the correct contract attached? Does it have all of the appropriate signatures?	
	R.O.: Is the Resource Order attached? (If this resource was ordered through ROSS, ASC can download the RO, but if it is on a Supply order (hand-written) the RO must be attached).	
	<i>FOREST SERVICE Home Unit Files ~ Fire Package copies</i>	
	Are the pink shift tickets attached to the file copy of the OF-286 and in date order (blues can be discarded)?	
	Are the pink fuel/oil tickets attached to the file copy of the Deductions page and in date order (blues can be discarded)?	
	Is the supporting documentation for any other additions or deductions (Claims settlement, other purchases, etc) attached?	
	Are any General Message Forms attached (and have the issues on them been addressed)?	
	Is there a copy of the Resource Order, contract and OF-286?	
	<i>STATE & Other FED AGENCY Payment Packages</i>	

Review items for - All

ASC for National Contracts (list) - All

1.) Payment Package components & supporting documentation

2.) Home unit “Fire Package” components & supporting documentation

(Items 1 & 2 dictated by host unit agency policies)