

2014

ASC, B&F Incident Finance Branch  
Payment Procedures

US Forest Service  
ASC, B&F Incident Finance  
101B Sun Ave NE  
Albuquerque, New Mexico 87109

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## **1.0 INTRODUCTION**

Payment packages for Forest Service hired Administratively Determined (AD) Employees (Casuals), Incident Blanket Purchase Agreements (I-BPAs), Emergency Equipment Rental Agreements (Incident only EERAs), National Incident Contracts, Cooperative Fire Protection Agreement Payments, and daily incident accruals will be sent to the Albuquerque Service Center, Budget and Finance (ASC, B&F), Incident Finance (IF) Branch utilizing the procedures outlined in this memo. For a listing of Incident Finance Managers and their areas of responsibility, see Attachment D.

The following submittal procedures are covered in this guide:

- ✓ Incident Accruals
- ✓ FS Hired Casual Pay (AD Employees)
- ✓ Preseason Incident Blanket Purchase Agreements and Emergency Equipment Rental Agreements (EERAs)
- ✓ National Contracts (Crews, Mobile Caterers, Mobile Showers)
- ✓ Blanket Purchase Agreements (BPAs)
- ✓ Cooperative Fire Agreements
- ✓ Aviation and Retardant Contracts

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### **1.1 Precautions**

This guide is not a substitute for regulations, manuals, or handbook policies or procedures. It is intended to be a guide to assist in expediting incident payments.

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### **1.2 Responsibility**

It is your responsibility to ensure procedures are understood before performing the following tasks. Contact the appropriate Program or Operations Manager with any questions associated with this guide.

## 2.0 Incident Accruals

In order to accurately reflect the obligation of resources in the financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 Incident Management Teams (IMTs) must generate accruals daily in the I-Suite COST module when there is Forest Service expenses involved. (I.e. National Caterers, Showers, Crews, etc.). Teams have **72 hours upon arrival** to submit an initial accrual file via a daily I-Suite export. Additionally, if for some reason I-Suite is unavailable, please submit the summary and detail accruals reports via email to the following:

[fs-asc\\_ipc@fs.fed.us](mailto:fs-asc_ipc@fs.fed.us) or via fax to 866-816-9532. Directions for creating the I-Suite daily export can be found at the following: [http://www.fs.fed.us/fire/ibp/incident\\_payments/Isuite\\_export\\_finance.pdf](http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf).

If an incident transitions from one team to another, please provide Incident Finance the new COST leader or Finance Section Chief (FSC) name and phone number.

When the Type 1 or 2 IMT transitions an incident back to the host unit, the host unit is encouraged to continue to report costs until the incident is complete. Teams are responsible for providing the name and telephone number of the person from the host unit taking over the responsibility of continuing the process by sending an email to [fs-asc\\_ipc@fs.fed.us](mailto:fs-asc_ipc@fs.fed.us). The incident unit is also encouraged to continue utilizing I-Suite for submission of cost data as an export file.

Refer to [Attachment G: How to record Incident accruals and payments \(including I-Suite tips\)](#) for instructions on posting accrual information in I-Suite.

## 3.0 FS Hired Casual Pay (AD Employees)

Casual pay hard copy Emergency Firefighter Time Report (OF-288) signed documents shall be submitted directly to Incident Finance via overnight express mail. Return travel time will be estimated. If there are delays during return travel, the hiring unit will be responsible for submitting pay documents for the additional time to Incident Finance within 3 working days of the Casual's return from the incident. I-Suite users will continue to export data to the I-Suite repository daily.

Detailed casual hire instructions are as follows:

- [Attachment A – Casual Hire and Payment Process \(including process for OF-288 reimbursed travel\)](#)
- [Attachment B – OF-288 Audit Process](#)
- [Attachment C – Approving Official Memorandum Template](#)
- Casual Hire Forms: <http://www.fs.fed.us/fire/ibp/personnel/personnel.html>
- Required Documentation:
  - ✓ [Single Resource Casual Hire Information Form PMS 934](#). This form should be completed for each new assignment and attached to the OF-288 when submitting for payment. If there is a pay rate change at the incident, the incident supervisor will record the pay rate/position change on the CTR and note it in remarks block of the OF-288; a new PMS 934 is not necessary. All Exception Positions require the approval of the Regional Incident Administrative Coordinator (IAC).
  - ✓ [Direct Deposit SF-1199A or Electronic Transfer Account \(ETA\)](#). Casuals are strongly encouraged to complete direct deposit banking forms during initial hire. A signed copy should be submitted to Incident Finance. Banking questions are to be directed to the financial institution to verify correct routing and account numbers prior to submitting deposit forms to Incident Finance. If the individual does not have a checking or savings account they may use

ETA which is available at participating banks. More information regarding ETA is available at the following weblink: [www.eta-find.gov](http://www.eta-find.gov).

- ✓ Template of 6540 Approving Memo. (Attachment C) from Approving Official to Incident Finance.
- ✓ DHS I-9, Employment Eligibility Verification. This form must be completed on the day of hire and the certification completed within 3 days. A copy of the signed document may be submitted to ASC-IF electronically or via fax. The hiring unit should retain the original for 3 years. I-9s are valid for 3 years. You may refer to the Incident Finance website for a listing of each Casual's last valid I-9 under Reports titled "I-9 Dates XX.XX.XX"  
<http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php>
- ✓ W-4, Employees Withholding Allowance Certificate; State Tax Withholding Form. Completed by Casual when hired. Make pen and ink corrections when there is a change to a previously submitted W-4 and forward a copy of the signed W-4 submitted to Incident Finance by the Hiring Official. State taxes will be withheld from the "Hired At" point in addition to the state of residence identified by the Casual. Casuals need to identify the state of residence on the W-4 or state tax form.

#### **4.0 Preseason Incident Blanket Purchase Agreements (I-BPAs) and Emergency Equipment Rental Agreements (EERAs)**

For Forest Service jurisdictional incidents, I-BPA/EERA payment documentation will be sent overnight within 3 days after finalization directly from the incident to Incident Finance.

For all incidents, follow the general rule that the jurisdictional/protecting agency makes the payment; including Bus Rental Agreements and Oregon Department of Forestry Crew Contracts.

Starting October 1, 2012, Vendors cannot be paid in FMMI unless they have an active registration in SAM (previously known as CCR). The link for SAM is [www.sam.gov](http://www.sam.gov)

##### Required Documentation:

- ✓ Signed OF-286, Emergency Equipment Rental Agreement Invoice. The Vendor (or Vendor Representative) and Government Receiving Official is required to sign.
- ✓ Commercial invoices must contain the contract/agreement number, unique resource order number, job code, signature and printed name of receiving official, date of signature, and title of receiving official.
- ✓ Attach any documentation used to provide rates for use and services that were rolled into one total cost for each day listed on the invoice. An example would be Portable Toilets, Handwashing Units, Tents, and Clerical Support units. This will allow for validation against the instrument rates.
- ✓ Copy of I-BPA (SF-1449) or EERA (Form OF-294).
- ✓ Attachment I – Completed Emergency Equipment Invoice Transmittal Sheet.
- ✓ Original Crew Time Reports (CTRs) for All Crews (e.g., ODF Crews, FS Contracted Crews, etc.).

Please note that Incident Finance does not require copies of the Emergency Equipment Shift Tickets (OF-297) and/or Emergency Equipment Fuel and Oil Issues (OF-304). However, these need to be retained in the Incident files pursuant to the NWCG Interagency Incident Business Management Handbook.

It is the responsibility of the Finance Chief, or local unit (if there is no IMT) for ensuring the following:

- ✓ The OF-286 is posted accurately from the Emergency Equipment Shift Ticket and Fuel and Oil Issues, or other documentation supporting additions and/or deductions.
- ✓ The rates from the I-BPA (SF-1449) or EERA (OF-294) have been calculated and entered correctly on the OF-286.
- ✓ Documentation requirements are met, as outlined in the NWCG Interagency Incident Business Management Handbook (IIBMH), Chapters 20 and 40.

## **5.0 National Contracts (National Crews, Mobile Caterers, Mobile Showers)**

For national contracts, the Forest Service makes payment for all jurisdictions. The documentation required to process a payment package may vary per contract. It is the responsibility of the IMT or local unit (if there is no assigned IMT) to submit documentation as required by the contract. Original Crew Time Reports (CTRs) are to be submitted with payment package for Crew contracts. For Caterers, Form 1276A (blue copy) and for Showers, Form 1276C (blue copy) shall be mailed from the Incident to Incident Finance for reconciliation with the Contractor's submitted original invoices.

## **6.0 Blanket Purchase Agreements (BPA)**

See Attachment E and F– Emergency Incident Blanket Purchase Agreement (BPA) Payment Procedures. WO-AQM indicates the preferred method to pay BPAs is via a purchase card. Incident Finance processes BPA payments for vendors that do NOT accept payment via credit card. Vendors must have an active registration in SAM (previously known as CCR). Starting October 1, 2012, Vendors cannot be paid by Incident Finance unless they have an active registration in SAM.

## **7.0 Cooperative Agreements**

Incident Finance pays and bills emergency incident related activity for Cooperative Agreements. All non-emergency, project related activity incurred under the cooperative agreement should be submitted to either the ASC B&F Payments Grants & Agreements Branch or the Receivables and Advance Collection Agreements Branch via established process.

Starting October 1, 2012, Cooperators cannot be paid by Incident Finance unless they have an active registration in SAM.

Cooperators are encouraged to submit billing documents directly to a field point of contact rather than submitting directly to Incident Finance. If a Cooperator submits an invoice directly to Incident Finance, Incident Finance will coordinate with the Regional Incident Administrative Coordinator for required field approval. If invoices are received at a field unit directly from a Cooperator, the field unit should coordinate review and approval of the invoice prior to forwarding to Incident Finance for payment.

Documentation required for Cooperator invoices:

- ✓ Current signed Master Agreement and any amendments thereto
- ✓ Current signed Operating Plan (if required by the master agreement)
- ✓ Supporting documentation required per the agreement (this varies between agreements)
- ✓ Invoice Required elements:
  - Invoice Number
  - Invoice Date
  - Cooperator Name
  - Agreement Number
  - Unique Resource Order Number (copy of Resource Order not required)

- FS Job Code
- Signature and printed name of receiving official with title and date of signature

Invoices are to be submitted to:

US Forest Service  
ASC, B&F Incident Finance  
101B Sun Ave NE  
Albuquerque, NM 87109

## **8.0 Aviation and Retardant Contracts**

Forest Service contracted aviation resource payments will be processed utilizing the Aviation Business System (ABS). <http://www.fs.fed.us/business/abs/index.php>.

Full Service and Bulk retardant payments are directed through the Contracting Officer or Contracting Officer's Representative.

## 9.0 Attachments

### Attachment A: Forest Service Casual Hire and Payment Process – 2013

#### Hiring Official –Preseason

1. AD Casual completes DHS Form I-9 on the day of hire and hiring official verifies the documents within 3 days of hire. (Incomplete forms will delay the payment process.) This form must be completed every 3 years. A copy may be submitted electronically or via fax by the hiring official. Hiring unit should retain the original for 3 years. Refer to the Incident Finance website for a listing of each casual's last valid I-9 under Reports titled "I-9 Dates XX.XX.XX". <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php>
2. Complete single resource casual hire information form, PMS 934. (All Exception Positions must be approved by the Regional Incident Administrative Coordinator prior to hire and attached to the PMS 934). This form will be provided with the OF-288 when it is submitted.
3. Provide the following forms to the Casual hire:
  - Federal W-4 for completion (if Federal W-4 is utilized by a State, note State & Federal on the form).
  - State Tax Withholding Form (if applicable)
  - Direct Deposit Information and SF-1199a Direct Deposit Form.
4. Submit the following to Incident Finance at the time of completion:
  - DHS Form I-9 with signatures verifying documents were reviewed (i.e.; social security card, driver's license. **DO NOT** photocopy these documents). NOTE: Original signatures are no longer required at the ASC-IF. Originals should be retained at the hiring location for 3 years.
  - Federal W-4 completed and signed; resubmit only when information changes
  - State Tax Form completed and signed
  - SF-1199a Direct Deposit Form

#### Casual

1. Complete and submit the Direct Deposit Form SF-1199a to Incident Finance 101B Sun Avenue NE; Albuquerque, NM 87109 if the hiring unit has not already submitted previously or banking changes.
2. Complete Federal W-4, and State tax forms. The W-4 address will be used for the mailing of the W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate (marital status of single and zero exemptions) and the form will be returned to the casual. Taxes will be withheld from the "Hired At" point (Block 6 on the OF-288) in addition to the state identified by the casual. The casual must identify the state of residence on the W-4 or State tax form.
3. If mailing address and/or Direct Deposit information has changed since the last time were paid, update the W-4 with new address and/or Direct Deposit information.

#### Hiring Official – At Time of Dispatch or Demob

1. Follow the direction above under "Hiring Official – Preseason" if not previously completed, or if changes need to be made. Submit required documentation immediately to Incident Finance.
2. Individual Hire. Attach completed Single Resource Casual Hire Information Form, PMS 934 indicating whether the I-9 & W-4 forms had been previously submitted and attach a copy to the OF-288 if applicable.
3. Casual Hire Crew or Mixed Crew. Attach Crew Manifest (in place of the Single Resource Casual Hire Information Form) including an accurate listing of positions with job titles, and rates of pay and attach copies to the OF-288s if applicable.
4. Approving Memo, Attachment C. The approving memo can be submitted for a blended package of casual hire crews and individual hires, or vice versa.

#### Incident Finance Section or Hiring Unit

1. Record work time as outlined in the NWCG Interagency Incident Business Management Handbook assuring AD rate and Title is included in all columns.
2. Process partial payments every two weeks, indicating partial payment in the remarks section of the OF-288.
3. Estimate time for return travel, if away from home unit and submit a copy of the Single Resource Casual Hire Information Form or Crew Manifest to Incident Finance with Approving Official memo. Upon the casual's return, the hiring unit will prepare an OF-288 to adjust the travel estimate if necessary. Additional information regarding travel for casual hires can be found at the following weblink: [http://www.nwcg.gov/branches/pre/ibc/documents/personnel/ad\\_travel\\_policy.pdf](http://www.nwcg.gov/branches/pre/ibc/documents/personnel/ad_travel_policy.pdf). Questions on travel should be directed to 1-877-372-7248 Option 3.
4. If another agency hired the casual, submit Casual Hire Information Form and OF-288 to the hiring unit identified on the Casual Hire Information Form with applicable forms if not previously submitted.
5. I-Suite users: enter the Employee Common Identifier (ECI) or enter all 9's or leave blank, if unknown on the hard copy OF-288 and export I-Suite data to the I-Suite repository daily (NOTE: a signed OF-288 must be submitted to Incident Finance with Reviewing Official memo for payment processing every two weeks sent via overnight).

#### Incident FSC or Hiring Unit Reviewing Official

1. Audit OF-288 as outlined in Attachment B.
2. Complete Approving Memo in Attachment C and check that timesheets meet the provisions outlined in the Pay Plan for Emergency Workers, sign and submit.
3. Mail FS hired casual documents to: **Casual Pay, US Forest Service, ASC, B&F Incident Finance, 101B Sun Avenue NE, Albuquerque, NM 87109**

**Attachment B: Forest Service Emergency Firefighter Payments – OF-288 Audit Procedures**

Reviewing Official (designated by unit or Finance Section Chief) shall ensure the OF-288 – Fire Time Reports submitted for payment to Incident Finance are Casual Hires and that the OF-288 is reviewed for the following:

**Block 2.** Employee Common Identifier: ECI – must be legible, if ECI is unknown enter all 9s or leave blank **Do not use any part of the Social Security Number on the hard copy OF-288 or in ISuite**

**Block 4.** Type of Employment: Verify individual is a Forest Service hired Casual. Do not submit an OF-288 for Federal, State, or Local regular Government employees that will be paid by the State and billed back to the Forest Service. IMTs shall submit other agency hired casuals to the casual’s hiring unit.

**Block 6.** Hired At: Unit Identifier Code for the location “Hired At”; i.e., ID-BOF for Boise National Forest (**Must be a Forest, not a Dispatch office**)

**Block 10.** Name: Legible and shown **EXACTLY** as shown on the Social Security card.

**Block 11.** Address: Legible check mailing address – Casual Pay will use address previously submitted unless there is an annotation marking it as “new” or a new W-4 is submitted.

**Blocks 12 thru 14.** City, State and Zip Code: Completed and legible

**Block 20.** Fire Location Identification Columns A thru D. Following are critical fields to review:

Column A	
1. Fire Name <b>Spring Canyon Fire</b>	
2. Fire No. <b>OR-DEF-AZY2</b>	3. Unit Code <b>(leave blank)</b>
4. Fire Location <b>DEF</b>	5. State <b>OR</b>
6. Firefighter Classification <b>FFT2 AD-C</b>	7. Rate <b>17.40</b>

- # 1 Fire Name. Check Fire Name as assigned in Fire Code.
- # 2 Fire No.: Enter incident order number, i.e., OR-DEF-AZY2.
- #3 Unit code will be derived from Incident number
- # 4 Fire Location: Location the individual is working
- # 5 State: Enter State code i.e. OR
- # 6 Firefighter Classification: Check AD class AND incident job title, i.e., AD-C FFT2
- # 7 Rate: Ensure AD rate is consistent with title as outlined in the Pay Plan for Emergency Workers. NOTE-Exception Positions require a job description

with each OF-288.

- #12. Time Officer’s Signature: Completed and legible. The column totals and mathematical computations do not need to be audited.

**Block 21.** Section D Accounting Classification: Enter Job Code assigned to incident i.e., P4AZL3 (this is a key field for financial data in the Casual Payment System). Do not need to carry forward the rate, hours and totals unless there is more than one job code being charged.

**Block 22.** Commissary Record: Completed for travel following the directions located in the Forest Service Casual Hire Travel Process. For additional questions regarding travel call 1-877-372-7248 Option 3.

**Block 23.** Remarks: Annotate pay rate/position change at the incident with effective date.

**Block 25.** Employee Signature: Completed (If not available for signature annotate) and on each page of the OF-288.

**Block 26.** Time Officer Signature: Completed and legible – only one time officer signature is required on each page of the OF-288.

Staple multiple time sheets for the same individual together with the earliest dates on top and same incident numbers. Submit to Incident Finance with Reviewing Official memo (Attachment C) assigning a Unique Unit “Batch Number” for tracking purposes. Incident units should keep a copy of the Emergency Firefighter Time Report (OF-288) for their incident records.

**Attachment C: Processing Emergency Firefighter Time Reports for Casuals**

**APPROVING MEMO**

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Subject:** Payment of Forest Service Casual Hire, Emergency Firefighter Time Reports

**To:** US Forest Service  
ASC, B&F Incident Finance  
101B Sun Avenue NE  
Albuquerque, NM 87109

Unique Unit "Batch" Number to track this payroll submission: \_\_\_\_\_  
(Use Incident/Fire number followed by sequential number; i.e., ID-BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)

List of casual names submitted (attach list for more than 3): \_\_\_\_\_

Number of individuals with OF-288s in this transmittal: \_\_\_\_\_

I have verified, attached, or have on file the following (mark all that apply):

- OF-288s have been audited, certified and attached, including signatures of the casual and the Time Officer.
- Completed Single Resource Casual Hire Information Form or Crew Manifest for Crews with positions, job titles, and rates of pay.
- Original I-9s are completed and attached or have been previously submitted.
- W-4s for Federal withholding are complete and attached, or previously submitted.
- Verify incident/fire name and incident/fire number.
- Transmitted via I-Suite \_\_\_\_\_(mm/dd/yy).
- Exception Positions must be approved by the Regional Incident Administrative Coordinator prior to hire. Documentation Included.
- Other (explain): \_\_\_\_\_

Please list both Incident Team and Incident Unit Contacts, email address and phone numbers.

If you have any questions, please contact:

Incident Team Contact \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

Incident Unit Contact \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

As Approving Official, I certify the enclosed OF-288s are accurate, appropriate, and legal for payment and meet the provisions of the Pay Plan for Emergency Workers.

PRINTED NAME AND SIGNATURE  
Approving Officer /Finance Section Chief

**US Forest Service - 2014 Incident Finance Contacts**

US Forest Service  
ASC, B&F Incident Finance  
101B Sun Avenue NE  
Albuquerque, NM 87109

Email: [FS-ASC\\_IPC@FS.FED.US](mailto:FS-ASC_IPC@FS.FED.US)  
Fax: E-Fax (866) 816-9532  
Fax: Analog (505) 563-7790, 7792  
Phone: (877) 372-7248 Option 1 – Request Incident Finance

**Joe Diaz, Acting** Branch Chief, Incident Finance  
Phone: 505-563-7194  
Wireless: 505-259-6818  
Email: [joediaz@fs.fed.us](mailto:joediaz@fs.fed.us)

**Linda Smith**, Program Manager for Accruals, Job Codes, FEMA, Incident ICBA's, and COOP Billings  
Phone: 505-563-7120  
Wireless: 505- 221-0001  
Email: [lmsmith03@fs.fed.us](mailto:lmsmith03@fs.fed.us)

**John Getchell**, Program Manager for Payments of Agreements, Contracts, and Casual Pay,  
Phone: 505-563-7325  
Wireless: 505-331-0348  
Email: [jgetchell01@fs.fed.us](mailto:jgetchell01@fs.fed.us)

**Elizabeth Martin**, Operations Manager for, Aviation, Incident Accruals, Job Codes, FEMA, Incident  
CBAs, and IPAC  
Phone: 505-563-7937  
Wireless: 505-366-8191  
Email: [emartin@fs.fed.us](mailto:emartin@fs.fed.us)

**Mary Prebble**, Operations Manager for Payment of National Contracts Crews, I-BPAs/EERA, and  
Cooperative Agreements  
Phone: 505-563-7437  
Email: [mprebble@fs.fed.us](mailto:mprebble@fs.fed.us)

**Marna Hansen, Acting** Operations Manager for Reimbursement of Cooperative, International, and  
Cost Share Agreements  
Marna Hansen  
Phone: 505-563-7179  
Email: [mshansen@fs.fed.us](mailto:mshansen@fs.fed.us)

**Theresa Voss**, Operations Manager for Casual Pay and Casual Travel, and Audit Liaison  
Phone: 505-563-7336  
Email: [tvoss@fs.fed.us](mailto:tvoss@fs.fed.us)

**2014 BPA (Blanket Purchase Agreement) PAYMENT PROCEDURES  
(Not Paid by Government Credit Card)**

Blanket Purchase Agreements (BPA) utilized to procure suppression resources ordered through the dispatch system when the Vendor does NOT accept purchasing cards for payment. Specific payment direction outlined in the BPA takes precedence over the following general guidance.

**INCIDENT UNIT RESPONSIBILITY:**

- Submit all original receipting documents (cash register receipts, delivery invoices, etc.) to Incident Finance. Ensure that proper documentation is included and completed (signatures, Job Code, region/unit override) for each receipting document as follows:
  - a. Original Commercial Statement(s)/Invoice(s) and/or Cash Register Receipt with costs broken down by P-Codes and signature receipting for goods and/or services (signature, title, and date), and
  - b. Copy of Delivery/Task Order for resources ordered for project (non-emergency) purposes, and
  - c. Other pertinent documentation; i.e., applicable logs, general messages, etc.
  - d. Prepare the BPA Transmittal Sheet. **In block 7 please check Incident Business.**
  
- Overnight Mail to:
  - US Forest Service  
ASC, B&F Incident Finance  
101B Sun Ave NE  
Albuquerque, NM 87109
  
- Keep copy of all documentation forwarded for the Incident Unit's records.
  
- Refer calls from BPA vendors to the ASC, B&F Contact Center at 877-372-7248.



## **Attachment G: How to record Incident accruals and payments (including I-Suite tips)**

### **Miscellaneous I-Suite Tips**

1. When transitioning an incident please communicate new contact information for the Finance Section to Incident Finance at FS-asc\_ipc@fs.fed.us (Attn: Accruals, subject line: Incident name and the word transition).
2. For State resources, confirm that accurate rates are being used, even if they are estimates.
3. Assure that the jurisdictional/protecting agency and incident state entered in the incident table is correct.

### **Incident Job Codes**

For Forest Service (FS) "P" codes, utilize a 6 digit job code which includes a four digit alpha numeric FireCode (firecodes contain the numbers zero or one, but do not contain the letters O or I) and a two digit prefix indicating Forest Service regional jurisdiction; P3ABC3. Additionally, PA = BIA, PD = BLM, PR = Fish and Wildlife, PP = Park Service, PN = non-federal government agency. The Region/Unit may be entered in I-Suite in a separate field. Additional FS job code information can be found at the following hyperlink: [http://www.fs.fed.us/fire/ibp/cost\\_accounting/cost\\_accounting.html](http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html)

### **I-Suite Exports**

1. Daily export of accruals and payments are required on incidents with a Type 1 or 2 IMT. It is highly encouraged that I-Suite is used and daily exports completed on all incidents, including nonfederal incidents that have Forest Service resources. This export will transmit accruals, I-BPA, and EERA payment data to Incident Finance and casual pay data to the NBC casual payment program. See [http://www.fs.fed.us/fire/ibp/incident\\_payments/I-Suite\\_export\\_finance.pdf](http://www.fs.fed.us/fire/ibp/incident_payments/I-Suite_export_finance.pdf) for instructions on performing the daily export and upload.
2. Accruals and payments that have not yet been finalized when the export takes place will not be included in the export.
3. The process to export is a two-step process, including both the export of the data utilizing the export function in I-Suite and the uploading of that export file to the data repository accomplished by accessing the I-Suite website data repository link: <http://isuite.nwcg.gov/>

### **Casual Hires**

1. ECI (Employee Common Identifier) is required for all casuals or they will reject in the casual pay system and have to be manually corrected causing unnecessary payment delays. Enter the relevant digits of the ECI into I-Suite, the program will front fill the remaining digits to equal ten. I-Suite will print the ECI on the OF-288. If the ECI is not known leave blank or enter all 9s in I-Suite. You may refer to the Incident Finance [Casual Pay](#) website for a listing of each Casual's ECI under Reports titled "Employee Common Identifier (ECI) – FS". Never use SSN in ISuite.
2. Home unit designator ("Hired At") required - (this determines who processes payment - DOI or FS). Federal hired casuals are considered federal employees so the home unit should always be a federal home unit and not be a state, county or rural fire department.

3. The "Hired At" unit must be in Unit ID format; i.e.; ID-BOF and designate the agency that hired the casual. Do not use the Dispatch Office identifier. (NOTE -This is the "Hired At" information for Block 6 of the OF-288.)
4. The federal agency that hires/sponsors casual employee processes the payment, regardless of the jurisdictional/protecting agency responsible for the incident. ADs hired by other than FS shall have their OF-288s returned to them at demob.
5. Close out travel time for casuals by posting estimated time for return travel. Post mixed agency crews by exception. If a casual has travel expenses that do not require receipts, reimbursement may be made through the OF-288 and processed at the discretion of the IMT. If travel expenses require receipts for lodging they must be attached to the OF-288.
6. If any part of travel expense(s) need(s) to go through GovTrip than none of the expense(s) can be claimed on the OF288. Please see the 2014 Forest Service Casual Hire Travel Process.
7. Accurately enter "kind" to reflect an overhead position for all casuals (i.e.; FFT1, not HC1).
8. Always send original FS payment documents directly to Incident Finance (no need to audit at the Forest first). Use of pink paper is not required.
9. For resources not hired at the incident, do not require copies of the I-9 and W-4 (these stay at the hiring unit, who provides a copy to Incident Finance). Only verify the Casual Hire Form.
10. Code Cooperators or State entities as "other" not as "AD."
11. When sending in the OF-288s ensure the Approving Memo (Attachment C) is assigned a "Unique" Unit Batch #. This is important for tracking purposes.
12. Corrections to the OF-288. Please make pen & ink corrections on the original hardcopy timesheet, do not use correction fluid of any kind. Annotate in block 24 that corrections have been made, initial and date. If an error is discovered after the hardcopy OF-288 has been sent to Incident Finance, write "Corrected" at the top of the hardcopy; the one that is kept in the incident fire records. Make a copy for the incident fire records and send via overnight mail or fax (866-816-9532) corrected invoice to Incident Finance accompanied with an Approving Memo.

### **OF-286 Emergency Equipment Use Invoices**

1. Equipment should be identified by the last 6 characters of the VIN or Serial Number. For crew invoices, use the crew number for National crews and the last 4 digits of agreement number for ODF crews in this field (example: NCC-4A, or 9001=ODF)
2. Partial payment generally should be processed every two weeks. However, longer periods are acceptable if resources will be demobed shortly after this time period. IMTs are asked to use judgment in deviating from this timeframe.
3. Signed hard copies are required to be sent to Incident Finance. Send all required original documents with the payment.

4. When finalizing invoices in I-Suite make sure to print an original. Do not send draft copies.
5. Provide as much information as possible for special/unusual situations on the I-BPA/EERA payment in the remarks and highlight such notes and/or partial payments.
6. On hand written invoices only include one Resource and one Agreement number per invoice.
7. To the extent possible, settle all I-BPA/EERA/Contract claims at the incident. Attach a signed and dated copy of the determination and findings.
8. No electronic correction to the original document can be made after export of an I-Suite OF-286. Please make pen & ink corrections on the original hardcopy invoice. All corrections must be initialed and dated.

If a correction is discovered after the hardcopy OF-286 has been sent to Incident Finance, write "Corrected Invoice" at the top of the hardcopy kept in the incident fire records. Make pen and ink correction, initial and date. Make a copy for the incident fire records, and send corrected invoice with original pen & ink changes to Incident Finance. Do not use correction fluid of any kind.

9. The jurisdictional/protecting agency responsible for the incident pays for the I-BPA/EERA resource, regardless of which federal agency signs up the equipment.
10. Federal agencies can only pay state contracts that are countersigned by a federal contracting officer.

## **Cooperators**

There are several ways that states can bill each other including state to state agreements and Emergency Management Assistance Compact (EMAC). For state cooperator inter-state assistance under hire for non-forest service federal agencies, the Forest Service pays. These situations are referenced in the accrual matrix below.

## **Accrual Information**

1. All Federal Incidents with FS expenses involving Type 1 and 2 IMTs are required to send daily accruals. These accruals shall be exported and uploaded to the I-Suite Repository. If unable to export and upload data, submit hardcopy accrual summary and detail reports via e-mail to [FS-asc\\_ipc@fs.fed.us](mailto:FS-asc_ipc@fs.fed.us) or FAX to 866-816-9532.
2. For Non-Forest Service fires, accruals will include Forest Service contracted resources the Forest Service must pay. Forest Service contracted resources typically include national contracts for mobile caterers, mobile showers and hand crews, FS sponsored/hired Casuals (ADs), state, county, city and rural resources not from the incident state.
3. If the IMT has transitioned the delegated responsibility back to the incident unit, the delegated incident unit should provide the daily accrual summary and detail until there are no longer contracted or cooperator resources working on the incident.

4. In I-Suite, every resource is given a default accrual category based on the incident jurisdiction (where the fire started), agency (who owns the resource), payment agency (who is ultimately responsible for paying the resource), and kind of resource or the contract checkbox. To assure that costs and accruals are being recorded accurately, the team should verify for each resource being tracked, that all information is correctly entered in I-Suite
5. The key to correct accruals is correctly coding the jurisdiction of the incident. For example, on a BLM fire, a BLM paid contract will go into the EXCLUDE category simply based on the jurisdiction. On a FS jurisdiction incident accruals will go to the correct accrual category unless the contracting agency is entered as another agency, which will then override the jurisdiction and cause the accrual to go to EXCLUDE.
6. Incident teams are responsible for tracking all costs, regardless of whether they are accrued or not. The accrual matrix on the next page identifies costs that we do accrue from the incident.
7. Some general categories of costs we will not accrue from the incident are as follows:
  - a. Federal Wildland Fire management agencies including Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), National Park Service (NPS) and US Fish & Wildlife Service (FWS).
  - b. Agency owned or contracted Aircraft and retardant (accrued through ABS)
  - c. Agency cache supplies and equipment
  - d. Agency employee salaries and travel
  - e. PCMS (accrued by the PCMS cardholder)
  - f. Working Capital Fund equipment costs (fleet, heavy equipment, forklifts etc.)
  - g. All claims
  - h. Military or International resources (Managed by the ASC except upon specific request)
8. Department of Interior aircraft ordered and paid through the Office of Aircraft Services (OAS). Flight time is entered in the Aviation Management System (AMS) for these aircraft. When determining if an aircraft is OAS, the use of this System is the key identifier because the same aircraft can be under contract with OAS and the FS. If the contract being utilized is the FS contract flight time will be tracked on a FS 6500-122 and payment and accruals will be handled in the Aviation Business System (ABS). Get clarification on who has contracted the aircraft from the Air Operations Unit.

## Attachment H: I-Suite Accrual Matrix

The table below reflects only situations that will create accrual categories picked up in the FS accrual. Any resources not meeting the criteria below will generate an accrual category of EXCL and be excluded from the FS Accrual. If you find that a resource is incorrectly accrued you may make changes in the "edit resource" cost tab to adjust the accrual category. As a general rule the contracting agency field is only necessary if the paying agency is different than the jurisdictional/protecting agency. Review the I-Suite Cost Quick Reference Card for further information at [http://isuite.nwccg.gov/User\\_Support/index.html](http://isuite.nwccg.gov/User_Support/index.html)

\*If a Payment Agency is established for a resource the Payment Agency rules will override the Jurisdictional/Protecting Agency

ACCRUES YES OR NO

Resources Description	Accrual Code	Criteria	Forest Service Jurisdiction <b>OR</b> *Forest Service Payment Agency Accrue Yes or No	DOI Jurisdiction <b>OR</b> *DOI Payment Agency BIA, BLM, BOEM, BOR, BSEE, NPS, OSM, FWS, USGS Accrue Yes or No	All Other Jurisdiction <b>OR</b> *Payment Agency is Other Jurisdiction i.e. States Accrue Yes or No
National Caterer and Showers	CONT	Kind Code is = CTR or SHW AND Resource Agency = PVT	YES	YES	YES
Forest Service Casuals (AD's)	AD	Resource Agency = FS AND Employment Code = AD	YES	YES	YES
Local State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is the same as the Incident State OR the Resource Agency is RUR, CNTY or CTY and Home Unit State is the same as the Incident State	YES	NO	NO
Out of State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is NOT the same as the Incident State and the Resource Agency is RUR, CNTY or CTY and Home Unit State is NOT the same as the Incident State	YES	** YES **DOI Incident payments for Out of State resources are the responsibility of the incident jurisdictional agency. I-Suite will not address this change in the 2013 release. Accrual codes will need to be manually changed and locked for each resource affected by this direction.	YES
Contract Resources (non-Aircraft)	CONT	Resource is not Aircraft AND Resource Agency = PVT	YES	NO	NO
OAS Agency Resources	OAS	Resource Agency = OAS	YES	NO	NO
NWS Agency Resources	NOAA	Resource Agency = NWS	YES	NO	NO
International Resources	INTL	User defined	N/A	N/A	N/A
All Resources not meeting the Accrual Requirement	EXCL	All Resources not meeting the above criteria	YES	YES	YES

**Attachment I: Emergency Equipment Invoice Transmittal Sheet**

**APPROVING MEMO**

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

**Subject:** Payment of Forest Service Emergency Equipment Rental Agreement Invoices

**To:** US Forest Service  
ASC, B&F Incident Finance  
101B Sun Avenue NE  
Albuquerque, NM 87109

Enclosed are the forms necessary for processing I-BPA/EERA payments as follows:

Unique Unit/Incident "Batch Number" to track this package: \_\_\_\_\_  
(e.g.: ID-BOF-000001-001)

Number of OF-286s Mailed: \_\_\_\_\_

List of OF-286 invoice numbers submitted (attach list of invoices if 3 or more):

I have verified, attached, or have on file the following (mark all that apply):

Documents forwarded to ASC, B&F Incident Finance:

- OF-286(s) signatures are required from the Vendor and Receiving Official.
- Copy of SF-1449(s) I-Blanket Purchase Agreement (I-BPA) or OF-294(s) Emergency Equipment Rental Agreement (EERA) with correct rates of pay referenced on the OF-286 (Only required once per incident)
- All invoices should note the resource order number.
- Original Crew Time Reports (CTRs) for Crews (ODF, FS Contracted, etc.)

Please list both Incident Team and Incident Unit Contacts, email address and phone numbers.

If you have any questions, please contact:

Incident Team Contact \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

Incident Unit Contact \_\_\_\_\_ email \_\_\_\_\_ phone \_\_\_\_\_

As Reviewing Official, I certify the accuracy, appropriateness and legality for payment of the enclosed OF-286(s).

Name: \_\_\_\_\_ Title: \_\_\_\_\_