

# Northern Rockies Local Incident Finance/Admin Support Kit Contents And Finance/Admin Duties and Responsibilities (2019)



To most efficiently provide Finance/Admin support to local fires in the Northern Rockies (Type 3, 4 or 5), the following equipment and supplies are recommended. Quantities may vary, as may location or placement. Some may find it handy to pack the contents in a mobile kit, box or suitcase so that finance duties can be established where needed. Others may establish the required materials in an office, ranger station or other designated work area.

<b>For larger local fires, using e-ISuite is recommended, and for some agencies, required. For smaller fires, finance duties can be accomplished without the use of e-ISuite, but rather with the agency's internal finance/payroll or accounting system.</b>			
<b>EQUIPMENT:</b>			<b>No.</b>
Laptop with e-ISuite Site Loaded (or access to Enterprise through NAP Accounts)			2
Desktop Printer/Copier with USB cable to connect to Laptop			1
Spare ink cartridges for printer/copier			2
Power Strip with surge protector			1
Long Data Cable			1
Backup Power Supply for laptop			1
Thumb Drive(s) for transferring database			2
<b>SUPPLIES:</b>	<b>QUANTITY</b>	<b>SUPPLIES:</b>	<b>No.</b>
Alpha File (separate from kit)	1	Pen, <b>BLUE</b>	5
Pencil / Lead (regular and mechanical)	2 ea	Post-It Notes	2
Paperclips & binder clips	2 pks	Stapler	1
Preprinted Legacy File Labels	1 set	Staples	1 bx
Screen Wipes & Felt Cleaner	6 / 1	Labels (large)	8 sets
Accordion Folders	3	Printer Paper	1 ream
Envelopes (11X13 & 9 ½ X 12 ½)	5 ea	Post It Flags	2
Staple Remover	1	Correction Tape	1
Clip Board	1	Highlighter	2
Calculator	1	Scissors	1
Tape (masking, scotch and/or blue painter's)	1 ea	Markers	2
Writing Tablet – Steno Pad	1	Folders	5
Regular or Payroll Calendar	1	Pencil Eraser	1
<b>FORMS:</b>			<b>No.</b>
SF-261, Crew Time Reports (essential)			3 bk
OF-288, Incident Time Report (essential if not using e-ISuite)			10
ICS-211CR, Crew Check-In Form	➔	Or, some version of a <b>Universal Check-In Form</b> can be used for all purposes. What's important is that a check-in process is established early.	1
ICS-211OH, Overhead Check-In Form			1
ICS-211EQ, Equipment Check-In Form			1
ICS-211EN, Engine Check-In Form			1
ICS 226, Rating – Individual	➔	Performance Evaluations are a Plans function, but it's helpful to have them with a Finance/Admin kit as well.	1
ICS 224, Rating – Crew			1
Forms web link: <a href="http://www.nwccg.gov/publications/ics-forms">http://www.nwccg.gov/publications/ics-forms</a>			
CPS Rating – Contractor Performance Form			1

OF-296, Inspection Checklist <a href="https://gacc.nifc.gov/nrcc/dc/mtmcc/DOCUMENTS/Logistics/OF-296_Equipment%20Inspection.pdf">https://gacc.nifc.gov/nrcc/dc/mtmcc/DOCUMENTS/Logistics/OF-296_Equipment%20Inspection.pdf</a>	1
OF-297, Emergency Equipment Shift Ticket <a href="http://training.nwccg.gov/pdfs/OF-297_Emergency_Equipment_Shift_Ticket.pdf">http://training.nwccg.gov/pdfs/OF-297_Emergency_Equipment_Shift_Ticket.pdf</a>	1 book
OF-304, Emergency Equipment Fuel & Oil Issue (backup for credit cards).	1 book
OF-286, Equipment Invoice	5
OF-305, Equipment Envelope and/or the Northern Rockies cover sheet	5
AD-112 Report of Lost or Damaged Property (or other agency-specific form) <a href="http://www.usa-federal-forms.com/usda-ad.html">http://www.usa-federal-forms.com/usda-ad.html</a>	1
OF-289 Property Loss or Damage Report (government property) updated for Northern Rockies	1
Incident Injury/Illness Log (M Log)	1
CA-1, Report of Traumatic Injury <a href="http://www.fsa.usda.gov/Internet/FSA_File/ca1.pdf">http://www.fsa.usda.gov/Internet/FSA_File/ca1.pdf</a>	5
CA-2, Report of Occupational Illness <a href="http://www.dol.gov/owcp/regs/compliance/ca-2.pdf">http://www.dol.gov/owcp/regs/compliance/ca-2.pdf</a>	2
OF 313, Injury Case File Envelope	2
Claims Log	1
AD-382, Employee Claim (USFS) <a href="http://www.ocio.usda.gov/document/ad-382">http://www.ocio.usda.gov/document/ad-382</a>	5
OF-314, Claim Envelope	2
ICS-213, General Message Form	25
ICS 214, Unit Log	10
<b>MISCELLANEOUS:</b>	
Unit Type 3 Operating Guide	
Cost Spreadsheet – NRCG Amendment Chapter 80	
e-ISuite Transition Checklist - NRCG	
Fuel Issue Spreadsheet (used as backup for credit card system)	
<b>REFERENCES (Supplied by the Host Unit if needed) :</b>	
Unit Business Operating Plan (with phone/fax numbers)	Unit Service & Supply Plan
Medical Facilities List (see Service & Supply Plan)	Native American Crew Plan
Incident Business Coordinators – Federal & State	Incident Response Pocket Guide
NWCG Standards for Interagency Incident Business Management <b>with NRCG supplements</b> (yellow book)	Mob Guide
“Red” Book (Interagency Standards available in dispatch/plans or online)	Incident Recycling Plan
US Forest Service - HCM-OWCP Process	
USFS-ASC B&F Incident Finance Branch Payment Procedures, annual update. Or local host unit payment procedures.	
NRCG Review Checklist for Incident Payment	

## **DUTIES AND RESPONSIBILITIES (Standard Operating Procedures):**

1. Determine a location for the finance support function, considering the need for telephone and data/web link capability. Take the Local Finance Support Kit to the incident or use a kit provided by the host unit.
  - Establish a check-in procedure (in conjunction with Planning).
  - Determine what positions are needed for finance.
  - Establish an area for personnel to turn in Crew Time Reports, shift tickets, etc.
  - Determine if injury support will be located with a medical unit or with finance.
  - Gather needed agreements (Equipment contracts, Land Use, etc.).
  - Determine how purchasing is to be accomplished and consider the possibility of needing additional help for micro-purchases or local contracts.
  - Determine security measures for Personal Identifiable Information (PII), both paperwork and electronic data.
2. Create an e-ISuite database (or provide support manually if e-ISuite is not used).
  - Post all personnel time from CTRs.
  - Ensure all resources, including un-operated equipment like porta-potties, showers, etc., are tracked and equipment time is posted in e-ISuite.
  - At the end of the fire, upload the database onto the e-ISuite data repository.
  - Upon demob of resources, prepare final timesheets (OF288s) and equipment use invoices (OF286s).
3. Follow the host unit's Incident Business Operating Guide which establishes the unit's incident business procedures and contacts.
4. Make contact with the unit's Admin Representative/Incident Business Specialist for assistance and guidance.
5. Review all personnel and equipment time postings for accuracy. Refer to the NRCG Business Committee's Time Unit and Procurement Unit Checklists for guidance. Available in the Toolbox of the Business Committee website:  
<https://gacc.nifc.gov/nrcc/nrcg/committees/business/toolbox/toolbox.htm>
6. Prepare contractor payment packages and coordinate with host unit to send to the appropriate payment center.
7. Transition Duties:
  - Coordinate with members of the receiving organization (host unit or another team).
  - Determine size of finance support organization.
    - Ensure there are enough laptops set up to handle time and equipment.
  - Follow the NRCG Incident Finance Transition Checklist for e-ISuite.
    - Leave the database password and the incident Admin User profile name and password for transition organization.
  - Ensure documentation packages are up-to-date and reviewed.
    - Identify and discuss any issues that have surfaced.
    - Use NRCG Review Checklist for Incident Payments.
    - Ensure that USFS-AD Timesheets are completed and transmitted for payment. (DOI-AD OF288s are given to each employee).
    - Crew Time Reports completed.
    - Equipment Packages completed and transmitted for payment.
    - Cost Reports completed (as requested by host unit).
  - Close out documentation:
    - e-ISuite CD or thumb drive with passwords for incident database and incident Admin User (name and password) to host unit.
    - e-ISuite repository transmission completed.
    - Legacy filing completed.

- Documents and PII data stored in secure location throughout and after the incident.
- Restock Local Finance/Admin Support Kit.

### **LOCAL INCIDENT GENERAL INFRASTRUCTURE:**

1. Identify one location that can be used as ICP for overhead personnel and for morning and evening briefings with field personnel. This location will need power for phones and computers and be located in a radio coverage area.
2. Meals and lodging support: If applicable (i.e. if all incident personnel are not home-unit employees) infrastructure may be necessary to provide meals and lodging or camping for incident personnel. Some local incidents with a relatively low number of incident personnel may be adequately served using existing commercial facilities rather than a “camp” situation. Local unit procurement support may be needed to satisfy this need.
3. Provide for, or obtain equipment and supplies adequate to support the Finance/Admin function as shown above in the ***Northern Rockies Local Incident Finance/Admin Support Kit Contents***

### **Other Helpful Websites/Contacts:**

#### **FOR NATIONAL CONTRACTS:**

##### **National Engine, Crew, Shower, Caterer, and Aircraft Contracts:**

<https://www.fs.fed.us/managing-land/fire/contracting>

FS internal web page to obtain contracts:

<http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/index.php>

#### **FOR NORTHERN ROCKIES CONTRACTS:**

##### **Northern Rockies Contracts:**

Northern Rockies Coordinating Group: Contracting for Fire webpage:

[https://gacc.nifc.gov/nrcc/dispatch/equipment\\_supplies/agree-contract/agree-contract.htm](https://gacc.nifc.gov/nrcc/dispatch/equipment_supplies/agree-contract/agree-contract.htm)

Northern Rockies Coordinating Group Business Committee:

[https://gacc.nifc.gov/nrcc/nrcg/committees/business\\_committee.htm](https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm)

FS Incident Business Practices:

<https://www.fs.fed.us/managing-land/fire/ibp>

State of Montana – Department of Natural Resources Incident Business:

<http://dnrc.mt.gov/divisions/forestry/fire-and-aviation/fire-business>

State of Idaho – Idaho Department of Lands – Incident Business:

<https://www.idl.idaho.gov/fire/business/index.html>

South Dakota Forest Service:

<http://wildlandfire.sd.gov/admin/firebusinessmanagement.aspx>

North Dakota Forest Service:

<https://www.ag.ndsu.edu/ndfs/programs-and-services/fire-management>

e-ISuite:

<http://famit.nwcg.gov/applications/eisuite>