

**NORTHERN ROCKIES COORDINATING GROUP (NRCG)**  
**NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT**  
**SUPPLEMENT**

**CHAPTER 80 – COST ACCOUNTING AND REPORTING**

**Supplement No.:** NR-2026-8

**Effective Date:** May 1, 2026

**Duration:** Effective until superseded or removed.

**Approved:**

*/s/ Ryan Melin*

**Ryan Melin**

**Chair**

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of the document.

New Document	NR-2026-8	# pages
Superseded Document(s) by Issuance Number and Effective Date.	NR-2025-6 (May 1, 2025)	4 pages

**Digest:**

- Update for 508 accessibility compliance.

**OBJECT**

This chapter establishes requirements and guidelines related to capturing incident cost data in the Northern Rockies Geographic Area.

**EISUITE AGENCY DATA REQUIREMENT**

Data integrity in the eISuite database is important. Ensuring all fields are completed accurately remains a priority to Agencies with the Northern Rockies Geographic Area.

Incident Management Team (IMT) personnel should ensure that eISuite Resource information properly reflects the Resource Agency, Resource Unit Identifier (Unit ID), Hiring Unit in the Time Data tab, and Payment Agency in the Cost Data tab. Agreements should be referenced to ensure appropriate Payment Agency is identified which may be different than the Resource Agency.

**Resource Unit ID and Agency**

Assigned Resources will have an eISuite Unit ID which corresponds with their hiring Agency or the Agency responsible for administration of their contract/agreement.

- Unit ID is the “Resource Assigned Unit ID” from the Resource Order.
- Agency identifies the type of resource
  - PVT = Private & Contractors (regardless of Contracting Agency)
  - Hiring Federal Agency = BIA, BLM, FWS, NPS, USFS, etc.
  - Hiring State Agency = MT (Montana DNRC), ID (Idaho Department of Lands)
  - Tribe = Native American Tribes (refer to Resource Order for “Resource Assigned Unit ID” ending with “T”.)

Select Incident *	2025 NRGBA FIRE SUPPORT ▼	Last Name *	BEAR	Unit ID *	MT-R01 ▼
Accounting Code	SE80 ▼	First Name *	SMOKEY	Agency	USFS ▼

Figure 1 – eISuite Resource data entry with Unit ID and Agency fields.

**Resource Time Data Tab**

Assigned Resources must have an Employment Type populated in the Time Data tab.

- FED = Federal Agency employee (BIA, BLM, FWS, NPS, USFS, etc.)
- AD = Administratively Determined (AD) employee hired by a Federal Agency under their AD Pay Plan for Emergency Workers (casuals).
- Other = State, Local Government, Tribal or other non-Federal employees.

The screenshot shows the 'Time Data' tab in the eISuite interface. It contains the following fields:

- Employment Type: AD
- Employee Common Identifier: 0012345678
- Point of Hire: ID-PAF
- Class: AD-D
- Hiring Unit Name: PAYETTE NATIONAL FOREST
- Hiring Unit Phone Number: (empty)
- Hiring Unit Fax Number: (empty)

Figure 2 – eISuite Resource Time Data tab with "Point of Hire" field.

**Resource Cost Data Tab**

Assigned Resources will have a Payment Agency populated in the Cost Data tab. This information is related to which Agency will pay for the assigned resource, which may be different than the hiring or contracting Agency for the assigned resource.

The Payment Agency code should be to the specific Federal Agency (BIA, BLM, FWS, NPS, USFS, etc.) responsible for payment. The code FED should only be used when costs are too difficult to break up by Agency such as Buying Team costs. The Payment Agency for aircraft (A #) may be different depending on which Agency owns or has the aircraft on contract and could be a Federal or State Agency. Air Operations can provide this information to the Cost Unit Leader (COST).

Refer to the Northern Rockies eISuite Cost Payment Agency Matrix in this Chapter for specific Payment Agency information by resource type.

The screenshot shows the 'Cost Data' tab in the eISuite interface. It contains the following fields:

- Payment Agency: USFS
- Assign Date: 07/13/2025
- Use Actuals Only:
- Generate Costs:

Figure 3 - eISuite Resource Cost Data tab with "Payment Agency" field.

**Incident Management Team Cost Data Management**

All Complex Incident Management Teams (CIMTs) assigned to incidents within the Northern Rockies must complete the “Payment Agency” field in the eISuite Cost Data tab. Type 3 Incident Management Teams (IMTs) assigned to incidents within the Northern Rockies are encouraged to complete the “Payment Agency” field in the Cost Data tab.

All IMTs assigned to multi-jurisdictional cost share incidents within the Northern Rockies follow guidance from the cost share Agencies on the appropriate Payment Agency for contracted resources and any further cost tracking requirements.

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**NORTHERN ROCKIES EISUITE COST PAYMENT AGENCY MATRIX**

<b>Contracted Resources</b>	<b>Resource Agency</b>	<b>Federal Jurisdiction Incident Payment Agency (Cost Data Tab)</b>	<b>State Jurisdiction Incident Payment Agency (Cost Data Tab)</b>
<b>National contracts, excluding aircraft – Caterers, Showers, Type 2 Initial Attack (T2IA) crews, etc.</b>	PVT	USFS	USFS
<b>Type 2 Contract Crews – U.S. Forest Service Administered Agreement (T2IA crews, see above)</b>	PVT	Federal Host Agency Identifier	USFS
<b>Type 2 Contract Crews – State Contracted Pre-Season Agreements</b>	PVT	Not Applicable <sup>1</sup>	Montana DNRC: MT Idaho Dept. of Lands: ID
<b>VIPR and other Pre-Season Incident Blanket Purchase Agreements (I-BPAs)</b>	PVT	Federal Host Agency Identifier	Montana DNRC: MT Idaho Dept. of Lands: ID
<b>State Contracted Pre-Season Agreements</b>	PVT	Not Applicable <sup>1</sup>	Montana DNRC: MT Idaho Dept. of Lands: ID
<b>Emergency Facility and Land Use Agreements (LUAs)</b>	PVT	Federal Host Agency Identifier	Montana DNRC: MT Idaho Dept. of Lands: ID
<b>Emergency Equipment Rental Agreements (EERAs)</b>	PVT	Federal Host Agency Identifier	Montana DNRC: MT Idaho Dept. of Lands: ID

<b>Aviation Resources</b>	<b>Resource Agency</b>	<b>Federal Jurisdiction Incident Payment Agency (Cost Data Tab)</b>	<b>State Jurisdiction Incident Payment Agency (Cost Data Tab)</b>
<b>Federal Helicopter/Fixed Wing Contracted Aircraft</b>	PVT	Federal Contracting Agency Identifier	Federal Contracting Agency Identifier <sup>2</sup>
<b>State Helicopter/Fixed Wing Contracted Aircraft</b>	Not Applicable	Not Applicable <sup>1</sup>	Montana DNRC: MT Idaho Dept. of Lands: ID
<b>Federal Helicopter/Fixed Wing Agency Owned Aircraft</b>	Owning Federal Agency	Owning Federal Agency Identifier	Owning Federal Agency Identifier
<b>State Helicopter/Fixed Wing Owned Aircraft</b>	Not Applicable	Not Applicable <sup>1</sup>	Montana DNRC: MT Idaho Dept. of Lands: ID

<sup>1</sup> State contracted resources cannot be utilized on Federal jurisdiction incidents due to Federal Acquisition Requirements (FAR). Exception is possible for cost share incidents, refer to an Incident Business Advisor/Specialist.

<sup>2</sup> Federal contracting agency may be different than Federal host jurisdiction agency.

<b>Personnel</b>	<b>Resource Agency</b>	<b>Federal Jurisdiction Incident Payment Agency (Cost Data Tab)</b>	<b>State Jurisdiction Incident Payment Agency (Cost Data Tab)</b>
<b>Administratively Determined (AD) Casual hired by a Federal Agency</b>	Federal Hiring Agency Identifier	Federal Hiring Agency Identifier	Federal Hiring Agency Identifier
<b>Emergency Firefighter (EFF) Resources hired by a State Agency</b>	2-Character State Abbreviation	2-Character State Abbreviation	2-Character State Abbreviation
<b>Bureau of Indian Affairs (BIA) Employees</b>	BIA	BIA	BIA
<b>Bureau of Land Management (BLM) Employees</b>	BLM	BLM	BLM
<b>National Park Service (NPS) Employees</b>	NPS	NPS	NPS
<b>US Fish and Wildlife Service (FWS) Employees</b>	FWS	FWS	FWS
<b>US Forest Service (USFS) Employees</b>	USFS	USFS	USFS
<b>National Weather Service (NWS) Employees (example IMETs)</b>	NWS	Federal Host Agency Identifier	
<b>Idaho Department of Lands (IDL) Employees</b>	ID	ID	ID
<b>Montana Department of Natural Resources and Conservation (DNRC) Employees</b>	MT	MT	MT
<b>Tribal Employees</b>	TRIB	BIA <sup>1</sup>	BIA <sup>1</sup>

<sup>1</sup> Tribal employees can be identified in IROC with a “Resource Assigned Unit ID” ending with “T”. Most Tribes have an established cooperative agreement with the BIA for reimbursement of expenses but may have agreements with other Federal or State/Local Government Agencies. Check agreement for correct Paying Agency.

<b>Cooperator</b>	<b>Resource Agency</b>	<b>Federal Jurisdiction Incident Payment Agency (Cost Data Tab)</b>	<b>State Jurisdiction Incident Payment Agency (Cost Data Tab)</b>
<b>Montana DNRC personnel or equipment mobilized through the Montana Master Cooperative Fire Management and Stafford Response Agreement</b>	MT	MT	
<b>Local Government Fire Forces (LGFF)<sup>1</sup> mobilized through a Montana DNRC Incident Rental Agreement (IRA) or Cooperative Fire Support Agreement.</b>	RUR / CITY / CNTY	2-Character State Abbreviation	
<b>IDL personnel or equipment mobilized through the Idaho Master Cooperative Wildland Fire Management and Stafford Act Response Agreement</b>	ID	ID	
<b>Idaho Fire Service Organizations (FSOs)<sup>2</sup> mobilized through the Idaho Cooperative Mobilization Agreement (ICMA)</b>	RUR / CITY / CNTY	2-Character State Abbreviation	
<b>City/County/State personnel or equipment mobilized through other Statewide Master Agreements outside the Northern Rockies Geographic Area (not Montana/Idaho)</b>	2-Character State Abbreviation	2-Character State Abbreviation	
<b>Resources ordered through the Northwest Wildland Fire Fighting Compact (Northwest Compact)<sup>3</sup></b>	Not Applicable <sup>4</sup>	Not Applicable <sup>4</sup>	

<sup>1</sup> Montana Local Government Fire Forces (LGFF) include Fire Departments (municipal, rural fire districts, volunteer fire company, fire service area or county rural fire department), County or municipal (town or city) equipment and personnel, and personnel (career or volunteer) from local government Fire, Emergency Medical Services (EMS), Search and Rescue (SAR) or Law Enforcement organizations.

<sup>2</sup> Idaho Fire Service Organizations (FSOs) include Fire Departments personnel and equipment (city, county, rural, fire/protection districts, and volunteer departments) and Emergency Medical Services (EMS) personnel and equipment.

<sup>3</sup> Northwest Wildland Fire Fighting Compact (NWFFC) member agencies include United States of Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, and Washington as well as the Canadian Provinces of Alberta, British Columbia, Saskatchewan, Yukon and the Northwest Territories. <https://nwffc.org/>

<sup>4</sup> The Northwest Compact applies to State jurisdiction incidents and is not for use on Federal jurisdiction incidents. Multi-jurisdictional incidents may include Northwest Compact resources, and the non-federal cost share partner can provide Payment Agency direction.