



Northern Rockies Coordinating Group

Incident Business Committee

Lend/Lease of Resources Time-Posting Suggestions - 2022

The intention of this document is to provide guidance for posting time when incidents temporarily lend firefighting resources for a short period of time to fulfill critical missions.

Lend/Lease is not appropriate for resources that are assigned on Severity then mobilized for an initial or extended attack incident hosted by a different jurisdictional agency where interagency billing may occur. Those resources should be assigned to the new incident, regardless of length, then reassigned back to Severity when the operational need is resolved. Lend/Lease is for incident-to-incident, not for Severity-to-incident. (Severity includes other terms like “pre-positioning” or “staging.”)

- Incidents that are within close proximity can lend (share) resources for periods of **1 to 3 days** without reassigning the resources in IROC. The program is used when one incident has a short-term need for specific resources to accomplish specific mission objectives. When those resources can be provided by another incident, the resources can be leased without reassignment through IROC.
- Resources necessary to accomplish specific mission objectives are identified by the receiving incident. A potential sending incident assembles and sends the resources for the agreed time period. Sending and Receiving Incident Commanders will validate the continued use of the Lend/Leased resources for up to three operational periods.
- If the receiving incident needs the resources for more than 3 days to accomplish the mission, reassignment in IROC would be appropriate.
- When not reassigned in IROC, the Lend/Lease action shall be documented in the remarks section of the original resource order for the leased resources. In cases where the resource order is part of a payment/invoice package, documentation is required to allow for payment of resources from the appropriate code.
 - If the sending incident is within 2-3 days of demobilizing, any resources from that incident should not be leased. Rather they should be reassigned to the new incident.

Finance Section Chiefs will coordinate to ensure, at minimum, that costs are captured by the receiving incident and zeroed by the sending incident. With the use of eISuite Enterprise, there are a few nuances for capturing and posting time due to the fact that both incidents already exist, and access is limited to those assigned to the incident. The current NWCG guidance is not appropriate for Enterprise.

- Finance Section Chiefs will provide instructions to the resources regarding submission of their paperwork and creation of their invoices.

Lend/Lease Scenario

Thoughts to consider in determining course of action:

Actions	Tasks	Outcomes	Possible Ramifications
First, do no harm.	Choose the tasks that provide the most benefit for the least potential of harm to the incident data.	Seriously consider working with Lend/Lease outside of Enterprise altogether and leaving the time recording responsibility with the sending incident, to which the resource technically belongs.	Allowing the sending incident time recorders to maintain control of their resources, even when temporarily working elsewhere, will cause the least amount of confusion and the least potential for payment-processing errors like overlapping or duplicate days.
First (continued)	Choose the tasks that need the least amount of data fudging to make work.		The more we attempt to alter Enterprise to fit the square peg in the round hole, the greater our potential for errors.
First (continued)	Avoid Grouping	Once an incident is placed into a Group, it cannot be removed	Incident Groups can cause loss of access by time recorders and can wreak havoc with cost reporting and/or cost-share reporting and analysis.
Second, remember the time frame for Lend/Lease	Lend / Lease is for the accomplishment of particular tasks within 1-3 operational periods. If the need goes beyond that, then resources should be reassigned.	New resource orders, cleanly cutting the resources from 1 incident to another and no lend/lease to deal with.	Fear that the resources will not get back to the sender, but that's something to be reconciled at a level above the incidents, - MAC or Area Command typically. It's not something that can be managed through Finance.

Table 1 Lend / Lease Scenario - Thoughts to Consider

Sending Incident: Sends 1 contract dozer to a receiving incident nearby: Option 1

Unit	Tasks	Outcomes	Possible Ramifications
Sending Unit	Do not post time	Sending time recorders do nothing. COST zeros the automatic entries.	Potential for the resource to get missed by the receiver and have nothing posted for those days. See Receiving Incident below.
Receiving Unit	Receiving incident Time Recorder adds the resources into their incident using a bogus E# and posts time. COST reviews the cost as posted.	This will create an OF286 with all accurate information EXCEPT the Resource Request Number, which can be explained in "Remarks" as Lend/Lease. Time Recorder will finalize that invoice and send a copy to the Sending incident with verification that it was sent to a payment center, or not sent and the sending incident needs to do that step.	Sending incident COST will zero out the automated cost drop downs for the days the resource was off incident. There is potential that the receiving incident OF286 gets lost somewhere in the process between finalizing and submitting for payment. Time Recorders would need a solid communication link to assure the tasks are finalized. Vendors would need a copy of the receiving incident's OF286. This would keep the database/incidents as clean as possible and result in the most accuracy, with the minor exception of the resource request number on the OF286.

Table 2 Lease Scenario - Option 1

Option 2			
Unit	Tasks	Outcomes	Possible Ramifications
Sending Unit	Continue to post time by entering the receiving incident account code under a different “event type” like “Fire-Other” instead of “Fire-Wildland”	Sending Time Recorder can post time for the resource using the receiving incident account code. And COST can track by account code so the receiving incident is not included in the sending incident total daily cost.	Both OF286s for the resource will have the same incident name and number, but two different account codes. This can cause confusion at a payment center and can cause delay of payment. Essentially, the final OF286 will be incorrect. Theoretically, if an EQTR has Adobe Pro, the OF286 can be adjusted manually to change the incident name and number to the receiving incident so that the final OF286 is correct. But for the USFS, which is the only agency viewing the eISuite electronic data, the submitted OF286 (for payment) and the electronic OF286 in the embedded financial report, will not match. Also, another potential point of confusion and delayed payment.
Receiving Unit	Receiving incident does no time posting. Only captures the resource as a COST item.	Refer to the elements above under Options for Sender.	Sending incident does all the time posting and follows a path to an accurate invoice; options stated above.

Table 3 Lease Scenario - Option 2

Option 3			
Unit	Tasks	Outcomes	Possible Ramifications
Sending Unit	<p>Sending incident Time Recorder posts time for the resource by using eISuite Site on a laptop and capturing the accurate receiving incident data.</p> <p>Receiving incident captures the resource only as a COST item.</p>	This will produce an OF286 for the dozer with all accurate data points.	<p>The days worked by the dozer will be missing from the electronic eISuite Financial File from both the sending and the receiving incidents. This will only be an issue for the USFS. For all other agencies, this method would produce accurate payment documents.</p> <p>However, very few people have the Site version loaded on laptops. If using rental machines, the ITSS would need to assure it’s loaded correctly for this to work.</p> <p>This method may also create an automated invoice number in the upper right corner of the document, that is a duplicate invoice number in the database being used by the receiving incident.</p>
Receiving Unit	Receiving incident Time Recorders collect the shift tickets (or CTRs) daily and scans them for the sending incident to post.	Receiving incident will keep copies for their records, will have the data for Cost, and will communicate with the Sender.	Resources don’t submit their time, so the receiving incident Time Recorders never get the data. Resources return to sending incident with a bunch of paperwork to be managed.

Table 4 Lease Scenario - Option 3

Option 4			
Unit	Tasks	Outcomes	Possible Ramifications
Sending Unit	<p>Sending incident Time Recorder posts time for the resource by using an EXCEL version, or an Adobe Fillable PDF version of an OF286 and capturing the accurate receiving incident data.</p> <p>Receiving incident captures the resource only as a COST item</p>	This will produce an OF286 for the dozer with all accurate data points.	<p>The days worked by the dozer will be missing from the electronic eISuite Financial File from both the sending and the receiving incidents. This will only be an issue for the USFS. For all other agencies, this method would produce accurate payment documents.</p> <p>Would need assurance that the host-unit payment processor will accept an Excel or Adobe fillable PDF version of an OF286. It will lack an invoice number – as generated by eISuite in the upper right corner of invoices.</p>
Receiving Unit	Receiving incident Time Recorders collect the shift tickets (or CTRs) daily and scans them for the sending incident to post.	Receiving incident will keep copies for their records, will have the data for Cost, and will communicate with the Sender.	Resources don't submit their time, so the receiving incident Time Recorders never get the data. Resources return to sending incident with a bunch of paperwork to be managed.

Table 5 Lease Scenario - Option 4

- If contract resources are utilized for Lend/Lease, the receiving incident should not reinspect if the sending incident has already completed a pre-use inspection. Contractors should provide a copy of their contract to the receiving incident (or Finance Section Chiefs can assure that the contract is shared) so that the receiving incident is certain to be in compliance.
- Prior to sending multiple OF-286 invoices to an agency payment center, attach a General Message Form describing the Lend/Lease situation and clearly defining the assigned dates for the resource on each incident.
 - The sending incident is responsible for collecting all documentation and for processing the final invoices for demob. All original documents (CTRs and/or Shift Tickets) collected by the receiving incident will be sent to the sending incident.
- All standard documentation (excess shift length, CA1, etc.) will be completed by receiving incident and sent to sending incident.
- Length of assignment will not be affected by Lend/Lease – all days count toward the original assignment length.
- Hard copy files: Both the sending and receiving incidents will set up a file for the Lend/Lease resources. At a minimum it should contain the following:
 - A list of the resources involved
 - Aircraft Use Summary sheets (if applicable)
 - Copy of the OF286 or OF288 (this is optional for the receiving incident Finance Package – add to the file only if the sending incident can forward copies to the receiving incident at the end of the Lend/Lease period).