

# Finance / Logistics In-Brief Checklist

The Unit Incident Business Operations Guide (IBOG) will be given to the Finance Section Chief (FSC) and Logistics Section Chief (LSC) at the Incident Management Team (IMT) in-brief.

The following checklist identifies special considerations and items specific to each incident to be covered during the in-brief between the host agency and the Finance and Logistics sections.

<b>Incident Name:</b> _____	<b>Incident Number:</b> _____
<b>Start Date:</b> _____	<b>Jurisdiction:</b> _____
<b>Default Charge Code:</b> _____	<b>Administrative Office for Payment:</b> _____
<b>Other Agency Codes:</b> _____	

	CONTACTS:	PHONE / EMAIL:
<b>Agency Administrator:</b>		
<b>Incident Business Advisor:</b>		
<b>Finance Section Chief:</b>		
<b>Buying Team:</b>		
<b>Expanded Dispatch:</b>		

### Transition from Initial Attack (IA) to Extended Attack:

- e-ISuite: Has an incident in Enterprise been started? Have the appropriate IMT members been connected? Or has a database in e-ISuite Site been established with the users and passwords recorded and shared between the IMT and the host unit?
- IA Finance: Has an IA finance package or FireNet Team been started? Has hard copy been transferred to the IMT and/or have IMT members been connected to the FireNet Team?
- Are any IA finance people available to stay with the IMT?
- Host agency will review existing Finance status: timesheets, local resources tracking, local Land Use Agreements (LUA), quick costs, etc.

### Current Finance Status:

- Information sharing: How should information be shared between INBA and FSC?
- If the IMT initially requested the FireNet Team, assure that the Agency Administrative Representative (IBS or agency designee) has OWNER access to the FireNet Team for future filing and records management purposes.
- At host agency request or requirement, INBA and FSC will coordinate to facilitate any audit/spot audit expectations and/or needs.
- Define host agency records expectations: hard copy vs. FireNet Teams electronic filing?

- Tribal Issues or Questions: Is one or more tribe involved in the incident? What are the expectations and who should the Finance Section call for questions (hiring, payments, agreements, evacuations, etc.)?

### **Cost:**

*\*Note: several of these items may impact the entire Finance Section and tracking*

- Cost Share: Yes/No? If yes or anticipated, Cost Share calculation skill, based on the host agency's need for the specific circumstances, is expected.
- Cost tracking and reporting expectations: Identify what reports or graphs are expected, to whom and when (ex: INBA wants total cost each day at Planning meeting, AA wants Total Cost graph each day, etc.).
- Provide the Buying Team contact information for BUYT cost tracking information/spreadsheet.
- Incident Complex: Yes/No? If so, identify tracking expectations, requirements, and key dates.
- FMAG incident: Yes/No? If so, identify tracking requirements and explain what impact the FMAG will have on Finance.

### **Personnel Time:**

- AD Payments: Define expectations for audits, accuracy, and submission timelines. Define submission process:
  - FEDERAL AD: Employee Common Identifier (ECI) entered into e-ISuite.
  - USFS AD Payments – Include travel unless specific exception criteria exists.
  - DOI AD Payments – Give original OF288 to casual and do not record travel.
- STATE EFFs, State employees, Fire Departments: Northern Rockies cooperator agencies take home all original documents for processing; Finance will retain a copy for the finance package files.
- National Contracts:
  - FS-ASC is the Payment Agency (Reference the contract for submission address) regardless of the incident agency.
- Security and Law Enforcement: Reference agreements to define time keeping requirements for the Law Enforcement Officers who are available in the incident area.

### **Equipment Time:**

- Define and support the payment process for commercially rented, unoperated equipment that is NOT paid via OF-286. Work with the Buying Team or other procurement personnel to assure they have shift tickets, receipts or invoices to make payment via charge card.
- Contract Equipment: Identify top issues to watch for:
  - Ensure current agreement, complete shift tickets, mileage documented, actual hours, all operators listed, deductions/additions, resource order.
    - If a vendor arrives with a hard-copy VIPR agreement, EQTR must pull the current version from the VIPR website to assure accuracy and currency following potential spring updates. Use the VIPR website version for electronic filing, not a scan of the paper version provided by the vendor.
  - Ensure pre-use inspections are completed as required by the agreements. Post inspections are encouraged and may be required for unoperated equipment, such as rental vehicles, rented UTVs, etc.
  - For federal payments: Assure that the UEI number is provided by the vendor.
  - For state payments: the Tax ID number/W-9 documentation is required. Work with the host state to determine who will ensure that happens.
- Rental Vehicles:
  - NERV rentals will be ordered by dispatch and tracked by the Finance Section as a cost item. NERV policies and procedures apply.

- Review the process for non-NERV rental vehicle tracking, payment, and release expectations (IMT is expected to complete payment documents for all vehicles even if vehicle release coincides with the IMT's release day).
- Incident-use rental vehicles hired via the MT-DNRC Off-Road Agreement: Managed by Ground Support and tracked/paid via OF-286 process. EERA packet must be checked in with Finance. These are valid only for MT-DNRC incidents.
- Incident-use vehicles rented commercially (via charge card) by a BUYT are rare in the Northern Rockies. If present, they are managed by Ground Support and paid by the Buying Team and cost tracked on the Buying Team Spreadsheet.

### **Comp/Claims:**

- Identify local hospitals and clinics that accept federal, state and private worker's compensation.
- If the IMT has no COMP, identify process for when injuries occur and who/how OWCP paperwork will be processed.
- In the Northern Rockies, it is the expectation that the COMP shall not transport an injured individual to higher care. Medically qualified personnel will be required for transport. COMPs may meet the injured party at the clinic.
- APMC: Review Agency APMC policies, authorization and expectation requirements for use and payment.
- Hospital Liaison(s): Explain any host unit hospital liaison programs in place and contact information.
- Claims: Identify process for claims submission (ex: claims against the Government routed to the INBA, employee claims to employee's home unit, etc.).
  - Remember: Incident replacement is not a claim – this is a separate process.
  - If Incident replacement requests are initially managed by the Claims Specialist, assure the NR OF-289 form is used, all signatures are obtained, and the INBA receives all of the appropriate documents to make a decision. No orders for procurement are to occur until a signed OF-289 is returned with the INBA (or Agency Administrator's) decision and a Resource Order.
    - Incident replacement requests shall not be filed in Claims envelopes.
    - INBA will identify any approval delegations that may be granted to the FSC.
- Contract Claims: Must be handled by an appropriate Contracting Officer. If a C.O. is not assigned to the incident, the claim must be routed to a local CO (if available) or to the original signing CO via the INBA.
  - All potential contract claims must be brought to the attention of the INBA.
- Accident reporting: review proper forms and processes, assure all communication links have occurred among appropriate parties.

### **Finance Closeout and Records Management:**

- Expectations for Finance closeout and final audits. Discuss Finance Evaluation and expectations.
- Finance Package requirements:* Follow National file standards, adding files as needed for undefined categories. Ensure Final Statement of Cost is included in the Incident History File (permanent record). Define transition expectations. Follow agency direction on disposition of hard copy documents and records retention requirements.
  - CTRs: Documents saved electronically or hard copy?
  - Personally Identifiable Information (PII): Review NRCG and FireNet PII Guidelines
  - Files are continuous – do not start a new series of folders for successive IMTs.
- Finance Package Filing for COMP/Claims:* All forms are sent home with individual with only the M-Log left in Finance Package with PII redacted.

- Finance Package Filing for equipment:* If the finance package is hard copy, use the newest version of the vendor envelope or use the NRCG cover page if the new envelopes are not available (audits completed, final reviews, etc.).
- IMT members will be disconnected from the e-ISuite Enterprise incident and the FireNet Team upon demob. Do not save any work products in the incident Fire Net Teams folders with the expectation that they'll be available for future use. Download and keep copies of your work.
- E-ISuite database: Discuss IMT computers and turnback expectations. If e-ISuite Site version was used, ensure the e-ISuite Transition document is completed with database log-in and password information.
- Interim Vendor Payments: Shall be processed at least every 14 days or as requested by the host agency.

### **Logistics:**

- Preorder: Has it been reviewed? Are there modifications, recommendations or concerns from the host agency?
- Land Use Agreements and Acquisition processes: IMT must place orders through dispatch who will coordinate with INBA for proper process with the appropriate procurement personnel for any agreements.
  - Incident resources may not occupy ANY non-agency owned land or facility until a LUA is in place or the landowner has been contacted by a Contracting Officer and a CO's "verbal" has been provided.
- Recycling: Expectations and review the recycling plan.
- Weed wash: Define forest-specific expectations.
- Mechanic Trucks: Give special consideration as to whether local vendors can be utilized instead of hiring VIPR contractors (proximity to town, availability, use and payment, etc.)
- Ambulances, Fireline EMTs and EMS: Give special consideration as to whether an assigned ambulance or EMS is appropriate for the incident and what are the gains (are you located where 911 provides same or greater service, or can EMS personnel access the fireline, etc.). Follow host agency direction regarding ordering on-site ambulances.
- Security and Law Enforcement: Reference agreements to define the ordering and tracking processes for the Law Enforcement Officers who are available in the incident area.
- Accident Reporting: Review proper forms and processes; assure all communication links have occurred among appropriate parties.
- Purchasing / Ordering:
  - BUYTs will buy locally as much as possible. Host agency will identify any restrictions in a Service & Supply Plan and/or Incident Business Operating Guide.
  - Meals: identify any vendors on the resource list (currently no pre-season sack lunch agreements are in place).
  - All durable property purchased for the incident will be returned to the host agency.
  - Incident Replacement Policy: If the ORDM or SUPL manages Incident Replacement, assure the NR OF-289 form is used, all signatures are obtained, and the INBA receives all appropriate documents to make a decision. No orders for procurement are to occur until a signed OF-289 is returned with the INBA (or Agency Administrator's) decision and a Resource Order has been created.
- Utilities: All utility services ordered for the incident will be:
  - Identified with the name of the person requesting the service.
  - Tracked via the Commercial Service / Rental Envelope (or per host unit acquisition process).
  - Reported and turned over the host agency or disconnected upon IMT demobilization.

**Additional Finance considerations or requirements:**


**Additional Logistics considerations or requirements:**
