

Finance In-Brief Checklist

The Unit Incident Business Operations Guide (IBOG) will be given to the Finance Section Chief (FSC) 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 section.

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

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

Transition from Initial Attack (IA) to Extended Attack:

- ☐ e-ISuite: Has an incident been started in Enterprise? If so, 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 host unit and the incoming IMT?
- ☐ IA Finance: Has hard copy been transferred to the IMT ? Has an IA finance package or FireNet Team been started? Have IMT members been connected to the FireNet Team?
- ☐ Are any IA finance people available to stay with the IMT? Does the local unit have trainees?
- ☐ Host agency will review existing Finance status: timesheets, local resources tracking, Land Use Agreements (LUA), quick costs-cost estimate, etc.

Current Finance Status:

- ☐ Information sharing: How should information be shared between INBA and FSC? Has a meeting schedule been established?
- ☐ Insure the FireNet Team access added for the Agency Administrative Representative (IBS or agency designee) as OWNER - 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.
- ☐ Discuss payment schedule (interim, weekly for large ticket items, etc.).
- ☐ Define host agency records expectations: hard copy vs. FireNet Teams electronic filing? If fully electronic files are required, how are any hard copies to be disposed of?
- ☐ 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. Ensure a Protection Map (not just an ownership map) is part of cost share incident record documentation.
- ☐ Cost tracking and reporting expectations: Identify what reports or graphs are expected to be shared - to whom and when (ex: INBA wants total cost each day at Planning meeting, AA wants Total Cost graph each day, etc.). Provide contact email for report requirements and time deadline.
- ☐ Provide the Buying Team a COST 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. Do not shred original documents if using electronic filing.
- ☐ If cooperators arrive from another GACC, follow their agreement specifications for document dissemination.
- ☐ National Contracts:
 - FS-ASC is the Payment Agency (Reference the contract for submission address) regardless of the incident agency. (example: National Contracts – Caterer, Showers, Crews, etc.).
- ☐ Security and Law Enforcement: Reference agreements to define time keeping requirements for the Law Enforcement Officers who are available in the incident area. Example: Sheriff or Local LE agencies. Assure the correct agreement is being followed: i.e. USFS County Coop Law Agreement or the Montana Sheriff's and Peace Officer's Agreement.

Equipment Time:

- ☐ Define and support the payment process for commercially rented, unoperated equipment that is NOT paid via OF-286. Establish a process to ensure Buying Team or other procurement personnel have shift tickets, receipts, or invoices to make payment via charge card.
- ☐ Contract Equipment: 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.

- If a vendor receives an EERA from AIMS or BUYT, retrieve the electronic version either from the AIMS Tracker or the BUYT email, assure the signatures are present and use that version. Do not scan the paper version. To assure signatures are permanent, open the document, then save it using “Microsoft Print to PDF.” Save and use that version.
- 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 and UTVs.
- 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.
- Refer to the NERV website for further information: <https://nerv.firenet.gov/> LINK
- 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, how OWCP paperwork will be processed and who will take the lead.
- ☐ 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.
- ☐ Create an “M” number for each APMC case. Do not create M numbers for workers’ compensation cases.
- ☐ Hospital Liaison(s): Explain any host unit hospital liaison programs in place and contact information.
- ☐ Medical Transport: Use the Justification form for any ground or air transport. This is just a way to help the patient explain to OWCP the rationale for medical transport – documented in real time by the decision makers on the ground. It’s not required, but it can be very helpful to the patient. See the IBOG appendixes, or this link: [JustificationMedicalEvacuationForm LINK](#)
- ☐ 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 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 is created.

- Incident replacement requests shall not be filed in Claims envelopes and will not be issued “C” numbers.
- 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.
- ☐ FireNet Teams: If the IMT initially requested the FireNet Team, assure that the Agency Administrative Representative (unit IBS or agency designee) has OWNER access to the FireNet Team for future filing and records management purposes. If the FireNet Team already exists when the IMT is assigned, assure that the unit IBS remains connected as an Owner.
- ☐ *Finance Package requirements:* Follow National file standards, adding files as needed for undefined categories. Files are named and organized using the NWCG Standard Naming Convention with local unit edits as specified in the Incident Business Operating Guidelines (IBOG). 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.
 - Do not move the final Finance eDoc box to the General Channel’s Final eDoc Box. Leave Finance records in the Final eDoc Box folder established in the Finance Channel.
 - 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 as referenced in the NWCG PMS277. Do not use separate “draft eDoc Boxes per IMT.” Only 1 set of records should be created and filed throughout the incident.
 - Payment Batch logs are continuous log not individual. Use the transmittal log provided by the host unit.
- ☐ *Finance Package Filing for COMP/Claims:* All forms are sent home with individual with only the Illness/Injury 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. Remove folders from the desktops of any rental computers and file accordingly.
- ☐ 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.

Additional Finance considerations or requirements: