2018

Albuquerque Service Center
Budget & Finance
Incident Finance Branch

Payment Procedures

1.0 INTRODUCTION

Payment packages for Forest Service hired Administratively Determined (AD) Casual Employees, Incident Blanket Purchase Agreements (I-BPAs), Emergency Equipment Rental Agreements (Incident only EERAs), National Incident Contracts, Cooperative Fire Protection Agreement Payments, and daily incident accruals will be sent to the Albuquerque Service Center, Budget and Finance Incident Finance (IF) Branch utilizing the procedures as outlined in this guide. For a listing of Incident Finance Managers and their areas of responsibility, see Attachment D.

Please note the preferred method of submission for any documents to Incident Finance is via electronic submission:

Casual Pay:
asc_ipc@fs.fed.us

Cooperative Agreements:
asc_coop@fs.fed.us

Accounting Operations (Aviation, e-ISuite):
asc_acct_ops@fs.fed.us

Payments Agreement & Contracts/EERA:
asc_eera@fs.fed.us

The following submittal procedures are covered in this guide:

- Incident Accruals
- FS Hired Casual Pay (AD Employees)
- Preseason Incident Blanket Purchase Agreements and Emergency Equipment Rental Agreements (EERAs)
- National Contracts (Crews, Mobile Caterers, Mobile Showers)
- Blanket Purchase Agreements (BPAs)
- Cooperative Fire Agreements
- Aviation and Retardant Contracts

2.0 PRECAUTIONS

This guide is not a substitute for regulations, manuals, or handbook policies or procedures. It is intended to be a guide to assist in expediting incident payments.

3.0 RESPONSIBILITY

It is your responsibility to ensure procedures are understood before performing the following tasks. Contact the appropriate Operations Manager(s) with any questions associated with this guide.

4.0 INCIDENT ACCRUALS

In order to accurately reflect the accrual of resources in the financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 Incident Management Teams (IMTs) must generate accruals daily in the e-ISuite COST module when there are Forest Service expenses involved. (i.e. National Caterers, Showers, Crews, etc.). It is recommended that accruals are submitted for all incidents.

Teams have 72 hours upon arrival to submit an initial accrual file via a daily e-ISuite export. Additionally, if for some reason e-ISuite is unavailable, the preferred method of submission for summary and detail reports is electronic via e-mail to asc_acct_ops@fs.fed.us (required T1 & T2 IMTs). Directions for creating the e-ISuite daily export can be found on the daily finance data export webpage. It is highly encouraged that e-ISuite is used and daily exports completed on all incidents, including non-federal incidents that have Forest Service resources and Caches/Warehouses. This export will transmit accruals, IBPA, and EERA payment data to Incident Finance and Casual Pay data to the NBC casual payment program. See the Incident Business Practices website for instructions on daily exporting and uploads.

If an incident transitions from one team to another, please provide Incident Finance the new COST leader or Finance Section Chief (FSC) name and phone number. When the Type 1 or 2 IMT transitions an incident back to the host unit, it is recommended that the host unit continue to report costs until the incident is complete. Teams should provide the name and telephone number of the person from the host unit taking over the responsibility of continuing the process by sending an email to asc_acct_ops@fs.fed.us. The incident unit is encouraged to continue utilizing e-ISuite for submission of cost data as an export file.

Accrual Information

For Non-Forest Service fires, accrual will include Forest Service contracted resources the Forest Service must pay. Forest Service contracted resources typically include national contracts for mobile caterers, mobile showers, and Type II IA crews, FS sponsored/hired Casuals (ADs), state, county, city and rural resources not from the incident state.

In e-ISuite, every resource is given a default accrual category based on the incident jurisdiction (where the fire started), agency (who owns the resource), payment agency (who is ultimately responsible for paying the resource), and kind of resource or the OF-288 kind of resource or employment type. To assure that costs and accruals are being recorded accurately, the team should verify for each resource being tracked, that all information is correctly entered in e-ISuite.

The key to correct accruals is correctly coding the jurisdiction of the incident. For example, on a BLM fire, a BLM paid contract will go into the EXCLUDE category simply based on

the jurisdiction. On a FS jurisdiction incident, the accruals will go to the correct accrual category unless the contracting agency is entered as another agency, which will then override the jurisdiction and cause the accrual to go to EXCLUDE.

Incident teams are responsible for tracking all costs, regardless of whether they are accrued or not. Please refer to Attachment E: e-ISuite Accrual Matrix for costs that we do accrue from the incident.

Department of Interior aircraft ordered and paid through the Office of Aircraft Services (OAS) are not accrued in the Aviation Business System (ABS). Flight time is entered in the Aviation Information Reporting Support (AIRS) for these aircrafts. When determining if an aircraft is OAS, the use of this System is the key identifier because the same aircraft can be under contract with OAS and the FS. If the aircraft contract being utilized is the FS contract, flight time will be tracked on a FS 6500-122, payment and accruals will be handled in the ABS.

5.0 FS HIRED CASUAL PAY (AD EMPLOYEES)

Casual Incident Time Report (OF-288); original signed documents shall be submitted directly to Incident Finance via preferred method of email to Casual Pay (asc_ipc@fs.fed.us). Use only the Batch number in the Subject line when submitting. If original signed documents are scanned and transmitted to Incident Finance electronically please do not mail hard copies. Retain the hard copy in the fire box.

Return travel time will be estimated. If there are delays during return travel, the hiring unit will be responsible for submitting pay documents for the additional time to Incident Finance within 3 working days of the Casual's return from the incident. Casual employee pay on OF-288, Incident Time Report, will not be held for more than seven (7) days in Incident Finance for pending travel reimbursement issues. When travel issues cannot be resolved after initial contact and one follow up by Incident Finance, travel claims will be removed from the OF-288 and payment for work time will be processed. Home/hiring units will be notified and travel will need to be reclaimed through one of the two systems when resolved: through Casual Pay or if charges for a rental vehicle is included, the travel will need to be submitted through ETS2 Government Travel Program. Travel cannot be split between the two programs.

Federal Employees Health Benefits for Casuals will be offered again this year to those who meet the criteria. The criteria of eligibility for casuals is working 130 hours per month for 90 consecutive days. ASC-IF will notify casuals in writing when they are one month away from meeting the criteria. A fact sheet can be found at the Incident Finance Casual Pay web page.

Detailed casual hire instructions are as follows:
See Attachment A – Casual Hire and Payment Process
See Attachment B – OF-288 Audit Procedures
See Attachment C – Casual Transmittal Sheet
See Attachment G – FEHB Casual Fact Sheet
Incident Business Practices website: Personnel Casual Hire Forms

Casual Hires Information

1. ECI (Employee Common Identifier) is required for all casuals or they will reject in the casual pay system and have to be manually corrected causing unnecessary payment delays. Enter the relevant digits of the ECI into e-ISuite, the program will front fill the remaining digits to equal ten. e-ISuite will print the ECI on the OF-288. If the ECI is not known, enter all 9s in e-ISuite. DO NOT use random numbers. You may refer to the Incident Finance Casual Pay website for a listing of each Casual's ECI under Reports titled "Employee Common Identifier (ECI) – FS". Never use Social Security Numbers in e-ISuite.

2. Home unit designator ("Hired At") required - (this determines who processes payment - DOI or FS).
   Federal hired casuals are considered federal employees so the home unit should always be a federal home unit identifier and not a state, county or rural fire department.

3. The "Hired At" unit must be in Unit ID format; i.e. ID-BOF and designate the agency that hired the casual. Do not use the Dispatch Office identifier. (NOTE -This is the "Hired At" information for Block 6 of the OF-288.)

4. The federal agency that hires/sponsors casual employee processes the payment, regardless of the jurisdictional/protecting agency responsible for the incident. ADs hired by other than FS shall have their OF-288s returned to them at demobilization.

5. Close out travel time for casuals by posting estimated time for return travel. Post mixed agency crews by exception. Casual travel expenses requires receipts, reimbursement may be made through the OF-288 and processed at the discretion of the IMT. Travel expense receipts must be attached to the OF-288.

6. If any part of travel expense(s) need(s) to go through the official electronic system then none of the expense(s) can be claimed on the OF-288. Use one reimbursement system or the other, not both. Please see the 2018 Forest Service Casual Hire Travel Process.

7. Accurately enter "kind" to reflect an overhead position for all casuals (i.e.; FFT1, not HC1).

8. Always send original FS payment documents directly to Incident Finance (no need to audit at the Forest first).

9. For resources not hired at the incident, do not require copies of the I-9 and W-4 (these stay at the hiring unit, who provides a copy to Incident Finance). Only verify the Casual Hire Form.

10. Code Cooperators or State entities as "other" not as "AD."

11. When sending in the OF-288s ensure the Transmittal Sheet (Attachment C) is assigned a "Unique" Unit Batch #.

12. Corrections to the OF-288. Please make pen & ink corrections on the original hard copy timesheet, do not use correction fluid of any kind. Annotate in block 19 that corrections have been made, initial and date. If an error is

discovered after the hardcopy OF-288 has been sent to Incident Finance, write "Corrected" at the top of the hardcopy.

6.0 PRESEASON INCIDENT – BLANKET PURCHASE AGREEMENTS (I-BPAS)

This includes Emergency Equipment Rental Agreements (EERAs) and Land Use Agreements (LUA).

For Forest Service jurisdictional incidents, IBPA/EERA payment documentation will be sent overnight or electronically within 3 days after finalization directly from the incident to Incident Finance.

For all incidents, follow the general rule that the jurisdictional/protecting agency makes the payment; including I-BPAs/VIPR Agreements, Bus Rental Agreements and Oregon Department of Forestry Crew Contracts. For National Contracts; Type 2 IA Crews, Caterers, and Showers, the payments are sent to the Incident Finance Branch in Albuquerque.

Vendors awarded preseason agreements cannot be paid in FMMI unless they have an active registration in the System for Award Management (SAM) at time of payment. It is the Vendor responsibility to ensure their SAM account is active. Example: if the Sam account is active at time of award preseason, but expires July 5th, then a payment processed on July 6th will not go through the system.

Required Documentation:

1. Signed OF-286, Emergency Equipment Use Invoice. The Vendor or Vendor Representative) and Government Receiving Official are required to sign. Equipment should be identified by the last 6 characters of the VIN or Serial Number. For crew invoices, use crew number for National Crews and the last 4 digits of agreement number for ODF crews in this field (example: NCC-4A, or 9001=ODF).
2. Commercial invoices must contain the contract/agreement number, Data Universal Numbering System (DUNS) number, unique resource order number, job code, signature and printed name of Government Receiving Official, date of signature, and title of receiving official.
3. Backup documentation for lump sum totals on the OF-286 are required. Attach any supporting documentation used to provide rates for use and services that were rolled (lumped) into one total cost for each day listed on the OF-286 Invoice. Example: Portable Toilets, Hand Washing Units, Tents, and Clerical Support units should include backup documentation for lump sum totals on the OF-286. This will allow for validation against the instrument rates.
4. Finance copy of IBPA (Form SF-1449) or EERA (Form OF-294).
5. Attachment F– Emergency Equipment Invoice Transmittal Sheet.
6. Crew Time Reports (CTRs) for All Contract Crews (e.g., Oregon Department of Forestry (ODF) Crews, FS Contracted Crews).

7. Any comments to the remarks section on the OF-286 that explains why a rate might be different than the daily rate. Information is needed to verify the rates with the contract/agreement. Also record the dates and incident name of any re-assignment of the vendor to or from another incident. ("Lend/Lease").
8. Addition/Deduction sheet must be attached to the invoice, if there is an amount in the "Addition/Deduction" field [box 26 and/or 27] on the OF-286. If lodging is listed on the addition sheet, receipts are required to be included in the payment package. If there is an equipment breakdown, include a document explaining how the reduction in cost was calculated.

Please note:

- Incident Finance does not require copies of the Emergency Equipment Shift Tickets (OF-297) and/or Emergency Equipment Fuel and Oil Issues (OF-304). However, these need to be retained in the Incident files pursuant to the NWCG Standards for Interagency Incident Business Management. These documents should be used to accurately post payment data on OF-286.
- Incident Finance does not require copies of Resource Orders to be emailed with payment. These are not considered a payment document. Resource Order Numbers should be verified by the government Receiving Official prior to signing Invoices.

It is the responsibility of the Finance Section Chief, or local unit (if there is no IMT) to ensuring the following:

1. The OF-286 is posted accurately from the Emergency Equipment Shift Ticket and Fuel and Oil Issues, or other documentation supporting additions and/or deductions.
2. The rates from the IBPA (SF-1449) or EERA (OF-294) have been calculated and entered correctly on the OF-286.
3. Documentation requirements are met, as outlined in the NWCG Standards for Interagency Incident Business Management, Chapters 20 and 40, and the ASC B&F Incident Finance Branch Payment Procedures.
4. It is recommended to submit interim or progress payments every 14 days otherwise send in payments within 3 days of demobilization from the incident.
5. For Lend/Lease Incidents, please ensure the invoices for all of the individual incidents where the equipment has been used are submitted at one time to Incident Finance.

6. Resource Order number will remain the same throughout all the Lend/Lease incidents for tracking purposes. It is the Finance Section's responsibility to verify the correct resource order and Fire Codes are entered on the OF-286s. Equipment involved in a Lend/Lease situation should be mobilized and demobilized from the original fire to which they were assigned.
7. Provide as much information as possible for special/unusual situations on the IBPA/EERA payment in the remarks and highlight such notes and/or partial payments. Send in a General Message that explains any special/unusual situations if there is not enough room in the remarks section. An example would be the calculation of the rate for broken down equipment.
8. To the extent possible, settle all IBPA/EERA/Contract claims at the incident. Attach a signed and dated copy of the determination and findings.
9. No electronic correction to the original document can be made after export of an e-ISuite OF-286. Please make pen & ink corrections on the original hardcopy invoice. All corrections must be initialed and dated.
10. If a correction is discovered after the hardcopy OF-286 has been sent to Incident Finance, write "Corrected Invoice" at the top of the hardcopy kept in the incident fire records. Make pen and ink corrections, initial/signed and date.
11. Please notify Incident Finance as soon as possible when making changes to an OF-286 after the original or e-ISuite version has been sent (to stop the originals from being processed).
12. The jurisdictional/protecting agency responsible for the incident pays for the I-BPA/EERA resource, regardless of which federal agency signs up the equipment. Send invoices to the correct/appropriate jurisdictional/protecting agency unless directed otherwise by Regional IAC.
13. Federal agencies can only pay state contracts that are countersigned by a federal contracting officer.
14. **Verify the payments are being sent to the responsible Jurisdiction and/or Payment Center.**

<u>All Land Use Agreements (LUAs) must have</u>:

- □ Vendor Code Worksheet included with the payment packet, if not already in SAM.
- □ Signed by the vendor and the Contracting Officer.
- □ Either the OF-286 or the LUA itself can be used as an invoice.
- □ For the LUA to be considered a proper invoice for payment, it must have the total amount due, signed by the vendor and government representative with authority on page 3 of the agreement.
- □ LUA cannot be paid by Credit Card or Check.

7.0 NATIONAL CONTRACTS (NATIONAL CREWS, MOBILE CATERERS, MOBILE SHOWERS)

For National Contracts, the Forest Service makes payment for <u>all</u> jurisdictions**.** The documentation required to process a payment package may vary per contract. It is the

responsibility of the IMT or local unit (if there is no assigned IMT) to submit documentation as required by the contract.

For Caterers, use Form 1276A and use 1276B when billing for supplemental food and beverages or deducting for miscellaneous charges and credits. Copies of receipts for licenses, fees and permits are required for reimbursement and should be sent with the payment packages. Odometer readings must be included to and from incident for mileage reimbursement. Copy of complete payment package to be kept in documentation box.

For Showers, use Form 1276C and Form 1276D when transporting water and intermittent use miles, time and rates, copies of receipts for licenses, fees and permits for reimbursement are required for reimbursement and should be sent with the payment package. Odometer readings must be included to and from incident for mileage reimbursement. Copy of complete payment package to be kept in documentation box.

For both Caterers and Showers, please send the paperwork home with the vendors. The vendors send in the invoices for payment. **Copies of the daily invoices are not sent in to ASC.**

8.0 BLANKET PURCHASE AGREEMENTS (BPA)

See Attachments E – Blanket Purchase Agreement (BPA) Payment Procedures for use on emergency incidents. Washington Office Acquisition Management (WO-AQM) indicates the **primary method to pay BPAs is via a purchase card.** Incident Finance will process BPA payments for vendors that do not accept payment via credit card. The BPA must state payments will be made by the ASC. Vendors must have an active registration in SAM if the BPA has been awarded preseason.

- Incident Finance can only make a one-time payment for a vendor if not set-up in SAM. We still need the Vendor Worksheet with their Tax Identification information to set up a one-time payment and include the agreement number on the form.
- ALL vendors that are expected to receive multiple invoices must be set up in SAM.

Process progress payments every 14 days are recommended when possible; send in payments within 3 days of demobilization from the incident.

9.0 COOPERATIVE AGREEMENTS

Incident Finance pays and bills emergency incident related activity for Cooperative Agreements. All non- emergency, project related activity (planned event) incurred under the cooperative agreement should be submitted to either B&F Payments Grants & Agreements Branch or the Receivables and Advance Collection Agreements Branch via established process.

Cooperators cannot be paid by Incident Finance until they have an active registration in SAM.

Cooperators are to submit billing documents directly to a field point of contact rather than submitting directly to Incident Finance (unless specifically noted in Agreement Operating Plans). If a Cooperator submits an invoice directly to Incident Finance, Incident Finance will coordinate with the Regional Incident Administrative Coordinator (IAC) for required field approval. If invoices are received at a field unit directly from a Cooperator, the field unit should coordinate review and approval of the invoice then forward to Incident Finance as soon as possible.

Documentation required for Cooperator invoices:

1. Current signed Master Agreement and any amendments thereto
2. Current signed Operating Plan (if required by the master agreement)
3. Supporting documentation required per the agreement (this varies between agreements)
4. Invoice Required elements:
   - ✓ Invoice Number
   - ✓ Invoice Date
   - ✓ Cooperator Name
   - ✓ DUNS Number
   - ✓ Agreement Number
   - ✓ Unique Resource Order Number (copy of Resource Order not required unless specified per Agreement/Operating Plan)
   - ✓ FS Job Code
   - ✓ Signature and printed name of receiving official with title and date of signature

Preferred method of invoice submission is via email to:
asc_coop@fs.fed.us, in accordance with the Operating Plan.

10.0 AVIATION AND RETARDANT CONTRACTS

Forest Service contracted aviation resource payments will be processed utilizing the Acquisition Management Aviation Business System (ABS).

Full Service and Bulk retardant payments are directed through the Contracting Officer (CO), Contracting Officer's Representative (COR), or Air Tanker Base Manager (COR).

11.0 ATTACHMENTS

Attachment A: Forest Service Casual Hire and Payment Process – 2018 Hiring Official–Preseason (Forms submitted to Incident Finance at time of completion)

1. DHS Form 1-9, the AD completes on the day of hire and hiring official verifies the documents within 3 days of hire. This form must be completed every 3 years. A copy may be submitted via email by the hiring official. Refer to the internal Incident Finance Casual Pay webpage for a listing of each casual's last valid I-9 under Reports titled "I- 9 Dates/Employee Common Identifier (ECI) XX.XX.XX" or "Employee Common Identifier ECI Listing" on the IBP Personnel website. DO NOT photocopy verification documents (social security card, driver's license, passport)

2. Tax Forms (resubmit only when information changes, or yearly for exempt status):
   - Federal W-4 for completion (if Federal W-4 is utilized by a State, please notate State & Federal on the form).

3. SF-1199a Direct Deposit Form

Casual Hire must do the following:

4. Complete and submit the Direct Deposit Form SF-1199 if the hiring unit has not already submitted previously or for banking changes.
5. Complete Federal W-4 and State tax forms. The W-4 address will be used for the mailing of the W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate (marital status of single and zero exemptions) and a new form will be sent to the casual. Taxes will be withheld from the "Hired At" point (Block 1 on the OF-288) in addition to the state identified by the casual on the W-4.
6. When mailing address and/or Direct Deposit information has changed since the last time paid, update the W-4 with new address and/or Direct Deposit information.

Hiring Official – At Time of Dispatch or Demobilization

7. Individual Hire. Attach copy of the completed Single Resource Casual Hire Information Form, PMS 934 to the OF-288.
8. Casual Hire Crew or Mixed Crew. Attach Crew Manifest (in place of the Single Resource Casual Hire Information Form) with an accurate listing of names, job titles, AD class. Attach to the OF-288 batch.
9. Transmittal Sheet (Attachment C). The transmittal sheet can be used to submit a blended package of casual hire crews and individual hires, or vice versa. It must be assigned a "unique" batch #.

Incident Finance Section or Hiring Unit

10. Record work time as outlined in the NWCG Standards for Interagency Incident Business Management assuring AD rate and Title is included in all columns and agrees with the Pay Plan Matrix.
11. Process partial payments every two weeks, indicating partial payment in the remarks section of the OF-288.
12. Estimate time for return travel, if away from home unit and submit a copy of the Single Resource Casual Hire Information Form or Crew Manifest to Incident Finance. Upon the casual's return, the hiring unit will prepare an OF-288 to adjust the travel estimate if necessary. See the Incident Business Committee's casual hire travel policy. Questions on travel should be directed to 1-877-372-7248 option 3.
13. If another agency hired the casual, submit Casual Hire Information Form and OF-288 to the hiring unit identified on the form.
14. E-ISuite users: enter the Employee Common Identifier (ECI or enter all 9s (if unknown) on the hard copy OF-288 and export e-ISuite date to the e-ISuite repository daily (NOTE: a signed OF-288 must be submitted to Incident Finance for payment processing every two weeks via email to asc_ipc@fs.fed.us. DO NOT enter a Social Security Number and DO NOT enter any other random numbers, use all 9s if ECI is unknown.
15. Use e-ISuite to record time and export to the e-ISuite repository. Use of e-ISuite will increase the speed at which the OF-288 is processed for payment.

Attachment B: Forest Service Incident Time Report Payments – OF-288 Audit Procedures

Incident Finance Section Chief or Hiring Unit Reviewing Official is responsible for Audit. Reviewing Official (designated by unit or Finance Section Chief) shall ensure the OF-288 – Incident Time Reports submitted for payments to Incident Finance are Casual Hires and that the OF-288 is reviewed for the following:

Block 1. Hired At: Unit Identifier Code for the location "Hired At"; i.e., ID-BOF for Boise National Forest (Must be a Forest, not a Dispatch office).

Block 2. Employee Common Identifier: ECI – must be legible, if ECI is unknown enter all 9s, do not use random numbers. Do not use any part of the Social Security Number on the hard copy OF-288 or in e-ISuite.

Block 3. Type of Employment: Verify individual is a Forest Service-hired Casual. Do not submit an OF-288 for Federal, State, or Local regular Government employees that will be paid by the State and billed back to the Forest Service. IMTs shall submit other agency hired casuals to the casual's hiring unit.

Block 5. Name: Legible and shown EXACTLY as on the Social Security card, no nicknames.

Blocks 8-15 - Fire Information Columns A thru D; Following are critical fields to review:
Block 8 – enter Incident Name: Check Fire Name as assigned in Fire Code
Block 9 Incident Order Number: i.e. MT-LNF-005148
Block 10 Fire Code: Enter Job Code assigned to incident
Block 12 Position code: Incident job title
Block 13 AD Class: i.e. AD-J
Block 14 AD Rate: Ensure AD rate is consistent with title as outlined in the Pay Plan
Block 15 Unit Accounting Code: P1J2GR 0118
NOTE- Exception Positions require a job description signed by the Regional Incident Business Coordinator with each OF-288 submitted.

Column A		
8. Incident Name Crow Creek		
9. Incident Order Number (e.g., ID-BOF-000123) MT-LNF-0051-148		
10. Fire Code (e.g., B2C5) J2GR	11. Resource Request Number (e.g., O-33)	
12. Position Code (e.g., FFT2-T) FAL1	13. AD Class (e.g., B) AD-J	14. AD Rate $ $35.00
15. Home/Hiring Unit Accounting Code P1J2GR 0116		

Attachment B – OF 288 Audit Continued

The column totals and mathematical computations do not need to be audited.

Block 18. Commissary and Travel: Completed for travel following the directions located in the Forest Service Casual Hire Travel Process. For additional questions regarding travel call 1-877-372-7248, Option 3.

Block 19. Remarks: Annotate pay rate/position change at the incident with effective date.

Block 20. Employee Signature: Completed (If not available for signature annotate) and on each page of the OF-288.

Block 21. Time Unit Leader or Time Officer Signature: Completed and legible – only one time officer signature is required on each page of the OF-288.

Staple multiple time sheets for the same individual together with the earliest dates on top and same incident numbers. Submit to Incident Finance with Transmittal Sheet (Attachment C) assigning a Unique Unit "Batch Number" for tracking purposes. Incident units should keep a copy of the Incident Time Report (OF-288) for their incident records.

Attachment C: Processing Incident Time Reports for Casuals

TRANSMITTAL SHEET

Date:

From:

Subject: Incident Time Reports and/or Hiring Documents

To: asc_ipc@fs.fed.us - Casual Pay

Unique Unit "Batch" Number to track this payroll submission: ____
(Use Incident/Fire number followed by sequential number; i.e., ID- BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)
Fire/Incident Name: _____

Number of OF-288s in this transmittal: _____

Please provide your Team and Unit contact information below:

Incident team contact Name/email_____ Phone #_____

Incident unit contact Name/email_____ Phone #_____

Attachment D: 2018 B&F Incident Finance Contacts

US Forest Service, B&F Incident Finance
5141 Masthead St. NE
Albuquerque, NM 87109
E-Fax (866) 816-9532
Phone: (877) 372-7248 Option 1 – Request Incident Finance

Susan Crutcher, Branch Chief – Incident Finance
Phone: 505-563-7606
Email: skcrutcher@fs.fed.us

Kelli Perea, Program Manager, Accruals, Job Codes, IPAC, Incident CBAs, and Coop Agreement Billings
Phone: 505-563-7307
Email: kperea@fs.fed.us

Priscilla Ration, Program Manager, Payment of National Contracts, Crews, I-BPAs/EERA, and Casual Pay
Phone: 505-563-7543
Email: pration@fs.fed.us

Elizabeth Martin, Operations Manager for Aviation, Accruals, Job Codes, FEMA, Incident CBAs, and IPAC
Phone: 505-563-7937; Wireless: 505-366-8191
Email: emartin@fs.fed.us

Mary Prebble, Operations Manager for Payment of National Contracts, Crews, I-BPAs/EERA
Phone: 505-563-7437
Email: mprebble@fs.fed.us

Brenda Pysher, Operations Manager for Reimbursement of Coop, International, and Cost Share Agreements
Phone: 505-563-7903
Email: bpysher@fs.fed.us

Theresa Voss, Operations Manager for Casual Hire, Pay, Travel
Phone: 505-563-7336
Email: tvoss@fs.fed.us

Attachment E: e-ISuite Accrual Matrix

The table below reflects only situations that will create accrual categories picked up in the FS accrual. Any resources not meeting the criteria below will generate an accruals category of EXCL and be excluded from the FS Accrual. If you find that a resource is incorrectly accrued, you may make changes in the "edit resource" cost tab to adjust the accrual category. As a general rule the contracting agency field is only necessary if the paying agency is different than the jurisdictional/protecting agency. Review the e-ISuite Costs Quick Reference Card for further information.

If a Payment Agency is established for a resource, the Payment Agency rules will override the Jurisdictional/Protecting Agency

ACCRUES YES OR NO

Resources Description	Accrual Code	Criteria	Forest Service Jurisdiction OR *Forest Service Payment Agency Accrue Yes or No	DOI Jurisdiction OR *DOI Payment Agency BIA, BLM, BOEM, BOR, BSEE, NPS, OSM, FWS, USGS Accrue Yes or No	All Other Jurisdiction OR *Payment Agency Other than Jurisdiction i.e. States Accrue Yes or No
National Caterer and Showers	CONT	Kind Code is = CTR or SHW AND Resource Agency = FS	YES	YES	YES
Forest Service Casuals (AD's)	AD	Resource Agency = FS AND Employment Code = AD	YES	YES	YES
Local State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is the same as the Incident State OR the Resource Agency is RUR, CNTY or CTY and Home Unit State is the same as the Incident State	YES	NO	NO
Out of State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is NOT the same as the Incident State and the Resource Agency is RUR, CNTY or CTY and Home Unit State is NOT the same as the Incident State	YES	** YES **DOI Incident payments for Out of State resources are the responsibility of the incident jurisdictional agency. Accrual codes will need to be manually changed and locked for each	YES
Contract Resources (non-Aircraft)	CONT	Resource is not Aircraft AND Resource Agency = PVT	YES	NO	NO
OAS Agency	AMD/AOD	Resource Agency = OAS	YES	NO	NO
NWS Agency	NOAA	Resource Agency = NWS	YES	NO	NO
International Resources	INTL	User defined	N/A	N/A	N/A
All Resources not meeting the Accrual Requirement	EXCL	All Resources not meeting the above criteria	YES	YES	YES

Attachment F: Emergency Equipment Use Invoice Transmittal Sheet

Invoice Transmittal Sheet

Date:

From:

Subject: Invoices submitted for payment

Email To: asc_eera@fs.fed.us

Enclosed are the forms necessary for processing I-BPA/EERA payments as follows:

Number of Invoices (OF-286s) emailed: _____

Please provide both your Unit and Team contact information below:

Please provide your Team and Unit contact information below:

Incident team contact name/email_____ Phone #_____

Incident unit contact name/email_____ Phone #_____

Attachment G: FEHB Casual Fact Sheet

Federal Employee Health Benefits Fact Sheet

What is the FEHB Program? The Federal Employees Benefit Program (FEHB) provides comprehensive health insurance. Casual employees can choose from fee-for-service (FFS) plans, health maintenance organizations (HMOs), consumer-driven health plans (CDHPs) or high-deductible health plans (HDHPs). For more information on the types of plans under FEHB, reference OPM.GOV Healthcare Plan Information

When am I eligible? You are eligible after you have worked a minimum of 130 hours per month for 90 consecutive days.

What are some important things I should know?
There are no waiting periods or pre-existing condition limitations.
Each plan contracts with doctors and hospitals (known as a provider network). Your doctor may participate in one or more provider networks.
You will reduce your out-of-pocket costs by visiting doctors and hospitals which contract with your plan. Visit your plan's website to determine which providers participate in the plan's network.

Do I have to decide right away? B&F Incident Finance will send you a letter notifying you of your eligibility for health benefits. Benefits will become effective once you have worked 130 hours per month for 90 consecutive days. You have 60 days from the date you are eligible to elect health benefits coverage. If you fail to return the SF-2809 within 60 days of eligibility, the choice will be recorded as a declination of enrollment

How do I enroll? To enroll, complete the Health Benefits Election Form (SF 2809) and return the form to ASC B&F Incident Finance. You will have 60 days from the date of eligibility to enroll.

When is the insurance effective? Your enrollment is effective on the first day of the first pay period that begins after your employing office receives your FEHB election form. Enrollment is not retroactive, and it cannot be made effective the day you enter on duty. You cannot be reimbursed for any medical expenses incurred prior to the effective date.

How long do I have Health Benefits?
Initially you will have coverage for 28 days (2 federal pay periods) beginning on the first day of the following pay period after receipt of a completed Health Benefits Election Form (SF-2809). If you are still working or have been ordered for a new assignment you will be responsible for contacting the ASC B&F Incident Finance before day 28 to continue health benefits. If you work at any time after your health benefits have terminated within the calendar year, you can reenroll by submitting a new Health Benefits Election Form (SF-2809) to B&F Incident Finance. Send written notification to asc_ipc@fs.fed.us.

Federal Employee Health Benefits Fact Sheet

How much does it cost? The cost is based on the plan and option you choose. Generally, premiums are shared by you and your Federal agency during your time of employment. Premiums vary by plan, but, generally, you can expect to pay approximately 30% and your agency to pay approximately 70%.

Employees can discuss health insurance premiums with the agency Benefits Administrator (877-372- 7248 opt 2 HR) or find more information on the OPM website at OPM.GOV Healthcare Plan Information.

How do I pay for coverage? Your share of the health plan premium will be deducted from your casual payroll payment. When there is no payment in process, you will receive a bill for collection. You will be required to make payment for your portion of the premium.

Do I have to pay for my coverage with pre-tax dollars?
Your share of the health plan premium will be paid with pre-tax dollars unless you complete a Federal Employees Health Benefits Program (FEHB) Premium conversion Waiver/Election Form.

What enrollment types are available? The OPM website at OPM.GOV Healthcare Plan Information will provide more detailed information based on your local coverage options.

What happens after my employment ends? When your 28 days of coverage or employment ends, you have a 31-day extension of coverage under the carrier plan. During that period, you can contact your health plan company and convert the insurance plan to an individual contract, or you can enroll in

Temporary Continuation of Coverage (TCC) to continue the coverage through a FEHB plan. TCC is available to eligible former employees for up to 18 months following the end of employment. You are then responsible for the full premium amount (government and enrollee share) plus a 2% administrative fee.

Can I cancel the coverage once I've enrolled? Yes, employees may elect to cancel coverage at any time by completing Part F–Cancellation of FEHB of the SF-2809. The form should be submitted to ASC B&F Incident Finance.

Where can I go for more details or additional information?
Customer Service: 877-372-7248 choose 2 for HR (Agency Benefits Administrator)
OPM website at: OPM.GOV Healthcare
Link to Healthcare information OPM.GOV Healthcare
Link to Form SF-2809 https://www.opm.gov/forms/pdf_fill/sf2809.pdf