



U.S. Department of the Interior

INTERIOR **WILDLAND FIRE**

Department of Interior 2026 Incident Payment Guide

June 2026

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PURPOSE

The guide will serve as interim direction until an established process has been developed within the U.S. Wildland Fire Service (USWFS). If no USWFS policy exists, continue to follow previously established legacy agency processes until official USWFS processes are established.

This document provides payment guidance for the 2026 fire year for the Department of Interior (DOI), including Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), National Park Service (NPS), and U.S. Fish and Wildlife Service (FWS). For 2026, USWFS incident payments will continue to follow legacy bureau payment procedures. In situations where legacy bureau support is unavailable, another DOI legacy bureau may process payment packages through their respective payment center on behalf of legacy jurisdictional agency.

The DOI 2026 Incident Payment Guide includes details on payment administration, contact information for legacy personnel within each Geographic Area, locations of current vendor agreements and forms related to incident payments, lend/lease guidance, vendor contract claims, cooperative agreement payments, and information for Casual Payment Center (CPC), for DOI-hired Administratively Determined (AD) employees.

USWFS GEOGRAPHIC AREA CONTACT INFORMATION

The following Incident Business contacts are based on the formed USWFS Geographic Areas (GAs):

USWFS GA	Incident Business Name	Incident Business Contact Information
Alaska	Krisanda Kappus (BLM) Susanna Nancarrow (NPS)	907-356-5794 kkappus@blm.gov 907-644-3412 susana_nancarrow@nps.gov
California & Pacific Islands	Vanessa Kobilis (BLM) Cris Jones (NPS) Christina Rich (BIA)	916-978-4446 vkobilis@blm.gov 628-200-8804 cris_jones@nps.gov 916-307-0101 christina.rich@bia.gov
Eastern Area	Mary Elliot (FWS) Desiree Red Day (BIA) April Stowell (NPS)	443-737-7694 mary_elliott@fws.gov 952-334-8036 desiree.redday@bia.gov 402-979-0614 april_stowell@nps.gov
Great Basin	Dione Perkins (BLM) Christina Phillips (BLM) Sara Rios (BLM)	208-296-0724 dperkins@blm.gov 775-621-6629 csphillips@blm.gov 801-520-8702 srios@blm.gov
Northern Rockies	Amanda Boatright (BIA) Brandi Van Kleeck (BLM) Nikita Exterovich (NPS) Jim Forsythe (FWS)	406-696-5069 ia_rmro_firepayments@bia.gov 208-308-1050 bvankleeck@blm.gov 307-250-8192 nikita_exterovich@nps.gov 406-366-0780 james_forsythe@fws.gov
Pacific Northwest	Veronika Klukas (FWS) Glenda Lindsay (BLM) Cris Jones (NPS) Regina Hoffman (BIA)	307-250-5684 veronika_klukas@fws.gov 458-802-3280 glindsay@blm.gov 628-200-8804 cris_jones@nps.gov 503-914-8337 BIA_NWR_PaymentTeam@bia.gov
Rocky Mountain	Dawn Hernandez (BIA) Kayla Davin (BLM) Maria MacKie (NPS) Stephanie Smith (FWS)	605-484-9341 dawn.hernandez@bia.gov 307-256-2565 kdavin@blm.gov 720-884-6125 maria_mackie@nps.gov 435-230-1011 stephanie_smith@fws.gov

Southern Area	Rachel Pearson (FWS) Valerie Kamzalow (BLM) Julie Bennett (NPS) Shaniece Mohawk (BIA) Sheree Steve (BIA)	912-660-0914 rachel_pearson@fws.gov 970-620-5310 vkamzalo@blm.gov 775-315-0465 julie_bennett@nps.gov 629-666-9207 shaniece@mohawk@bia.gov 615-564-6600 sheree.steve@bia.gov
Southwest	Tony Beard (BLM-AZ) Susan Haggerty (BLM-NM) Kelly Gatlin (BLM-NM) Valdis Neha (BIA) Andrea Nez (BIA) Bianca Spilde (FWS) Julie Bennett (NPS)	480-369-1281 tbeard@blm.gov 505-365-3971 shaggerty@blm.gov 505-206-1587 kgatlin@blm.gov 505-870-4081 swrdwfm_fireinvoices@bia.gov 480-805-9583 andrea.nez@bia.gov 505-549-0693 bianca_spilde@fws.gov 775-315-0465 julie_bennett@nps.gov

E-ISUITE PAYMENT ADDRESS AND PAYMENT PROCESSING

E-ISuite payment address and payment processing information by incident jurisdiction or protecting agency is detailed within this section.

BIA

BIA payments inquiries and processing are handled by the fire staff at the respective BIA Regional Offices as determined by the incident jurisdiction.

e-ISuite Payment Address: Insert the appropriate BIA Regional Office address (see table below) in OF-286 block 9 for the payment agency (except for national contracts).

e-ISuite Administrative Address	USWFS GA(s)	Agencies/Tribes Served
BIA RMRO Wildland Fire Mgmt 2021 4th Ave North Billings, MT 59101	Northern Rockies Rocky Mountain	Blackfeet Agency – Blackfeet Tribe; Crow Agency; Fort Belknap Agency; Fort Peck Agency, Northern Cheyenne Agency, Rocky Boy’s Agency – Chippewa Cree Tribe Wind River Agency
BIA Northwest Regional Office 911 NE 11th Ave Portland, OR 97232	Northern Rockies Pacific Northwest Great Basin	Flathead Agency – Confederated Salish and Kootenai Tribes (CSKT); Northern Idaho Agency – Nez Perce Tribe and Kootenai Tribe of Idaho; Coeur d’Alene Agency – Coeur d’Alene Tribe Colville Agency – Confederated Tribes of the Colville Reservation; Spokane Agency – Kalispel Indian Community of the Kalispel Reservation and Spokane Tribe of the Spokane Reservation Fort Hall Agency – Shoshone-Bannock Tribes of the Fort Hall Reservation and Northwestern Band of Shoshone Nation

BLM

BLM payment inquiries and processing are handled by the fire staff located at the BLM local office determined by incident jurisdiction. BLM Alaska uses a dedicated group email address for all incident payment inquiries: blm_ak_afs_firepayments@blm.gov.

e-ISuite Payment Address: insert the appropriate BLM District Office address in OF-286 block 9 for the payment agency (except for national contracts).

FWS

FWS payments are processed at GA determined by incident jurisdiction through individual access to MySupport portal. Incident Management Teams (IMTs) will not be able to submit payments directly. Joint Administrative Operations (JAO) ultimately processes approved payments.

FWS Region	Address
Alaska	1011 E. Tudor Road Anchorage, AK 99503
Midwest	Bishop Henry Whipple Building, Room 650 Fort Snelling Twin Cities, MN 55111-4056
Mountain-Prairie	134 Union Boulevard P.O. Box 25486 Lakewood, CO 80228
Northeast	300 Westgate Center Drive Hadley, MA 01035-9589
Pacific	Eastside Federal Complex 911 NE 11th Avenue Portland, OR 97232-4181
Pacific Southwest	2800 Cottage Way, Room W-2606 Sacramento, CA 95825
Southeast	Richard B. Russell Federal Building 1875 Century Boulevard, Suite 400 Atlanta, GA 30345
Southwest	500 Gold Avenue SW, Room 9018 P.O. Box 1306 Albuquerque, NM 87102

NPS

National Park Service payment packages will use the NPS Accounting Operations Center (AOC) address in OF-286 block 9.

e-ISuite Payment Address:

National Park Service
PO BOX 100000
Herndon, VA 20171

NPS payment inquiries should be directed to NIFC_Suppression_Invoices@nps.gov.

U.S. Forest Service (USFS) National Contracts

The USFS is the paying agency for the following DOI incidents:

- Type 2 Initial Attack National Contract Crews (NCC)
- Mobile Food Services (Caterers) on national contracts
- Mobile Shower Facilities on national contracts
- FS-Hired AD Employees

For information regarding USFS Incident Payment procedures: <https://www.fs.usda.gov/managing-land/fire/ibp/payments>.

INCIDENT VENDOR MANAGEMENT

Incident Vendor Agreements

Copies of current agreements are available at the following locations:

- AIMS and VIPR IBPAs: <https://www.fs.usda.gov/business/incident/>
- Crews, Caterers, and Showers:
https://www.fs.usda.gov/business/incident/logistics.php?tab=tab_1\
- EERAs and LUAs (CY2026 IRIS Tracker):
https://firenet365.sharepoint.com/sites/National_Incident_Procurement/Lists/IRIS%202026%20Tracker/AllItems.aspx?npsAction=createList

System for Award Management (SAM)

Vendors holding preseason IBPA or EERA/LUA agreements are not eligible for payment unless their registration in SAM.gov (SAM) is active for “All Awards” at the time payment is issued. SAM registrations limited to “Federal Assistance Only” do not meet the requirements for contract payments.

Vendors are responsible for ensuring that their SAM registration remains active and does not expire before all payments have been processed. Both contracting officers and vendors must verify that the SAM registration is active. Vendor invoices must include the Unique Entity Identifier (UEI), as listed in SAM so payment centers can verify the correct vendor is being paid when posting the payment in the Financial and Business Management System (FBMS).

One Time Payment

When a vendor is not registered in SAM and has not previously received a federal invoice payment, a FBMS Supplier/Customer Request form may be used to facilitate a one-time payment. The Department of Interior’s Remote Incident Support (IRIS) will work with the vendor to complete the form and will submit it directly to the agency’s payment office. To protect sensitive personally identifiable information (PII), the FBMS Supplier/Customer Request must not be sent to an incident email account or retained in the incident files. Do not process interim payments unless the vendor completes SAM.gov registration.

Interim Payments

For ongoing incidents, IMTs must offer vendors the opportunity to request interim payments once they have been assigned to the incident for 14 days. Interim payments are encouraged every 14 days thereafter if the resource is expected to remain assigned for more than 21 days.

Submitting OF-286 Invoice Payment Packages

Do not combine multiple invoices into a single PDF file. A separate and complete payment package must be created for each OF-286. Each package must follow the established [link to the NWCG Finance memo and supporting attachments](#), beginning with “PKG,” to ensure proper identification and processing.

Commercial Invoices

Commercial invoices in lieu of Shift Tickets (OF-297 or comparable) must have the required information:

- Company or individual’s name
- Date(s) of service(s)

- Agreement number
- Resource order number
- Incident name and number
- Signature, printed name, and title of Government Receiving Official
- Date of signature
- Description of provided service(s)

Payment Package Contents

To create an invoice payment package, combine these required documents into one PDF file:

Invoice:

- The first page must display the net amount due in block #28. The other invoice pages should follow in reverse order, ending with the additions/deductions page (for example: for a four-page invoice, arrange as 4, 3, 2, 1, followed by additions/deductions).
- All invoices must be signed with a “wet” or electronic signature. Typed signatures are not accepted by the payment office.
- Crews must be identified by number in the Unique ID field (example: NCC-4A or T2C001).
- Land Use Agreements (LUAs) may use the agreement as the invoice in lieu of an OF-286. To be considered a proper invoice for payment, the LUA must include the total amount due and be signed by the vendor and designated incident representative on page three.
- Supporting Documentation:
 - Examples - lodging receipts, breakdown calculations, and lump sum calculation worksheets. Limit supporting documentation to what is required.

Agreement:

- IBPAs and EERAs: Do not submit the payment clauses pages. The finance copy of the IBPA is sufficient, and pages relating to CLIN items not being paid on the invoice should be removed prior to submitting the package for payment.
- Crews: Submit the agreement signature page and the current Schedule of Items (rate sheet).
- LUAs: Submit the 3-page agreement, PMS 902-2 or OF-286.
- Resource Order showing the completed fill information.

Limit packages to 15 pages or less when practicable. Ensure invoices contain all signatures and “flatten” each signed document by printing it to a PDF file to prevent digital signatures from being lost.

No payment packages are sent to the agencies’ payment centers directly from an IMT.

Invoices should include the agency-specific incident cost code, as provided by the incident host unit, in the remarks section.

IMTs will ensure the designated home unit finance is an owner for the incident FireNet team site.

The assigned IMTs and/or the incident host unit must use and maintain a batch tracking system (batch tracker) to ensure there is accountability for all finalized invoices. The default FireNet filing structure includes a preformatted batch tracker which is the recommended tool. The Excel Emergency Equipment Batch Tracker Sheet may be used when assembling each batch.

Interim and final payment packages (PKGI/PKGF) should be created by the IMT and filed in working folder 3_PROC>01_Batches>DOI Payments for host unit processing.

Each batch folder will have a completed batch tracker sheet and up to five payment packages.

- Folders for interim payments will remain in the working folders under 3_PROC>02_Invoice_Records
- Folders for final payments will be stored in 3_PROC>02_Invoice_Records>0_Ready_for_Audit_and_Payment.
- The host unit will move the folders to 8_Final_Finance_eDoc_Box>Procurement Unit>Invoice_Records once the invoice is ready for payment.

Send an email to the host unit when a batch is ready for processing.

LEND/LEASE GUIDANCE

Refer to the [NWCG Standards for Interagency Incident Business Management \(SIIBM\) Chapter 20](#) and [NWCG IBC Lend-Lease FAQs](#) for more information on lend/lease and Administrative Changes.

- Lend-Lease is authorized for IBPA resources.
- Lend-Lease between IMTs is not authorized for EERA or LUA resources; however, Administrative Change is authorized.
- Lend-Lease resources will retain the same resource order number for tracking purposes.
- Lend-Lease of resources is recommended being limited to three days. Beyond three days, reassignment should be considered to the leasing incident.
- Equipment involved in a lend-lease situation should be demobilized from the original incident to which it was ordered. The original ordering incident will process all payment packages related to the single assignment regardless of the jurisdiction of incidents to which resources were lend-leased.
- The Finance section must verify the correct resource order and fire codes are entered on each OF-286 and that “Lend-Lease from (include incident name or number)” is indicated in the remarks block of each OF-286 other than the invoice for the original incident. The remarks block for the ordered incident should note dates missing due to lend-lease and for any other reason (e.g., day off).

Administrative Changes may be covered when more than one DOI jurisdiction is shared by an IMT. It is the responsibility of the incident unit to notify IMTs during in-briefing or transition.

VENDOR CONTRACT CLAIMS

Warranted contracting officers assigned to IRIS are authorized to resolve federal contract claims for emergency incidents within their delegated warrant authority. Claims may be settled by the original contracting officer (CO) or a designated successor CO (VIPR clause C.5 and EERA clause 17), provided the action remains within established authority and agency guidelines. Other personnel do not have the authority to settle claims but support the overall process. Each settlement must include a CO's determination and findings, supporting documentation, and all resolved claims must be fully documented, attached to the OF-286, and forwarded to the payment office. The settlement amount should be listed as an Addition (line 27) and not combined with daily rates or prorated into the original agreement rate. If a settlement cannot be reached and a dispute occurs, the final written decision will be issued by the CO who initiated the EERA or I-BPA, or by an agency-designated successor CO and follow the Federal Acquisition Regulations.

Payment for equipment use must not be unreasonably delayed while awaiting required documentation for a contractor's claim.

General guidelines for handling a claim or potential claim include:

- Contractors bear the responsibility for proving government negligence caused the loss or damage.
- Incident personnel must not advise, comment on, or solicit a contractor's claim.
- Claims must be submitted in writing by the contractor and include: the claimant's full name, address, phone number and email address; a legible signature of the equipment owner or authorized representative; a factual statement describing the damage; an itemized list of claimed amounts with estimated equipment values, photographs; and witness statements, if available.

The incident supervisor responsible for the equipment must document the damage and initiate the investigation. The level of investigation should match the complexity and value of the claim. Investigators should avoid opinions or conclusions, focusing solely on objective facts. The investigation report should include:

- A description of the damage and circumstances, including location, sequence of events, weather, and road conditions
- A law enforcement report, if applicable
- A list of witnesses and their statements
- Sketches, maps, diagrams, or photographs of the scene or equipment

Send any completed investigation reports to the Contracting Officer by email.

COOPERATIVE AGREEMENT PAYMENTS

Follow the billing procedures outlined in the statewide master or local cooperative wildland fire management agreement and your agency lead internal processes. Billing requirements are detailed in the approved Operating Plan, Sub-geographic Operating Plan, Exhibit D: Reimbursable Billings and Payments, or other applicable exhibits. Don't send the OF-286 for state or local government resources. They should take their OF-286 home and submit it to their billing division.

NATIONAL EMERGENCY RENTAL VEHICLE (NERV) BPA

Payments for NERV BPA rentals are processed by the FS NERV program. There is no longer a requirement for users to submit a cover sheet for each rental; however, accidents and/or damage to any NERV vehicle must be reported. Documentation and inspections are to be forwarded to sm.fs.nerv@usda.gov.

Additional information is available here: <https://www.wildfire.gov/page/national-emergency-rental-vehicle-nerv>.

Reports via phone and/or questions regarding NERV Standard Operating Procedures may be directed to 208-390-4868. DOI Casual Payment Center will prepare and provide all DOI NERV invoices to fire payment team for processing.

DOI CASUAL PAYMENT CENTER (CPC)

Contact Information

For questions regarding casual hire and travel reimbursement:

DOI Casual Payment Center

Phone: 208-387-5760

Email: casualpaymenttravel@blm.gov

Website: <https://www.nifc.gov/programs/casual-payment-center>

Casual Pay (DOI-Hired AD Employees)

AD/Casual employees are paid by their hiring agency regardless of the jurisdictional/protecting agency responsible for the incident. AD/Casual employees hired by the DOI can be reimbursed either through home unit submission or IMT submission.

For home unit submission, once Emergency Firefighter Time Report (OF-288) has been finalized and all necessary documents are gathered, they should be sent to the employee's home unit. The documents can be returned either by the casual employee or emailed by the IMT.

In the IMT submission process, an Approving Official Batch Memo travels with the ADs to the incident, and timekeepers submit the OF-288s and memo to the CPC after demobilization.

The choice between the two methods depends on the instructions provided by the home unit and the administrative arrangements of the incident. DOI home units determine whether finalized OF-288s are to be returned to home unit with casual hire, or if IMTs are to submit OF-288s directly to DOI CPC.

Home Unit Submission

- OF-288s generated from e-ISuite are not to be edited after having been finalized to make changes or corrections other than travel time home or guarantee hours for less than 8 when away from the home unit.
- Include DOI Approving Official Batch Memo including manifest (www.nifc.gov/programs/casual-payment-center/cfc-forms).
- Include hiring documents including W-4, Direct Deposit form, or DOI FEHB Conditional Offer as necessary with OF-288s or as stand-alone documents.
- Email OF-288/form batches to casualpay@blm.gov.

IMT Submission of OF-288(s) as Determined by Home Unit

DOI Hiring Units will determine whether finalized OF-288s are to be returned to the hiring unit with the casual hire for processing, or if IMTs are to submit OF-288s directly to DOI Casual Payment Center (CPC). The hiring unit is required to send a hiring unit Approving Official Batch Memo with the AD that should be provided to the Finance Section at check-in. The Approving Official Batch Memo provided by the hiring unit should include the following:

- Unique Batch Number
- Hiring unit contact information
- Agency cost codes for incident
- Indication if travel reimbursement will be made on the OF-288
- Manifest including casual names, ECI, and position code

ADs will submit hiring unit provided Approving Official Batch Memo to timekeeper/Finance upon check-in. This step puts timekeepers on notice OF-288s are to be submitted to DOI CPC upon demobilization.

IMT will email casualpay@blm.gov from a FireNet email the following documents when processing DOI AD OF-288s:

- Incident specific AD Batch Tracker sheet that lists all DOI AD names included in the batch
- Each casual will have a unique pdf file which will contain all required documents
 - Hiring Unit Approving Official Batch Memo (supplied at check-in)
 - OF-288 (signed by Timekeeper at minimum)
 - Travel Reimbursement Worksheet, if applicable
 - Additional forms if hired at incident (W-4, State tax forms, DOI FEHB Conditional Offer, and Direct Deposit [SF-1199A])

Upon receipt at CPC, an email response will be sent to the FireNet email account acknowledging receipt of batch.

Employee Common Identifier (ECI)

Home Unit

- Approving Official/Point of Contact submit email request for ECI number in body of email or using ECI Request Form <https://www.nifc.gov/programs/casual-payment-center/cfc-forms>, including Casual Name, SSN, Hiring Unit to casualpay@blm.gov or call 205-387-5760.

IMT Timekeeper/Finance personnel may request ECIs

- Send email to casualpay@blm.gov from a FireNet email account by including Casual Name, SSN, Hiring Unit.
- If an ECI cannot be determined, CPC will respond by suggesting all “9’s” be input into e-ISuite. Determination will be made at CPC.

AD/CASUAL HIRE TRAVEL REIMBURSEMENT PROCESS

Travel Reimbursement on the OF-288

Under terms of a DOI Travel Waiver, Casual employees may claim the following travel expenses on the OF-288 form:

- Privately Owned Vehicle (POV) Mileage
- Incident expenses
- Maximum of 15 meals per emergency incident

If the casual employee incurs a travel expense other than those listed above, the claim for travel expenses must be filed in the DOI E-Gov Travel System (ETS). Travel to attend training or prescribed fire projects must be claimed using the ETS.

Under no circumstances will a casual hire be reimbursed under both the OF-288 form process and the ETS for the same travel incident. Only an AD/Casual Hire traveler is eligible to claim travel expenses by using the OF-288.

Travel Reimbursement through ETS

DOI ADs will be reimbursed using Concur travel system through their legacy bureaus while complying with all travel policies and regulations.

The PFM Unified Travel Team will also handle WFS Concur support, including profile updates, routing lists, customer service, troubleshooting, and other related support.

Help Desk Tickets

- For questions or to submit Concur Profile forms, send an email to either the PFM Travel and Reimbursement Branch Mailbox at pfm_travelandreimbursement@ios.doi.gov or through a travel help desk ticket at Travel_Helpdesk@ios.doi.gov.