

Contract Crews on 2025 SWCC Support

Deployment

General reporting instructions are provided on the Resource Order Form, and SWCC Dispatch should always be contacted for current instructions when needed. Before arriving in the Southwestern Region (Arizona or New Mexico), the Crew Boss should clarify with SWCC Dispatch what their initial reporting location is within AZ or NM.

If dispatch is busy, leave a message and call them back if you don't hear from them soon. If you don't get a dispatcher or the SWCC voicemail, there's probably something wrong with your phone or your cell phone service.

Submit finance documents ASAP

The Crew Boss should ensure someone from their team or company emails nmswc_finance@firenet.gov with the contract, current rates & crew manifest ASAP upon receiving a 2025 SWCC Support assignment.

D.1.12 INFORMATION TO BE PROVIDED TO THE INCIDENT BY CONTRACTOR

(a) PASSENGER AND CARGO MANIFEST

At the time of arrival at the incident, the Contractor shall provide a complete Passenger and Cargo Manifest (SF-245) to the Finance Section and to the Planning Section or Status Check-In, listing the Contractor's name, agreement number, each crew member's complete name, and departure time from point of dispatch. The Contractor must provide a new manifest when any change in personnel occurs. The new manifest must be submitted by the next operational period. (See Exhibit D.3)

(b) AGREEMENT INFORMATION

The Contractor shall always carry a minimum of two copies of this Agreement (or one digital copy on a thumb drive). The Contractor shall furnish a copy of the Agreement information, including the awarded Schedule of Items to the Finance Section or user unit upon request.

Travel CTRs

Upon crew mobilization from the Designated Dispatch Point, compensable travel to the reporting location starts.

TRAVEL shifts must show

- Start & Stop Travel TIMES
- Start & Stop LOCATIONS
- Time Zones

All CTRs must be signed by the Duty Officer

The SW IFG is a virtual finance section not physically present at an incident nor mobilization center. For all incidents invoiced by the SW IFG for 2025 SWCC Support or otherwise, the CTRs will have concurrence with Operations by getting signed by the Duty Officer or if not applicable then SWCC or FS R3 Operations.

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Compensable Travel Time

Finance can't invoice more than 110% of the Google Map travel time. If your crew encounters road blocks or traffic, best practice is to document the delay, for example by taking a screen shot with your phone of the map while you're in route.

(iv) Travel Time. Travel time will be measured using the most direct route taken from Google Maps rounded up to the nearest 15 min increment multiplied by a factor of 1.1 (110%). (The additional 10% is provided to compensate for travel conditions that Google Maps does not take into consideration)

Example: Google maps shows travel time from point A (point of hire or reporting location) to point B (reporting location or point of hire) as 14 hours and 37 minutes. This will be rounded up to the nearest 15 min increment (14 hours and 45 minutes) and multiplied by 1.10 (14.75 x 1.10 = 16.225). The 16.225 will then be rounded up to the nearest 15 min increment (16.25). Thus, resulting in 16 hours and 15 min of allowable travel time. If the crew must RON due to the Incident Operation Driving Guidelines driving limitations, then this travel time will be documented on two crew time reports. (e.g. If Day 1 of travel showed 9 hours of travel time from point A to the RON location, then Day 2 of travel would show 7 hours and 15 min of travel time from RON location to point B.)

(v) No additional cost will be paid for mobilization and demobilization.

No M&IE - 1st Day of Dispatch from DDP

(2) Meal Allowance

When no food and drink are provided by the Government, after the first date of dispatch, an allowance equal to the current locality per diem meal and incidental expense (M&IE) rate per person per day will be paid. Meal allowance is paid while in travel status, after the first date of dispatch. If certain meal periods (i.e. Breakfast, lunch or dinner) are provided by the Government (on any given day), that shall be documented on the Crew Time Report and deducted from the current M&IE allowance for that given day. If the crew is being fed all three meals in camp, no M&IE allowance is authorized. If the crew earns any meal on a given day, they are also entitled to the incidentals portion of the M&IE allowance for that given day. When the crew is released from one incident and reassigned to another incident prior to returning to its DDP, the Government will provide for an M&IE allowance beginning with the first date of dispatch of the new incident if no food and drink are provided by the Government.

Lodging Receipts

- Reimbursement can't exceed double the GSA locality lodging rate for double occupancy www.gsa.gov
- REQUEST E-RECEIPT FROM HOTEL – Unless they are handwriting a receipt, the hotel can email a receipt!
- Must be valid proof of payment, not reservation hold notice
- Must be itemized showing daily room rates, dates, and amount paid
- If unable to submit valid lodging receipts during the assignment, wait until returning to your home office to scan and submit them all together

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Lodging Rates

Can be reimbursed up to double GSA locality rate for double occupancy.

(1) Overnight Allowance

When the Government cannot provide a campsite, and if authorized by the user unit and properly receipted and invoiced, the Government will pay actual lodging expenses or the per diem locality rate published by the U.S. General Services Administration (GSA) website (www.gsa.gov), whichever is less. While in travel status to or from incidents actual lodging expenses are reimbursable as long as lodging is for double occupancy. For any lodging expenses invoiced at single occupancy, the reimbursement payment shall be reduced by 50% for each room singly occupied. If the T2C has an odd number of male or female crew members an additional room may be authorized. Double occupancy rates may be higher but must not exceed double the locality lodging rate published by GSA. Any associated lodging taxes are reimbursable as documented on the lodging invoice.

Notwithstanding the user unit authorization above, the Overnight Allowance is authorized while in travel status when the Contractor cannot reach an assigned destination due to the Incident Operation Driving Guidelines driving limitations.

Meal breaks – Compensable while traveling to incident. NOT compensable on STAGING, Severity, Prepo, etc.

Compensable meal breaks include time spent eating while traveling to the incident. Meal breaks are not compensable while on Severity/Preparedness assignments.

Local Travel

Determining if T2C is in a Travel Status:

Per Diem authorizations may be issued when the T2C is under hire for more than 12 hours in each day, and the work site exceeds a 35-mile radius of the Crews DDP address. This must be documented in writing on the crew time report remarks section.

If the travel period exceeds 12 hours but the T2C does not obtain overnight accommodations, reimbursement is limited to the M&IE portion of the current locality per diem rate.

If the Government does not provide for a camp site and the T2C is authorized overnight accommodations, then reimbursement will be made IAW Section C.25 (h)(1).

Per Diem is only authorized if the travel is greater than 12 hours and the worksite exceeds the 35-mile radius.