

Finance Personnel on 2025 SWCC Support

Finance Section at an incident, receiving contract crew from 2025 SWCC Support

- If there was no staging time, check with the applicable [SW unit incident business POC](#) for the fire, to see if incident can pay for the contract crew's travel time to the incident.
- Email the SW IFG nmswc_finance@firenet.gov to complete the SWCC Support invoice, or notify that the incident is invoicing the travel.

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.

Compensable Travel – Finance must check Google Maps for most direct route and calculate the compensable time.

(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)

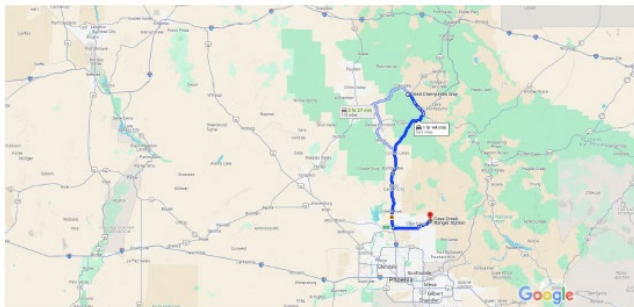
Example: Google maps shows travel time from point A (point of hire or reporting location) to point B (reporting location or point of hire) as 14 hours and 37 minutes. This will be rounded up to the nearest 15 min increment (14 hours and 45 minutes) and multiplied by 1.10 ($14.75 \times 1.10 = 16.225$). 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.

Best practice - Type formula in map comment box, print to PDF, save to file.

Google Maps 1060 Cherry Hills Way, Cottonwood, AZ 86326 Drive 95.9 miles, 1 hr 44 min to Cave Creek Ranger Station, 40202 Cave Crk Rd, Scottsdale, AZ 85262

1.75 hours x 110% = 1.925 rounds up to = 2 hours compensable travel time per the agreement



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No M&IE - 1st Day of Dispatch

(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.

M&IE Last Day

Use the Compensable Travel calculation to determine return time to the DDP. Contract crews shouldn't receive 75% of the M&IE, but rather the applicable meal costs through their compensable return travel time. (Example returning to DDP @ 14:00 means no Dinner paid.) 6 am | 12 pm | 6 pm are the general meal timeframes.

Lodging – 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.

Match NCC or T2C# from the Resource Order Form.

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Resource Assigned
CRW2 - T2C448 Alta Pacific Firefighting, LLC

To the crew # on the agreement to get the applicable rate.

Alta Pacific Fire Fighting LLC Agreement No. 1202SC22T2404 (2024 Annual Review)
National Type 2 Firefighter Crews

U.S. Forest Service
National Office

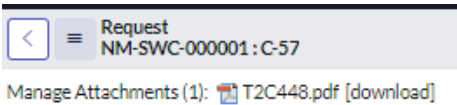
B.5 SCHEDULE OF ITEMS

2024 TYPE 2 FIREFIGHTER CREW (T2C) SUMMARY/SCHEDULE OF ITEMS (Original)						
AGREEMENT NUMBER - 1202SC22T2404 Valid 5-15-24 - 5-14-25						
Company Name/UIE	Alta Pacific Fire Fighting LLC/YKHXF4MAY5Z1					
Company Address	3021 Glendale Ave NE., Salem, OR 97301-8648					
Contact Name	Araceli Saldana De Torres					
Contact Phone #	559-369-3194					
Contact Email	altapacificfirefighting@gmail.com					
T2C#	Company Crew Identifier	CLIN/HUCC	Key Personnel Name	Alternate Key Personnel Name	Designated Dispatch Point (DDP) Address	Rate per Person Per Hour \$
T2C279		1 Coeur d'Alene	Martin Morales	Gustavo Cisneros-Cervantes	502 DelSol Ln Lewiston, ID 83501	\$57.75
T2C280		15 Camino	Ulises Ibarra Figueroa	Gustavo Cisneros-Cervantes	4916 Heston Way Ceres, CA 95307	\$58.40
T2C281		22 La Grande	Fernando Zamudio Hernandez	Gustavo Cisneros-Cervantes	210 Maple Ave Milton-Freewater, OR 97862	\$57.95
T2C282		8 Boise	Adan Torres	Gustavo Cisneros-Cervantes	19893 Adirondack Way Caldwell, ID 83605	\$58.40
T2C448		35 Grand Junction	Moises Torres	Gustavo Cisneros-Cervantes	443 Kane Creek Blvd Moab, UT 84532	\$58.90

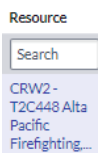
DDP – Designated Dispatch Point is where Finance maps the compensable travel from, unless reassigned from another incident.

T2C#	Company Crew Identifier	CLIN/HUCC	Key Personnel Name	Alternate Key Personnel Name	Designated Dispatch Point (DDP) Address	Rate per Person Per Hour \$
T2C279		1 Coeur d'Alene	Martin Morales	Gustavo Cisneros-Cervantes	502 DelSol Ln Lewiston, ID 83501	\$57.75
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IROC may have a Crew Manifest attached to the RO#. If not, it may be under the RO# they were originally dispatched under before reassignment.



Click on the Resource name



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Their assignment history will come up at the bottom of the screen. Sort by date. Their manifest may be attached to their original dispatch before reassignments.

Resource = CRW2- T2C448 Alta Pacific Firefighting, LLC

Assigned Date/Time	Order Processing Status	Request Name	Incident
09-01-2024 09:28:44	Returned To Preposition	WY-SHX-240502: C-1	Ash Creek (WY-SHX-240502)
08-27-2023 15:56:23	Reassigned	OR-UPF-230355: C-1	Timbered Knoll (OR-UPF-230355)
09-01-2023 09:03:53	Returned To Home	OR-UPF-000357: C-10	Dinner (OR-UPF-000357)
08-07-2023 11:54:31	Reassigned	NM-SWC-000002: C-171	2023 SWCC Support (NM-SWC-000002)
08-10-2023 11:56:37	Returned To Home	NM-SNF-000345: C-19	Black Feather (NM-SNF-000345)

The Crew Boss on the Crew Manifest and CTRs should match the Key Personnel Name listed on the agreement for the Crew # ordered.

T2C#	Company Crew Identifier	CLIN/HUCC	Key Personnel Name	Alternate Key Personnel Name	Designated Dispatch Point (DDP) Address	Rate per Person Per Hour \$
T2C279		1 Coeur d'Alene	Martin Morales	Gustavo Cisneros-Cervantes	502 DelSol Ln Lewiston, ID 83501	\$57.75
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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.

Briefings (if applicable) – 1 CRWB compensated

(e) BRIEFINGS

Only the Crew Boss is required to attend operational period briefings, and therefore is entitled to payment for this time. A maximum of four persons per crew may attend the briefings with compensation if such is requested by the Government in advance and **APPROVED IN WRITING** on the Crew Time Report. The following positions apply: Crew Boss or Trainee, and Squad Boss or Trainee and ICT5. Trainees must have an initiated Task Book and be listed on the Crew Manifest as such and must be acknowledged and documented upon check-in at the incident.

During rare occasions, briefings may be ordered by the Government for the entire crew. When entire crew briefings are ordered by the Government, the order must be in advance and approved in writing on the Crew Time Report.

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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.

Payment offices (Check Resource Assigned field on ROF for “T2C” or “NCC”)

T2C:

(I) PAYMENT OFFICE

(a) The host agency for each incident is responsible for payments (unless the host agency is a state entity then the Forest Service is responsible for payments and will seek reimbursement through cooperative agreement).

T2IA | NCC:

(I) PAYMENT OFFICE

The office designated in Block 18a of the contract award document (Standard Form 1449) is the payment office unless and until changed by contract modification. The payment office address must be clearly printed on any envelopes sent to the payment office along with the Contractor's return address including Contractor name, contract number, CLIN and NCC number. For Project Work payments, refer to Section C.29.5 (b).

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FS Incident Payment Guide:

5.0 CREWS

Documentation required for Type 2 IA Crew Contract & Type 2 Crew BPA payment processing:

- Lodging receipts
- Signed OF-286 *
- Signature page of agreement
- Rate sheet
- Additions/deductions page

* Crews should be identified by their crew number (example: NCC-4A).

Please note:

Copies of the Crew Time Reports (SF-261) are not required to be sent to ASC; however, these are used to accurately post payment data on the OF-286 and must be retained in the incident records pursuant to the NWCG Standards for Interagency Incident Business Management.

Type 2 IA contract crew payments are processed by ASC and paid by the Forest Service regardless of incident jurisdiction.

Type 2 crew BPA payments are processed and paid by the jurisdictional agency unless the incident is under state jurisdiction. Payments for state incidents are processed by ASC and paid by the Forest Service.

Crew payment packages to be paid by the Forest Service should be submitted to SM.FS.asc_eera@usda.gov.

Crew perf eval

Form: [Crew performance evaluation form](#)

Naming Convention: PerfEvalC_CompanyName_Date_IncidentNumber

Email: Perform.ct5w8ujitbvot9yi@u.box.com

T2IA Project Work – must be done through a Task Order

(b) GENERAL

NCCs may be ordered for Project work at any time within or outside the Mandatory Availability Period. All Agencies listed in C.3.1 (a) are authorized to use this contract to order services for Project Work. Project Work may include hazardous fuel reduction, prescribed fire application, brush removal, and wildland fire rehabilitation.

Project work shall not include construction, facilities maintenance and repair, or timber-related activities such as danger/hazard tree falling (see definitions) or tree planting. NCC(s) cannot

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National Type 2 IA Firefighter Crews

U.S. Forest Service
National Office

accept Project Work encompassing any work listed in D.1 that is considered emergency in nature. Project Work shall not be ordered using Severity/ Preparedness funds.

Project Work performed under this contract is ordered through a Task Order. Orders for Project Work must be placed by an appropriately warranted procurement official. Funding must be obtained, with a job code (fund site) on a properly executed agency task order.