

2025 SW Interagency Finance Group

Standard Operating Guide

Inbox Management

The SW Incident Business committee FireNet inbox nmswc_finance@firenet.gov was created for invoicing contract crews staged on SWCC Support. It also serves as a catch-all inbox for vendors on Southwest incidents without finance personnel. RIST often assists SWCC Support finance during the height of the SW season. During the off season, FS R3 IBS monitor the inbox and routes anything incoming to the applicable SW IB POC.

Staging Contract Crews

The SWCC crew desk communicates to the FS R3 IBS when contract crews are getting ordered on SWCC Support. The FS R3 IBS will call RIST to check for availability. Contract crews are typically staged at FS districts. FS R3 IBS will utilize IROC scheduled reports, the [SWCC Crew Tracker](#) in FireNet, duty officer calls, etc. to stay ahead of contract crew orders. Ideally, there is communication flow to the contract resource, with initial information being submitted to the SW IFG inbox early on in the assignment. The FS R3 IBS are responsible for answering daily questions from the RIST Finance Lead, coordinating regular meetings with them, and getting SW IBC back up if needed during the height of the SW season.

Remote Incident Support Team (RIST)

RIST will be contacted for staffing assistance once the Southwest Area begins staging / prepositioning contract crews for the season. RIST cannot support non-wildfire incidents such as prescribed burns / Rx and all-hazard incidents.

When contact resources are assigned to small SW incident but finance personnel are not, RIST will reach out to the incident's business POC. Information will need to be conveyed by the SW Unit IB POC in order for RIST to assist with incident invoice preparation.

RIST support will conclude once the contract resources have been demobilized from the SWCC Support staging preposition incident and those invoices have been submitted to the payment center.

Meetings

- In-Brief with the RIST Finance Lead to review
 - IFG flyer, IFG SOG, & info sheets for Contract Crews & Finance Personnel on 2025 SWCC Support
 - FireNet & Equipment Batch Tracker
 - Contact list for SW Unit IB POCs
 - Jurisdictional payment centers
- Weekly Meetings with the RIST Finance Lead
- Close-Out meeting with RIST Finance Lead
 - Prior to demob of RIST assistance
 - Ensure staged / prepositioned resources have been invoiced
 - Transition list of pending items is received
 - FS IBS will remove access from inbox and Teams

2025 SW Interagency Finance Group

Standard Operating Guide

Home Unit Coordination

- Send payment packages to the appropriate agency email/s, based on the fire's jurisdiction
 - Type 2 IA Crews – ASC payment center (all agencies)
 - Forest Service & State incidents – ASC payment center
 - DOI incident (BIA, BLM, FWS, NPS) – agency incident business POC (not a payment center)
- Prescribed burn & prior year issues should be referred to the applicable agency POC
- Integrate local qualified finance and trainees if local IBS, SW IBC, or duty officers communicates a need

Files

- Utilize the SW IBC Team, Finance Channel folder in FireNet for the files
- Treat the File Structure as if this is only 1 incident, only 1 Working folder, etc.
- The Invoice Records will have a folder for each Incident Order #
- Within each Invoice Record, Incident Folder, there is a folder for each Vendor
- See example on the last page of this SOG

Batches

- Use SW Equipment Batch Tracker
- Only batch invoices from the same incident together (that's how we keep incidents apart)
- Batch file should begin with the batch number first (so they file chronologically despite different incident Order #s)

Inbox

The inbox nmswc_finance@firenet.gov should be utilized for:

- Correspondence with resources
- Batches sent to Home Unit POC (& ASC if FS)
- Forwarding request received to applicable POC

How to monitor and request inbox access changes:

- [dispatch delegate list](#)
- [Shared Inbox Delegation Request Form](#)

e-Suite

- e-ISuite (EIS) will have a group set up for 2025 SW Interagency Finance Group.
- The 2025 SWCC Support incident will be under this group.
- When new fires potentially needing assistance is identified, the SW Unit IB POC should be emailed.
- Small incidents that are assisted can be grouped under the 2025 SW Interagency Finance Group.
- If a needed incident already exists in EIS, the SW Unit IB POC should work with the Interagency Incident Applications HelpDesk to add people to it. <https://iiahelpdesk.nwcg.gov/>

2025 SW Interagency Finance Group

Standard Operating Guide

New Incidents

- 1) AZ or NM fire identified with 1+ Contractor/s assigned & 0 Finance personnel assigned.
- 2) IFG emails the SW Unit IB POC with:
 - Incident Order #
 - Incident Name
 - Qty & Type of Contract Resources
- 3) The SW Unit IB POC figures out anticipated needs for the incident.
 - If more than 3 contract resources, consider type & duration, perhaps dedicated RIST assistance better
 - RIST needs the following info from a POC, to prepare an invoice
 - Payment Address for invoice
 - Email addresses to send the completed invoice to
 - Home Unit Contact name, email & phone number for Transmittal Sheets (FS & state fires)
- 4) The SW Unit IB POC will email IFG Inbox to confirm who is preparing the invoice. If RIST is on board, they must be provided with the payment address, email address & home unit contact info.
- 5) RIST should keep a list of incidents that are getting forwarded and to whom, for future correspondence received to be routed to.