



2025 SOUTHWEST INTERAGENCY FINANCE GROUP

nmswc_finance@firenet.gov

Contractors on Support

- Once assignment is received, email the contract, rates & manifest to nmswc_finance@firenet.gov
- Every day send crew time reports / shift tickets, signed by your duty officer while on site staging

Duty Officers/Operations/Dispatchers

- Email this flyer to contractors you're coordinating
- CC the nmswc_finance@firenet.gov inbox
- **As soon as you know contractors are being considered for a support incident, inform Incident Business**

Finance Section at an incident, receiving contract crews 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 travel
- Email the SW IFG to complete the SWCC Support invoice, or notify that the incident is invoicing the travel

TYPES of incidents served in AZ & NM:

Staging / Preposition of contract resources

Small fires with contractor resources assigned, without an IMT or finance overhead

Contract resources on Forest Service prescribed burns / Rx

CONTRACTORS: Submit PDF documents to the inbox nmswc_finance@firenet.gov

- **Only PDF documents are accepted.** Free PDF scanner Apps – Adobe Scan, Genius Scan, iPhone Note
- Include **Incident Name, Resource Order # & Crew #** in the email Subject Line

ASAP after dispatch calls you for a Support assignment in the SW send:

- Contract or Agreement finance copy
- Current Rates
- Crew manifest

EVERY DAY send:

Completed Crew Time Reports / Shift Tickets

- Signed by Duty Officer
- Indicate govt-provided meals
- **TRAVEL shifts must show**
 - Start & Stop Travel TIMES
 - Start & Stop LOCATIONS
 - Time Zones

As soon as available send:

Lodging Receipts

- Room # & Dates stayed
- Proof of Payment (not reservation cost estimate)
- **Ask your hotel to EMAIL you legible receipts!**

At End of Assignment send:

- Post-use inspection
- Performance evaluation