



2024 SOUTHWEST INTERAGENCY FINANCE GROUP

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The SW Incident Business Committee is here to support the Southwestern Area incident finance needs when non-federal resources are assigned to staging / preposition or small incidents without finance personnel in Arizona & New Mexico.

Duty Officers/Operations/Dispatchers: Ensure contractors receive this flyer and CC the nmswc_finance@firenet.gov inbox, upon assignment to a SW incident needing finance support (such as staging under SWCC Support).

During high preparedness levels in the Southwest, a virtual finance section may assist with monitoring the inbox workflow. Finance needs may be referred to the Region, Zone or District Incident Business Specialists as needed and during off season. https://gacc.nifc.gov/swcc/management_admin/incident_business/docs/01.Southwest%20IB%20Committee.pdf

*** Vendors must get their crew time reports or shift tickets signed daily by their duty officer while on site at the incident.**

WHO WE ASSIST

- Staging / Preposition of non-federal resources
- Non-federal resources assigned to small fires without an IMT or finance overhead
- Incidents that have transitioned back to the home unit
- Contract resources on Forest Service prescribed burns / Rx
- Cooperators should NOT be assigned to projects (such as prescribed burns) without a Supplemental Project Agreement in place first (incident payment process doesn't apply to these assignments).

WHAT TO SUBMIT

- Email Subject Line: Incident Name & Resource Order #
- Contract or Agreement finance copy
- Current Rates
- Crew manifest
- Pre-use inspection
- Crew Time Reports or Shift Tickets daily
 - Signed by Duty Officer
 - Indicate govt-provided meals
 - Time Zones must be shown for Travel Time
- Lodging Receipts daily
 - Room # & Dates stayed
 - Proof of Payment (not reservation cost estimate)
- Post-use inspection
- Performance evaluation

WHEN TO SUBMIT

- ASAP: Contract or Agreement, rates, crew manifest, pre-use inspection
- Daily: Completed CTRs & lodging receipts
- End of Assignment: Post-use inspection, performance evaluation