

## FY 2006 EMERGENCY EQUIPMENT RENTAL AGREEMENT (EERA) PAYMENT PROCEDURES

### INCIDENT TEAM or INCIDENT UNIT SHALL:

- Forest Service jurisdictional incident. Send all original completed payment documents to the Incident Payment Center in Ogden, UT. Audit each equipment invoice and ensure the proper documentation is included and for each payment package as outlined below. (FS reference: FSH6309.32 – Federal Acquisition Regulations, Part 4G13 – Simplified Acquisition Procedures, Section 301-74 – Emergency Incident Use, Section (b)(3) Document Review.)
- Non-Forest Service jurisdictional incident. Follow the general rule that the using agency makes the payment. EERAs that identify the specific payment office within the agreement as the Forest Service should be sent to the Payment Center in Ogden, UT. This is generally true for all contracts for Engines, Water Tenders and Buses issued by Forest Service Rocky Mountain and Intermountain Regions.
- Utilize the attached transmittal sheet (Attachment 2) to outline individual EERA invoices. Mail invoices with supporting documentation as outlined below with the transmittal sheet via FedEx or UPS overnight mail to the Incident Payment Center.
  1. Original Emergency Equipment Use Invoice (Form OF-286),
  2. Original Emergency Equipment Shift Tickets (Form OF-297),
  3. Copy of Emergency Equipment Rental Agreement (Form OF-294),
  4. Vehicle/Heavy Equipment Inspection Checklist (Form OF-296), if available,
  5. Copy of Emergency Equipment Fuel and Oil Issues (Form OF-304), if applicable,
  6. Copy of Resource Order or report from automated ordering system, and
  7. Other attachments such as deductible repair invoices and claim settlements, general messages, crew manifests for engines, etc.
- ISuite Users should export data to the ISuite Repository daily. Hard copy documentation as described above is still required.
- Overnight mail to:

USDA Forest Service  
Incident Payment Center  
324 25<sup>th</sup> Street, Room 1114  
Ogden, UT 84401

Phone No: 801-625-5544  
FAX: 801-625-5902  
Email: [ipc@fs.fed.us](mailto:ipc@fs.fed.us)

**2006 EMERGENCY INCIDENT BPA (BLANKET PURCHASE  
AGREEMENT) PAYMENT PROCEDURES  
(NOT PAID BY GOV'T CREDIT CARD)**

Blanket Purchase Agreements (BPA) utilized to procure suppression resources ordered through the dispatch system when the Vendor does NOT accept Purchasing Card Management System (PCMS) Visa procurement cards for payment. Please note that a Blanket Purchase Agreement type of instrument maybe utilized for Call-When-Needed Aircraft. Specific payment direction outlined in the BPA takes precedence over the following general guidance.

**INCIDENT UNIT RESPONSIBILITY:**

- Submit all original receipting documents (cash register receipts, delivery invoices, etc.) to the ASC. Ensure that proper documentation is included and completed (original signatures, Job Code, region/unit override) for each receipting document as follows:
  - a. Original Commercial Invoice(s) and/or Cash Register Receipt with costs broken down by P-Codes and signature receipting for goods and/or services (signature, title, and date), OR
  - b. Original FS-6500-122, Flight Use Invoices for Call When Needed aircraft accompanied or not accompanied by Vendor Commercial invoice (in accordance with BPA instrument), and
  - c. Copy of Resource Order(s) or report from automated dispatch system if resource utilized on emergency incident, OR
  - d. Copy of Delivery/Task Order for resources ordered for project (non-emergency) purposes, and
  - e. Other pertinent documentation; i.e., applicable logs, general messages, etc.
  - f. Prepare the BPA Transmittal Sheet (Attachment 3)
  
- Overnight Mail to:
  - USDA-Forest Service  
ASC, Incident Business-Contracts  
101B Sun Ave NE  
Albuquerque, NM 87109
  
- Keep copy of all documentation forwarded for the Incident Unit's records.
  
- Refer calls from BPA vendors to the ASC at 877-372-7248

## 2006 INCIDENT ACCRUAL PROCEDURES

Current policies requiring reporting of accrual information on incidents with a Type 1 or 2 IMTs, FS contracted fixed-wing aviation aircrafts and full service retardant has not changed.

### **Incidents with a Type 1 or Type 2 Incident Management Team**

Generate an accrual summary and accrual detail report in the Cost module of ISuite within 72 hours of the start of the incident and daily thereafter to report Forest Service cost of goods and services received. Report electronically to [ASC\\_IPC@fs.fed.us](mailto:ASC_IPC@fs.fed.us) or fax to (866) 816-9532

### **Fixed-wing Aircraft and Full Service Retardant Costs**

All Forest Service contracted fixed-wing aircraft and full service retardant costs utilized on emergency incidents regardless of size class or jurisdictional agency must be reported to the ASC to record accruals in a timely manner.

Additional information will be provided for aviation resources that will be tracked in the Aviation Business System (ABS) when this application is released for pilot testing.

### **INCIDENT UNIT RESPONSIBILITIES: (Incident Unit is defined as Forest HQ, Region HQ, Aerial Fire Depots, Staging Areas, Air Bases, Dispatch, NIFC, etc.):**

- **Exclusive Use Fixed-Wing Aircraft:** *Administrative* Base submits FS-6500-122 forms electronically [ASC\\_IPC@fs.fed.us](mailto:ASC_IPC@fs.fed.us) or fax to (866) 816-9532 to the ASC for all Forest Service contracted fixed-wing aircraft utilized on emergency incidents, regardless of size class or jurisdiction.
- **Call-When-Needed (CWN) Fixed-Wing Aircraft:** *Using* Base submits FS-6500-122 forms electronically to [ASC\\_IPC@fs.fed.us](mailto:ASC_IPC@fs.fed.us) or fax to (866) 816-9532 to the ASC for all Forest Service contracted fixed-wing aircraft utilized on emergency incidents, regardless of size class or jurisdiction.
- **Full Service Retardant:** Tanker bases submit daily summary cost information for Full Service Retardant services with summarized cost information by emergency incident job code(s) electronically to [ASC\\_IPC@fs.fed.us](mailto:ASC_IPC@fs.fed.us) or fax to (866) 816-9532 to the ASC.

**NOTE:** Summary information, such as the Incident Fixed-Wing Base Daily Use and Cost Summary (Form ATB-9), is acceptable for the above purposes. However, the documentation must, at a minimum, contain aircraft registration number (FAA identification number), contract number, job code, and daily aircraft use or retardant expense.

ASC-Incident Business: [ASC\\_IPC@fs.fed.us](mailto:ASC_IPC@fs.fed.us) or Fax to (866) 816-9532.

**USDA FOREST SERVICE  
2006 INCIDENT PAYMENT CONTACTS**

**USDA-FOREST SERVICE  
ASC – INCIDENT BUSINESS  
101B SUN AVENUE NE  
ALBUQUERQUE, NM 87109**

**EMAIL: [ASCIPC@FS.FED.US](mailto:ASCIPC@FS.FED.US)  
FAX: (866) 816-9532  
PHONE: (877) 372-7248  
FIRECODE/JOBCODE: firecode\_nifc@fs.fed.us**

**USDA, FOREST SERVICE  
INCIDENT PAYMENT CENTER  
324 25<sup>TH</sup> STREET, ROOM 1114  
OGDEN, UT 84401**

**EERA PAYMENTS:**

Phone No: 801-625-5544  
FAX: 801-625-5902  
Email: ipc@fs.fed.us

**CASUAL PAYMENTS:**

Phone No: 801-625-5493  
FAX: 801-625-5862  
Email: Eff\_pay@fs.fed.us

	Incident Resource/Contract Type	Location	
		ASC - IB	IPC Ogden, UT
NATIONAL CONTRACTS	Catering	X	
	Showers	X	
	Call When Needed (CWN) Helicopters	X	
	Exclusive Use Type I Helicopters	X	
	Exclusive Use Type 2 Helicopters	X	
	Crews under National Crew Contract	X	
	Retardant - Mobile	X	
	Retardant - Full Service	X	
	Commissary	X	
	Air Tankers	X	
	LOCAL CONTRACTS		
Exclusive Use & CWN Type 3 Helicopters		X	
CWN & Exclusive Use <i>Fixed-wing</i> Aircraft		X	
Regional Crew, Engine and Tender contracts		X	
BPA's		X	
EERAs			X*
MISC	Other Payments/Billings		
	Coop Agreements State, County, Rural	X	
	Cost Share Agreements	X	
	International/National Agreements	X	
	Casual Hires (ADs)		X*
	DOI-AM (OAS) IPACS for fixed-wing aircraft	X	
	DOI-AM (OAS) IPACS for Helicopters	X	
	Accruals on FS fires	X	
	Accruals on DOI or State fires	X	
	FireCode/P-Codes including G,H,R,S & F Codes	X	
	IPACs - other than DOI-AM (OAS)	X	
	FEMA Billings	X	
	Land Use		X*

\*Location will change to ASC fall of 2006