



**File Code:** 6540

**Date:** May 24, 2006

**Route To:** (5100), (5700), (6300), (6500)

**Subject:** Emergency Incident Accrual and Payment Procedures

**To:** Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

The enclosed documents outline the emergency incident accrual and payment procedures for vendors. Emergency Equipment Rental Agreements (EERA's) will continue to be processed at the Incident Payment Center (IPC) in Ogden, Utah this season.

Region's 1, 5 and 6 who will be performing system testing will be provided additional instruction and training during June with a planned pilot test start date of July 1.

A summary of changes are highlighted below with detailed guidance provided in the following attachments.

Attachment 1 –

- Emergency Equipment Rental Agreement (EERA) Payment Procedures
- Blanket Purchase Agreement Payment Procedures
- Accrual Direction
- Incident Payment Contacts

Attachment 2 – Emergency Equipment Rental Agreement Transmittal

Attachment 3 – BPA Transmittal Sheet

To alleviate the work load on hiring units and expedite payment processing, the process of submitting EERA payments utilized on FS incidents has been changed to allow Finance Section Chiefs (FSC) to submit payment documentation direct to the Incident Pay Center in Ogden, UT. ISuite users shall export data to the ISuite repository daily.

Payment of all fixed and rotary aircraft contracts are now being processed by the ASC-Incident Business (IB) Branch, regardless of whether it is utilized on a project or emergency incident. Be guided by the payment direction within the contract for all payments processed by the IB Branch.

The 2005 Financial Statement Audit found a material weakness in the accurate reporting of FS accruals on emergency incidents. Thus, it is critical Forest Service accruals are reported within 72 hours and daily thereafter when a Type 1 or 2 Incident Management Team (IMT) is assigned to an incident. The Incident Cost Module of ISuite will be utilized to track cost data and generate Accrual Summary and Accrual Detail Reports for submission to the ASC Incident Business Branch. The Albuquerque Service Center (ASC) -Incident Business staff will coordinate with our interagency partners to obtain FS costs on non-FS jurisdictional incidents.



When the IMT transitions an incident, the incident unit will continue to report costs until the incident is completed.

Questions related to this memorandum shall be directed to the ASC Incident Business Branch, Tina Ledger, [tledger@fs.fed.us](mailto:tledger@fs.fed.us) or Marylea Lockard, [mlockard@fs.fed.us](mailto:mlockard@fs.fed.us).

*/s/ Tamara L. Hanan*  
TAMARA L. HANAN  
Director, Budget and Finance  
Albuquerque Service Center

cc: Tina Ledger  
Mary A Szymoniak  
Emmy Ibison  
Cheryl Emch  
Ron Schilz  
Byron B Brown  
Marylea Lockard  
Starla A Grill