



**File Code:** 6500/6520  
**Route To:** (5100), (6300)

**Date:** March 6, 2008

**Subject:** ASC Incident Finance Branch Payment Procedures

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

Enclosed are the ASC Incident Finance Branch Payment Procedures for 2008.

Payment packages for AD employees (Casuals), Emergency Equipment Rental Agreements (EERAs), National Incident Contracts, Cooperative Fire Protection Agreements, and daily incident accruals will be sent to the ASC-IF utilizing the procedures outlined in this memo. For a listing of Incident Finance Managers and their area of responsibility, see Attachment D. For additional detail on all process including ISuite exports and tips, job codes, casual pay, EERA's and accruals see Attachment G.

### **Accruals**

In order to accurately reflect the obligation of resources in the financial management system and insure sufficient funds are available for emergency incidents, type 1 and 2 teams must generate accruals daily in the accrual module in I-Suite. The Type 1 or 2 Team has 72 hours upon arrival to submit its initial accrual file via a daily I-Suite export. Additionally, to assist the ASC incident finance staff in tracking accruals, please submit the summary and detail reports for ALL accruals via e-mail or fax to ASC-IF. Directions for creating the daily export can be found at [http://www.fs.fed.us/fire/ibp/incident\\_payments/Isuite\\_export\\_finance.pdf](http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf).

When the Type 1 or 2 IMT transitions an incident back to the host unit, the host unit will continue to report costs until the incident is complete. The incident unit is encouraged to continue utilizing I-Suite, or may send daily accrual costs to ASC [ipc@fs.fed.us](mailto:ipc@fs.fed.us) or fax to 866-816-9532.

Refer to Attachment G for instructions on posting accrual information in I-Suite.

### **FS Hired Casual Pay (AD Employees)**

Finance Section Chiefs (FSC) shall submit FS hired casual payment documents directly to ASC-IF. Return travel will be estimated. If there are delays during return travel, the hiring unit will be responsible for submitting pay documents for the additional time to ASC-IF within 3 working days of the Casual's return from the incident. I-Suite users shall export data to the I-Suite repository daily. The signed original OF-288 must be submitted to ASC-IF for payment within 3 days after transmission.

Detailed instructions are provided in the following attachments:



- Attachment A – Casual Hire and Payment Process
- Attachment B – OF-288 Audit Process
- Attachment C – Reviewing Official Memorandum Template
- Casual Hire Forms are available at <http://www.fs.fed.us/fire/ibp/personnel/personnel.html>
- Documentation required prior to payment of Casuals is as follows:
  - Single Resource Casual Hire Information Form, PMS 934. Hiring Officials shall submit the signed original to ASC-IF at time of hire. Attach a copy with each OF-288 submitted for payment. If there is a pay rate change at the incident, the incident supervisor will record the pay rate/position change on the CTR and note in remarks block of the OF-288; a new PMS 934 is not necessary.
  - Casual Hire Payment Information. Direct Deposit SF-1199A and ETA. Casual may complete at the time of hire or submit to his/her financial institution to verify the correct routing and account numbers. If completed at the time of hire the signed original is to be submitted to the ASC.
  - Template of 6540 Memo. (Attachment C) from Reviewing Official to ASC-IF.
  - DHS I-9, Employment Eligibility Verification. This form must be completed every 3 years and the signed original submitted by the hiring official. Refer to the ASC-IF website for listing of each Casual's last valid I-9 under reports titled "I-9 Dates" <http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/incident-business/CasualPay.php>
  - W-4, Employees Withholding Allowance Certificate; State Tax Withholding Form. Completed by Casual when hired and anytime there is a change to previously submitted W-4 and the signed originals submitted to ASC by Hiring Official.

### **Emergency Equipment Rental Agreements (EERAs)**

For Forest Service jurisdictional incidents EERA payment documentation, will be submitted **within 3 days** after electronic submission directly from the incident to the ASC-IF.

For all incidents, follow the general rule that the using agency makes the payment.

Documentation required to be submitted to the ASC-IF for payment of EERAs includes:

- Original invoice, whether in the form of an Emergency Equipment Use Invoice with Original Signatures (Form OF-286) or commercial invoice. Commercial invoices must contain the contract/agreement number, unique resource order number, job code, date services received, signature of receiving official and title of receiving official.
- Copy of Emergency Equipment Rental Agreement (Form OF-294)
- For resource requests not placed through ROSS, include a copy of the Resource Order.
- Attachment I - Emergency Equipment Invoice Transmittal Sheet.

Please note that the ASC-IF group no longer requires copies of the Emergency Equipment Shift Ticket (OF-297) and/or Emergency Equipment Fuel and Oil Issue (OF-304).

It is the responsibility of the Finance Chief or local unit (if there is no IMT) for ensuring that;

- The OF-286 is posted accurately from the Emergency Equipment Shift Ticket and Fuel and Oil Issues, or other documentation supporting additions and/or deductions.
- The rates from the Emergency Equipment Rental Agreement, OF-294, have been calculated and entered correctly on the OF-286.
- Documentation requirements are met, as outlined in the NWCG Interagency Incident Business Management Handbook (IIBMH), Chapter 20, Section 26.3 and 27.1 and Chapter 46 Exhibit 5.

### **National Contracts (Crews, Mobile Caterers, Mobile Showers, etc.)**

For national contracts the documentation required to process a payment package may vary per the contract. It is the responsibility of the IMT or local unit (if there is not an assigned IMT) to submit documentation as required by the contract.

### **Blanket Purchase Agreements (BPAs)**

See Attachment E – Emergency Incident Blanket Purchase Agreement (BPA) Payment Procedures. WO-AQM indicates the preferred method to pay BPAs is via a PCMS card. Incident Finance will pay incident related BPAs for vendors who do NOT accept payment in the form of a credit card ONLY.

### **Cooperative Agreements**

Partners should submit invoices to ASC Grants and Agreements who will provide the appropriate invoices to ASC-IF. Units will be required to approve invoices prior to payment, thus, payment process will be expedited if the unit approves the invoices prior to submission to ASC-IF. If an invoice is received by ASC directly from the Cooperative Fire Protection partner, it will be logged in, reviewed for completeness and forwarded to the responsible unit for approval. Payment cannot be made until the approved invoice is returned to the ASC.

Documentation required to be submitted prior to payment:

- Current, signed Master Agreement
- Current, signed Annual Operating Plan (if required by the master agreement)
- Supporting documentation required per the agreement (this varies between agreements)
- Original, Signed Invoice (Cooperator and Forest Service)

### **Aviation and Full Service Retardant Contracts**

Aviation invoices will be accrued and processed utilizing the Aviation Business System (ABS). <http://www.fs.fed.us/business/abs/index.php>. Full service retardant will be reported on ABS invoices by filling in both the Retardant Gallons and the Total Retardant Cost for the Flight Leg fields. *If the latter field is not filled in, no cost accrual for retardant will be generated.*

- NOTE: Forest Service aircraft and full service retardant contract costs will not be captured through the I-Suite accrual process.

This document and all associated attachments will be available on the web at [http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html) . Questions and/or concerns regarding EERAs, Contracts, and Accruals may be directed to Marylea Lockard at [mlockard@fs.fed.us](mailto:mlockard@fs.fed.us). Questions and/or concerns regarding Casual Pay and Cooperative Fire Protection Agreements may be directed to Starla Grill at [sgrill@fs.fed.us](mailto:sgrill@fs.fed.us).

*/s/ Donna Carmical*  
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