

ATTACHMENT G--FOREST SERVICE GUIDE

HOW TO RECORD INCIDENT ACCRUALS AND PAYMENTS (INCLUDING I-SUITE TIPS) -FY 2008 Miscellaneous I-Suite Tips

1. The ASC-B&F-Incidence Finance (ASC-IF) will have resources available for assistance to incidents during demobs or team transitions, to audit payments and assist in demobs. Additionally some Regions have package review teams; the use of such resources is suggested and orders can be coordinated through the Regional Incident Agency Coordinator (IAC) or Incident Business Advisor (IBA).
2. When transitioning an incident please communicate new contact information for the Finance Section to the ASC-IF at 877-FSASC48 (877-372-7248). The Customer Service Agent will open a case and pass the information along to Incident Finance.
3. Post time in I-Suite **within 72 hours** of the completion of a shift.
4. Enter accurate check-in and release dates (**within 24 hours** of resource demobilization).
5. For **state** resources, confirm that accurate rates are being used, even if they are estimates.
6. Assure that the jurisdictional agency and incident state entered in the incident table is correct.

Job Codes

For Forest Service (FS) "P" codes, utilize a 6 digit job code which includes a four digit firecode (may be alpha or numeric, contain the number zero or one, but will not contain the capital of letters o or i) and a two digit prefix indicating jurisdiction (PX where X is D = BLM, R = Fish and Wildlife, P = Park Service, N = non-federal government agency and a number for Forest Service which represents the region of the incident). i.e., P3ABC3. The Region/Unit is entered in I-Suite in a separate field. Additional FS job code information can be found at http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html

I-Suite Exports

1. Daily export of accruals/payments are required on all incidents with an type 1 or 2 IMT. It is highly encouraged that I-Suite be used and Daily exports completed on all incidents, including non FS incidents that have Forest Service resources. This export will transmit Accruals and EERA payment data to ASC-IF and casual pay data to the NBC casual payment program. See http://www.fs.fed.us/fire/ibp/incident_payments/I-Suite_export_finance.pdf for instructions on performing the daily export and upload.
2. Accruals and payments that have not yet been finalized when the export takes place will not be included in the export.
3. The process to export is a two step process including both the export of the data utilizing the export function in I-Suite and the uploading of that export file to the data repository accomplished by accessing the I-Suite web site data repository link <http://I-Suite.nwcg.gov/> .

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1. SSN is required for all casuals or they will reject in the casual pay system and have to be manually corrected causing unnecessary payment delays. I-Suite does not print the SSN on the payment. **The last four characters of the SSN** should be handwritten on the OF-288.
2. Home Unit designator required - (this determines who processes payment - DOI or FS). All FEDERAL hired casuals are considered FEDERAL employees so the Home unit should ALWAYS be a FEDERAL home unit and NOT be a state, county or rural fire department.
3. The “hired at” unit must be in Unit ID format – i.e., ID-BOF and designate the agency that hired the casual.
4. The FEDERAL agency that signs up the casual, processes the payment for them, regardless of the jurisdictional agency responsible for the incident. ADs hired by other than FS, shall have their OF-288s returned to them at demob.
5. Close out travel time for casuals by posting estimated time for return travel. Post mixed crews by exception.
6. Accurately enter “kind” to reflect an overhead position for all casuals (ie: FFT1, not HC1)
7. Always send original FS payment documents directly to the ASC-Incident Finance (no need to audit at the Forest first). Use of pink paper is not required.
8. For resources not hired at the incident, do not require copies of the I-9 and W-4 (these stay at the hiring unit, who provides a copy to ASC). Only verify the Casual Hire Form.
9. Cooperators or State casual hires, not hired as Federal employees, should be classified in TIME as "other" NOT as “AD”.

OF-286 Emergency Equipment Use Invoices

1. Enter the last 6 characters of the VIN in the Unique ID for ASC duplicate invoice checking.
2. Partial payment generally should be processed every two weeks. However, longer periods are acceptable if resources will be demobed shortly after this time period, the incident is close to wrapping up etc. IMTs are asked to use judgment in deviating from this timeframe.
3. Paper (pink paper not required) signed copies are required to be sent to the ASC-IF; (no need to audit at the Forest first). Send all required original documents with the payment.
4. When finalizing payments make sure to print an original. Do not send DRAFT copies.
5. To the extent possible, settle all EERA claims at the incident.
6. Provide as much information as possible for special/unusual situations on the EERA payment and highlight such notes and/or partial payments.

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7. On hand written invoices only include one resource per invoice.
8. No electronic correction to the original document can be made after export of a payment. Correct the paper copy, initial and mail or fax to the ASC. All such changes should be made by pen cross outs. Do not use white out as it does not leave an audit trail.
9. The jurisdictional agency responsible for the incident pays for the EERA, regardless of which FEDERAL agency signs up the equipment.
10. FEDERAL agencies can only pay State contracts that are countersigned by a Federal Contracting Officer.

Cooperators

There are several ways that states can bill each other including state to state agreements and EMAC. For state cooperator inter-state assistance under hire for non-forest service federal agencies, the Forest Service pays. These situations are referenced in the accrual matrix below.

Accrual Information

1. All Federal Incidents with FS expenses, involving Type 1 and II IMT's or wildland fire use teams are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals shall be sent using the daily export and upload functions of I-Suite. If unable to export and upload data, submit via e-mail to asc_ipc@fs.fed.us or FAX to 866-816-9532.
2. For Non-FS federal fires accruals will include resources that the FS must pay, typically including national contracts for caterers, showers and crews, FS contracted aviation, FS hired Casuals (ADs), state, county, city and rural resources not from the incident state.
3. If the IMT has transitioned the delegated responsibility back to the incident unit, the delegated incident unit will provide the final accrual summary and detail until there are no longer contracted or cooperator resources working on the incident.
4. In I-Suite, every resource is given a default accrual category based on the incident jurisdiction (where the fire started), agency (who owns the resource), contracting agency (who is ultimately responsible for paying the resource), kind of resource or the contract checkbox. To assure that costs and accruals are being recorded accurately, the team should verify for each resource being tracked, that all information is correctly entered in I-Suite
5. The key to correct accruals is now the jurisdiction of the incident. For example, on a BLM fire, a BLM paid contract will go into the EXCLUDE category simply based on the jurisdiction. On a FS jurisdiction incident accruals will go to the correct accrual category unless the contracting agency is entered as another agency, which will then override the jurisdiction and cause the accrual to go to EXCLUDE.
6. Incident teams are responsible for tracking all costs, regardless of whether they are accrued or not. The accrual matrix below identifies costs that we do accrue from the incident. Some general categories of costs we will not accrue from the incident are as follows:

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- a. All other Federal Agency costs except DOI-AMD & National Weather Service and GSA when working on a FS incident (Fed agencies do not cross bill except for these exceptions).
 - b. Agency owned or contracted Aircraft and retardant (accrued through ABS)
 - c. Agency cache supplies and equipment
 - d. Agency employee salaries and travel
 - e. PCMS (accrued by the PCMS cardholder)
 - f. Working Capital Fund equipment costs (fleet, heavy equipment, forklifts etc.)
 - g. All claims
 - h. Military or International resources (Managed by the ASC except upon specific request)
7. Dept. of Interior aircraft ordered and paid though the Aviation Management Directorate (AMD). Flight time is entered on a form OAS-23 for these aircraft. When determining if an aircraft is AMD, the use of this form is the key identifier because the same aircraft can be under contract with AMD and the FS. If the contract being utilized is the FS contract flight time will be tracked on a FS 6500-122 and payment and accruals will be handled in the Aviation Business System (ABS). Get clarification on who has contracted the aircraft from the Air Operations Unit.

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Accrual Matrix**

The table below reflects only situations that will create accrual categories picked up in the FS accrual. Any resources not meeting the criteria below will generate an accrual category of EXCL and be excluded from the FS Accrual. If you find that a resource is incorrectly excluded you may make changes, based on the table below so the accrual category will change. As a general rule the contracting agency field is only necessary if the paying agency is different than the jurisdictional agency.

Accrual and Cost Category	Incident Jurisdiction	I-Suite Agency Field or other information	I-Suite Contract Agency	Accrual Category
Emergency Equipment Rental Agreements or other agreements to be paid at the ASC-IF (For EERA's the using agency pays, regardless of which agency signed the EERA)	FS	Agency=PVT and Contract checkbox is checked (this checkbox on the main checkin screen, may need to be checked by the Cost UL, if no 286 is being generated)	Blank or FS	CONT
	Not FS	Same as above	FS (manually enter, for National contract crews, etc paid by FS)	CONT
National Shower & Caterer Contracts (FS pays regardless of jurisdictional agency)	Any	Agency=PVT and Kind=Shower,Caterer	Blank or FS (Manually enter the paying unit if not FS to stop the accrual)	CONT
AD resources	Any	Agency = FS (Should reflect hiring agency)	N/A	AD
State, Local City, County or Rural Government Units	FS	Agency = State Code, CITY,CNTY,RUR	Blank or FS	Same as below
	Not FS	Agency = State code or CITY, CNTY RUR and State not = to incident state	Blank or FS (Enter state if paid directly from state to state. See Cooperators section above)	State Code (ie:CA, MT, WA)
	Not FS	Agency = State Code or CITY, CNTY RUR and state = incident state	FS (Only enter FS if the FS will be paying for the "in state" resource)	Same as above
National Weather Service (NWS)	FS	Agency=NWS	N/A	NOAA
DOI-AMD Aircraft See Accrual Info item 7 above	FS	Agency=AMD	N/A	AMD
International (Accrual managed at the ASC)	All	Agency=INTL	N/A	INTL