

2007 Incident Team Procedures Forest Service Payments and Accruals

Overall ISuite Procedures

1. Job Code entry is 6 characters (i.e. P#XXXX – the last 4 digits may be alpha or numeric, may contain the number zero or one, but will not contain the capital of letters o or i). The Region/Unit is entered in a separate field.
2. Daily export of accruals/payments are required on all incidents with a type 1 or 2 team. Daily exports are preferred on all incidents, including non FS incidents that have Forest Service resources. This export will transmit EERA payment data to ASC Incident Finance (ASC-IF) and casual pay data to the NBC casual payment program.
3. Only print original invoices in TIME if necessary for payment. Resources entered in TIME for tracking purposes should be printed on a Draft invoice
4. The ASC plans to have resources available to order for assistance in the close out of Forest Service incidents. Coordinate such assistance through the Regional Incident Business Coordinator.
5. When transitioning an incident please communicate new contact information for the Finance Section to the ASC at 877-FSASC48 (877-372-7248)
6. Include Unit ID for all state resources. This is necessary to properly track accruals.
7. Accurately enter COST Name and telephone number for accruals so the ASC can contact you as necessary.

EERA Payments

1. Enter the last 6 characters of the VIN in the Unique ID for duplicate invoice checking at the ASC.
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. Use of pink paper is not required.
4. Paper, signed copies are required to be sent to the ASC payment center; (no need to audit at the Forest first). Send all original documents with the payment
5. When finalizing payments make sure to print an original. Do not send DRAFT copies.
6. To the extent possible, settle all EERA claims at the incident.

7. Provide as much information as possible for special/unusual situations on the EERA payment and highlight such notes and/or partial payments.
8. On hand written invoices only include one resource per invoice.
9. 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.
10. The jurisdictional agency responsible for the incident pays for the EERA, regardless of which FEDERAL agency signs up the equipment.
11. FEDERAL agencies can only pay State contracts that are countersigned by a Federal Contracting Officer.

Federal Casual Hires

1. SSN is required for all casuals or they will reject in the casual pay system and have to be manually corrected.
2. Home Unit designator required - (this determines who processes payment - DOI or FS). Home unit for a FEDERAL casual hire should NOT be a state, county or rural fire department since as a casual they are considered FEDERAL.
3. The FEDERAL agency that signs up the casual processes the payment for them, regardless of the jurisdictional agency responsible for the incident.
4. Close out travel time for casuals by posting estimated time for return travel. Post mixed crews by exception.
5. Accurately enter "kind" to reflect an overhead position for all casuals (ie: FFT1, not HC1)
6. Always send FS payment documents directly to the ASC payment center (no need to audit at the Forest first).
7. 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 Casuals.