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Subject: FMIP - Incident Business Solutions Update

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

Over the past year, the Incident Business Solutions (IBS) Team has designed a business process flow that utilizes a number of automated systems to reduce duplication and data entry errors, and improve the timing and accuracy of incident accruals and payments. These improvements support the migration of the Incident Business Branch to the ASC which began on February 5, 2006.

Recently, concerns have been expressed about tight timeframes and the impact to the field of new computer application implementations. In light of these concerns, the IBS systems will be pilot tested this year to insure adequate testing, training and user acceptance occurs prior to National implementation of the entire IBS process in 2007. Following are timelines and a general explanation for each of the applications and the overall business process flow:

EaTIS: The Equipment and Training Inventory System is an application that allows vendors to submit offers, inspectors to certify that equipment has met required qualifications, and Contracting Officers to award EERAs, enter aviation contract information, and track vendor past performance. Data about vendors, their equipment, and contracted rates are the basis for the business process information flow. EaTIS will produce a number of reports, including best value or pricing-based dispatch tables that can serve as a decision-making tool for dispatchers. EaTIS will be tested in 2006 by Regions 1, 5, and 6; and BLM in Montana and California. A 6300/5100 February 9, 2006 memo describes the EaTIS pilot and EERA expectations for this year.

ROSS: The Resource Ordering and Status System used by dispatch to status and mobilize resources will be capable of electronic data exchange from EaTIS. Data entered by vendors and Contracting Officers will populate ROSS eliminating the data entry currently required. The electronic exchange of data will be available for 2007. EaTIS test Regions will be required to manually enter EERA data into ROSS in 2006; to reduce the burden of this task on the field, the ASC-Incident Business Staff will be available to assist with data entry, if requested.

I-Suite: Incident Management Teams use the I-Suite application to manage incident resources; record personnel and equipment use time, provide cost estimates and daily accruals, and develop the daily Incident Action Plan. IMTs have had the ability to import data from ROSS and export the I-Suite database to a repository for two seasons. The application has been modified to expand this capability to accommodate the electronic transmission of accruals, casual pay and EERAs to the appropriate pay center. A new version of I-Suite will be released in early April for



the 2006 season. Local units, within the pilot Regions are encouraged to use I-Suite for entering and submitting personnel and equipment time for incidents not managed by IMTs.

ABS: The Aviation Business System application acquires aircraft rate information from the EaTIS application. Aviation equipment (helicopters, fixed wing, air tanker) managers will have the ability to create an electronic FS-6500-122 Aviation Use Invoice or OAS-23 (DOI Aviation Use Invoice). FS-6500-122's will be created, accrued, and electronically gathered by aircraft contract and line number for approval by Contracting Officers/Contracting Officer Representatives and vendors and electronically transmitted to the ASC for payment processing. ABS will be tested by Regions 1, 5, and 6 beginning in June, 2006. The testing will also include the nationally contracted large air tankers. Training information will be provided to the field prior to the test period.

IBDB: The Incident Business Database resides and is used by the ASC-Incident Business Branch. This database manages the work processes required for creating job codes from FireCode, accruing costs, processing payments, and submitting data to FFIS. The IBDB will be available for processing pilot test data beginning March 21. Data will be electronically transmitted from IBDB to FFIS in 2007.

A detailed pilot test plan, implementation plan, information on training; user documentation, etc. will be issued for each process under separate cover. Information will also be posted at www.fs.fed.us/fire/ibp when completed. Attached for your use is a high level summary of the Incident Business Solutions process design.

/s/ Jesse L. King

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