

2016

Albuquerque Service Center
Budget & Finance
Incident Finance Branch

Payment Procedures

US Forest Service
ASC, B&F Incident Finance
101-B Sun Ave
NE [i]Albuquerque, New Mexico 87109

Table of Contents

1.1	Introduction	3
1.2	Precautions	3
1.3	Responsibility	3
2.0	Incident Accruals	4
3.0	FS Hired Casual Pay (AD Employees)	4
4.0	Preseason Incident Blanket Purchase Agreements (I-BPAs) and Emergency Equipment Rental Agreements (EERAs)	5
5.0	National Contracts (National Crews, Mobile Caterers, Mobile Showers)	6
6.0	Blanket Purchase Agreements (BPA)	7
7.0	Cooperative Agreements	7
8.0	Aviation and Retardant Contracts	8
9.0	Attachments	9
Attachment A:	Forest Service Casual Hire and Payment Process – 2016	9
Attachment B:	Forest Service Incident Time Report Payments – OF-288 Audit Procedures	10
Attachment C:	Processing Incident Time Reports for Casuals	11
Attachment D:	2016 ASC B&F Incident Finance Contact List	12
Attachment E:	Emergency Incident BPA Payment Procedures	13
Attachment F:	Blanket Purchase Agreement (BPA) Invoice Receipt Certification	14
Attachment G:	How to record Incident accruals and payments (including e-ISuite tips)	15
Attachment H:	e-ISuite Accrual Matrix	19
Attachment I:	Emergency Equipment Invoice Transmittal Sheet	20

1.1 Introduction

Payment packages for Forest Service hired Administratively Determined (AD) Casual Employees, Incident Blanket Purchase Agreements (I-BPAs), Emergency Equipment Rental Agreements (Incident only EERAs), National Incident Contracts, Cooperative Fire Protection Agreement Payments, and daily incident accruals will be sent to the Albuquerque Service Center, Budget and Finance (ASC, B&F), Incident Finance (IF) Branch utilizing the procedures as outlined in this guide. For a listing of Incident Finance Managers and their areas of responsibility, see Attachment D.

The following submittal procedures are covered in this guide:

- Incident Accruals
- FS Hired Casual Pay (AD Employees)
- Preseason Incident Blanket Purchase Agreements and Emergency Equipment Rental Agreements (EERAs)
- National Contracts (Crews, Mobile Caterers, Mobile Showers)
- Blanket Purchase Agreements (BPAs)
- Cooperative Fire Agreements
- Aviation and Retardant Contracts

1.2 Precautions

This guide is not a substitute for regulations, manuals, or handbook policies or procedures. It is intended to be a guide to assist in expediting incident payments.

1.3 Responsibility

It is your responsibility to ensure procedures are understood before performing the following tasks. Contact the appropriate Operations Manager with any questions associated with this guide.

2.0 Incident Accruals

In order to accurately reflect the accrual of resources in the financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 Incident Management Teams (IMTs) must generate accruals daily in the e-ISuite COST module when there are Forest Service expenses involved. (i.e. National Caterers, Showers, Crews, etc.). Teams have 72 hours upon arrival to submit an initial accrual file via a daily e-ISuite export. Additionally, if for some reason e-ISuite is unavailable, please submit the summary and detail accrual reports via email to the following: asc_ipc@fs.fed.us or via fax to 866-816-9532 (required T1 & T2 IMTs). Directions for creating the e-ISuite daily export can be found on the daily finance data export webpage (http://www.fs.fed.us/fire/ibp/incident_payments/Isuite_export_finance.pdf). Refer to Attachment G: How to record Incident accruals and payments (including e-ISuite tips) for instructions on posting accrual information in e-ISuite.

If an incident transitions from one team to another, please provide Incident Finance the new COST leader or Finance Section Chief (FSC) name and phone number. When the Type 1 or 2 IMT transitions an incident back to the host unit, the host unit is encouraged to continue to report costs until the incident is complete. Teams should provide the name and telephone number of the person from the host unit taking over the responsibility of continuing the process by sending an email to asc_ipc@fs.fed.us. The incident unit is encouraged to continue utilizing e-ISuite for submission of cost data as an export file.

3.1 FS Hired Casual Pay (AD Employees)

Casual Incident Time Report (OF-288); original signed documents shall be submitted directly to Incident Finance via overnight express mail or scanned and electronically transmitted via secure email to FS-ASC IPC or secure fax to 866-816-9532. If original signed documents are scanned and transmitted to Incident Finance electronically please do not mail hard copies. If scanned and emailed, it should be noted in the Remarks block of the OF-288.

Return travel time 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 Incident Finance within 3 working days of the Casual's return from the incident. Casual Employee Pay on OF-288, Incident Time Report, will not be held for more than seven (7) days in Incident Finance for pending travel reimbursement issues. When travel issues cannot be resolved after initial contact and one follow up by Incident Finance; travel claims will be removed from the OF-288 and payment for work time will be processed. Home/hiring units will be notified and travel will need to be reclaimed through one of the two systems when resolved.

Detailed casual hire instructions are as follows:

See Attachment A – Casual Hire and Payment Process (including OF-288 reimbursed travel)
See Attachment B – OF-288 Audit Process
See Attachment C – Approving Official Memorandum Template
Incident Business Practices: Personnel Casual Hire Forms
Required Documentation:

- ✓ Single Resource Casual Hire Information Form PMS 934. This form should be completed when single resources are first hired and given an assignment. If there is a reassignment to another position or incident without release, or end of employment, a new PMS 934 is not required. Change in pay rates will be recorded by incident supervisor on crew time reports and noted in remarks block of time sheet (OF-288). All Exception Position Descriptions require approval by the Regional Incident Administrative Coordinator (IAC) and must be attached with the Single Resource Casual Hire Form and OF-288 for payment processing.

- ✓ Direct Deposit SF-1199A or Electronic Transfer Account (ETA). Casuals are strongly encouraged to complete direct deposit banking forms during initial hire. A signed copy should be submitted to Incident Finance. Banking questions are to be directed to the financial institution to verify correct routing and account numbers prior to submitting deposit forms to Incident Finance. If the individual does not have a checking or savings account they may use ETA, which is available at participating banks. More information is available at the ETA website
- ✓ Template of 6540 Approving Memo. (Attachment C) from Approving Official to Incident Finance.
- ✓ DHS I-9, Employment Eligibility Verification. This form must be completed on the day of hire and the certification completed within 3 days. A copy of the signed document may be submitted to ASC-IF electronically FS-ASC IPC or via fax 866-816-9532. The hiring unit should retain the original for 3 years. I-9s are valid for 3 years. You may refer to the internal Incident Finance Casual Pay webpage for a listing of each Casual's last valid I-9 under Reports titled I-9 Dates/Employee Common Identifier (ECI) or Employee Common Identifier (ECI) listing on the IBP Personnel website.
- ✓ W-4, Employees Withholding Allowance Certificate; State Tax Withholding Form. Completed by Casual when hired. Make pen and ink corrections when there is a change to a previously submitted W-4 and forward a copy of the signed W-4 submitted to Incident Finance by the Hiring Official. State taxes will be withheld from the "Hired At" point in addition to the state of residence identified by the Casual. Casuals need to identify the State of residence on the W-4 or State tax form. Claiming exemption from withholding is valid for only one calendar year. To continue to be exempt from withholding a new W-4 form must be completed by February 16, 2016, otherwise withholding status will be changed to single with no withholding allowance.

4.1 Preseason Incident Blanket Purchase Agreements (I-BPAs) and Emergency Equipment Rental Agreements (EERAs)

For Forest Service jurisdictional incidents, I-BPA/EERA payment documentation will be sent overnight within 3 days after finalization directly from the incident to Incident Finance.

For all incidents, follow the general rule that the jurisdictional/protecting agency makes the payment; including Bus Rental Agreements and Oregon Department of Forestry Crew Contracts. For National Contracts; Crews, Caterers, and Showers, the payments are sent to the Incident Finance Branch in Albuquerque.

Vendors awarded preseason agreements cannot be paid in FMMI unless they have an active registration in the System for Award Management (SAM) at time of payment.

Required Documentation:

- Signed OF-286, Emergency Equipment Use Invoice. The Vendor (or Vendor Representative) and Government Receiving Official are required to sign.
- Commercial invoices must contain the contract/agreement number, Data Universal numbering System (DUNS) number, unique resource order number (It is the Finance Section's responsibility to verify the Resource Order is correct), job code, signature and printed name of Government Receiving Official, date of signature, and title of receiving official.
- Attach any supporting documentation used to provide rates for use and services that were rolled (lumped) into one total cost for each day listed on theOF-286 Invoice.

Portable Toilets, Hand Washing Units, Tents, and Clerical Support units should include backup documentation for lump sum totals on the OF-286. This will allow for validation against the instrument rates. Backup documentation for lump sum totals on the OF-286 are required.

- Finance copy of I-BPA (Form SF-1449) or EERA (Form OF-294).
- Attachment I – Completed Emergency Equipment Invoice Transmittal Sheet.
- Original Crew Time Reports (CTRs) for All Contract Crews (e.g., Oregon Department of Forestry (ODF) Crews, FS Contracted Crews, National Crews, etc.).
- Add any comments to the remarks section on the OF-286 that explains why a rate might be different than the daily rate. This helps Incident Finance verify the rates with the contract/agreement. Also record the dates and incident name of any re-assignment of the vendor to or from another incident Addition/Deduction sheet must be attached to the invoice, if there is an amount in "Addition/Deduction" field on the OF-286

Please note:

- That Incident Finance does not require copies of the Emergency Equipment Shift Tickets (OF-297) and/or Emergency Equipment Fuel and Oil Issues (OF-304). However, these need to be retained in the Incident files pursuant to the NWCG Interagency Incident Business Management Handbook (IIBMH). These documents should be used to accurately post payment data on OF-286.
- Incident Finance does not require copies of Resource Orders to be sent in with the payment. These are not considered a payment document. Resource Order Numbers should be verified by the government Receiving Official prior to signing Invoices

It is the responsibility of the Finance Section Chief, or local unit (if there is no IMT) for ensuring the following:

- 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 I-BPA (SF-1449) or EERA (OF-294) have been calculated and entered correctly on the OF-286.
- Documentation requirements are met, as outlined in the IIBMH, Chapters 20 and 40, and the ASC B&F Incident Finance Branch Payment Procedures.
- Submit interim or progress payments no later than 14 days and when Incident Teams Transition; otherwise send in payments within 3 days of release from the incident.
- For Lend/Lease Incidents, please ensure the invoices for all of the individual incidents where the equipment has been used are submitted at one time to Incident Finance.
- Resource Order number may remain the same throughout all the Lend/Lease incidents for tracking purposes. It is the Finance Section's responsibility to verify the correct resource order and Fire Codes are entered on the OF-286s.
- Verify the payments are being sent to the responsible Jurisdiction and/or Payment Center.

5.0 National Contracts (National Crews, Mobile Caterers, Mobile Showers)

For National Contracts, the Forest Service makes payment for all jurisdictions**.** The documentation required to process a payment package may vary per contract. It is the responsibility of the IMT or local unit (if there is no assigned IMT) to submit documentation as required by the contract.

Original Crew Time Reports (CTRs) are to be submitted with the payment package for National Contract Crews.

For Caterers, submit Form 1276A (blue copies) to ASC Incident Finance every 7 days or within 3 days of release from the incident. Use Form 1276B when billing for supplemental food and beverages or deducting for miscellaneous charges and credits. Submit copies of receipts for licenses, fees and permits for reimbursement. Odometer readings must be included to and from incident for mileage reimbursement.

For Showers, submit Form 1276C (blue copies) and Form 1276D to ASC Incident Finance every 7 days or within 3 days of release from the incident to support transporting water and intermittent use miles, time and rates, copies of receipts for licenses, fees and permits for reimbursement. Odometer readings must be included to and from incident for mileage reimbursement and shall be mailed from the Incident to Incident Finance for reconciliation with the Contractor's submitted original invoices.

Send payment documents to Incident Finance every 14 days; or within 3 days of resource demobilization from the incident.

6.0 Blanket Purchase Agreements (BPA)

See Attachments E and F– Blanket Purchase Agreement (BPA) Payment Procedures for use on emergency incidents. Washington Office Acquisition Management (WO-AQM) indicates the primary method to pay BPAs is via a purchase card. Incident Finance will process BPA payments for vendors that do not accept payment via credit card. The BPA must state payments will be made by the ASC. Vendors must have an active registration in SAM if the BPA has been awarded preseason.

Process progress payments every 14 days when possible; and send in payments within 3 days of release from the incident.

7.1 Cooperative Agreements

Incident Finance pays and bills emergency incident related activity for Cooperative Agreements. All non-emergency, Project related activity (planned event) incurred under the cooperative agreement should be submitted to either the ASC B&F Payments Grants & Agreements Branch or the Receivables and Advance Collection Agreements Branch via established process.

Cooperators cannot be paid by Incident Finance until they have an active registration in SAM.

Cooperators are encouraged to submit billing documents directly to a field point of contact rather than submitting directly to Incident Finance (unless specifically noted in Agreement Operating Plans). If a Cooperator submits an invoice directly to Incident Finance, Incident Finance will coordinate with the Regional Incident Administrative Coordinator (IAC) for required field approval. If invoices are received at a field unit directly from a Cooperator, the field unit should coordinate review and approval of the invoice then forward to Incident Finance as soon as possible.

Documentation required for Cooperator invoices:

- Current signed Master Agreement and any amendments thereto
- Current signed Operating Plan (if required by the master agreement)
- Supporting documentation required per the agreement (this varies between agreements)
- Invoice Required elements:
  - ✓ Invoice Number
  - ✓ Invoice Date
  - ✓ Cooperator Name
  - ✓ DUNS Number
  - ✓ Agreement Number
  - ✓ Unique Resource Order Number (copy of Resource Order not required)
  - ✓ FS Job Code
  - ✓ Signature and printed name of receiving official with title and date of signature

Invoices may be submitted via fax (866-816-9532), via email (asc_ipc@fs.fed.us), or hard copy, in accordance with Operating Plan:

US Forest Service
ASC, B&F Incident Finance
Attn: Cost Recovery
101B Sun Ave NE
Albuquerque, NM 87109

8.0 Aviation and Retardant Contracts

Forest Service contracted aviation resource payments will be processed utilizing the Acquisition Management Aviation Business System (ABS).

Full Service and Bulk retardant payments are directed through the Contracting Officer (CO), Contracting Officer's Representative (COR), or Air Tanker Base Manager (COR).

9.1 Attachments

Attachment A: Forest Service Casual Hire and Payment Process – 2016

Hiring Official–Preseason

1. AD Casual completes DHS Form I-9 on the day of hire and hiring official verifies the documents within 3 days of hire. (Incomplete forms will delay the payment process.) This form must be completed every 3 years. A copy may be submitted electronically or via fax by the hiring official. Hiring unit should retain the original for 3 years. Refer to the internal Incident Finance Casual Pay webpage for a listing of each casual's last valid I-9 under Reports titled "I-9 Dates /Employee Common Identifier (ECI) XX.XX.XX" or Employee Common Identifier (ECI) listing on the IBP Personnel website.
2. Complete single resource casual hire information form, PMS 934. (All Exception Positions must be approved by the Regional Incident Administrative Coordinator prior to hire and attached to the PMS 934). This form will be provided with the OF-288 when it is submitted.
3. Provide the following forms to the Casual hire:
   -Federal W-4 for completion (if Federal W-4 is utilized by a State, note State & Federal on the form).
   -State Tax Withholding Form (if applicable)
   -Direct Deposit Information and SF-1199a Direct Deposit Form.
4. Submit the following to Incident Finance at the time of completion:
   - DHS Form I-9 with signatures verifying documents were reviewed (i.e.; social security card, driver's license. DO NOT photocopy these documents). NOTE: Original signatures are no longer required at the ASC-IF. Originals should be retained at the hiring location for 3 years.
   - Federal W-4 completed and signed; resubmit only when information changes, or yearly for exempt from withholding.
   - State Tax Form completed and signed
   - SF-1199a Direct Deposit Form

Casual

1. Complete and submit the Direct Deposit Form SF-1199a to Incident Finance 101B Sun Avenue NE; Albuquerque, NM 87109 if the hiring unit has not already submitted previously or for banking changes.
2. Complete Federal W-4 and State tax forms. The W-4 address will be used for the mailing of the W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate (marital status of single and zero exemptions) and the form will be returned to the casual. Taxes will be withheld from the "Hired At" point (Block 6 on the OF-288) in addition to the state identified by the casual. The casual must identify the state of residence on the W-4 or State tax form.
3. If mailing address and/or Direct Deposit information has changed since the last time paid, update the W-4 with new address and/or Direct Deposit information.

Hiring Official – At Time of Dispatch or Demob

1. Follow the direction above under "Hiring Official – Preseason" if not previously completed, or if changes need to be made. Submit required documentation immediately to Incident Finance.
2. Individual Hire. Attach completed Single Resource Casual Hire Information Form, PMS 934 indicating whether the I-9 & W-4 forms had been previously submitted and attach a copy to the OF-288 if applicable.
3. Casual Hire Crew or Mixed Crew. Attach Crew Manifest (in place of the Single Resource Casual Hire Information Form) including an accurate listing of positions with job titles, and rates of pay and attach copies to the OF-288s if applicable.
4. Approving Memo, Attachment C. The approving memo can be submitted for a blended package of casual hire crews and individual hires, or vice versa.

Incident Finance Section or Hiring Unit

1. Record work time as outlined in the NWCG Interagency Incident Business Management Handbook assuring AD rate and Title is included in all columns.
2. Process partial payments every two weeks, indicating partial payment in the remarks section of the OF-288.
3. Estimate time for return travel, if away from home unit and submit a copy of the Single Resource Casual Hire Information Form or Crew Manifest to Incident Finance with Approving Official memo. Upon the casual's return, the hiring unit will prepare an OF-288 to adjust the travel estimate if necessary. See the Incident Business Committee's casual hire travel policy. Questions on travel should be directed to 1-877-372-7248 option 3.
4. If another agency hired the casual, submit Casual Hire Information Form and OF-288 to the hiring unit identified on the Casual Hire Information Form with applicable forms if not previously submitted.
5. e-ISuite users: enter the Employee Common Identifier (ECI) or enter all 9s or leave blank , if unknown, on the hard copy OF-288 and export e-ISuite data to the e-ISuite repository daily (NOTE: a signed OF-288 must be submitted to Incident Finance with Reviewing Official memo for payment processing every two weeks sent via overnight, or by secure electronic, mail). Do not enter a Social Security Number.

Incident FSC or Hiring Unit Reviewing Official is responsible for Audit

Attachment B: Forest Service Incident Time Report Payments – OF-288 Audit Procedures

Reviewing Official (designated by unit or Finance Section Chief) shall ensure the OF-288 – Incident Time Reports submitted for payments to Incident Finance are Casual Hires and that the OF-288 is reviewed for the following:

Block 41. Hired At: Unit Identifier Code for the location "Hired At"; i.e., ID-BOF for Boise National Forest (Must be a Forest, not a Dispatch office).

Block 2. Employee Common Identifier: ECI – must be legible, if ECI is unknown enter all 9s or leave blank. Do not use any part of the Social Security Number on the hard copy OF-288 or in e-ISuite.

Block 3. Type of Employment: Verify individual is a Forest Service-hired Casual. Do not submit an OF-288 for Federal, State, or Local regular Government employees that will be paid by the State and billed back to the Forest Service. IMTs shall submit other agency hired casuals to the casual's hiring unit.

Block 5. Name: Legible and shown EXACTLY as on the Social Security card.

Block 8-15. Fire Information

Column A		
8. Incident Name Crow Creek		
9. Incident Order Number (e.g., ID-BOF-000123) MT-LNF-0051-148		
10. Fire Code (e.g., B2C5) J2GR	11. Resource Request Number (e.g., O-33)	
12. Position Code (e.g., FFT2-T) FAL1	13. AD Class (e.g., B) AD-J	14. AD Rate $ $35.00
15. Home/Hiring Unit Accounting Code P1J2GR 0116		

Columns A thru D. Following are critical fields to review:

- # 8 Incident Name: Check Fire Name as assigned in Fire Code
- # 9 Incident Order Number: i.e. MT-LNF-005148
- #10 Fire Code: Enter Job Code assigned to incident
- # 12 Position code: Incident job title
- #13 AD Class: i.e. AD-J
- #14 AD Rate: Ensure AD rate is consistent with title as outlined in the Pay Plan
- NOTE- Exception Positions require a job description with each OF-288

The column totals and mathematical computations do not need to be audited.

You do not need to carry forward the rate, hours, and totals unless there is more than one job code being charged.

Block 18. Commissary and Travel: Completed for travel following the directions located in the Forest Service Casual Hire Travel Process. For additional questions regarding travel call 1-877-372-7248 Option 3.

Block19. Remarks: Annotate pay rate/position change at the incident with effective date.

Block20. Employee Signature: Completed (If not available for signature annotate) and on each page of the OF-288.

Block21. Time Unit Leader or Time Officer Signature: Completed and legible – only one time officer signature is required on each page of the OF-288.

Staple multiple time sheets for the same individual together with the earliest dates on top and same incident numbers. Submit to Incident Finance with Reviewing Official memo (Attachment C) assigning a Unique Unit "Batch Number" for tracking purposes. Incident units should keep a copy of the Incident Time Report (OF-288) for their incident records.

Attachment C: Processing Incident Time Reports for Casuals

APPROVING MEMO

Date:

From:

Subject: Payment of Forest Service Casual Hire, Incident Time Reports

To: US Forest Service
ASC, B&F Incident Finance
101B Sun Avenue NE
Albuquerque, NM 87109

Unique Unit "Batch" Number to track this payroll submission: _____

(Use Incident/Fire number followed by sequential number; i.e., ID-BOF-000006-001 for the first batch, ID-BOF-000006-002 for the second batch and so forth. For Incidents/Fires with multiple teams assigned, please incorporate the team name in the batch.)

Fire/Incident Name: _____

List of casual names submitted (attach list for more than 3): _____

Number of individuals with OF-288s in this transmittal: _____

I have verified, attached, or have on file the following (mark all that apply):

- □ OF-288s have been audited, certified and attached, including signatures of the casual and the Time Officer.
- □ Completed Single Resource Casual Hire Information Form or Crew Manifest for Crews with positions, job titles, and rates of pay.
- □ Original I-9s are completed and attached or have been previously submitted.
- □ W-4s for Federal withholding are complete and attached, or previously submitted.
- □ Verify incident/fire name and incident/fire number.
- □ Transmitted via e-ISuite (mm/dd/yy).
- □ Exception Positions must be approved by the Regional Incident Administrative Coordinator prior to hire. Documentation Included.
- □ Other (explain): _

Please list both Incident Team and Incident Unit Contacts, email address and phone numbers.

If you have any questions, please contact:

Incident Team Contact _____ email _____ phone _____

Incident Unit Contact _____ email _____ phone _____

As Approving Official, I certify the enclosed OF-288s are accurate, appropriate, and legal for payment and meet the provisions of the Pay Plan for Emergency Workers.

PRINTED NAME AND SIGNATURE
Approving Officer/Finance Section Chief

Attachment D: 2016 ASC B&F Incident Finance Contacts

US Forest Service
ASC, B&F Incident Finance
101B Sun Avenue NE
Albuquerque, NM 87109

Email: asc_ipc@fs.fed.us
Fax: E-Fax (866) 816-9532
Phone: (877) 372-7248 Option 1 – Request Incident Finance

Kandice Cotner, Branch Chief, Incident Finance
Phone: 505-563-7077
Email: kcotner@fs.fed.us

Kelli Perea, Program Manager, Accruals, Job Codes, IPAC, Incident CBAs, and Cooperative Agreement Billings
Phone: 505-563-7307
Email: kperea@fs.fed.us

John Getchell, Program Manager, Payments of Incident Agreements, Contracts, and USFS Casual Hire & Pay
Phone: 505-563-7325
Wireless: 505-331-0348
Email: jgetchell01@fs.fed.us

Elizabeth Martin, Operations Manager for Aviation, Incident Accruals, Job Codes, FEMA, Incident CBAs, and IPAC
Phone: 505-563-7937
Wireless: 505-366-8191
Email: emartin@fs.fed.us

Mary Prebble, Operations Manager for Payment of National Contracts, Crews, I-BPAs/EERA, and Cooperative Agreements
Phone: 505-563-7437
Email: mprebble@fs.fed.us

Marna Hansen, Operations Manager for Reimbursement of Cooperative, International, and Cost Share Agreements
Phone: 505-563-7179
Email: mshansen@fs.fed.us

Theresa Voss, Operations Manager for Casual Hire, Casual Pay/Travel, and Audit Liaison
Phone: Phone: 505-563-7336
Email: tvoss@fs.fed.us

Attachment E: Emergency Incident BPA Payment Procedures

Blanket Purchase Agreements (BPA) utilized to procure suppression resources ordered through the dispatch system when the Vendor does NOT accept purchasing cards for payment. Specific payment direction outlined in the BPA takes precedence over the following general guidance.

INCIDENTUNIT RESPONSIBILITY:

- Submit all original receipting documents (cash register receipts, delivery invoices, etc.) to Incident Finance. Ensure that proper documentation is included and completed (signatures, Job Code, region/unit override) for each receipting document as follows:

    a. Original Commercial Statement(s)/Invoice(s) and/or Cash Register Receipt with costs broken down by P-Codes and signature receipting for goods and/or services (signature, title, and date), and
    b. Other pertinent documentation; i.e., applicable logs, general messages, etc.
    c. Prepare the BPA Transmittal Sheet. In block 7 please check Incident Business.

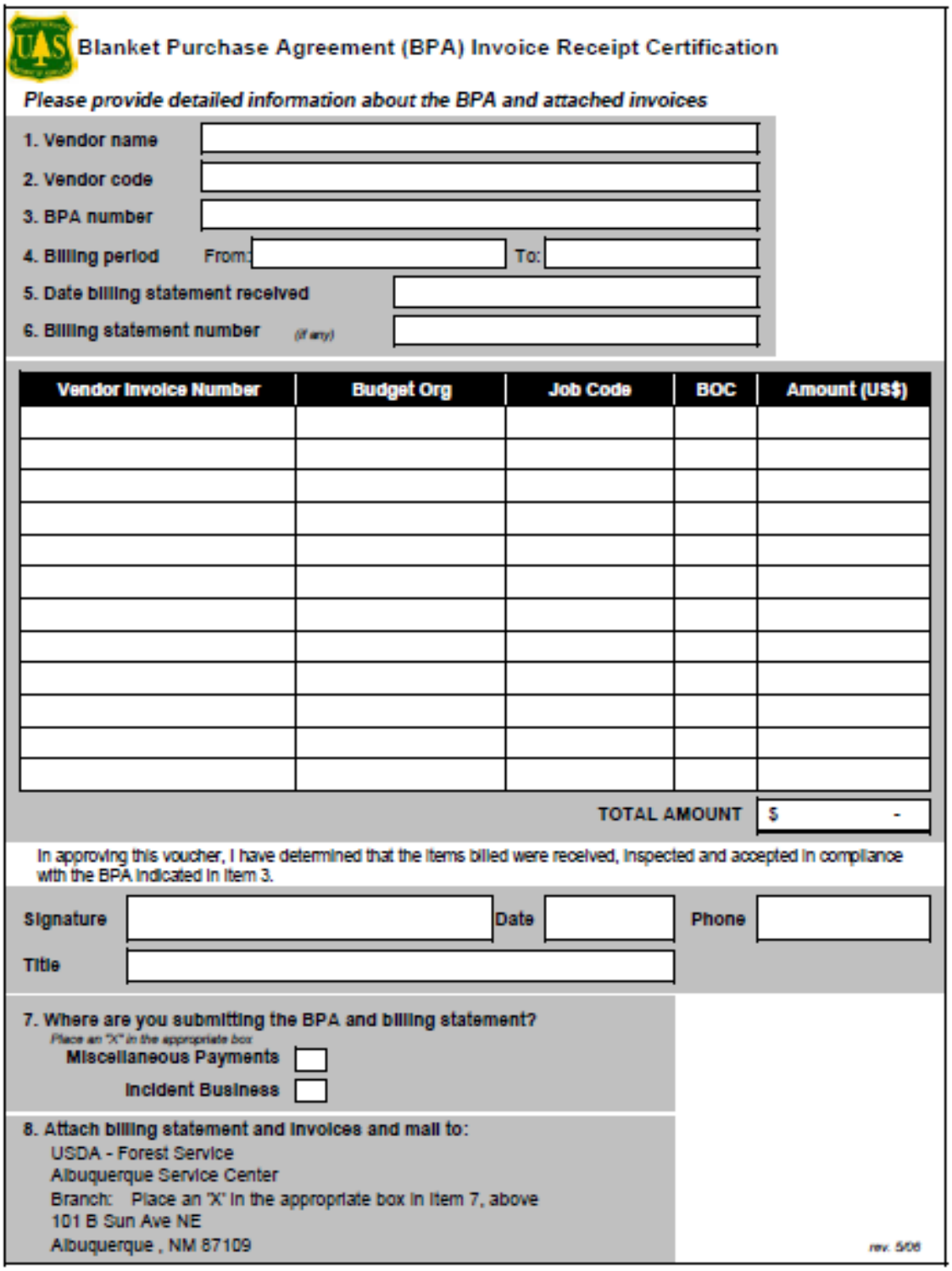
- Overnight Mail to:

US Forest Service
ASC, B&F Incident Finance
ATTN: PAC
101B Sun Ave NE
Albuquerque, NM 87109

- Copies of all documentation should be forwarded to host Unit for Incident Historical Files.

- Refer calls from BPA vendors to the ASC, B&F Contact Center at 877-372-7248.

Attachment F: Blanket Purchase Agreement (BPA) Invoice Receipt Certification This form is available on a Forest Service internal website on the Incident Finance Forms page



Blanket Purchase Agreement (BPA) Invoice Receipt Certification

Please provide detailed information about the BPA and attached invoices

1. Vendor name
2. Vendor code
3. BPA number
4. Billing period From: To:
5. Date billing statement received
6. Billing statement number (if any)

Vendor Invoice Number	Budget Org	Job Code	BOC	Amount (US$)

TOTAL AMOUNT $ -

In approving this voucher, I have determined that the items billed were received, inspected and accepted in compliance with the BPA indicated in item 3.

Signature Date Phone

Title

7. Where are you submitting the BPA and billing statement?
   Place an 'X' in the appropriate box
   Miscellaneous Payments ☐
   Incident Business ☐

8. Attach billing statement and invoices and mail to:
   USDA - Forest Service
   Albuquerque Service Center
   Branch: Place an 'X' in the appropriate box in item 7, above
   101 B Sun Ave NE
   Albuquerque , NM 87109

rev. 5/06

Attachment G: How to record Incident accruals and payments (including e-ISuite tips)

Miscellaneous e-ISuite Tips

1. When transitioning an incident please communicate new contact information for the Finance Section to Incident Finance at asc_ipc@fs.fed.us (Attn: Accruals, subject line: Incident name and the word transition).

2. For State resources, confirm that accurate rates are being used, even if they are estimates.

3. Assure that the jurisdictional/protecting agency and incident state entered in the incident table is correct.

Incident Job Codes

A four digit FireCode will be translated into a Forest Service P code by Incident Finance Systems.

For Forest Service (FS) "P" codes, utilize a 6 digit job code which includes a four digit alpha numeric FireCode (fire codes contain the numbers zero or one, but do not contain the letters O or I) and a two digit prefix indicating Forest Service regional jurisdiction; P3ABC3. Additionally, PA = BIA, PD = BLM, PR = Fish and Wildlife, PP = Park Service, PN = non-federal government agency. The Region/Unit may be entered in e-ISuite in a separate field. The Incident Business Practices website has more information on their Cost Accounting page.

e-ISuite Exports

1. Daily export of accruals and payments are required on incidents with a Type 1 or 2 IMT. It is highly encouraged that e-ISuite is used and daily exports completed on all incidents, including nonfederal incidents that have Forest Service resources. This export will transmit accruals, I-BPA, and EERA payment data to Incident Finance and casual pay data to the NBC casual payment program. See the Incident Business Practices website for instructions on daily exporting and uploads

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 e-ISuite and the uploading of that export file to the data repository accomplished by accessing the e-ISuite website data repository. See the e-ISuite website for more information.

Casual Hires

1. ECI (Employee Common Identifier) is required for all casuals or they will reject in the casual pay system and have to be manually corrected causing unnecessary payment delays. Enter the relevant digits of the ECI into e-ISuite, the program will front fill the remaining digits to equal ten. e-ISuite will print the ECI on the OF-288. If the ECI is not known, leave blank or enter all 9s in e-ISuite. You may refer to the Incident Finance Casual Pay webpage for a listing of each Casual's ECI under Reports titled "Employee Common Identifier (ECI) – FS". Never use Social Security Numbers in e-ISuite

2. Home unit designator ("Hired At") required - (this determines who processes payment - DOI or FS). Federal hired casuals are considered federal employees so the home unit should always be a federal home unit identifier and not 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. Do not use the Dispatch Office identifier. (NOTE -This is the "Hired At" information for Block 6 of the OF-288.)

4. The federal agency that hires/sponsors casual employee processes the payment, regardless of the jurisdictional/protecting agency responsible for the incident. ADs hired by other than FS shall have their OF-288s returned to them at demobilization.

5. Close out travel time for casuals by posting estimated time for return travel. Post mixed agency crews by exception. If a casual has travel expenses that do not require receipts, reimbursement may be made through the OF-288 and processed at the discretion of the IMT. If travel expenses require receipts for lodging they must be attached to the OF-288.

6. If any part of travel expense(s) need(s) to go through the official electronic system then none of the expense(s) can be claimed on the OF-288. Please see the 2016 Forest Service Casual Hire Travel Process.

7. Accurately enter "kind" to reflect an overhead position for all casuals (i.e.; FFT1, not HC1).

8. Always send original FS payment documents directly to Incident Finance (no need to audit at the Forest first). Use of pink paper is not required.

9. 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 Incident Finance). Only verify the Casual Hire Form.

10. Code Cooperators or State entities as "other" not as "AD."

11. When sending in the OF-288s ensure the Approving Memo (Attachment C) is assigned a "Unique" Unit Batch #. This is important for tracking purposes.

12. Corrections to the OF-288. Please make pen & ink corrections on the original hardcopy timesheet, do not use correction fluid of any kind. Annotate in block 19 that corrections have been made, initial and date. If an error is discovered after the hardcopy OF-288 has been sent to Incident Finance, write "Corrected" at the top of the hardcopy; the one that is kept in the incident fire records. Make a copy for the incident fire records and send via overnight mail or fax (866-816- 9532) corrected invoice to Incident Finance accompanied with an Approving Memo.

OF-286 Emergency Equipment Use Invoices

1. Equipment should be identified by the last 6 characters of the VIN or Serial Number. For crew invoices, use the crew number for National Crews and the last 4 digits of agreement number for ODF crews in this field (example: NCC-4A, or 9001=ODF)

2. Partial payments generally should be processed every two weeks. However, longer periods are acceptable if resources will be demobilized shortly after this time period. IMTs are asked to use judgment in deviating from this timeframe.

3. A signed scanned original; faxed, or email of documents, will be accepted. If documents are transmitted by electronic mail or fax, do not send hard copy mail (note electronic transmission on hard copies). If hard copies will be overnight mailed, do not submit electronic copies.

4. Partial payments generally should be processed every two weeks. However, longer periods are acceptable if resources will be demobilized shortly after this time period. IMTs are asked to use judgment in deviating from this timeframe.

5. When finalizing invoices in e-ISuite, make sure to print an Original. Do not send draft copies.

6. Provide as much information as possible for special/unusual situations on the I-BPA/EERA payment in the remarks and highlight such notes and/or partial payments. Send in a General Message that explains any special/unusual situations if there is not enough room in the remarks section. An example would be the calculation of the rate for broken down equipment.

7. For hand written invoices only, include one individual Resource and one Agreement number per invoice.

8. To the extent possible, settle all I-BPA/EERA/Contract claims at the incident. Attach a signed and dated copy of the determination and findings.

9. No electronic correction to the original document can be made after export of an e-ISuite OF-286. Please make pen & ink corrections on the original hardcopy invoice. All corrections must be initialed and dated.

10. If a correction is discovered after the hardcopy OF-286 has been sent to Incident Finance, write "Corrected Invoice" at the top of the hardcopy kept in the incident fire records. Make pen and ink corrections, initial/signed and date. Make a copy for the incident fire records and send corrected invoicewith original pen & ink changes to Incident Finance. Do not use correction fluid of any kind.

11. Please notify Incident Finance as soon as possible when making changes to an OF-286 after the original or e- ISuite version has been sent (to stop the originals from being processed).

12. The jurisdictional/protecting agency responsible for the incident pays for the I-BPA/EERA resource, regardless of which federal agency signs up the equipment. Send invoices to the correct/appropriate jurisdictional/protecting agency unless directed otherwise by Regional IAC.

13. Federal agencies can only pay state contracts that are countersigned by a federal contracting officer.

Cooperators

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

Accrual Information

1. All Federal Incidents with FS expenses involving Type 1 and 2 IMTs are required to send daily accruals. These accruals shall be exported and uploaded to the e-ISuite Repository. If unable to export and upload data, submit hardcopy accrual summary and detail reports via e-mail to asc_ipc@fs.fed.us or FAX to 866-816-9532.

2. For Non-Forest Service fires, accrual will include Forest Service contracted resources the Forest Service must pay. Forest Service contracted resources typically include national contracts for mobile caterers, mobile showers, and hand crews, FS sponsored/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 should provide the daily accrual summary and detail until there are no longer contracted or cooperator resources working on the incident.

4. In e-ISuite, every resource is given a default accrual category based on the incident jurisdiction (where the fire started), agency (who owns the resource), payment agency (who is ultimately responsible for paying the resource), and kind of resource or the OF-288 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 e-ISuite.

5. The key to correct accruals is correctly coding 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, the 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 thee 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 on the next page identifies costs that we do accrue from the incident.

7. Some general categories of costs we will not accrue from the incident are as follows:
   a. Federal Wildland Fire management agencies including Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), National Park Service (NPS) and US Fish &Wildlife Service (FWS).
   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)

8. Department of Interior aircraft ordered and paid through the Office of Aircraft Services (OAS). Flight time is entered in the Aviation Management System (AMS) for these aircraft. When determining if an aircraft is OAS, the use of this System is the key identifier because the same aircraft can be under contract with OAS 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 Branch.

Attachment H: e-ISuite 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 accruals category of EXCL and be excluded from the FS Accrual. If you find that a resource is incorrectly accrued, you may make changes in the "edit resource" cost tab to adjust the accrual category. As a general rule the contracting agency field is only necessary if the paying agency is different than the jurisdictional/protecting agency. Review the e-ISuite Suite Costs Quick Reference Card for further information.

*If a Payment Agency is established for a resource, the Payment Agency rules will override the Jurisdictional/Protecting Agency

ACCRUES YES OR NO

Resources Description	Accrual Code	Criteria	Forest Service Jurisdiction OR *Forest Service Payment Agency Accrue Yes or No	DOI Jurisdiction OR *DOI Payment Agency BIA, BLM, BOEM, BOR, BSEE, NPS, OSM, FWS, USGS Accrue Yes or No	All Other Jurisdiction OR *Payment Agency Other than Jurisdiction i.e. States Accrue Yes or No
National Caterer and Showers	CONT	Kind Code is = CTR or SHWAND Resource Agency =	YES	YES	YES
Forest Service Casuals (AD's)	AD	Resource Agency = FS AND Employment Code = AD	YES	YES	YES
Local State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is the same as the Incident State OR the Resource Agency is RUR, CNTY or CTY and Home Unit State is the same as the Incident State	YES	NO	NO
Out of State Resources and Cooperators	Two Letter State Code from Resource Agency or Home Unit i.e. (CA, MT, TX)	Resource has a State Agency that is NOT the same as the Incident State and the Resource Agency is RUR, CNTY or CTY and Home Unit State is NOT the same as the Incident State	YES	** YES **DOI Incident payments for Out of State resources are the responsibility of the incident jurisdictional agency. e-ISuite will not address this change in the 2013 release. Accrual codes will need to be manually changed and locked for each	YES
Contract Resources (non-Aircraft)	CONT	Resource is not Aircraft AND Resource Agency = PVT	YES	NO	NO
OAS Agency	AMD	Resource Agency = OAS	YES	NO	NO
NWS Agency	NOAA	Resource Agency = NWS	YES	NO	NO
International Resources	INTL	User defined	N/A	N/A	N/A
All Resources not meeting the Accrual Requirement	EXCL	All Resources not meeting the above criteria	YES	YES	YES

Attachment I: Emergency Equipment Use Invoice Transmittal Sheet

TRANSMITTAL SHEET

Date:

From:

Subject: Payment of Forest Service Emergency Equipment Rental Agreement Invoices

To: US Forest Service
ASC, B&F Incident Finance
Payments, Contracts &
Agreements (PAC)
101B Sun Avenue NE Albuquerque,
NM 87109

Enclosed are the forms necessary for processing I-BPA/EERA payments as follows:

Unique Unit/Incident "Batch Number" to track this package*:* _____
*(*e.g.: ID-BOF-000006-001*)*
Fire/Incident Name: _____
Number of OF-286s Mailed: _____
List of OF-286 invoice numbers submitted (attach list of invoices if 3 or more):

I have verified, attached, or have on file the following (mark all that apply):

Documents forwarded to ASC, B&F Incident Finance:

- ☐ OF-286(s) signatures are required from the Vendor and Receiving Official.
- ☐ Copy of SF-1449(s) I-Blanket Purchase Agreement (I-BPA) or OF-294(s) Emergency Equipment Rental Agreement (EERA) with correct rates of pay referenced on the OF-286 (Only required once per incident)
- ☐ All invoices should note the Resource Order Number and Fire/Incident Name
- ☐ Original Crew Time Reports (CTRs) for All Crews (ODF, FS Contracted, National Contracts, etc.)

Please list both Incident Team and Incident Unit Contacts, email address and phone numbers.

If you have any questions, please contact:

Incident Team Contact _____ email _____ phone _____

Incident Unit Contact _____ email _____ phone _____

As Reviewing Official, I certify the accuracy, appropriateness and legality for payment of the enclosed OF-286(s).

Name: Title:

[i] March 7, 2016