

Incident Teams – tips to facilitate the electronic transfer of data & accrual posting

Incident Information –

For Forest Service “P” codes, utilize an 8 digit job code which includes the fiscal year as the last 2 digits i.e., P3ABC306

Casual Hires

ISuite users: Enter social security number for all casual hires; the ssn will not print on the hard copy OF-288; therefore when having the casual hire review and sign their timesheet, also have them hand enter their social security number. If the SSN is not entered, payment may be delayed as the Incident Finance (IF), Casual Pay Group must contact the hiring unit to obtain the SSN.

Export to the I-Suite repository daily. Also submit the original OF-288 to the Ogden, IF Casual Pay Group – **we** do not yet have approval for electronic signature for casual pay and must retain the original for documentation. The “hired at” unit must be in Unit ID format – i.e., ID-BOF and designate the agency that hired the casual. This determines which agency will process the casual hire payment. The general rule is the hiring agency is the paying agency, ADs hired by other than FS, shall have their OF-288s returned to them at demob.. A federal-hired casual should never have a state agency unit id.

OF-286 Emergency Equipment Use Invoices

1. Normally, regardless of the federal agency who signed the EERA agreement – payment is processed by the using agency. One exception are the engine, tender and bus EERAs from the Rocky Mtn and Great Basin Geographic Areas that are all paid by the FS regardless of the fire jurisdiction, and is so noted on the EERA.

Accrual Information

Incident Teams shall send daily accrual reports to the Incident Finance Branch at the Albuquerque Service Center via e-mail to asc ipc@fs.fed.us or FAX to 866-816-9532 for **all** Type I and II Incidents (including Wildland Fire Use) and incidents resulting in Cost Share agreements, regardless of size class, where Forest Service expenses will be incurred. This will include expenses for Non-Forest Service federal fires for resources that the FS must pay; including caterers, showers, FS contracted aviation, crews and engines, FS hired Casuals (ADs), state resources not from the incident state including out-of-state county, city and rural departments. The Incident Team shall provide the accrual summary and detail report daily. If the Incident Management team 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.

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The I-Suite Cost Module will be used to track cost data on all Type I and II incidents. In I-Suite, every resource is given a default accrual category based on the agency, contracting agency and kind of resource. To assure that costs are being recorded accurately, the team should verify for each resource being tracked that all information is correctly entered in I-Suite. The most critical fields for the accurate tracking of accruals are the Agency and Contracting Agency. The Agency field represents the Agency that the resource belongs to. The Contracting Agency is the Agency that will end up paying for the resource. For example, on a BLM fire, for accruals to be correct you would not want costs for a BLM paid contract to go into the FS accrual. Thus by showing the agency as PVT and the contracting agency as BLM the cost of the contract would go into the FED category and be excluded from the CONT category which goes into the FS accrual.

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Accrual and Cost Category	Incident Jurisdiction	Code for I-Suite Agency Field	Code for I-Suite Contract Agency Field	Resulting Accrual Report Line #
Emergency Equipment Rental Agreements. The using agency pays, regardless of which agency signed the EERA. Exception: R4 EERAs for Engines, Tenders and Buses are all paid by the FS Accrual Category Code: CONT	FS	PVT	FS	001
	BLM/FWS/NPS/BIA -----		BLM/FWS/NPS/BIA -----	Excluded
	FS/ BLM/FWS/NPS/BIA		FS	001
National contracts (excluding aircraft). The Forest Service pays for all National contracts. Accrual Category Code: CONT	Any	PVT	FS	001
Facility and land agreements Accrual Category Code: CONT	FS	PVT	FS	001
	BLM/FWS/NPS/BIA		BLM/FWS/NPS/BIA	Excluded
Contract Helicopters – excluding DOI-AM Accrual Category Code: Heli	FS/BLM/FWS/NPS/BIA	PVT	Agency that signed the contract	002
Contract Fixed Wing – excluding DOI-AM Not tracked in I-Suite accrual module – data captured on FS-122 or OAS-23	FS/ BLM/FWS/NPS/BIA	PVT	Agency that signed the contract	003, created at the Incident Payment Center regardless of incident size
AD resources Accrual Category Code: AD	FS	FS	FS	004
	BLM/FWS/NPS/BIA	BLM/FWS/NPS/BIA	BLM/FWS/NPS/BIA	Excluded
Local City, County or Rural Government Units from State of	FS	CITY, CNTY or RUR. Secondary check of home unit	FS/	005

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incident Accrual Category Code: STL (from state of incident)	BLM/FWS/NPS/BIA	to determine if the resource is Local or out of state.	BLM/FWS/NPS/BIA	Excluded
Local City, County or Rural Government Units from out of state of incident (per Interagency agreement FS pays for interstate travel of state/local employees regardless of incident jurisdiction) Accrual Category Code: STO (out of state)	FS/ BLM/FWS/NPS/BIA	CITY, CNTY or RUR. Secondary check of home unit to determine if the resource is Local or out of state.	FS	006
State government resources from state of incident Accrual Category Code: STL (from state of incident)	FS BLM/FWS/NPS/BIA	Two-letter state identifier identifies resource as local state or out of state.	FS BLM/FWS/NPS/BIA	005 Excluded
State government resources Units from out of state of incident (per Interagency agreement FS pays for interstate travel of state/local employees regardless of incident jurisdiction) Accrual Category Code: STO (out of state)	FS/ BLM/FWS/NPS/BIA	Two-letter state identifier identifies resource as local state or out of state.	FS	006
Full Service Retardant Not tracked through I-Suite accrual module – Data captured on FS-122 or OAS-23		PVT		007, created at the ASC Incident Finance Branch
DOI-AMD (OAS) Helicopters	FS	AMD (OAS)	FS	Separate DOI-

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Accrual Category Code: Heli	BLM/FWS/NPS/BIA		BLM/FWS/NPS/BIA	AMD line 002 Excluded
DOI-AMDS (OAS) Tankers Not included in I-Suite accrual module		AMD (OAS)		Separate DOI-AMD line 002, created at the ASC— <i>Exclude for non FS incidents</i>
		Federal agency	Federal Agency	Excluded
Federal Agency resources (excluding AD's and DOI-AMD Aircraft) Not included in I-Suite accrual module	FS/ BLM/FWS/NPS/BIA			
National Weather Service (NWS) Costs Accrual Category Code: CONT	All	NWS	FS	Separate NWS RC, line 001
Cost Share Fires				

Comment: Add writeup from Brenda on accrual override function

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1. Post time to in I-Suite **within 72 hours** of the completion of a shift.
2. Enter accurate check-in and release dates, and enter release dates **within 24 hours** of resource demobilization.
3. **Reflect the incident state** in the incident table as the two letter state identifier (e.g., OR, WA, CA).
4. For **state** resources that will be paid by the state, confirm that accurate rates are being used, even if they are estimates.

Use the I-Suite accrual module to generate daily accrual data that will be sent to the ASC Incident Finance Branch. *This should include the summary and detail reports.* FOR THIS YEAR ONLY, if you are doing the daily export for electronic payments, please also continue to send the daily accrual report to the ASC. Once the pilot test is completed, only the export file will be required. Sending both files during the pilot is necessary to insure data accuracy.

Note the cut-off dates in the matrix for the end of the quarter and end of the fiscal year. By the close of business on these dates, incident teams should send a cost estimate for the remaining days of the month, and discontinue sending daily estimates until the first day of the following month. This is to ensure that our quarterly financial statements reflect end of the month cost information before our financial systems close for end of the quarter and fiscal year processing.

Other Costs

Incident teams are also responsible for tracking other types of costs that are not mentioned above. However, they will not be responsible for creating or submitting cost accruals for these other costs., examples of these other costs are listed below.

- Agency-owned (WCF) Fixed Wing Aircraft
- Military
- International personnel
- PCMS
- Cache
- Bulk Retardant
- Agency Employee Salaries
- Working Capital Fund equipment costs (fleet, heavy equipment, forklifts etc.)
- Claims
- Travel
- Other Federal Agency costs that are not related to the DOI-Aviation Management or that will not be billed back to the FS.