

BLM Alaska Finance In-Brief Checklist

The BLM Alaska Incident Business Management Operating Guidelines will be given to the FSC at the IMT in-brief. The following checklist identifies special considerations and items specific to each incident to be covered during the in-brief between the host agency and the FSC/IMT Finance group.

Incident Name:	Admin Office for Payments:
Start Date:	BLM, Alaska Fire Service
Charge Code:	1541 Gaffney Rd.
Incident Number:	Fort Wainwright, AK 99703
Jurisdiction:	907-356-5579

	CONTACT:	PHONE / EMAIL:
Agency Administrator:		
Incident Business Advisor:		
Finance Section Chief:		
Buying Team:		
Expanded Dispatch:		

Transition from IA/Extended Attack

- e-Suite: Is there an enterprise database started? Has it been transferred to the IMT?
- IA Finance: Has Firenet been set up? Are any IA finance people available to stay with the IMT?
- Review existing Finance issues already in place: timesheets, local resources tracking, local LUA's, quick costs, etc...

FSC: General Finance Issues

- Information sharing: How will you share information between INBA and FSC?
- Audit: Coordinate when INBA will review packets (mid-incident and before close-out) and what they will be looking for.
- Finance Package requirements: Follow NWCG Standards for Electronic Documentation current edition. Ensure Final Statement of Cost is included in package (permanent record). Define transition expectations. Define filing preferences.
- Closeout: Expectations for Finance closeout and final audits. Discuss Finance Evaluation and expectations.
- Pre Order: Has it been reviewed? Are there any modifications or concerns the host agency has or would make recommendations?
- e-Suite Database: IMT computers and turn back expectations, ensure appropriate incident agency personnel added to enterprise database.

- Incident Replacement Policy: Host agency will outline and may delegate approval authority per agency policy. Define process, documentation requirements and FSC/LSC roles (ex: non-standard cache items, specialty items, etc.).

FSC: General Finance Issues Continued

- Interim Payments: Interim payments submitted every 14 days.
- Law Enforcement: What Law Enforcement is available in this area and what process to utilize (Agency Law Enforcement agreements and payment requirements).
- Ambulances, Fireline EMTs, and EMS: Give special consideration as to whether an assigned ambulance or EMS is appropriate for the incident and what are those gains (are you located where 911 provides same or greater service, can the EMS personnel access the fireline, etc.)
- Evacuations: Define responsibility and process for payments outside of Law Enforcement (ex: BLM ordered or DNR ordered).
- Alaska does not utilize VIPR.

Cost

**Note: several of these items may impact the entire Finance Section and tracking*

- Cost Share: Yes/No? If so, identify specific requirements within the Cost Share and what tracking will be needed from the COST.
- Cost tracking and reporting expectations: Identify what reports or graphs are expected and when (ex: total cost each day at Planning meeting). Identify who receives daily cost reports.
- Provide the Buying Team contact information for BUYT cost tracking.
- Incident Complex: Yes/No? If so, identify if there are specific tracking requirements for each incident (ex: separate incidents until X date then complex, all incidents as one complex, multiple incidents managed tracked individually under complex name, etc.)

Personnel Time

- CTRs: All documentation required (Hazard, excessive shift justification and mitigation, compensable meals, supervisor signature, mileage, meals, etc.)
- AD Payments: Define expectations for audits, accuracy and submission timelines. Define submission process (direct from FSC or does INBA want a review)
 - FEDERAL AD: Employee Common Identifier (ECI) entered into e-Isuite
 - FS AD Payments – Include travel unless meets specific exception criteria
 - DOI AD Payments – return to DOI agency
- STATE EFFs, State employees, Fire Departments: cooperator agencies take all original documents back home for processing; Finance must upload copies for finance files.
- AK Contract Crews – BLM sponsored
- National Type 2 Crews
 - FS-ASC is the Payment Agency (Reference the contract for submission address)
 - TY2 Crews – original CTRs must be submitted with the OF-288 for payment to FS-ASC

Procurement & Equipment Time

- Land Use Agreements and Acquisition processes:
 - Follow dispatch ordering process.
 - Identify who the lead Contracting Officer is and who is approved to write-up LUAs or EERAs
 - No incident resources may occupy ANY non-Agency owned facility and/or ground until a LUA is place
 - Identify how LUAs will be paid with credit card vs. OF-286.
- Purchasing
 - Buy locally as much as possible. AFS Has a National Cache
 - Meals & Lunches: identify any vendors on the resource list (note that no pre-season sack lunch agreements exist anymore)
 - Tracking Spreadsheet: Identify how daily expenses will be reported to the IMT for COST reporting
 - Process for commercially rented equipment (not paid on OF-286)
 - Utilities: All utility services ordered for the incident will be
 - Identified with name of person requesting service
 - Tracked appropriately
 - Will be reported and turned over to the host agency
 - Local purchases will be returned to the local unit
 - Finance Electronic Filing: follow NWCG Standards for Electronic Filling current edition.
- Contract Equipment: Identify top issues to watch out for
 - Ensure current agreement, complete shift tickets, **to INCLUDE all boxes and signatures filled in correctly**, mileage documented, actual hours, all operators listed, deductions/additions, resource order, etc. (BLM-AFS requires all pink (original) shift tickets or use invoices provided by vendors to be filled out correctly including appropriate signatures with payment packages).
 - Ensure pre and post use inspections are done (marking no damage/no claims in Finance is not enough). Pictures are required for pre and post inspections.
 - Review requirements for UEI and Tax ID numbers
 - Check if coming from a reassignment and ensure reassignment day paid correctly
 - Transports and Heavy Equipment: emphasize transport payment direction
 - Mob/Demob day
 - One operator, Transport rate is reduced; Two operators (must both be identified on Shift Ticket)
 - General Message from Ops for keeping transport with equipment
 - Specify when separate E-#s are needed for transport and when not
 - Contractor Extensions: will this be tracked by Finance or Plans? Use Extension Form
 - No variations from the contract are acceptable unless negotiated by the signing CO (double shifts, adding equipment or capabilities, adding operators, rate adjustments, etc.)

Procurement & Equipment Time Continued

- Un-Operated Equipment: tracking and payment process (ex: which resources are tracked/ paid by Finance or by BUYT)
 - o Ensure all shift tickets are filled out completely and signed for these resources.
 - o Establish a weekly/ rotation where shift tickets are turned in consistently not one start/stop for entire incident.
- Fuel: fuel and oil issue tickets are the rare exception. On-incident fuel purchasing (generators, rentals, etc.) will be set up by the host agency.

Comp/Claims

- Identify local hospitals and clinics that accept OWCP.
- If no COMP, identify process for when injuries occur (ex: will FSC, EMT, Safety accompany injured individual or is a local representative available?)
- APMC: Review Agency APMC policies (ex: is host agency authorizing use, when can it be used, etc.)
- Incident Finance Package requirements: all forms sent home with individual and only M-Log left in Finance Package
- Claims: Identify process for claims submission (ex: claims against the Government routed to the INBA, employee claims to employee's home unit, etc.)
- Contract Claims: Must be handled by an appropriate Contracting Officer. If none assigned to incident, must be routed to the local CO via the INBA.
- Accident reporting: review proper forms and process.

Additional Finance considerations or requirements: