



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 South Development Avenue
Boise, Idaho 83705-5354



August 14, 2013

Memorandum

To: All Regional Directors, All Regions
Attention: Regional Fire Management Officers

From: Director, Branch of Wildland Fire Management

Subject: Emergency Equipment Rental Operations Plan

Program Area: Financial Business Management

Purpose: This Instruction Memorandum (IM) provides direction for regions to submit invoices to the Fiscal Service branch in Reston, Virginia.

Timeframe: This IM is in effect immediately.

Budget Impact: Increase in suppression cost as Emergency Equipment Rental Agreements are processed.

Policy/Action: Regions are to submit EERA invoices for payment.

Attached is an updated Emergency Equipment Rental Agreement Operations Plan. This will provide procedures, guidance and instructions to the Bureau of Indian Affairs Wildland Fire Management programs, Regional Fire Management offices, Agency offices, Office of Financial Management, Office of Acquisition and Property for implementation of the Emergency Equipment Rental (EERA) payment process.

Please distribute as needed with in your region. If you have any questions, contact Gini Broyles, Administrative Officer, at 208-387-5696 or email esther.broyles@bia.gov.

EMERGENCY EQUIPMENT RENTAL AGREEMENT PAYMENT, BUSINESS OPERATING PLAN, BUREAU OF INDIAN AFFAIRS (BIA)

BACKGROUND: Bureau of Indian Affairs (BIA) Financial Services in Reston, Virginia, processes emergency equipment rental agreement (EERA) payments. These agreements are for incidents that occur on BIA administered trust lands, where the BIA is responsible for processing EERA payments and USDA Forest Service (FS) I-BPA VIPER contracts.

The Financial Services department in Reston requires a BIA approving officer audit, review, and sign payment packages for valid invoices. An approving officer's signature card must be renewed every year with Financial Services.

PURPOSE: The operating guidelines will provide procedures, guidance, and instructions to the BIA Wildland Fire Management programs, Regional Fire Management offices, and Agency offices, Office of Financial Management, Office of Acquisition and Property, for implementation of the EERA payment process.

RESPONSIBILITIES

Director/Assistant Director, Branch of Wildland Fire Management:

- Carry out the responsibilities as the Bureau delegated official for the Wildland Fire Management programs.
- Responds to EERA related requests from the Department of Interior (DOI).
- Monitors use of the EERA hiring authority nationally to ensure accountability and adherence to the Interagency Incident Business Management Handbook (IIBMH), Acquisition, Chapter 20 or any policy as approved by the National Wildfire Coordinating Group (NWCG) authorities and policies.
<http://www.nwcg.gov/pms/pubs/large.html#iibmh>

National Point of Contact (NPOC):

- Provide leadership and guidance to the regional fire management officers (RFMOs), regional point of contacts (RPOCs), agency point of contacts (APOCs), regional contracting officers (RCOs), and Financial Services staff.
- Coordinates and submit changes to the EERA process as necessary.
- Coordinates with the RPOCs for implementation of changes or enhancements to the payment process as they occur.
- Works with the Interior Business Center (IBC), Office of Financial Management, and the Office of Acquisition and Property to ensure the BIA accounting systems meet payment requirements processed through the BIA Financial and Business Management System (FBMS).
- Annually updates the RPOC/APOC list of contacts.

Regional Fire Management Officer (RFMO):

- Oversees regional adherence to the IIBMH, Acquisition, Chapter 20 or any policy as approved by NWCG authorities and policies.
- Ensures appropriate procedures are in place at the agency level for hiring emergency equipment.
- Supports the procurement process for equipment resource orders.
- Ensures agencies establish pre-season business operating plan and incident agency service and supply plan.
- Provides support and oversight to the agency and RPOC. Communicates with NPOC as required.
- Assists agencies to resolve any issues with claims prior to submitting an EERA payment package.
- Informs agencies within the region of any changes related to hiring equipment.
- Conducts reviews of EERA payments.

Regional Point of Contact (RPOC):

- Provides leadership and oversight for APOC.
- Coordinates and resolves EERA issues with vendors.
- Provides accurate FBMS cost code accounting information for EERA payments, including the fiscal year (13XA1125TR represents 2013), the vendor's DUNs number, Bradstreet number, and FBMS vendor code, which are required on the EERA payment invoice.
- Updates the APOC list yearly and submit to the NPOC.
- Develops a business operating plan in coordination with the agencies.
- Ensures agencies within the region receive a copy of the EERA payment business operating plan.
- **Financial Services will not research missing information from an EERA payment package.**
- **RPOC must assign a regional document number, to track payments in FBMS and determine when payment is made (sample: 13C00440825; 13 represents the fiscal year, C00440, region, and 825 is the sequential number of invoices the region has processed).**
- Accesses FBMS report to verify BIA payments have been processed, which triggers the action to do a purchase request (PR) to obligate funds in FBMS.
- Coordinates, troubleshoots, and resolves any pay issues submitted by the agencies, interagency management team, or finance section chief.
- Coordinates, reviews, and tracks EERA payments for the region.
- Serves as the approving official for EERA payments submitted to Financial Services for payment.

Unit Fire Management Officer (FMO):

- Responsible for adherence to the IIBMH, Acquisition, Chapter 20 or any policy as approved by NWCG authorities and policies.
- Develops and uses a business operating plan and incident agency service and supply plan for EERA pre-season hiring procedures.
- Ensures pre-season equipment is issued a resource order prior to dispatching.
- Ensures equipment is inspected prior to dispatch to incident only if an existing EERA is in place.
- Equipment with no EERA cannot be dispatched without a signed and approved EERA by a warranted officer.
- Provides support and oversight to the APOC and communicates with the RPOC as required.
- **Ensures the correct accounting information is provided and used for suppression and severity prior to payment process. Financial Services require the full fund cost string and the DUN's number of the vendor. Reston will send back the EERA package if information is missing.**
- Keeps APOC informed of any changes related to the hiring of EERAs.
- Ensures experienced and trained personnel (possibly the equipment time recorder on interagency management team), or someone other than the person who prepared the EERA invoice, reviews and audits EERA payments. Coordinates with regional warrant office staff to update and establish incident agency service and supply plan, business operating plan and sign-up of EERAs and blanket purchase agreements (BPAs).
- When there is no US Forest Service EERA available or an "Indian preference" or "incident only EERA" used, work with RCO or warrant office staff.

Agency Point of Contact (APOC) (Auditor):

- Complies with the IIBMH, Acquisition, Chapter 20 or any policy as approved by NWCG authorities and policies.
- Must be experienced and trained to review and audit EERA payments.
- Provides leadership and oversight for payments.
- Ensures pre-season EERAs are in place at local agency.
- Posts equipment shift tickets within four hours after an operational period.
- Ensures EERAs are completed, audited, and submitted for payment.
- Brings to the attention of the agency fire management officer (AFMO) any EERA issue that appears not to be in compliance with EERA policies.
- Coordinates with the AFMO to ensure correct cost accounting is provided and used for suppression, severity, or fuels.
- Ensures RPOC receives yearly updated contact information and list of agency auditors.
- Coordinates, troubleshoots, and resolves any payment issues with the AFMO, agency administrator, warranted officer or RPOC.
- Maintains a copy of EERAs for wildland fire records.
- Ensures document number is assigned for payment which will be assigned on the resource order.
- Audits, certifies, and submits payment package to RPOC for processing.

Regional Warranted Officer:

- Coordinates with RPOC and agency to establish or update annually an incident agency service and supply plan and business operating plan.
- Coordinates with agency for pre-season signups for EERAs and BPAs.
- Establishes EERAs using the geographic area supplement for equipment rates.
- Coordinates, resolves, clarifies, and makes final determination on any issues concerning EERAs with RPOC, AFMO, and Financial Services. The warranted officer is the only authorized person who can change any EERA.
- Encodes pre-season EERAs in PRISM.
- Is available to assist with incident support if requested by the RPOC.
- Provides oversight for incident support in coordination with supply unit, buying team, finance unit, and agency.

BIA Financial Services

- Processes EERA payment packages.
- Contacts the RPOC or APOC to resolve issues.
- Payments processed to meet the Prompt Payment Act.

Mail payments to:
Bureau of Indian Affairs
Reston Financial Services
Attn: EERA Payments
12220 Sunrise Valley Drive
Reston, VA 20191

Resources

National Mobilization Guide: <http://www.nifc.gov/nicc/mobguide>
Interagency Incident Business Management Handbook:
<http://www.nwccg.gov/pms/pubs/large.html#iibmh>
System for Award Management (SAM): <https://www.sam.gov>

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**BUREAU OF INDIAN AFFAIRS
REGIONAL POINT OF CONTACTS**

REGION POINT OF CONTACT	Reston, VA Financial Section or Regional Contracting Officer	PHONE NO	FAX NO
A00 - Great Plains Region			
Lee Bearheels	Terri Cady	605 226 7621	605 226 7358
B00 - Southern Plains Region			
Jocelyn LittleChief Robert Morgan	Jocelyn Littlechief	405 247 1527	405 247 9707
C00 - Rocky Mountain Region			
Amanda Boatright	Alvin Jay WindyBoy	406 247 7949	406 247 7921
E00 - Alaska Region			
Raymond Hart		907 586 7404	907 586 7120
F00 - Midwest Region			
Cristine Basina Tom Remus	Terri Cady Raelyn Many Horses	612 725 4525	612 713 4401
G00 - Eastern Oklahoma Region			
Simeon Gipson	Katie Stafford	918 781 4642	918 781 4644
Bobbie Jo Crooch		918 781 4642	
H00 - Western Region			
Carletta Coochwytewa		602 379 6798	602 379 6826
	Gerald Knox Renee Holly	602 379 4029	602 379 6763
J00 - Pacific Region			
Julie White	Jodie Zachary	916 978 6146	916 978 6081
K00 - NIFC			
Gini Broyles		208 387 5696	208 387 5581
Michelle Cruz Salum		208 387 5566	208 433 6424
M00 - Southwest Region			
Lorraine DeWahe	Jeff Sena	505 563 3362	505 563 3052
N00 - Navajo Region			
Dale Glenmore	Diane Gutierrez	927 729 7230	927 729 5029
	Diane Gutierrez May Jin	505 863 8335	505 863 8382
P00 - Northwest Region			
James Colhoff		503 231 2040	503 231 6817
		503 231 6764	503 231 2186
S00 - Eastern Region			
Reese Kerbow	Ryan Geffre	615 564 6766	615 564 6571
		615-564-6970	615 564 6529

The following matrix outlines duties of national, regional, and agencies (FMO, Financial Services, and current POC staff):

DUTIES	Agency FMO APOC	Regional RFMO RPOC	NIFC NPOC	Contracting Officer
Hire of equipment at incident agency.	X			
Record time, perform thorough audit of EERA payments, and certify as accurate.	X	X		
Oversight of incident agency service and supply plan and business operating plan	X	X		
Ensures the EERA hiring authority will be adhered to in accordance with the policy and purpose.	X	X	X	
Completes, posts time on invoices for payment, verifies required payment, and submits documentation.	X	X		
Audits and certifies EERA packages for payment.	X	X		
Accesses FBMS reports for reporting and monitoring data.	X	X		
Encodes EERAs in PRISM and ensures accountability in (FPDS).	X	X		X
Establish APOCs		X		
Provides current updates and/or changes in accordance with IIBMH.			X	
Coordinates policy and procedures with BIA Financial Services, acquisition.			X	

PROCESSING PAYMENTS

1 – AGENCY FIRE MANAGEMENT (HOME UNIT)

INCIDENT AGENCY SERVICE AND SUPPLY PLAN

The agency shall maintain an incident agency service and supply plan that identifies local resources. These plans should be established pre-season. Incident agencies provide this plan to incident management teams and incident support units, e.g., buying team, administrative payment team, and expanded dispatch.

The fire management office at each agency shall establish procedures for administering the EERA, including ordering, inspecting, record keeping, releasing, and paying. Changes or modifications to the EERA terms and conditions may only be made by the original signing procurement officer. The agency fire management officer (AFMO) will coordinate with the regional warranted officer to administer the EERA signup and update incident agency service and supply plan.

Include the following in the incident agency service and supply plan:

1. EERAs, OF-294, including Service Contract Act wage rates for the area
2. Land use and facility rental agreements
3. Blanket purchase agreements (BPA)
4. Other agency contracts
5. Available local open-market sources – list sources for heavy-demand items, such as clothing, food items, food service (including menus), hand tools, fuel, and vehicle and equipment rentals and repairs.
6. Local interagency agreements and annual operating plans
7. Geographic area supplement for standard emergency equipment rental rates covering different types of equipment and vehicles.
8. Geographic area supplemental food policy, which may restrict the national policy.

REQUISITIONING PROCEDURES

The request for goods and services must be supported by a resource order. This includes but is not limited to incident personnel, supplies, equipment, and services. An FBMS purchase request (PR) will be completed by the ACQ_REQ personnel in each region.

It is appropriate to use the EERA for the rental of equipment, property (non-facility or land), and animals.

To avoid duplication and ensure coordination among agencies, where agency procedures permit, only one pre-season agreement should be initiated with each vendor for the same piece of equipment.

Agencies should initiate pre-season agreements with only those vendors whose base of operations is within the local area.

ORDERING EQUIPMENT

When pre-season agreements are established and initial attack, extended attack, or an incident management team has been ordered, the following procedures are followed by the agency:

Existing agreements for equipment ordered through the resource order status system (ROSS) and arriving from outside the local area should be accepted and not renegotiated. Generally, vendor's costs of doing business is established at their home base and do not change when they travel to incidents outside his or her geographic area.

Fire equipment not ordered through ROSS that arrives at an incident should be used only if there is a bona fide need and time does not permit ordering through established channels. In those circumstances, apply the following guidelines:

- Prior to use, establish a resource order to document the need.
- Equipment with an existing agreement. Agencies are not obligated to honor rental agreements for equipment not ordered through ROSS. If the terms, conditions, and rates are considered to be reasonable, the existing agreement may be used. If the EERA differs significantly from local agreements or established geographic area rates, a new agreement will need to be established.
- Equipment without an existing agreement – refer the matter to a warranted contracting officer, (e.g., procurement unit leader or buying team contracting officer).

- New agreements shall be valid for the duration of that specific incident only. The warranted contracting officer shall indicate the incident name and number in the effective dates, e.g., "for the XXX incident only."
- Point of hire should be the incident. **Compensation for travel to and from the incident will not be allowed.**
- Replace non-local resources with local resources at the earliest convenience as determined by AFMO or operations personnel managing the equipment at the incident.

Ordering equipment for initial or extended attack or in coordination with an IMT.

At the time equipment is ordered the ordering official shall:

- Specify conditions of hire, e.g., number of operators, vendor or government provided operator, supplies, equipment ordered.
- Inform vendor where and when to report and give location of inspection site.
- Negotiate point of hire and time of hire. The time under hire (EERA, general clauses, and clause 2) shall begin at the time designated by the ordering official, or when equipment transportation or work starts and the required operators are available, whichever comes later.
- Issue incident order number and request number to vendor and inform him or her to provide the finance section with a copy of the EERA and any certification or documentation required by the agreement.
- Coordinate hiring of casuals with hiring official for government-provided operator.
- Ensure delivery of Emergency Equipment Rental-Use Envelope, OF-305, and related documents to the finance section at the incident.

INSPECTIONS

At the time of hire, equipment must be inspected using the Vehicle/Heavy Equipment Inspection Checklist, OF-296. The person authorized to place the order with the vendor must coordinate with the agency-identified inspector to complete the inspection at point of hire. The logistics section chief for an IMT is responsible to ensure that adequate inspections are completed for equipment arriving at the incident.

Equipment signed up under a pre-season EERA and inspected at the time the EERA is established must be re-inspected at time of use.

If inspection of the equipment cannot occur at time of ordering, it must take place upon arrival at the incident or designated location. The vendor should provide a copy of the original inspection at this time.

DOCUMENTATION

The AFMO/APOC will ensure the equipment time is properly recorded in accordance with the terms and conditions of the EERA and document significant events during the period of rental. The IIBMH, Appendix B – Tool Kit, provides examples of documents that can be used to track incident equipment use, deductions, etc. The following forms will be used to document equipment use:

- Emergency Equipment Rental Agreement (EERA), OF-294 documents the agreement with the vendor and determines the terms and conditions of renting the equipment.
- Vehicle/Heavy Equipment Inspection Checklist, OF-296 documents the condition of the equipment prior to use and at the time of release. This form is completed and signed by a qualified agency representative and the vendor.
- Emergency Equipment Shift Ticket, OF-297 documents daily equipment time to the Emergency Equipment Use Invoice. This document is completed by the incident representative responsible for managing the equipment and is signed by the vendor, incident representative, and forwarded to the finance/administration section. The equipment time recorder posts this information to the invoice through ISUITE and initials the shift ticket to ensure the posting has been completed. Instructions for completing the shift ticket are in IIBMH, Chapter 20, Exhibit 27.
- Emergency Equipment Use Invoice, OF-286 documents the daily use from shift tickets and calculates the payment due. This form is completed and signed by the appropriate incident official and the vendor. The agency time unit leader of local incident or IMT procurement unit leader or buying team leader is responsible for ensuring the OF-286 is posted accurately from the Emergency Equipment Shift Ticket, and the correct rates of pay from the EERA, OF-294, have been calculated and entered correctly. Chapter 20 in IIBMH, Exhibit 28 contains instructions for the

OF-286. Chapter 20, Exhibit 28 shows a sample OF-286 for a dozer rented with operator. In lieu of the OF-286, an original commercial vendor invoice with authorizing government official signature may be used.

- Emergency Equipment Fuel and Oil Issue, OF-304 documents quantities of fuel, oil, or other operating supplies provided by the incident. The ground support unit leader establishes procedures for tracking fuel, oil, and other operating supplies and services. The OF-304 is completed by the issuing agent and signed by the issuing agent and receiving agent. In lieu of the OF-304, a log with authorizing government official signature may be used for documentation. The deductions are posted on the Emergency Equipment Use Invoice, OF-286.

Other documents relating to the rental of equipment include:

- Resource order form
- Commissary issue records
- Agency provided medical care invoices
- Agency-provided repairs, parts, and supply invoices
- Contract claim documentation
- Emergency Firefighter Time Report, OF-288
- Performance evaluations

EMERGENCY EQUIPMENT RENTAL-USE ENVELOPE, OF-305

This envelope consolidates the above forms and any other documents relating to the EERA. It includes a checklist that indicates items contained in the envelope, agreement information, and if any administrative follow-up was required (See Chapter 20 of the IIBMH, Exhibit 30).

The envelope is prepared at the time of hire by the hiring official and will contain a copy of the EERA contract, pre-use inspection, and emergency equipment shift ticket book.

FORMS DISTRIBUTION

The Emergency Equipment Rental Agreement, OF-294, Emergency Equipment Shift Ticket, OF-297, Emergency Equipment Use Invoice, OF-286, and Emergency Equipment Fuel and Oil Issue, OF-304, are color coded for ease of distribution. These forms should be distributed as follows:

- Goldenrod to the vendor.
- White to the ordering office (incident agency).
- Pink to the payment office.
- Blue with the incident finance package.

The Emergency Equipment Fuel and Oil Issue, OF-304, has additional copies of the form used for the following:

- Second pink is used if payment record is necessary to pay fuel vendor for fuel, oil, or supplies.
- Green is issued to individual receiving the products. If other than standard official forms are used, (e.g., ISUITE, commercial logs or invoices, etc.) ensure adequate copies are provided and original signatures are made in a color other than black ink.

EQUIPMENT RELEASE

When the equipment is released, agency time unit leader, procurement unit leader or buying team leader will ensure:

- A release inspection is completed.
- Time, additions, and deductions are posted.
- A Demobilization Checkout, ICS-221, has been signed.
- Release travel time is posted to the invoice.
- The release date and time are documented.
- Proper signatures are obtained in other than black ink. The vendor or vendor's representative indicates if there are any claims.
- Documentation is placed in the Emergency Equipment Rental-Use Envelope, OF-305, the face of the envelope completed, and the envelope is transmitted to the incident agency or other designated payment office as indicated in the contract.

CONTRACT CLAIMS

Contract claims may be settled by the original contracting officer, or a designated successor contracting officer, acting within their delegated warrant authority and limits set by the agency. The claims will be acted on by the regional warranted officer. At the time of establishment, the contracting officer may add comments in the special provisions section of the EERA, provides for claims settlement, e.g., "Any Federally warranted contracting officer may settle claims against this EERA." Each settlement shall include a contracting officer's determination and findings. Each claim settled will be documented and attached to the Emergency Equipment Use Invoice, OF-286, and forwarded to the payment office. In the event a settlement cannot be reached and a dispute arises, the written final decision shall be made by the contracting officer initiating the EERA or an agency-designated successor contracting officer.

Payment for equipment use shall not be delayed beyond a reasonable period to obtain documentation needed to support a vendor's claim.

The following are general guidelines for dealing with a claim or potential claim:

Incident personnel shall not give advice, comment, or solicit a vendor's claim.

Although there is no specific form on which to file a claim, the claim must be in writing and include the following:

- Claimants complete name, mailing address, and phone number.
- Signature of the equipment owner or legal representative.
- Claimant's statement of facts concerning the damage.
- Claimant's itemized listing of the amount claimed, including estimated values of equipment before damage.
- Witness statements if available.

The incident supervisor managing the equipment is responsible for documenting the damage and initiating the investigation. The extent of the investigation should be appropriate to the complexity and amount claimed. The investigator shall avoid conclusions and opinions and shall only present observations and facts. The investigation report should include the following items:

- Description of the damage and circumstances leading to the damage; including location of the area, sequence of events, weather, and road conditions.
- Law enforcement investigation report if applicable.
- List of witnesses and statements.
- Sketches, maps, diagrams, or photographs of the scene or equipment.

Incident personnel should provide knowledge of potential claims to the procurement unit leader, finance chief or contracting officer.

Incident personnel sign and record the date the claim was received. This is the only information entered. Incident personnel may not complete any information for the claimant.

Claims may be submitted to the procurement unit leader, incident agency administrator, or contracting officer. The claim does not have to be completed at the incident.

Vendors intending to file a claim should note in Block 22 of the Emergency Equipment Rental Invoice, OF-286, to protect the right to file (see IIBM, Appendix B – Tool Kit).

PAYMENTS

Prior to implementing any incident payments, including those made by purchase cards or convenience checks, coordination with the RPOC and regional warranted officer and agency is required.

The agency reviews payment packages prior to submission to the RPOC. Federal payments must be made by electronic funds transfer (EFT), unless a waiver has been approved. Incident agencies may establish specific payment timeframes for vendors, (e.g., weekly during an incident, upon demobilization). Partial payments should be considered, taking into account the following:

- Length of incident (14 days or longer).
- Duration of resources away from home unit.
- Local vendor ability to restock.

Documented proof the equipment was ordered, this could be in the form of a resource order, NFES 2208, or a report from an automated dispatch.

Copy of the Emergency Equipment Rental Agreement, OF-294

Original Emergency Equipment Shift Tickets, OF-297, vendor daily worksheet, or other document provided by incident.

Original Emergency Equipment Use Invoice, OF-286 or original vendor invoice.

Emergency Equipment Fuel and Oil Issue, OF-304, (if deductions are made) or a log with approving official signature.

Copy of pre and post Vehicle/Heavy Equipment Safety Inspection Checklists, OF-296.

Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to the payment.

AUDIT

Verify that rental rates are transferred correctly from Form OF-294 to Form OF-286.

After a complete review of the OF-297s for conflicting or duplicate dates and times, verify that dates and times are transferred properly to OF-286.

Verify unit price extensions on OF-286.

Compare the daily guarantee with the total amount earned and pay whichever is greater.

Check the first and last day of the guarantee to verify the full or half amount is paid for that day.

Deduct the cost of fuel, oil, repairs and commissary items provided by the government. Verify amounts are transferred from all issue sheets.

Add the authorized cost of fuel, repairs, etc., provided by the vendor.

Ensure that amounts shown for settlement of disputes are documented and approved by a contracting officer, either on OF-286 or an attachment.

Check that the taxpayer identification number (TIN) is provided.

Ensure correct accounting cost structure is on OF-286, in block 19.

Use the document number on the resource order and Emergency Equipment Rental-Use Envelope, OF-305.

Prior to sending the original EERA payment to the RPOC retain a copy for the agency.

Be sure to write complete commitment item (BOC) information in block 20 of the Emergency Equipment Use Invoice. Use the following commitment item for the situations listed below:

- 252Z00: Operator provided by *vendor*
- 233L00: Operator provided by *government* (light equipment)
- 233Q00: Operator provided by *government* (heavy equipment)
- 269F00: Fuel purchased from a fuel vendor's dispensing truck when included in the EERA

DOCUMENT IDENTIFICATION

Assign a BIA document number to every resource order established. A BIA document number is required on every EERA package resource order and submitted for payment.

Follow the standard numbering system to assign the BIA document number:

- 1st agency organizational code (example: "AAC00440")
- 2nd fiscal year (13xA1125TR)
- 3rd log number (0001)

Example of document number: AAC00440XXXX

A review and audit must be conducted by trained and experienced personnel other than the person who prepared the EERA invoice. The minimum standard for auditors must be a qualified incident equipment time recorder. This review and audit must be conducted by a person other than the cardholder or check writer if these payment methods are used.

RESTRICTED PAYMENTS

The following must not be paid with a charge card or convenience check:

- National contracts except when approved by the issuing contracting officer. Approval should be documented and filed with the payment.
- EERAs that identify a specific payment office or unusual payment terms, unless the issuing contracting officer has reviewed and approved the payment. Approval should be documented and filed with the payment.
- Personnel hired under the Administratively Determined (AD) Pay Plan for Emergency Workers (Casuals) must be paid separately and not included with the EERA invoice.

NATIONAL INTERAGENCY FIRE CENTER (NIFC CONTRACTS)

Payments for mobile food, shower, commissary, call-when-needed type I and II helicopter contracts, national engine contracts and crews issued through NIFC shall be made by the Forest Service, Albuquerque Service Center, Albuquerque NM. The contracting officer's technical representative (COTR) or contracting officer's representative (COR) is responsible for following the procedures set forth in the contract. Incident agency procurement regulations must be followed. The incident order number and request number (e.g., E#, S#) must be indicated on all receipts and documentation.

INCIDENT COMMAND TEAM (ICT) COORDINATION

If agency mobilizes an incident management team (IMT), the finance/administration section attends a close-out session scheduled by the agency to review the final incident package. The meeting is in addition to the IMT close-out. If the IMT is released prior to the end of the incident, the relief finance/administration section, the agency, and the departing finance/administration section participate in a transition briefing.

The finance/administration section turns over the equipment files, the Emergency Equipment Rental-Use Envelope, OF-305; filed alphabetically into two groups: ready for payment and follow-up required. Identify follow-up needed and provide recommendations for solutions. Identify partial payments made on the equipment envelope.

If the incident warrants a request for an administrative payment team (APT), the BIA incident business advisor (IBA) will determine if it is justifiable to request an APT based on expediting incident payments. An APT should only be ordered when the length of the incident is of a long duration and the incident agency does not have the resources to process timely payments.

The APT is authorized to make payment for supplies, materials, services, equipment rental, and casualties used on an incident.

The APT communicates payment package, audit, and processing requirements to the finance section chief (FSC), buying team, and agency. A BIA IBA coordinates for the agency.

APTs will request a warranted contracting officer for interpreting contracts and agreements while processing incident payments. If the composition of the APT does not include a contracting officer, the incident agency must provide one.

IMPORTANT REMINDERS

- Fire Code**—ensure the fire code is legible. Common mistakes include deciphering the number Ø from the letter O, number 1 from the L, letter Z from the number 2, number 5 from the letter S, number 7 from number 1, number 8 from the letter B, number 6 from the letter G.
- Verify the FireCode in the FireCode System and in FBMS to ensure the FireCode is a valid code.**
- Ensure the accounting line is accurate and is being charged to the proper FireCode.**
- Verify the unit identifier code.**
- Verify the project cost accounting code, prescribed burn, FireCode; verify in Federal Finance System (FFS) prior to submitting payroll.**
- Verify Automated Clearing House (ACH) form is complete.**
- Verify the SAMs/DUNs number is included.**
- Verify package has been audited.**

WARRANTED OFFICER

The warranted officer has the delegated procurement authority to establish EERAs using the established geographic area supplement for equipment rates. The warranted officer coordinates with RPOC, AFMO to establish EERA agreements for the agency with only those vendors whose base of operations is within the local area. In the cases when an ICT is requested at an agency the regional warranted officer will support the incident to establish EERAs, land use agreements and BPAs.

At the time of sign-up at the agency, the warranted officer is responsible to:

Discuss the terms and conditions of the EERA with the vendor.

Emphasize that Federal, state, or local laws and regulations will apply regardless of the nature of the emergency. These include but are not limited to:

- State workers' compensation laws
- U.S. Department of Labor Service Contract Act
- Federal motor carrier safety regulations
- Fair Labor Standards Act (FLSA)
- Occupational Safety and Health Administration (OSHA) Regulations.

Discuss current work/rest and length of assignment policies (see IIBMH, Chapter 10).

For equipment hired with operator, discuss the vendor's workers' compensation obligations and liability coverage (validate coverage with vendor documentation). If the vendor is lacking workers' compensation coverage, the equipment should be declined. If there is an immediate critical need for the equipment and no other vendors are available, the procurement officer may decide to hire the operator as a casual under the AD pay plan for emergency workers. The rationale for such a decision should be documented on the EERA and the equipment replaced as soon as other vendors with worker's compensation coverage are available.

Discuss established local and out of area dispatch procedures with the vendor to discourage fire chasing.

Discuss incident behavior responsibilities with the vendor. The vendor and his or her employees shall comply with all established incident behavior responsibilities.

Note on the EERA whenever there are deviations or supplementation of general clauses, including the applicable terms and conditions and how to obtain copies of the same.

Discuss with the vendor, by signing the contract/agreement, the vendor agrees to comply with all the terms and conditions and that failure to do so will result in release from the incident and possible termination of the EERA/contract.

HIRING METHODS

Equipment hired will be done in accordance with the IIBMH, and the geographical area supplements. These geographical area supplements establish standard equipment rental rates (work, daily, or special), which reflect area costs, economics, and market conditions and to identify the preferred hiring methods per type of equipment. EERAs should specify exactly what is included in the rental rate.

Procedures for including the system for award management (SAM) requirement in emergency equipment rental agreements (EERA)

The BIA must follow these procedures to include the system for award management (SAM) requirement when establishing EERAs. Prior to establishing an EERA during the pre-season, the vendor must be registered in SAM (<https://www.sam.gov>). Vendors should be reminded that SAM registration needs to be updated yearly and the banking information provided in SAM, will be the banking information used for processing EERA payments.

Vendors who have pre-season EERAs from agencies other than BIA should already be registered in SAM but may not be set up as a vendor in the BIA FBMS. For those vendors, the RPOC will need to make sure that the necessary information is sent to the FBMS Regional Coordinator prior to the payment package being mailed, so the vendor can be set up in FBMS for an electronic transfer of funds.

For those vendors hired at the "incident only" and not registered in SAM and who will be providing a one-time service, a waiver must be requested pursuant to Department of the Interior Acquisition Policy Release (DIAPR) 2012 – 07 from the "Bureau Procurement Chief."

The exemption found at FAR 4.1102(3) (ii), contracts awarded by contracting officers in the conduct of emergency operations will apply only to procurements initiated during an incident and not to procurements initiated pre-incident or during pre-season preparation.

The exemption found at FAR 4.1102(4), contracts to support unusual or compelling needs (see 6.302-2) will also apply only to procurements initiated during an incident and not to procurements initiated pre-incident or during pre-season preparation.

A copy of the approved waiver will be required as part of the payment package. Financial Services will issue the payment as a paper check.

If a vendor is not registered in SAM but does have banking information, they must provide an ACH enrollment form (see attachment). Any vendor not registered in SAM should be encouraged to register so that they can be awarded a pre-season or multi-year EERA.

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**ACH VENDOR
INFORMATION FORM**

Data being collected on this form is requested under provisions of 31 U.S.C. 3322 and 31 CFR 210. Failure to provide information may prevent the receipt of payments through the P638 Contract Payment System and/or ACH payments.

- PAYEE
 CUSTOMER
 ONE TIME VENDOR
 Instructor / Adjunct Faculty
 SDS VENDORS
 ADD NEW CODE
 CHANGE INFORMATION
 ACTIVATE CODE
 INACTIVATE CODE

TRIBE / ORGANIZATION / VENDOR INFORMATION

IS THIS A PL 93-638 CONTRACT VENDOR?
 DESIGNATED AGENT?
 STUDENT?
 PLEASE CHECK ONE
 YES
 NO

NINE DIGIT DUNS#: _____ + _____ VENDOR CODE: _____

NAME: _____
ADDRESS 1: _____

ADDRESS 2: _____
CITY: _____ STATE: _____ ZIP CODE: _____

FED ID# or SS#: _____ HOME ORG: _____
 (Please check one) (Required for E,C,F vendor type)

1099 INDICATOR (check one required) Y N

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL: _____

VENDOR TYPE:	<input type="checkbox"/> G	<input type="checkbox"/> N	<input type="checkbox"/> C	<input type="checkbox"/> E	<input type="checkbox"/> T	<input type="checkbox"/> X	<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> B	<input type="checkbox"/> L	<input type="checkbox"/> W	<input type="checkbox"/> F	<input type="checkbox"/> D
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BUREAU OF INDIAN AFFAIRS INFORMATION

CONTACT PERSON: _____

TELEPHONE: _____

FINANCIAL INSTITUTION INFORMATION

BANK NAME: _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 ACCOUNT#: _____ NINE DIGIT ROUTING#: _____
 (CHECK ONE) CHECKING SAVINGS

NAME(S) OF ACCOUNT HOLDER: _____

Please fill out this form entirely and legible. Failure to do so will delay the processing of the form.
Vendor Mailbox FAX #: 703-390-6405

REVISED MARCH 2010

INSTRUCTION FOR COMPLETING THE ACH VENDOR PAYMENT SYSTEM-PAYMENT INFORMATION FORM

I. Select one or more of the following options applicable to the vendor:

- PAYEE** - when Indian Affairs is making a payment to the vendor.
- CUSTOMER** – when the vendor is making payment to Indian Affairs.
- ONE TIME VENDOR** –when there is only one time transactions such as payment or cash receipts to or from the vendor.
- SDS VENDOR** – when the vendor is for SDS purpose.

II. Choose one of the following actions being requested:

- ADD NEW** – Check this option if this is a new vendor.
- CHANGE INFORMATION** – This option is for existing vendors requesting changes to their records such as name or banking information
- ACTIVATE CODE** – This is for a vendor who is currently inactive and needs to be reactivated. Explanation **required**.
- INACTIVE CODE** – This is for a vendor whose information is no longer current or doing business with BIA.

III. TRIBE / ORGANIZATION / VENDOR INFORMATION

- IS THIS A PL 93-638 CONTRACT VENDOR** – Check yes, if the vendor is a tribe or tribal organization that requested to perform services that otherwise is provided by government.
- NINE DIGIT DUNS#:** A nine digit number required for all private sector vendors providing goods or services to Federal Agencies.
- NAME/ADDRESS:** Name and address of the vendor receiving a payment or making a payment.
- VENDOR CODE:** A vendor code must be provided for all PL 93-638 contract vendors.
- SS#/FED ID#/FED ID #:** Social Security number or Federal Tax ID must be provided for each vendor.
- HOME ORG:** provide the vendor's home organization code (this is only applicable to vendors with vendor Types: E, C, or F).
- 1099 INDICATOR:** Should vendor receive a 1099. Please check Y for yes and N for no.
- CONTACT PERSON:** Enter the name of the vendor's point of contact.
- TELEPHONE NUMBER:** Enter the telephone number of the vendors contact person.
- CONTACT E-MAIL ADDRESS:** Optional
- VENDOR TYPE:** Select the appropriate vendor type

- | | | |
|---------------------------------|--|------------|
| B = Business License Fee | C = Invitational Traveler (Non- Employee) | D = |
| SDS Vendors | | |
| E = Current BIA Employee | F = Former BIA Employee | G = |
| Government | | |
| L = Loans/LOMAS Vendors | N = Private Sector | U = |
| Utilities | | |
| W = One Time Vendors | T = Indian Tribe | |
| X = Tribal Organization | S = State/Local Government | |

IV. BUREAU OF INDIAN AFFAIRS INFORMATION SECTION

CONTACT PERSON: Print the requesting person's name. Without the requesting person's name on the Form, the vendor will not be activated until all necessary information is received.

TELEPHONE NUMBER: Print the requesting person's telephone number.

V. FINANCIAL INSTITUTION INFORMATION

BANK NAME: Print the name of the bank to be used for any financial transaction.

CITY/STATE/ZIP CODE: This is optional.

ACCOUNT#: REQUIRED. Provide the account number used for financial transactions.

NINE DIGIT ROUTING#: REQUIRED. This number is also referred to as the ABA number. This number may be obtained from the bank or found at the bottom of the check.

CHECKING/SAVINGS: Select one that is applicable to the account number.

NAME (S) OF ACCOUNT HOLDER: print the name as it appears on the account number provided above.

Please be advised that all forms must be as accurate and complete as possible in order for the vendor to be updated properly and in a timely fashion.

Note: All private sector vendors are required to obtain a DUNS number from Dun & Bradstreet (1-866-705-5711) and register in CCR. A DUNS number not registered in CCR is not valid. Vendors must update or renew their registration at least once a year.

An ACH Vendor Information form is not required for CCR vendors. DUNS number should be provided via e-mail to "vendor mailbox."

If you have any questions or concerns regarding the ACH Forms or vendor records, please contact the following:

Kathleen Sigurdson 703-390-6505

Jessica Massung 703-390-6646

Diane Lahr 703-390-6512

Roya Tavakoli 703-390-6565

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