# Appendix C: Review Notes

## Administration Management Checklist

Location:

Contact(s):

Date:

Reviewed By: See Appendix A

| **Key Code: E = Exceeds M = Meets** **NI = Needs Improvement NR = Not Reviewed** |
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|  |
| **Element/Activity** | **Code** | **Remarks** |
|  |
| ***Standard 1*. Budget and Administration practices are in line with current Wildland Fire and Aviation Program Management and Operations Guide and 26 IAM Part 26 on Budget. Accountability processes are in place to ensure proper utilization of all Wildland Fire Management appropriations.** |
| 1.1 Are Position Descriptions for Wildland Fire staff in place and maintained? Provide current Names and Position Titles of Fire-Dedicated Positions (permanent and seasonal). Provide current Names and Position Titles of non-fire dedicated positions (permanent and seasonal)? |  |  |
| 1.2 Is the AD firefighter payroll process identified and has the AD pay plan been implemented correctly? |  |  |
| 1.3 Are base 8 hours of preparedness funded personnel appropriately coded utilizing the correct WBS while on fire assignments. AF100 Preparedness? |  |  |
| 1.4 Are base 8 hours of non-preparedness funded personnel appropriately coded utilizing the correct WBS while on fire assignments. AF200 Suppression? |  |  |
| 1.5 Are budget reports completed regularly and forwarded to field level programs for budget management purposes, tracking, verification, etc.? |  |  |
| 1.6 Are assist costs to other federal offices being properly coded to the benefiting office’s organization code, e.g., severity, both BIA and non-BIA? |  |  |
| 1.7 What is the percentage of activities currently being performed by fire funded personnel on other activities? |  |   |
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| ***Standard 2.* Project and Activity Codes (WBS) are being assigned and used in accordance with current policy.** |
| 2.1 Are WBS codes being used to accurately capture project level costs, e.g., suppression incidents, fuels projects, BAER, aviation? |  |  |
|  |
| ***Standard 3.* Interagency Assistance is conducted in accordance with existing guidance and policy.** |
| 3.1 Is interagency assistance in accordance with the Interagency Incident Business Management Handbook and Interagency Policies & Standards? |  |  |
|  |
| ***Standard .4* Consistent use of Agreement or other funding mechanisms leading to consistent use of agreement terms. Use of Standardized Template.** |
| 4.1 Are agreements standardized to include the following: the correct authorities by agreement type, the responsibilities performed by Tribe and BIA, how and when responsibilities are implemented, costs that can be charged to the agreement, invoicing and billing procedures, timing of invoice submissions, the documentation/support to be provided and maintained? |  |  |
| 4.2 What process is used for invoices? Include date stamp, log, date work completed versus invoice date, personnel and alternates responsible for invoice processing, method of funds distribution from processed invoices identified and followed? |  |  |
| 4.3 What is the process to review and reject or accept invoices? How is this documented?  |  |  |
| 4.4 What is the timeframe to process an invoice? Are these timeframes met?  |  |  |
| 4.5 Are the appropriate delegations (DOA) in place for AOTRs, CORs or other document processing individuals to allow for the region to complete related mission.  |  |  |
| 4.6 What is the process for PL 93-638/compacts funds distribution? What process is in place to ensure timely and correct drawdowns and documentation of drawdowns?  |  |  |
| 4.7 How are reimbursable programs managed compared to base programs? |  |  |
| 4.8 Are business rules actively followed during invoice auditing; within Red Book, Fuels Handbooks, Yellow Book, local rules, budget and policy memos? |  |  |

## Budget Management Checklist

Location:

Contact(s):

Date:

Reviewed By: See Appendix A

| **Key Code: E = Exceeds M = Meets** **NI = Needs Improvement NR = Not Reviewed** |
| --- |
|  |
| **Element/Activity** | **Code** | **Remarks** |
|  |
| ***Standard 1.* Knowledge and Accountability of each fire account to ensure proper use of fire funding.** |
| 1.1 What budget processes are used to monitor expenditures and avoid deficit spending? Who is responsible for managing the process and using these programs? Is a process in place to ensure appropriate expenditures (requisitions, reviews, etc.)? |  |  |
| 1.2 Did employees funded by fuels charge regular and overtime to suppression when assigned to a fire? If not why? |  |  |
| 1.3. Is the funds distribution process identified and communicated to agencies, field offices and tribes? |  |  |
| 1.4 What support does the regional office provide to the fire management organization? Do you see any changes that can be made or modified that would eliminate any inefficiency? |  |  |
| 1.5 Are Labor Distribution Reports (BIA160s) reviewed, corrected in a timely manner and maintained for all costs charged to the appropriate accounts? |  |  |
| 1.6 Do you maintain current budget authorization documents (sub-allotments and allocations) on file? |  |  |
| 1.7 Are budget reports reviewed and maintained to ensure that proper cost accounting is being used? If discrepancies are found are they corrected in a timely manner? |  |  |
| 1.8 Were total obligations within 98% of final cost target allocation? |  |  |
| 1.9 Did total obligations exceed final cost target allocations? Compare FBMS reports to final cost target allocation. Do you compare status of fund reports to final cost target allocations, and how frequently? |  |  |
| 1.10 What is the process for reviewing and de-obligating Undelivered Orders? How frequently is this function performed throughout the fiscal year? |  |  |
| 1.11 What process is in place at the regional level to allocate funding to agencies/field offices or tribes? |  |  |
|  |
| ***Standard 2.* Management and use of IPACs** |
| 2.1 What is the process for other interagency IPAC processes (dispatch centers, training centers and cost-share)? Records are complete and organized? |  |  |
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| ***Standard 3.* Regions procedure for Field Financial reviews.** |
| 3.1 What processes are in place for field financial reviews? |  |  |
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| ***Standard 4.* EERA process and documentation** |
| 4.1 How are EERAs processed at the region and local units? What is the review process to ensure EERAs are correct and processed timely?  |  |  |

**Notes:**