



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

Memorandum

To: NWCG Parent Agencies, WT Chairs, and GACG Chairs

From: NWCG Chair *Kirk Rowland*

Date: March 27, 2007

Subject: Cost Management – Volume 2
Interagency Federal Payment Process for Emergency Equipment Rental
Agreements (EERAs) and Casuals

To continue our focus on Cost Accountability, the National Wildfire Coordinating Group Incident Business Practices Working Team (IBPWT) has developed a Cost Management Volume 2 for the 2007 fire season.

Volume 2 was written to provide interagency guidance to assist folks who are confused with where to send paperwork for the processing of payment for EERAs and Casuals hired under the AD Pay Plan for Emergency Workers. Prompt and accurate submission of these documents not only gets our vendors and casuals paid in a timely manner but also reduces interest for late EERA payments.

Your assistance in communicating this across federal wildland fire agencies, geographic areas, Incident Management Teams, and field office/unit levels prior to the 2007 fire season is greatly appreciated.

Attachment

cc: NWCG Members



INCIDENT BUSINESS PRACTICES WORKING TEAM

Volume 2

Subject: Interagency Federal Payment Process for EERAs and Casuals
(Or where do I send the paperwork?!)

Emergency Equipment Rental Agreements (EERAs)

The Standard rule for EERAs is that the **jurisdictional agency responsible for the incident pays for the EERA**, regardless of which federal agency signs up the equipment, UNLESS there is a specific clause in the EERA stating a specific payment location. Both Forest Service and the DOI agencies have issued Standard Operating Procedures for the processing of EERAs.

It is important to submit payment documents timely. The Prompt Payment Act time begins when the vendor signs the invoice, with interest accruing after 30 days.

Regardless of the jurisdiction, *copies* of payment invoices (OF-286) and documentation should be left with the host unit in the Final Incident Package. The vendor should also be provided with a copy of the invoice.

DOI jurisdiction fires: submit all required documentation to the incident host unit.

The Host Unit is responsible for audit and submission to the appropriate Bureau finance center for payment. The National Park Service (NPS) hosts four Administrative Payment Teams nationally and when dispatched will audit and pay EERAs not only for the NPS but for other agencies when requested.

Forest Service jurisdiction fires: submit all required documentation to the Albuquerque Service Center (ASC). The ASC is responsible for audit and payment.

Casual (AD) Hires

The standard rule is that **the agency of the hiring official pays for the travel and salary of the AD.**

Regardless of the hiring agency, *copies* of time reports (OF-288) and documentation should be left with the host unit in the Final Incident Package. The casual should also be provided with a copy of the time report.

BLM, FWS, BIA and NPS hired Casuals: Provide the original OF-288 to the Casual.

They are to return it to the hiring official for initial auditing; it is then forwarded to either the Casual Payment Center in Boise, ID (BIA, BLM, and FWS) or the Accounting Operation Center (AOC) in Herndon, VA (NPS).

Forest Service hired Casuals: submit all required documentation to the Albuquerque Service Center (ASC). The ASC is responsible for audit and payment.

The Interagency Incident Business Management Handbook has more specific information on EERAs and Casual hires.