



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
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Denver, CO 80225-0047



In Reply Refer To:
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January 24, 2006

EMS TRANSMISSION 01/27/2006
Instruction Memorandum No. BC-2006-020
Expires: 9/30/2007

To: All Washington Office and Field Officials
Attn: Procurement Analysts, Contracting Officers, State/Field Office
Fire Management Officers, and Incident Contracting Officers

From: Director, National Business Center

Subject: Emergency Equipment Rental Agreement (EERA) Payment Procedures

Program Area: Fire Management, Procurement, and Accounts Payable

Purpose: This Instruction Memorandum (IM) provides a change in the payment process for EERAs.

Policy/Action: The Bureau of Land Management (BLM) National Business Center (NBC) Accounts Payable Branch (BC-622) will resume payment responsibility for EERAs as of January 1, 2006. From May 1 through December 31, 2005, the National Park Service (NPS) Accounting Operations Center (AOC) performed EERA payment processing for the BLM, in accordance with IM BC-2005-036.

BLM State and field office contracting officers (COs) must establish agreements to support emergency incidents in accordance with the Interagency Incident Business Management Handbook (IIBMH) and within their delegated contracting officer warrant authority.

State and field offices are responsible for establishing EERAs and for preparing and submitting payment documentation as identified in Attachment 1. State and/or Field Office points of contact, listed in Attachment 1, are responsible for ensuring that all equipment payment packages are audited prior to forwarding to the NBC Accounts Payable Branch, BC-622.

Timeframe: This IM is effective immediately.

Budget Impact: None.

Background: The NPS AOC provided EERA payment support to the BLM from May 1 through December 31, 2005, under the terms of an interagency agreement. This agreement has now expired, and the BLM NBC is prepared to resume payment responsibility for EERAs.

Manual/Handbook Sections Affected: This IM supplements the EERA payment processes found in the Interagency Incident Business Management Handbook, NWCG Handbook 2, Chapter 20, Acquisition.

Coordination: This IM has been coordinated with State procurement analysts and the BLM NBC finance staff.

Contact: If you have any questions, please contact Chris Turner, NBC Accounts Payable Branch Chief at (303) 236-6316, or Kim Zietz, Certifying Officer, at (303) 236-7117.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Barbara Guest
BC-610 Secretary

1 - Attachment

1 - BLM Emergency Equipment Rental Agreement Payment Procedures (9 pp)

Distribution:

ST-136, BLM Library
HR-200, Robert J. Martinez

EMERGENCY EQUIPMENT RENTAL AGREEMENT (EERA) PAYMENT PROCEDURES

BLM State/Field offices must process payments for EERAs in accordance with the following procedures.

A. Agreement Identification

1. Assign a BLM document number to every agreement you establish or use. This includes BLM agreements and agreements established by other federal agency contracting officers and state agency personnel. The BLM may utilize an agreement established by a state agency *only if* a federal contracting officer countersigns the agreement. A BLM document number is required on every EERA package submitted for payment.

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

- 1st character: State (example: "D" for Idaho)
- 2nd character: Office (example: "F" for Shoshone District Field Office)
- 3rd character: "E" for "emergency equipment rental agreement"
- 4th and 5th characters: Fiscal year (example: "06" for FY 2006)
- 6th-9th characters: Unique sequence number you determine (example: "5001")

Example of entire document number: DFE065001

2. *Attach a copy of the signed, BLM-numbered agreement to each EERA invoice.* The work rates on the invoice must agree with the work rates in the agreement. An invoice cannot be paid without a copy of the agreement.

B. Incident Number/Cost Code Information

Be sure to write complete BLM cost code information in block 19 of the Emergency Equipment-Use Invoice. You must include the State and office paying for the equipment (e.g., "ID 030"), the subactivity and program element used (e.g., "2821HU"), the fire number(s) (e.g., "T151"), and the budget object class in block 20. Use the following budget object classes for the situations listed below:

- 252Z: Operator provided by *contractor*
- 233L: Operator provided by *government* (light equipment)
- 233Q: Operator provided by *government* (heavy equipment)
- 269F: Fuel purchased from a fuel vendor's dispensing truck when included in the EERA

You *do not* need to enter an obligation (MO) in the Federal Financial System (FFS) before you submit your payment.

C. Vendor Signature on EERA Invoice

A vendor or authorized agent signature is required for every invoice. The NBC Accounts Payable Branch cannot process the payment without this signature. If the vendor is not available to sign, hold the invoice until the vendor can sign it. A facsimile signature is acceptable. ***Do not allow the vendor to backdate this signature.***

D. Payment for the First and Last Day Assigned to an Incident

Unless specified otherwise in the EERA, follow the instructions below to calculate the guarantee, i.e., the minimum payment owed to the vendor for equipment rental for time under hire. The “time under hire” begins when a vendor reports to a designated inspection site or when travel begins to the reporting location. “Time under hire” ends when travel to the point of hire is completed. Do not confuse “time under hire” with operating time. For example, a dozer on a lowboy is under hire when traveling to the incident, even though the dozer is not being operated. The dozer is no longer under hire when it is returned to the point of hire.

Application of the guarantee is based on a calendar day (0001-2400 hours). The full guarantee is applied to equipment under hire at least 8 hours. One-half of the guarantee applies when the equipment is under hire less than 8 hours.

1. For equipment hired at an *hourly rate*:

If you hire the equipment at any time ***before 4 p.m.*** (1600 hours) on the first day of an incident, then the full guarantee, if included in the agreement, will apply for that day, as long as the BLM keeps the equipment into the next day of the incident. If you hire the equipment after 4 p.m., then the vendor should receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater.

If you release the equipment at any time ***after 8 a.m.*** (0800 hours) on the last day of an incident, then the full guarantee will apply for that day. This is because the equipment is ***under hire*** from 12:01 a.m. through 8 a.m., constituting a full 8 hours for which the BLM must pay. If you release the equipment before 8 a.m., then the vendor should receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater.

2. For equipment hired at a *daily rate*:

If you hire the equipment at any time ***before 4 p.m.*** (1600 hours) on the first day of an incident, then the full daily rate will apply for that day. If you hire the equipment after 4 p.m., then the vendor should receive payment for one-half of the daily rate.

If you release the equipment at any time ***after 8 a.m.*** (0800 hours) on the last day of an incident, then the full daily rate will apply for that day. If you release the equipment before 8 a.m., then the vendor should receive payment for one-half of the daily rate.

3. When equipment is hired and released in the *same calendar day*, follow the rules that apply to an 8-hour day. For example, if the equipment is hired at an hourly rate but is hired for less than 8 hours in one day, then the vendor would receive payment for either the actual hours worked or one-half the guarantee, whichever is greater. For equipment hired at a daily rate, the vendor would receive one-half of the daily rate if the equipment were under hire for less than 8 hours.

For further details, refer to the reverse side of EERA form OF-294, "General Clauses to the EERA Form OF-294," Clause 7.a.(3).

4. Include the *time/date of hire, location of hire, and release time* on each invoice. The time/date of hire, in most cases, is the time and date that the resource begins travel to the incident. The release time should include the estimated travel time to the point of hire. If the resource is assigned to a new incident, the release time is when the resource is released from the first incident; travel to the new incident is charged to the new incident. Assignment to a new incident should be indicated on the shift ticket to prevent duplicate payments. Clearly indicate on the shift tickets and the invoice whether the resource was unavailable (equipment down) or if time off was taken to meet work/rest requirements.

E. Contents of EERA Payment Packages

EERA payment packages must include the following:

- Original EERA invoice, OF-286, signed and dated by a vendor representative (original or fax signature) and also signed and dated by a designated BLM representative (original signature).
- Cost coding, BLM agreement number, and incident order number included on the invoice.
- Original shift tickets, OF-297s, associated with the invoice.
- Copy of the EERA agreement, OF-294, with BLM agreement number; information on the EERA must match information on the invoice and shift tickets.
- Fuel and oil issue documentation (OF-304 or record of issues), if applicable.
- Copies of work orders/repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to payments, when applicable.
- Copy of Resource Order Form.

Attachment 1-3

In addition to including these required documents, please check the following items before you

send your payment package to the NBC Accounts Payable Branch for processing:

- ***Do not use whiteout.*** Cross out errors and initial all corrections.
- Indicate the mailing address and contact phone number of the State or field office responsible for the payment package in Block 9 of the EERA invoice, “Administrative Office for Payment.”
- Verify that the information in Blocks 1, 3, 4, 5, 10, and 11 of the invoice matches the EERA.
- Verify that the rates on the invoice match the rates on the EERA.
- Verify that the line calculations and totals are correct.

F. Final review of EERA and Land Use Agreement Payment Packages

1. Each State Office should designate appropriate individual(s) to complete a final review of EERA payment packages. Each individual should be a procurement analyst, contract specialist, purchasing agent, or another individual with the appropriate training, knowledge, and experience in reviewing these packages.
2. The final reviewer must sign and date every EERA invoice to indicate they have seen and reviewed it; the reviewer also must notify the vendor of any changes made to an invoice. The reviewer should include their name and phone number on the front of the payment package.
3. **Submit the payment package to:**

**BLM National Business Center
Accounts Payable Branch, BC-622
Denver Federal Center, Building 50
P.O. Box 25047
Denver, CO 80225-0047**
4. If you fax a payment package to the NBC Accounts Payable Branch for any reason, you must immediately send the original documentation to the above address.
5. The “administrative office for payment” should retain a copy of the payment package sent to the NBC Accounts Payable Branch.

6. If the NBC Accounts Payable Branch makes changes to an EERA invoice, they will notify the State Office's designated reviewer of these changes and will fax them a copy of the changed invoice. The reviewer will then notify the vendor of the changes made.

G. Obtaining Automated Clearinghouse Information

Preseason. All vendors must be registered on the Central Contractor Registration System (CCR) at <http://www.ccr.gov>. Automated Clearinghouse Information is included as part of the vendor registration. *Vendors who register on CCR are not required to complete a copy of the ACH Enrollment Form (See attachment 1-7) described below in "Emergency Incidents."* Be sure to send the vendor a copy of the BLM EC Outreach Notice from the BLM National Acquisition website at <http://web.blm.gov/natacq/ideas/ec.html>. Vendors cannot receive electronic payments until they are registered in CCR.

Emergency Incidents. During emergencies, vendors who have not registered on CCR must provide an Automated Clearinghouse (ACH) enrollment form (See Attachment 1-7). Ask the vendor to complete and mail or fax this form to the BLM NBC. The BLM NBC's address and fax number are included on this form.

The vendor should submit this form to the NBC Accounts Payable Branch even if the BLM has done business with them during previous fire seasons. Sometimes vendors change their financial institution information, so having a current ACH enrollment form ensures that we will send electronic payments to the correct account.

A vendor may request a waiver from being paid electronically if they are an individual or a sole proprietor. In these cases, the vendor may apply for a waiver from either one of the following Certifying Officers at the BLM NBC: Kim Zietz at (303) 236-7117 or Debra Maier at (303) 236-3690.

H. Payments Processed by Other Finance Offices

Many national and regional Forest Service agreements/contracts specify a mandatory payment location, such as "Incident Financial Services"; therefore, when the "Special Provisions" block on the agreement specifies a specific payment office, *please send these payments to the designated office. Do not* send these payments to the BLM NBC for processing.

I. EERA Payment Points of Contact

The State procurement analysts have designated EERA payment points of contact for each State. It is up to each State to determine where EERA payments will be audited. For example, in some States, EERA audits are performed at the State Offices; whereas in other States, audits are done at the Field Office level. The NBC Accounts Payable Branch will coordinate with the procurement analyst contacts **listed in bold** below if significant or recurring payment problems occur.

	<u>OFFICE</u>	<u>PHONE</u>	<u>FAX</u>
ALASKA			
Barbara Sylte	Ft. Wainwright	907-356-5780	907-356-5779
Veronica Belton	Ft. Wainwright	907-356-5775	907-356-5779
ARIZONA			
Lyn McMahill	Phoenix	602-417-9269	602-417-9462
Michelle Petty	St. George	435-688-3209	435-688-3363
CALIFORNIA			
Arlene Brown	Susanville	530-252-5330	530-251-5539
AnnMarie Carlson	Sacramento	916-978-4446	916-978-4438
Karen Kleinman	Bakersfield	661-391-6104	661-391-6072
COLORADO			
Michele Derfler	Grand Junction	970-244-3175	970-244-3130
Lori Veo	Montrose	970-240-5356	970-240-5368
Valeria Saiz	Grand Junction	970-244-3120	970-244-3124
Karen Jetley	Montrose	970-240-5324	970-240-5367
Amber Baker	Craig	970-826-5052	970-826-5002
Mary Beth Branch	Canon City	719-269-8521	719-269-8599
Shari Laukaitis	Grand Junction	970-244-3061	970-244-3083
IDAHO			
Julie Whaley	Boise	208-373-3909	208-373-3915
MONTANA			
Mary Clark – main contact	Billings	406-896-5205	406-896-5020
Peg Geiger – alternate	Billings	406-896-2862	406-896-2849
NEVADA			
Bobi Hines	Reno	775-861-6413	775-861-6634
Darcy Crotteau	Battle Mountain	775-635-4032	775-635-4119
Linda Twombly	Winnemucca	775-623-1505	775-623-1503
Ron Kezar	Ely	775-289-1924	775-289-1930
Wanda Tinker	Carson City	775-885-6000	775-885-6147
Jacky Anderson	Elko	775-753-0305	775-753-0315
NEW MEXICO			
Jericho Lewis	Santa Fe	505-438-7634	505-438-7508
Shana Miller	Santa Fe	505-438-7589	505-438-7545
OREGON/WASH			
Dawn Higgins	Portland	503-808-6228	503-808-6312
DeEtte Stofleth	Lakeview	541-947-6155	541-947-6399
Susie Hueckman	Hines / Burns	541-573-4452	541-573-4411
Jos Gabiola	Vale	541-473-6248	541-473-6213
Sandra Chandler	Prineville	541-416-6751	541-416-6878
Lousie Dishner	Spokane/WA	509-536-1235	509-536-1275

UTAH			
Arlene Parry	Cedar City	435-865-3051	435-865-1550
Tandy France	Richfield	435-896-1565	435-896-1550
Michelle Petty	St. George	435-688-3209	435-688-3363
Cheryl Nelsen	Vernal	435-781-5182	435-781-5197
Hilary Price	Vernal	435-781-4419	435-781-4410
Wayne Hunt	Cedar City	435-586-7027	435-586-3058
Jackie Stevens	Moab	435-259-2104	435-259-2106
Nancy Allen	Salt Lake City	801-977-4320	801-977-4397
WYOMING			
Kermit Johnson	Cheyenne	307-775-6086	307-775-6098
Daisy Carter	Casper	307-261-7615	307-261-7639
Wade Wyman	Worland	307-347-5203	307-347-5228
MISC FIRE QUESTIONS			
Diana Patera	USDA Forest Serv	303-275-5288	303-275-5299
Kermit Johnson	Wyoming	307-775-6086	307-775-6098

**BLM ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

This form is used for Automated Clearinghouse (ACH) payments with an addendum record that carries payment-related information.

<p>PAPERWORK REDUCTION ACT STATEMENT</p> <p>This following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provision 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearinghouse Payment System.</p>

AGENCY INFORMATION (Return forms to address below)	
FEDERAL PROGRAM AGENCY:	Bureau of Land Management National Business Center
ADDRESS:	Denver Federal Center, Building 50 P.O. Box 25047, BC-622 Denver, Colorado 80225-0047
CONTACT PERSONS:	Anne Westlake-Esposito Kim Zietz Debra Maier
TELEPHONE NUMBER:	(303) 236-4176 (303) 236-7117 (303) 236-3690

RETURN COMPLETED FORM TO THE ADDRESS ABOVE OR FAX IT TO (303) 236-6618

PAYEE/COMPANY INFORMATION	
NAME & ADDRESS:	FEDERAL TAXPAYER NO. (SSN OR EIN):
CONTACT PERSON NAME:	TELEPHONE NO: ()

FINANCIAL INSTITUTION INFORMATION	
NAME OF BANK:	
ADDRESS:	
BANK ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER: _____ - _____	
DEPOSITOR ACCOUNT NUMBER:	
NAME ON THE ACCOUNT:	
ACCOUNT TYPE: G Checking G Savings	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

Check your business category:

_____ **Individual** (also provide legal personal name [no nickname]). If more than one individual is listed, also indicate which individual is providing the Social Security Number.

_____ **Sole Proprietor** (also provide legal personal name no [nickname]).

_____ **Partnership** If the partnership uses a trade/business name not recognized by the IRS or if the partnership does not use a trade/business name, provide the names of the partners, beginning with the name of the partner listed first on the form on which the IRS assigned the Employer Identification Number:

_____ **Medical/health Care services Corporation** (or engaged in the billing and collecting of payments for such services)

_____ **Non-Medical Corporation**

_____ **Other** (e.g., trusts; estates; nonprofit organizations; or federal, state, or local governments):

Form 1099 Address:

City: _____ State: _____ Zip: _____