



# NATIONAL WILDFIRE COORDINATING GROUP

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

## MEMORANDUM

To: NWCG Members  
GACG Chairs

From: Kirk Rowdabaugh, NWCG Chair 

Date: March 7, 2006

Subject: EERA Test Forms

During the National Incident Business Meeting in February 2004, seven breakout groups were established to address incident business issues regarding contracting, cost containment, accountability and workforce planning. Issues identified under contracting were the prompt payment, duplication, tracking, accuracy, and auditing process for EERA's.

An interagency EERA Forms Task Group was chartered by the Incident Business Practices Working Team (IBPWT) to address these issues. The Task Group was established with the purpose of reviewing the EERA payment process, utilizing only the forms necessary to track and process payments for EERA's. The forms are designed and reproducible in a manner that makes their completion and use efficient and effective.

The final recommendations were approved by the IBPWT then forwarded to NWCG for approval. The NWCG agrees with the proposed changes and requests all member agencies use the EERA test forms during the upcoming season and provide comments as needed.

The forms will be available on the IBPWT website at:

<http://www.nwcg.gov/teams/ibpwt/index.htm>.

Submit your comments electronically to your respective agency representative on the Incident Business Practices Working Team no later than **October 1, 2006**.

Comments will be reviewed in the fall of 2006, and appropriate changes will be made and included in the Incident Business Management Handbook (IIBMH) and I-Suite application.

**Please Note** - The current guidelines in the IIBMH will remain in place and should be followed when processing EERA payment documents for the 2006 Season.

Questions or concerns should be directed to your respective agency representative on the IBPWT. Thank you for your continued support of incident business improvements.