



File Code: 5100/6500

Date: July 28, 2004

Hallie Locklear
Chair
National Wildfire Coordinating Group - Incident
Business Practices Working Team
3833 S. Development Avenue

Dear Ms. Locklear:

The Forest Service seeks to overcome traditional barriers that have prevented timely and accurate reporting of fire program obligations. We request your assistance in ensuring that when the Department of Interior (DOI) Type I or Type II Incident Teams utilize Forest Service contracted resources, the costs will be reported to our Incident Payment Center (located in Ogden, Utah) on a daily basis.

These expenses include those relating to catering and shower services, crews and engines, Forest Service casual hires (ADs), and state resources not from the incident state (including out-of-state, city, and rural fire departments). The Incident Cost Accounting and Reporting System (ICARS) has been modified to aid in the reporting of these costs. The ICARS obligation report should be used as the means to document these costs and communicate them to the Incident Payment Center.

We have different reporting requirements for fixed-wing aircraft. Air tanker bases under your command are requested to submit use records and cost information to our Incident Payment Center on a daily basis. We request use records be submitted as follows:

- Forest Service Contracted Fixed-Wing Aircraft.

The using base will submit FS-5100-122 forms for all Forest Service contracted fixed-wing aircraft utilized on emergency incidents, *regardless of jurisdiction*. Electronic versions of these forms are acceptable as well as summary information, such as the Incident Fixed-Wing Base Daily Use and Cost Summary (Form ATB-9). The documentation must contain the contract number, aircraft registration number, incident resource number, charge code, and daily aircraft use, along with a contact name and phone number for the submitting office.



- Department of Interior Contracted Fixed-Wing Aircraft.

The using base will submit the daily expense records for Department of Interior contracted (OAS) fixed-wing aircraft utilized *on Forest Service incidents*. Summary information is acceptable, such as the Incident Fixed-Wing Base Daily Use and Cost Summary (Form ATB-9). The expense record must contain the contract number, aircraft registration number, incident resource number, charge code and daily aircraft use expense, along with a contact name and phone number for the submitting office.

We also ask that your teams observe the following quarterly cut off dates for sending cost information. By the close of business on December 28, March 28, June 27, and September 27, each team should provide an estimate of costs for the remaining days in the month and fax or email the information to the Incident Payment Center. The purpose of the cutoff date is to ensure that personnel at the Center can prepare the necessary documentation and enter the information prior to the quarterly closing processes of our financial system.

We ask that Incident Teams and air bases fax the relevant cost documentation to the Incident Payment Center at (801) 625-5678, or by e-mail to ipc@fs.fed.us. The sending unit should denote a contact person and phone number on the fax cover page or email message so that our employees can contact someone if there are problems with the fax transmission. The Incident Payment Center phone number is (801) 625-5544.

If you have any questions, please contact Tom Sharratt, the Forest Service's National Incident Accounting contact at (503) 808-2795.

Sincerely,

/s/ Hank Kashdan

HANK KASHDAN

Acting Associate Deputy Chief for Business Operations/Chief Financial Officer

Cc:

Nina Rose Hatfield, Chief Financial Officer, Department of Interior
Debbie Clarke, Chief Financial Officer, Bureau of Indian Affairs
Lawrence E. Benna, Chief Financial Officer, Bureau of Land Management
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