



File Code: 5700/5130

Date: June 20, 2005

Route To: (5100), (5700), (6300), (6500)

Subject: Fixed-Wing Aviation and Full Service Retardant Incident Cost Reporting Procedures and AMIS Input Requirements

To: Regional Foresters, Station Directors, Area Director, IITF Director, Job Corps, And WO Staff

We must continue to be diligent in reporting fire suppression obligations. In 2004 we implemented one central location for recording costs for all activity related to FS contracted fixed-wing aircraft and full service retardant.

For 2005, the process will remain streamlined by having the Ogden Incident Payment Center (IPC) record accruals for all activity (regardless of the size class) related to all Forest Service contracted fixed-wing aircraft and full service retardant costs utilized on emergency incidents. This will not affect the payment process or location, which will still be in accordance with contract provisions. Nor does this direction apply to Forest Service bulk retardant procurements or state-owned aviation resources.

It is critical that Forest Service expenditures (debt) be recorded in a timely manner. Within 72 hours of the start of the incident, and daily thereafter, air bases shall submit use records and cost information to the Incident Payment Center via e-mail at ipc@fs.fed.us or fax at (801) 625-5678. Use records shall be submitted as follows:

1. Fixed-wing aircraft:

- A. Exclusive Use Fixed-wing Aircraft: The *administrative* base will submit FS-6500-122 forms for Forest Service exclusive use fixed-wing aircraft utilized on emergency incidents, regardless of size class or jurisdiction. Electronic versions of these forms are preferred.
- B. Call-When-Needed Fixed-wing Aircraft: The *using* base will submit FS-6500-122 forms for all Forest Service contracted fixed-wing aircraft utilized on emergency incidents, regardless of size class or jurisdiction. Electronic versions of these forms are preferred.

Department of the Interior, Aviation Management Directorate (DOI-AM, previously OAS) resources: The Incident Payment Center is coordinating with DOI-AM to obtain cost data for Forest Service use of DOI-AM contracted resources. Air bases are not required to submit OAS-23 forms to the IPC this season.

2. Full-Service Retardant: Tanker bases shall submit daily summary cost information for full-service retardant with costs summarized by incident job code(s).

Summary information, such as the Incident Fixed-Wing Base Daily Use and Cost Summary (Form ATB-9), is acceptable for the above reporting purposes. However, the documentation



must, at a minimum, contain aircraft registration number (FAA identification number), contract number, incident resource number, job code, and daily aircraft use or retardant expense.

With the migration of emergency incident business payment functions to four Payment Centers for CY 2005, we must clarify responsibility for input into the Aviation Management Information System (AMIS). FSM 5717.1.3 outlines the unit responsible to collect and store aircraft use data from Form FS-6500-122 for input in AMIS under items (1) to (4). This is an aviation management responsibility and will not be performed at the pay centers. Units shall retain a copy of the FS-6500-122 for input prior to submitting documentation for payment. When the Budget and Finance functions complete their migration to the Albuquerque Service Center in 2006, the Aviation Management Information System (AMIS) data entry will be linked to the payment process.

Helicopter accruals are reported through the Incident Management Team when assigned to a Type 1 or Type 2 incident. Helicopter costs on Type 3, 4, and 5 incidents are reported at the end of the quarter (6/27 & 9/27) for invoices exceeding \$25,000 to the Boise National Forest.

Please distribute this direction to your aviation management staff, base managers, Contracting Officer Representatives (CORs) and dispatch centers. Questions concerning submitting cost documentation should be directed to Honni Young at (801) 625-5888 or Marylea Lockard (801) 625-5887, or e-mail at ipc@fs.fed.us. Questions concerning AMIS input should be directed to John Nelson at 202-205-0995.

/s/ T.C. Harbour
TOM C. HARBOUR
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cc: Tina Ledger, Thomas A Sharratt, Alice R Forbes, Larry Brosnan, Kim A Christensen, Donna M Carmical, John A Nelson, Frank Gomez, Pat Norbury