



File Code: 6300
Route To: (5100), (6540)

Date: April 21, 2005

Subject: 2005 Incident Acquisitions

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

Effective immediately, the Integrated Acquisition System (IAS) will not be implemented for acquisitions filling incident needs in 2005. Further review of IAS capabilities is needed before we can utilize this system in the incident mobilization arena. **This exemption from the use of IAS is only for acquisitions where the resources are mobilized through the incident dispatch system.** Therefore, the following "manual" procedures will be used for the 2005 fire season:

1. Incident Payment Centers (see enclosure for list of designated payment centers).

a. All payments for acquisitions filling incident needs that are mobilized through the incident dispatch system will be processed at one of four locations: Ogden, UT; Camino, CA; Boise National Forest, and Forest Service-National Interagency Fire Center. Incident payments will not be processed at the Albuquerque Service Center (ASC) until sometime after January 2006.

b. All new and existing acquisitions filling incident needs that are mobilized through the incident dispatch system shall identify the unit's receipting process as well as referencing the appropriate designated incident payment center. Incident payment centers should not be identified in Blanket Purchase Agreements (BPAs) paid with purchase cards or Emergency Equipment Rental Agreements (EERAs). EERA's used on a non-Forest Service incident will be paid by the incident agency's payment center.

c. Designated incident payment centers will be responsible for inputting obligations, accruals, and payment processing.

d. For dual purpose acquisition instruments, where in some instances the services are mobilized through the incident dispatch system, the appropriate incident payment center will also process the non-incident related payments (e.g. helicopter contracts utilized for both incident and project related work).

2. New Acquisitions

a. New acquisitions filling incident needs that are mobilized through the incident dispatch system will be executed outside of the IAS and PONTIUS/PRCH. Use appropriate Federal Acquisition Regulation (FAR) forms to establish incident related acquisitions (e.g. SF-26, SF-33, SF-1449, OF-347) or EERAs. New acquisitions for which funding is



obligated at the time of award and the resources are not mobilized through the incident dispatch system should be executed in IAS. Examples of these are the purchase of aircraft, aircraft maintenance, etc.

b. Copies of these newly executed acquisitions (except BPAs paid by purchase cards and EERAs) are to be forwarded to the appropriate designated payment center.

c. Units are encouraged to process payments for existing BPAs, filling incident needs that are mobilized through the incident dispatch system, using purchase cards when appropriate.

d. Contracting Officers shall follow AGAR Advisory 57, Section C, and the IAS System Policy Document, Section 5, for contract numbering schemes. The sequential numbers for each type of document should be from the 9000 series of numbers so as not to duplicate a number assigned by IAS for non-incident business. Current numbering systems may continue to be used for EERAs in 2005.

3. Existing Acquisitions

a. Units may continue to modify existing purchase orders in PONTIUS/PRCH until November 2005 (see enclosed 6300/6500 letter dated 3/11/05) or they may choose to establish a new acquisition instrument as addressed in Item No. 2 above. Once the Unit has gone live in IAS, no new orders can be placed in PONTIUS/PRCH.

b. Existing 6540 payment records will be sent to the designated payment centers per migration instructions that will be sent out under separate cover.

c. The process for sending EERAs to incident payment centers has not changed. Copies of all EERAs do not need to be sent to the designated payment centers at this time. After use on an incident, a copy of the EERA should be attached with the original invoice and sent to the designated payment center for processing.

Contracting Officers continue to be responsible to ensure CCR compliance and VEND accuracy.

These procedures are for the 2005 fire season only. They are expected to change substantially in 2006 as we move into the IAS structure and migrate incident payments to the ASC. If you have questions contact Jan McCluskey at (208) 387-5612.

/s/ Jesse L. King

JESSE L. KING

Associate Deputy Chief for Business Operations/Chief Financial Officer

cc: Tina Ledger, Jan D McCluskey, Andrea Wojtasek, Marylea Lockard, Mary B Goode, Debbie Campbell, Debbie Klippenstein