



## **National Type 2 Initial Attack Crews Contract** **USDA Forest Service – Fire and Aviation Management – Operations - NIFC**

Following are helpful guidelines for Finance regarding the National Type 2 Initial Attack Crews which includes the payment process for suppression and all hazard activities, payment process for severity and preparedness activities, and general information on constructive communications with contractors:

**Payment Office for Suppression and All Hazard Activities** - Regardless of the user (e.g. Forest Service, DOI wildland fire agencies, Cooperators), **all invoices and required supporting documentation are to be forwarded to the Albuquerque Service Center, Incident Business-Contracts, 101B Sun Avenue NE, Albuquerque, NM 87109 (reference G.2.12 Payment Office for full text).** Other payment procedures include:

- Daily Guarantee – Reference G.2.3
- Briefings – Reference G.2.5
- Off-Shift Duties – Reference G.2.6
- Overnight Allowance and Meal Allowance – Reference G.2.8 and G.2.8.1 and 2.
- Ordered Rest – G.2.10

Documents Required for Payment: Resource Order, Crew Time Report (SF-261) signed by the Contractor Representative and Government Representative, lodging expenses (if applicable under G.2.8.1), and Emergency Use Invoice (OF-286) signed by the Contractor Representative and Government Representative. Reference D.3 for other necessary documentation if there are reimbursable items.

**Payment Office Project Work Invoices** – The **user unit** that is ordering and funding the project will make payment (reference G.4 for project payments clause and G.4.5 for project invoicing process). Document operational period worked on a Crew Time Report (SF-261) signed by the Government and the Contractor Representative and include job code and override to be annotated in Block 5 of Form SF-261. If applicable the Government shall annotate in Block 11 of the SF-261 if the Overnight and Meal Allowances are to be paid. Contractor submits invoice along with the original Crew Time Reports to the Government representative overseeing the project and the Government representative will send to the user unit for payment processing.

**Constructive Communications With The Contractor** – Our programs and services must be accessible and delivered to all of our customers fairly and with dignity. By our words and actions, each of us must demonstrate a commitment to treat everyone in a professional manner and strive for a workplace that respects differences and embraces diversity. Please ensure that lines of communications are clearly established with the contractor, settle difficulties as soon and as near the ground as possible, administer the contract as it is written, keep the Contracting Officer advised of all “significant problems” as they develop, and promptly review and forward invoices for payment.