

Finance Section Chief



ICS Institute • August 12-16, 2019 • Philadelphia, PA




FSC


*In consideration of your fellow students
and the instructors, please silence all
cell phones*

Lecture 1

Finance Section – Introduction

Philadelphia, PA
August 13-16, 2019




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Instructor Introduction

Russell Harmon	U.S. EPA Region 10
Carlos Kercado	U.S. EPA Region 2
Philip Kum	U.S. EPA Region 9
Cindy Brown	Tetra Tech, Inc.

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EPA FSC History

FSC Workgroup Development Team (post Katrina)
FSC National Workgroup



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Purpose of Course

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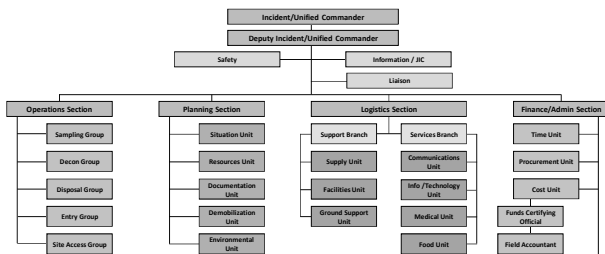
To provide training to agency personnel to develop and understand the skills necessary to perform as a Finance Section Chief on an Incident Management Team (IMT) in compliance with the direction and standards described in the National Incident Management System (NIMS).



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Incident Management Team

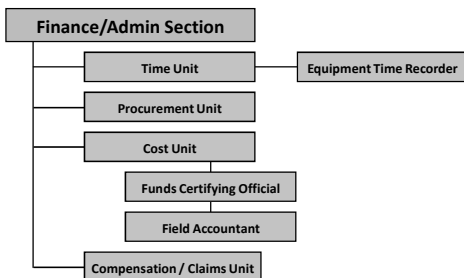
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Finance Section Overview


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Overall Course Objectives FSC

- ▶ Common responsibilities and the Planning Cycle
- ▶ Funding Sources
- ▶ Key Responsibilities for each Finance Section Unit
- ▶ Discuss the Resource Requesting/Ordering process
- ▶ Discuss the Procurement process
- ▶ Discuss interaction and coordination with other units
- ▶ Discuss Demobilization

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Course Materials FSC

- ▶ Course Agenda
- ▶ Student Manual (electronic)
- ▶ Student Registration Card
- ▶ Student Evaluation Form

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EPA Training, Qualification, and Certification Order FSC

- ▶ In October 2016, EPA Order #2073 was signed to ensure EPA personnel are appropriately trained, qualified and certified to serve in a Key Leadership Position (KLP)
 - <https://response.epa.gov/sites/963/files/Training%20Certification%20and%20Qualification%20Standards%20Order.pdf>
- ▶ EPA IMT and National IMAT positions will be filled only by personnel who are trained and meet *Core Competencies & Professional Experience* for the position (see Appendix 1 of Order #2073)
 - To ensure interoperability of EPA's NIMS personnel in an multi-agency ICS structure

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Training Requirements (in order)

- ▶ Independent Study (IS) 100, 200, 700, and 800; offered online at: <https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm>
- ▶ ICS 300 & 400 level (see trainex.org for offerings)
- ▶ This KLP training course
- ▶ Recommended: EPA 420 (simulated exercise)

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Appendix 1 of Order #2073

Position	Core Competencies	Minimum Training	Professional Experience
Assistant Section Chief of FSO	<ul style="list-style-type: none"> Lead assigned personnel to define, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high risk environment. Communicate effectively use suitable communication techniques to share relevant information with appropriate personnel in a timely fashion to accomplish objectives in a rapidly changing, high risk environment. Assume primary responsibility, be able to successfully assume role of FSO, and coordinate position activities at the appropriate time including gathering & applying individual information and establishing coordination structure & reporting procedures employing ICS concepts & principles. Ensure completion of assigned actions to meet defined objectives, identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives within an established time frame. Ability to read 12-24 hour days under physical and emotional stress for sustained periods. 	<ul style="list-style-type: none"> ICS training through ICS 400 level EPA 400 (Fire and Section Chief Training) EPA 420 (recommended) FEMA IS-700 ICS300 as a condition FEMA IS-800 National Response Framework (NRF) as a condition 	<ul style="list-style-type: none"> 3 years applicable professional experience Partisan Card certification is recommended Significant financial, procurement, administrative, and cost analysis knowledge Understanding of EPA contracting procedures including the Federal Acquisition Regulation (FAR)

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FSC Qualifications

To perform the functions of the FSC effectively, personnel assigned should:


- ▶ Have three years of applicable professional experience
- ▶ Qualifications equivalent to those for each unit leader
- ▶ Document participation in exercises (e.g. Regional IMT), events or actual incidents while serving in your KLP
- ▶ Ensure you meet *Core Competencies & Professional Experience* identified for your KLP in Appendix 1 of Order #2073

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Certification Process


- ▶ Fill out "Nomination for Qualification and Certification of NIMS Duties" form
 - Found at: <https://response.epa.gov/NIMSIntegrationTeam>
 - Fully complete and get required signatures from your supervisor and HQ/regional NIMS Coordinator
 - Have NIMS Coordinator or Data Manager enter the certification into the *Field Readiness* module, found at emp.epa.gov
- ▶ Must re-certify every 5 years

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Student Introduction



Get to know your classmates.
This is your Finance Section support group.


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Lecture 2

Finance Section Chief

Finance Section Initial Response





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Initial Response

"Hello, Cindy. What are you doing for the next few weeks?"
 "Great, can you help with finance?"

Hidden meaning . . .
You're the Finance Section Chief





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Lecture Objectives

- ▶ Common Responsibilities
- ▶ Finance Section Responsibilities
- ▶ Considerations for Successfully Managing & Operating the Finance Section
- ▶ Finance Section's input into the Planning Cycle (Planning P), meetings, and briefings




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Common Responsibilities

► Functions that are applicable to all personnel that respond to an incident.


- Receive job assignment (e.g., Finance Section Chief)
- Receive reporting location, time, and travel instructions
- Review EPA Incident Management Handbook (IMH) and deployment, documentation, and demobilization plans.
- Review documentation & communications instructions (e.g., KLP email addresses, Response.epa.gov, SharePoint, etc.)

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Finance Section Responsibilities


► Functions specific to finance:

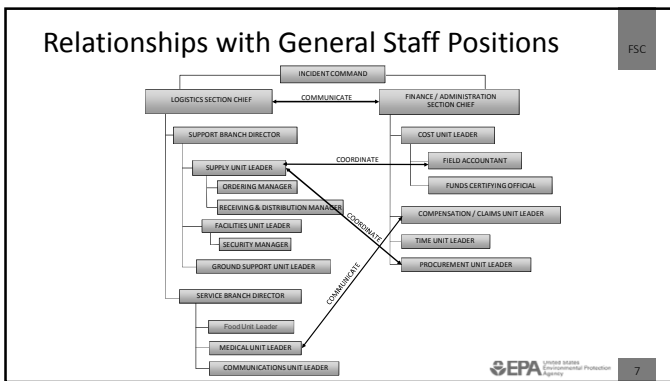
- Secure and administer funding sources
- Coordinate funding sources with ESF-10 representative located at the JFO for Stafford Act responses
- Provide financial and cost input for all planning meetings
- Provide financial input to the SitRep
- Review and sign all resource requests (213 RRs)
- Provide guidance to incident personnel for time, travel, costs, procurement (including resources requests and ordering)

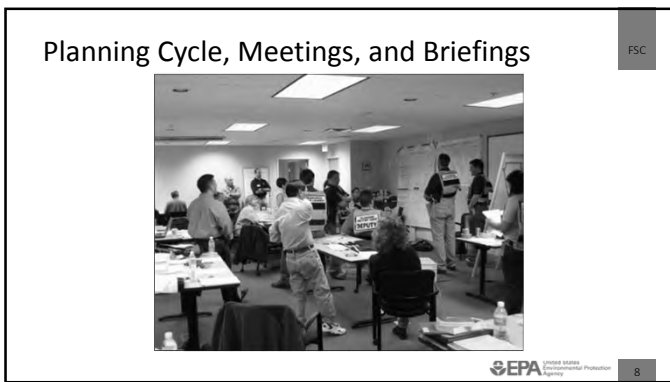
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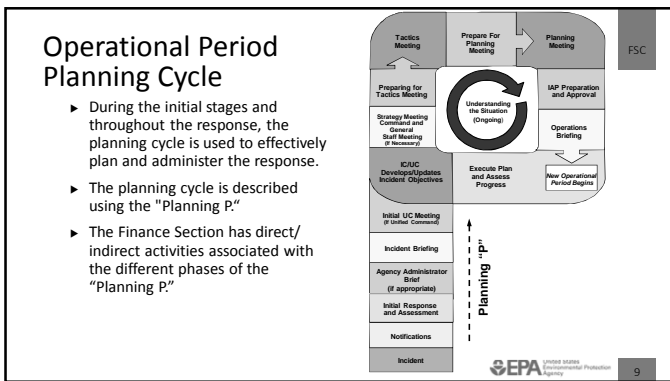
Considerations for Successfully Managing & Operating the Finance Section

- You'll interact the most with the LSC and PSC (including RESL and SITL)
- You have shared responsibilities with the LSC, so you should try to locate your section near them
- Identify the key functions you must perform (i.e., time, travel, costs, procurement including resource requests & ordering, attend meetings/briefings, etc.). Coordinate this with the LSC.
- Ensure you have staff with correct qualifications to perform the functions
- Develop timelines for completing functions
- COMMUNICATE, COMMUNICATE, COMMUNICATE

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- ▶ During the initial stages and throughout the response, the planning cycle is used to effectively plan and administer the response.
- ▶ The planning cycle is described using the "Planning P."
- ▶ The Finance Section has direct/indirect activities associated with the different phases of the "Planning P."

Initial Response & Assessment

Initial phase of the response that's usually one operational period.

- Financial activities:
 - Assess situation
 - Receive IC/UC brief
 - Activate Finance Section
 - Organize and brief subordinates
 - Acquire work materials
 - Forecast requirements

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Incident Briefing (ICS-201)

This is the initial briefing and the ICS-201 can be used as the initial IAP.

- Finance activities:
 - Current overview
 - Anticipated Finance Section activities
 - Indication of required support
 - Determine funding source and estimate initial ceiling

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Command & General Staff Meeting

This is the meeting where the IC provides overall direction.

- Finance activities:
 - Receive direction, limitations, constraints.
 - Get clarification on decisions, objectives, priorities, procedures and functional assignments.
 - Provide feedback on focus/direction
 - Discuss interagency issues
 - Discuss resource requesting, approval, and ordering process
 - Discuss funding source & ceilings
 - Discuss Finance Section needs

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Tactics Meeting

This meeting is used by the OSC & PSC to discuss tactics for completing the IAP objectives and discuss progress.

- Finance activities:
 - Review proposed tactics
 - Identify funding needs and shortfalls (look at ICS-215 – Operational Planning Worksheet)

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Planning Meeting

This meeting is used to define incident objectives, strategies, and tactics and identifies resource needs for the next operational period.

- Finance activities:
 - Brief (as needed) on funding sources, ceilings, burn rates, contract issues, etc.
 - Verify that we can support the upcoming plan.

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Incident Action Plan (IAP) Preparation and Approval

KLPs prepare their input for the IAP components in time for IC/UC review and new operational period.

- Finance activities:
 - Verify financial requirements for IAP, if any.
 - Normally provide financial input to SitRep (ICS-209) instead of IAP.

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Operations Briefing

Presents the IAP to the Operations Section oncoming shift supervisors (if needed)

- ▶ Finance activities:
 - Brief on funding issues (if needed)

Initial Response

Incident
 Notifications
 Initial Response and Assessment
 Agency Administrator Brief (if appropriate)
 Incident Briefing
 Initial UC Meeting (if United Command)
 ICUC Develop/Updates Incident Objectives
 Strategy Meeting, Command and General Staff Meeting (if Necessary)
 Preparing for Tactics Meeting
 Tactics Meeting
 Prepare For Planning Meeting
 Planning Meeting
 IAP Preparation and Approval
 Operations Briefing
 Execute Plan and Assess Progress
 New Operational Period Begins

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Lecture Summary

At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Common Responsibilities
- ▶ Finance Section Responsibilities
- ▶ Considerations for Successfully Managing & Operating the Finance Section
- ▶ Finance Section's input into the Planning Cycle (Planning P), meetings, and briefings
- ▶ **Communicate**


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Lecture 3

Interaction and Coordination




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Unit Objectives

Identify information to exchange with other incident personnel, within EPA and/or Unified Command (UC)] or other agencies, for effective coordination and interaction.

- ▶ EPA Host (affected)/Home Region
- ▶ Other Finance Section Chief (FSC) with the Area Command environment
- ▶ FEMA
- ▶ USCG
- ▶ Other Federal, State and Local agencies




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Unit Objectives

Describe FSCs responsibilities in regards to:


- ▶ Planning Meeting
- ▶ Command and General Staff Meeting
- ▶ Section Meetings
- ▶ Incident Action Plan (IAP)
- ▶ Operational Period Briefing
- ▶ Tactics Meeting is recommended (if allowed)



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Interaction and Coordination Incident Commander

- ▶ Funding
- ▶ Personnel/resources
- ▶ Procurement
- ▶ Reporting



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Interaction and Coordination

▶ FSC effectively communicates and Coordinates with:

- Command and General Staff
 - ✓ Planning Section Chief (PSC)
 - ✓ Operations Section Chief (OPS)
 - ✓ Logistics Section Chief (LSC)
 - ✓ Public Information Officer (PIO)
 - ✓ Safety Officer (SO)
 - ✓ Liaison Officer (LNO)
- Responders (Incident Personnel)
- Agency Admin Rep/Host Region
- Home Region

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Interaction and Coordination Planning Section

- ▶ FSC will obtain:
 - Status of deployed/demobed employees for Cost Projections
- ▶ FSC will provide:
 - Financial information for IAP/SitRep
 - Input into Demobilization Plan
 - Information to newly arrived personnel
 - ID Finance section resources for release
 - IAP Printing


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Interaction and Coordination Operations Section FSC

- ▶ FSC Will
 - Obtain:
 - ✓ Resource information for cost projections
 - ✓ Claim information
 - ✓ Information on additional contractor resources ordered from field
 - Provide:
 - ✓ Cost information/projection to OPS as requested
 - ✓ Establish 1900-55 approval process

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Interaction and Coordination Logistics Section FSC


- ▶ FSC will:
 - Obtain information:
 - ✓ on facility, support, and property requirements
 - ✓ to develop Incident Procurement Plan
 - ✓ on goods/services ordered and received
 - ✓ ID non-tactical equipment for release or reassignment
 - Provide Information:
 - ✓ on goods/services ordered
 - ✓ regarding incident contracts and agreements
 - ✓ Regarding property accountability

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Interaction and Coordination Public Information and Liaison Officer FSC

- ▶ FSC will provide:
 - Information as requested
 - Printing Procurement
 - ✓ Government Printing Office Process




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Interaction and Coordination Safety Officer

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- ▶ FSC will obtain:
 - Information regarding EPA employee illness and injury
 - Information concerning safety matters such as excess work hours or site conditions



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Interaction and Coordination Incident Personnel

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- ▶ Information exchange with all Incident personnel:
 - Pay, Time and Travel information
 - ✓ Premium pay issues
 - ✓ Time/Travel Voucher submission requirements and procedures
 - Worker's Compensation/Claims

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Interaction and Coordination Host Region

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- ▶ The FSC should:
 - Coordinate:
 - ✓ all-inclusive waiver to lift bi-weekly pay cap
 - ✓ with host region on the Incident Procurement Plan
 - ✓ with host region regarding any claims
 - ✓ and participate in final closeout and review incident finance package
 - Obtain information regarding contractor resources deployed
 - Participate in briefing with host comptroller as requested
 - Provide timely information for the SitRep issues, concerns, and progress of section

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Interaction and Coordination Home Region

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- ▶ The FSC should:
 - Coordinate:
 - ✓ account charging in PeoplePlus
 - ✓ approval of travel authorization and travel vouchers with home region
 - ✓ with home region regarding any claims and employee issues
 - Provide information:
 - ✓ on lodging waivers/restrictions
 - ✓ on pay-cap waivers


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Lecture 4 – Finance Section Chief

Time Unit Leader (TIME)



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Lecture Objectives

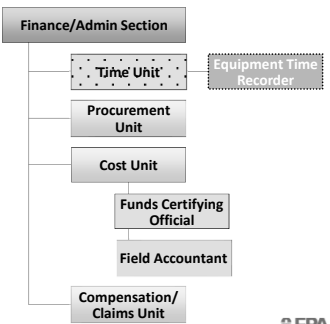
- ▶ Qualifications
- ▶ Key Responsibilities



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Finance Section Overview



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graph TD
    FAS[Finance/Admin Section] --- TU[Time Unit]
    FAS --- PU[Procurement Unit]
    FAS --- CU[Cost Unit]
    FAS --- CCU[Compensation/Claims Unit]
    FAS --- FA[Field Accountant]
    TU --- ETR[Equipment Time Recorder]
    FA --- FCO[Funds Certifying Official]
  
```



3


Qualifications FSC

- ▶ ICS 100-400 certified
- ▶ Have knowledge/experience with:
 - EPA Systems (e.g. People Plus, Concur, CDW, CBOR, OBIEE, WebEOC (i.e., PRL)
 - Timekeeping and Travel Policy/Procedures (e.g., EPA Time & Attendance Policy, OPM Regulations, Federal Travel Regulations)
 - Pay Cap Waiver Process

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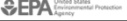
Key Responsibilities FSC

- ▶ Establish charging/recording procedures
- ▶ Communicate charging/recording procedures with all employees
- ▶ Collect, reconcile, and distribute time-in/time-out logs and timesheets (includes ensuring logs & timesheets are signed)
- ▶ Brief FSC on problems, issues, and follow-up requirements

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Charging/Recording Procedures FSC

- ▶ Create a charging/recording guide.
- ▶ The guide should include the following:
 - Incident specific work codes to charge.
 - Procedures to charge/record time on the time-in/time-out log, timesheet, and PeoplePlus.
 - Procedures to allocate time for trust vs non-trust funds
 - Procedures for requesting OT
 - Procedures for travel
 - Procedures for requesting pay cap waivers

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Charging/Recording Procedures (cont.)

- ▶ Incident specific work codes.
 - Must have a signed mission assignment for Stafford Act responses.
 - Must prepare and submit a reservation of funds (RF) request in Compass.
 - Establish reimbursable authority and budget organization codes in Compass (Cincinnati).
 - Establish the work codes in Compass (OCFO/OC).
 - Load work codes in PeoplePlus profile (PPL coordinators).




Charging/Recording Procedures (cont.)

- ▶ Example of work codes in charging/recording guide.

Section 2. Mission Assignment Charging Codes
 A unique charging code is established for each FEMA MA to allow for tracking of all related response costs. The table below contains the work codes that have been established for each mission assignment and the dates they are valid.


PeoplePlus Work Code	Accounting	Activity	Valid Work Dates
MA17100901CA1	20172018 BR 09K0XB4 303DCG H005	Pre-Declaration Activation	Only October 9
MA4344DRCA1	20172018 BR 09K0XB5 303DCG H005	Post-Declaration Activation	October 10-March 17, 2018
MA4344DRCA3	20172018 BR 09K0XF2 303DCG H005	Lakeville Fire Fire	October 13-January 18, 2018
MA4344DRCA4	20172018 BR 09K0XJ3 303DCG H005	Nor Cal Fires Hazardous Waste	October 19-March 27, 2018

Work codes have been established for all responders based on their work assignments and dates of deployment. Work codes for Region 9 staff will be assigned in PeoplePlus (PPL) by either Anabel Yo-Eco for the Superfund Division or Dina Jacinto PPL Coordinator for all other Region 9 divisions.
 Non Region 9 staff will receive an email with their appropriate work code, which will need to be assigned in their PPL by either their funds coordinator or Regional PPL Coordinator.



Charging/Recording Procedures (cont.)

- ▶ Procedures to charge/record time on the time-in/time-out log, timesheet, and PeoplePlus.
 - Time-in/time-out logs should be prepared each operational period (get from WebEOC PRL).
 - Timesheets should be prepared each pay period.
 - Time should be entered daily for time logs, timesheets and PeoplePlus.



Charging/Recording Procedures (cont.)

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- ▶ WebEOC
 - WebEOC is a web-based crisis management system designed for supporting the ICS method of response management for significant incidents, in addition to providing a unique toolset for supporting Daily Operations in the Regional Response Centers and the HQ Emergency Operations Center.
 - WebEOC can be accessed from the OSC Response website (response.epa.gov), and can be requested through RESL.
 - Request access to the Personnel Resource Log (PRL).

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Charging/Recording Procedures (cont.)

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- ▶ Accessing WebEOC from the OSC Response home page.

The screenshot shows the EPA OSC Response website. The navigation menu includes Home, Web Sites, WebEOC, Training, Equipment, Health & Safety, OSC Directory, Resources, and Login. The WebEOC link is circled. Below the navigation bar, there is a 'WEBEOC' section with a 'Categories' list and a description of the system. A 'Login to WebEOC' button is also circled.

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Charging/Recording Procedures (cont.)

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- ▶ Example of time-in/time-out log from PRL.

Name	Signature	Position	Agency	Region	Start Time	Stop Time	Site Phone # (Initial Check in only)
Steve Callaghy	<i>[Signature]</i>	ICM Incident Commander	EPA	Region 09	0645		
Pete Sarte	<i>[Signature]</i>	ICM Deputy Regional Incident Commander	EPA	Region 09			
Greg Reilly	<i>[Signature]</i>	ICM Safety Officer	EPA	Region 09	0700	1735	
Bill Robertson	<i>[Signature]</i>	ICM Liaison Officer	EPA	Region 09	0745	1814	
John Phillips	<i>[Signature]</i>	PRM John Phillips	EPA	Region 07	0645	1800	816-490-5888
Greg Crable	<i>[Signature]</i>	LOGS Section Chief	EPA	Region 07	0650	1910	
Brent Richmond	<i>[Signature]</i>	LOGS Deputy Section Chief	EPA	Region 10	0705	1800	
Mindy Luetke	<i>[Signature]</i>	PLAN Section Chief	EPA	Region 07	0645	1715	816-512-4484
Christopher Chen	<i>[Signature]</i>	PLAN Situation Unit Leader	EPA	Region 10	0700		
Dan Gravat	<i>[Signature]</i>	PLAN Environmental Unit Leader	EPA	Region 07	0651	1805	
Barry Evans	<i>[Signature]</i>	PLAN Resource Unit Leader	EPA	Region 07	0645	1645	

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Charging/Recording Procedures (cont.)

► Example of timesheet.

Employee Name (Last, First):		Job Title:		Pay Period Ending Date:							
Site/Project Name:											
DAY	DATE	START	END	REGULAR PERIOD	REGULAR PERIOD	REGULAR PERIOD	REGULAR PERIOD	LEAVE	NIGHT WORKING (APPROVED BY ALL ALMEDI FOR ENVIRONMENTAL WEEK)	OVERTIME	NIGHT DIFFERENTIAL
MON	7/8/2017										
TUE	7/9/2017										
WED	7/10/2017										
THU	7/11/2017										
FRI	7/12/2017										
SAT	7/13/2017	07:00	12:00	0:00					Y	4.25	1.39
SUN	7/14/2017	07:00	12:00	0:00					Y	4.25	1.39
TOTL											
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TOTALS: 89.00

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Employee Signature: _____
 Date: _____
 Supervisor Signature: _____
 Date: _____

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Charging/Recording Procedures (cont.)

► Procedures to allocate and record time for trust vs non-trust funds.

- All OT and travel is reimbursable under Stafford Act (FEMA) for trust & non-trust fund accounts as well as regular time for trust funds (44 CFR 206.8).
- Employees with trust fund accounts (e.g., Superfund, Oil, LUST) can charge regular and OT to the response.
- Employees with non-trust fund accounts (e.g., EPM, Science & Technology) can only charge OT.

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Charging/Recording Procedures (cont.)

- An employee's trust vs non-trust percentage allocation is determined from their HR work code account allocation.
- The trust vs non-trust percentage always equals 100%.
- You can look up the allocation percentage using the "Employee Payroll Setup Report" in CDW, or the Payroll Activity Query in Compass.
- For the R9 fire response, I created an Excel pivot table showing each employees allocation percentage using the Payroll Activity Query.

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Charging/Recording Procedures (cont.)

Example of charging/recording instructions for allocations.

Charging to FEMA MA's must occur based on FEMA charging guidelines (see attachment D.) Each HR work code has one or more accounts, and FEMA MA charging is dependent on your HR work code account distribution.

For example, below you can see HR work code "Y0ACAD00" has four accounts that make up the work code. Three of the accounts are trust fund, or Superfund, totaling 56%, and the remaining account is non-trust fund, or EPM, totaling 44%. Please contact your division admin officer in your home region and/or the R9 REOC Finance Section Chief for assistance with identifying your HR work code account distribution percentages.

Y0ACAD00 - Accounting Management Section						
Effective Date	Budget Yr	Fund Org Code	Program	Job No	Percent	
10/01/2017	2018	T	098	000K7	0900GE00	36
2018	T	098	000C7	0900GE00	10	
2018	T	098	000D2	0900GE00	10	
2018 2019	B	098	000B5		44	

- Hours worked charged to FEMA MA Work Codes:**
 - Percentage (up to 100%) of regular hours for employees funded from trust funds (i.e., Superfund, Oil and LUST).
 - All overtime hours
 - Use your assigned FEMA MA work code(s)
- Hours worked charged to HR Work Code:**
 - Percent (up to 100%) of regular hours for employees funded from non-trust funds (i.e., EPM, S&T).
 - Use the assigned HR work code and enter the R9 Wildfires site/project code "H005" in the Comments section
 - The Comments section is on the right side of the timecard for the elapsed schedule (i.e., regular & compressed schedules), and on the left side of the timecard for the flexible schedule (credit-hours schedule).

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Charging/Recording Procedures (cont.)

Recording time for 100% non-trust fund allocation.

Example 2:

The following example shows the proper timecard entry for an employee whose HR work code has 100% non-trust fund accounts (i.e., EPM, S&T). The employee must charge all regular hours to their HR work code, and all overtime hours to the FEMA MA code. The regular hours must include the R9 Wildfires site/project code "H005" in the Comments section on the timecard.

Sample Elapsed Schedule Timecard for Payroll Charging - 100% EPM Funding

Thru	From	Set	Total Hours Reporting Code	Work Code	Description	Comments
8:00	11:00		3.00	REGUR - Regular Basic Pay	Y0ACAD00	Y0ACAD00
1:00			1.00	OVTMR - Overtime	MA046RCAT	California Wildfires

Overtime charged to appropriate FEMA MA work code because all premium pay is charged to FEMA work code.

All regular hours charged to HR work code because it is funded with 100% EPM funds.

"H005" used to track work performed related to FEMA 2017 Northern California Fire Response.

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Charging/Recording Procedures (cont.)

Recording time for 75% trust/25% non-trust allocation.

Example 3:

The following example shows the proper timecard entry for an employee whose HR work code has both trust fund (i.e., Superfund, Oil, LUST) and non-trust fund (i.e., EPM, S&T) account numbers. Only the percentage of trust fund hours and all overtime hours should be charged to the appropriate FEMA MA code. The percentage of non-trust fund hours must be charged to the HR work code with the FEMA MA site/project code "H005" entered in the Comments section on the timecard.

Sample Elapsed Schedule Timecard for Payroll Charging - 75% Superfund & 25% EPM Funding

Thru	From	Set	Total Hours Reporting Code	Work Code	Description	Comments
8:00			4.50	REGUR - Regular Basic Pay	MA046RCAT	California Wildfires
1:00			1.00	OVTMR - Overtime	MA046RCAT	California Wildfires

75% of regular hours charged to FEMA MA work code because HR work code is funded with 75% Superfund funds.

25% of regular hours charged to HR work code because it is funded with 25% EPM funds.

"H005" used to track work performed related to FEMA 2017 Northern California Fire Response.

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Charging/Recording Procedures (cont.)

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- ▶ Procedures for Requesting Overtime (OT):
 - Request using EPA Form 2560-7 prior to deployment.
 - Example of instructions for OT requests:

Section 3. Requesting Overtime
 All overtime requests need to be approved prior to performing the work. Staff deployed to the response must follow their home office procedures for requesting overtime.
 Copies of the employee's sign in/out sheets can be provided to the supervisor and/or employee upon request.

- Should you charge regular comptime instead of OT?
- Can you use PeoplePlus to submit your OT requests?

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Charging/Recording Procedures (cont.)

FSC

- ▶ Procedures for Travel:
 - The employee's home region will prepare the travel, and uses a crossfunding account, which Cincinnati must add.
 - The host region (not the FSC) verifies the accounting in Concur using the crossfunding account.
 - The crossfunding account and accounting string is sent to the deploying employee via the deployment notice (email).
 - Waivers may be needed when exceeding 150% of maximum per diem, when trip expenses exceed \$5,000, and 50-mile local travel. **Watch for FEMA waivers.**

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

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Charging/Recording Procedures (cont.)

FSC

- ▶ Example of travel preparation instructions.

Section 6. Travel
 For Region 9 staff, travel authorizations (TAs)/vouchers (TVs) will be completed by the individual employee or travel arranger, if applicable. Account numbers will be provided by the Region 9 REOC staff based on assigned FEMA MA work. TAs/TVs will go through the employee's normal routing for approval/funding.
 Region 9 staff whose duty station is the San Francisco Regional office will need to include Attachment A (Region 9 Memo 50-Mile Waiver for Lodging - 2017 NorCal Fires dated 12-14-17) for any response related lodging expenses within 50 miles of the regional office.
 When submitting TVs, Region 9 staff who's lodging accommodations exceed 150% of the allowed lodging cost must include Attachment B (Region 9 Memo Actual Expenses for Lodging - 2017 NorCal Fires dated 1-8-18). Region 9 staff who's travel expenses exceed \$5,000 must include Attachment C (Region 9 Memo Expenses Exceeding \$5000 - 2017 NorCal Wildfires).
 For non-Region 9 staff, travel will be completed by their home region. The Region 9 REOC will provide a cross-funding account number that will need to be added to the TA by the Cincinnati Finance Center, either by emailing CINWLD_Travel@epa.gov or calling the helpdesk at (513) 487-2346.
 When submitting TVs, non-Region 9 staff who's lodging accommodations exceed 150% of the allowed lodging cost must include Attachment B. Non-Region 9 staff who's travel expenses exceed \$5,000 must include Attachment C.
 All Employees are responsible for: monitoring their TAs and TVs to ensure tickets are issued timely and avoid delays in payments to the travel card, submit all the information and necessary documentation (e.g., receipts, travel waiver memos), and stamp their vouchers SIGNED within 5 business days of the end of the travel.

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

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Charging/Recording Procedures (cont.)

▶ Example of deployment travel instructions.

TRAVEL ARRANGEMENTS: You are responsible for making your own travel arrangements through your Region. CO/DOE should be able to identify hotels in Sonoma County. Please look for hotels close to the charging area you are reporting to. The towns of Santa Rosa, Redlands and Redwood Falls should have rate options in close proximity to the ZIP. Please make the best attempt to adhere to the lodging and per diem rates and be responsible in ensuring your hotel location. Up to 150% of the allowable lodging rate is approved. The following list includes lodging rates for counties in which employees may be staged in for the response:


Bullis, Lake, Siskiyou, and Yuba Counties: \$83 per night (up to \$120)
 Sacramento County: \$128 per night (up to \$160)
 Alameda County: \$135 per night (up to \$147.50)
 Nevada County: \$120 per night (up to \$160)
 Mendocino County: \$116 per night (up to \$170)
 Sonoma County: \$134 per night (up to \$201)

PER ACCOUNTING: Please have your timekeeper or travel auditor contact Amber Ye-Eun (415-972-3225) with any questions.

ACCOUNT CHARGING INFORMATION: (Please include the FWA in the FA.)
FWA: CA-03400R-CA-034-04
 ESF ID and conduct of and HAZWOPER field activities for the State of California in support of FEMA response operations.

20172018 BR 09K0K13 303DC6 H005

Please ask the Contract Travel Center to apply our CO/DOE cross funding rate below:
 Organization: **EPAR09FD**
 Title: **18 Superfund Cross Funding**




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Charging/Recording Procedures (cont.)

▶ Current procedures for request pay cap waivers:

- Each region will submit a request through their HR office who signs and forwards to the host region.
- Host region forwards the request to the designated SSC for signature and entry into the OCFO SharePoint site.
- OCFO then enters the coding in PeoplePlus to lift the pay cap.
- The FSC tracks the status of waivers using an Excel spreadsheet.
- This process will be decentralized in the future, and administered by each region.



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Charging/Recording Procedures (cont.)

▶ Example of pay cap request spreadsheet.


California Wildfires, Region 9
 (Region 10/09/2017)
 Region 7 Pay Cap Waiver List

Name	EmpID	Org Code	Series	Grade/Step	FLSA Code E or ME	Location of Deployment	Dates of Deployment	Lift Bi-Weekly Pay Cap (Beginning of Pay Period)	Termination Bi-Weekly Pay Cap (End of Pay Period)
John Phillips	00015856	071D	0510	GS 14-8	C	Redwood Park, CA	11/5-12/10	PP13 Beginning: 11/20	PP16 ENDING: 12/23
Greg Crable	00015236	07LD	0808	GS 13-10	C	Redwood Park, CA	11/4-11/24	PP13 Beginning: 10/29	PP14 ENDING: 11/29

This amends the Natural Disaster emergency response to Lift the Bi-Weekly Pay Caps for EPA employees deployed to the California-North Bay fires that began October 9, 2017.

Human Resources Officer, Region 7 _____ Date _____

Elizabeth Ingelbertson, Human Resources Officer, Las Vegas _____ Date _____
 Shared Service Center



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Charging/Recording Procedures (cont.)

- ▶ Example of pay cap waiver tracking spreadsheet.

Last Name, First Name	First Name	Last Name	email	On Work Code Allocation	Deployment Dates (from) (thru)	Pay Cap Lfthd	Pay Cap Req	Pay Cap En	Region	Pay Cap Waiver Request Submitted
Starfield, Brooks	Brooks	Starfield	starfield.brooks@epa.gov	Yes	11/27/17 12/11/17	Yes	11/28/2017	12/21/2017	Region 10	
Townsend, Tom	Tom	Townsend	townsend.tom@epa.gov	Yes	11/28/17 1/2/18	Yes	1/30/2017	2/12/2018	Region 10	
Vanderboom, Eric	Eric	Vanderboom	vanderboom.eric@epa.gov	Yes	10/27/17 1/7/18	Yes	10/14/2017	1/26/2018	Region 10	
Whitner, Bob	Bob	Whitner	whitner.bob@epa.gov	Yes	11/27/17 2/7/18	Yes	12/14/2017	2/11/2018	Region 10	
Zawicki, Angie	Angie	Zawicki	zawicki.angie@epa.gov	Yes	11/28/17 1/4/18	Yes	1/30/2017	11/29/2017	Region 10	
Ricard, Jon	Jon	Ricard	ricard.jon@epa.gov	Yes	1/26/18 1/27/18		1/1/2018	2/12/2018	Region 7	
Rivara, Madison	Madison	Rivara	rivara.madison@epa.gov	Yes	1/28/18 1/27/18	No			Region 10	Yes 1/18/18
Sibbey, Michael	Michael	Sibbey	sibbey.michael@epa.gov	Yes	2/1/18 1/27/18	No			Region 10	Yes
Stralka, Daniel	Daniel	Stralka	stralka.daniel@epa.gov	Yes	1/26/18 1/27/18	Yes	1/21/2018	2/11/2018	Region 10	
Wenec, Adam	Adam	Wenec	wenec.adam@epa.gov	Yes	2/17/18 1/2/18	No			Region 10	Yes 1/18/18

Last Name, First Name	resource_email	resource_first	resource_last	me_last	On Tracking Spreadsheet
Aaron, Mark	aaron.mark@epa.gov	Mark	Aaron	aaron.mark@epa.gov	
Adams, Mike	adams.mikeal@epa.gov	Mike	Adams	adams.mikeal@epa.gov	
Aisling, Kathleen	aisling.kathleen@epa.gov	Kathleen	Aisling	aisling.kathleen@epa.gov	
Albizu, Ramon	albizu.ramon@epa.gov	Ramon	Albizu	albizu.ramon@epa.gov	
Allen, Harry L.	allen.harryl@epa.gov	Harry L.	Allen	allen.harryl@epa.gov	
Aumann, Ethan	aumann.ethan@epa.gov	Ethan	Aumann	aumann.ethan@epa.gov	
Aycock, Mary	aycock.mary@epa.gov	Mary	Aycock	aycock.mary@epa.gov	
Bain, Andy	bain.andrew@epa.gov	Andy	Bain	bain.andrew@epa.gov	
Ball, Stephen	ball.stephen@epa.gov	Stephen	Ball	ball.stephen@epa.gov	

Communicate procedures

- ▶ Use PRL to track deployments, and create email lists for distributing procedures and other important messages to employees.
- ▶ Work closely with the LSC to create a deployment package and/or deployment email notifications on procedures for time and travel.
- ▶ Identify key personnel (e.g., comptrollers, FMOs, PeoplePlus and travel coordinators, etc) in each home region that can provide assistance with time and travel.



Communicate procedures (cont.)

- ▶ Example of email to deploying employees about charging/recording procedures.

From: Phillips, John on behalf of ROSEOF Finance Section Chief
 Sent: Saturday, January 29, 2018 10:36 PM
 To: RSCOF Finance Section Chief
 Subject: Fw: Revised - Region 9 No-Call/Flies Time & Travel Charging Guidance

Attached is the revised charging guidance (as of 1/23/18) for the resource including extension to the effective periods for Attachments B & C for actual travel expenses and total travel expenses exceeding \$500. Also attached with this guidance is the FEMA memo authorizing up to 150% for lodging in designated counties through February 7, 2018.


John Phillips
 Finance Section Chief, EPA
 Northern California Fire Response
 916-400-5383
 UIC: F20



Time - collect, reconcile, and distribute

- ▶ Collect time-in/time-out logs daily
- ▶ Collect copies of timesheets each pay period
- ▶ Reconcile time logs to timesheets
- ▶ Who should sign time logs and timesheets?
- ▶ Should time logs and timesheets be submitted to the timekeeper/time supervisor in the home region?
- ▶ Who should be responsible for reconciling timesheets to PeoplePlus?

FSC


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Lecture Summary

At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Qualifications:
 - Understanding and access to EPA system (PPL, Concur)
 - Understanding of time and travel policies/regulations
 - Understanding of the pay caps and the waiver process
- ▶ Key responsibilities
 - Establish and distribute guidance
 - Manage time-in/time-out logs and timesheets
 - Keep the FSC updated on any issues

FSC

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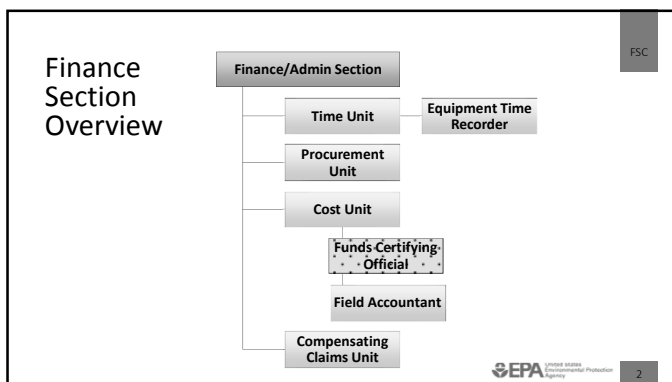
FSC

Lecture 5

Finance Section Chief

Funds Certifying Official (FUND)

UNITED STATES
Environmental Protection
Agency
1



FSC


FUND Lecture Objectives

- ▶ Define qualifications
- ▶ Describe key responsibilities
- ▶ Discuss FUND flowchart

UNITED STATES
Environmental Protection
Agency
3

FUND FSC

The Funds Certifying Official (FUND) is responsible for funding all aspects of the response.



EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 4

FUND Qualifications FSC

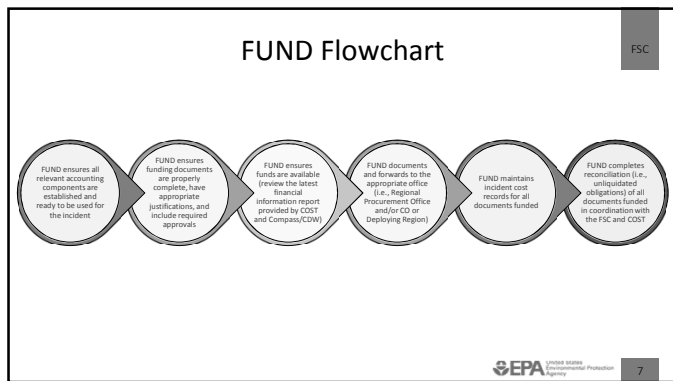
- ▶ Be a certified Funds Control Officer (FCO)
 - Have knowledge/experience/access to EPA's accounting, systems and policies
 - ✓ Systems (e.g., Compass, EAS, CDW, CBOR)
 - ✓ Spreadsheets
 - ✓ Reimbursable (e.g., FEMA Mission Assignments, IA's)
- ▶ ICS 100-400 certified (helpful)

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 5

FUND Key Responsibilities FSC

- ▶ Understand CERCLA, OPA, and ESF-10 funding process
- ▶ Ensure funds are available
- ▶ Alert FSC on any potential funding problems
- ▶ Attend finance section meetings

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 6



FUND Lecture Summary

At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Define qualifications
- ▶ Describe key responsibilities
- ▶ Discuss FUND flowchart

FSC


EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 8

FSC

Lecture 6

Finance Section Chief

Cost Unit Leader (COST)



1

FSC

Lecture Objectives

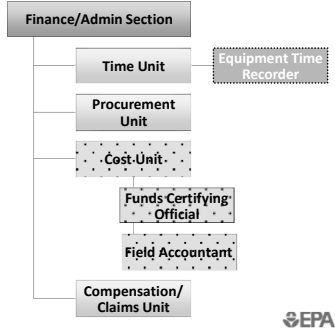

- ▶ Qualifications
- ▶ Key Responsibilities



2

FSC


Finance Section Overview

3


Qualifications FSC

- ▶ ICS 100-400 certified
- ▶ Have working knowledge/experience with:
 - EPA financial systems (e.g., Compass, CDW, CBOR)
 - EPA budgeting, accounting and other financial data contained in the EPA financial systems
 - Excel spreadsheets

 4


Key Responsibilities FSC

- ▶ Burn-rate calculations and cost tracking
- ▶ Prepare cost input to the situation report (SitRep)
- ▶ Ensure budgeted funds are sufficient, reimbursable authority is requested, and work codes are set up
- ▶ Brief FSC on problems, issues, and follow-up requirements

 5

Burn rate calculations and cost tracking FSC

- ▶ Burn rates should be calculated separately for:
 - Employees – We recommend a fully-loaded rate for a GS-13/10 as an estimate. Periodically adjust to actuals (BOC 10)
 - Travel - May include lodging, M&IE, rental car, and GOV. We recommend combining these costs for a daily average (BOC 21)
 - Contracts/Misc. – Includes ERRS, START, other national contracts, and miscellaneous costs. Burn rates, actuals, & days remaining provided by contractor accountants (BOCs 36 & 37)

 6

Burn rate calculations and cost tracking

► Example of the employee and travel burn rates:

21-Jan-18							98 Charges start on 10/21/17, transitioned from MA -01	
Direct Labor							Assumptions: Straight time = 8 hours; Field shifts = 12 hours; estimated loaded hourly rate = \$90	
# People (KCP & Field)	Hours/Day	\$/Hour	Daily Total	Previous Total	Cumulative Total	Burn Rate		
Projected Payroll Costs								
36	12	\$90	\$38,880	\$2,410,400	\$2,449,280	\$38,880		
Travel							Total	Burn Rate
Paid Travel Costs							\$889,566	
Projected Travel							\$405,940	\$14,400
Total Travel							\$1,295,506	

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Burn rate calculations and cost tracking

► Example of a GS-13/10 fully loaded hourly rate calculation:

Pay Pd Covered	HR/Org/Work Code	Allocation Percentage	Amount	Hours	BBFY	EBFY	Fund	RC/Sub RC/Reimb Org	PRC	Project	Finance Object Class
Total Salary			\$5,135.23	80							1112
Total Employers FICA Contribution			\$393.47								1210
Total Employer Retirement Contribution			\$703.53								1211
Total Employer FEGLI Contribution			\$10.12								1212
Total Employer Health Contributions			\$505.22								1213
Total Employer TSP Contribution			\$205.41								1249
Total Employer 1% TSP Contribution			\$51.82								1252
Combined Total			\$7,004.30	80							
Combined Hourly Rate			\$87.55								

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Burn rate calculations and cost tracking

► Example of contract and miscellaneous burn rates:

Contracts		Estimated Daily Burn Rate		Total	Burn Rate
ERRS	ERRS Daily Burn Rate	\$199,434.00		\$23,950,000	
				Subtotal ERRS	\$199,434
START	START Daily Burn Rate	\$123,019		\$12,800,000	
				Subtotal START	\$123,019
	SI (RAS)	\$200,000		\$200,000	
	GIS	\$23,400		\$23,400	
	LIRLMS (Warehouse)	\$50,000		\$50,000	
Total Contracts				\$37,323,400	\$322,453
IAGS/Supplies		Total Ceiling	# Days of Incident	Total Expenses	Burn Rate
Pacific Strike Team	USCG Strike Team	\$45,000		\$29,700	
	Purchase Card (DCN 18094RF501)	\$50,000		\$50,000	
	Safety Boots	\$110		\$110	
	Santa Rosa Democrat	\$91		\$91	
Total IAGS		0	0	\$65,620	\$0

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Burn rate calculations and cost tracking

▶ Example of contract and miscellaneous burn rates (cont.):

START-Weston		Contract Ceiling - as of 1/19/18	Expenses	Daily Burn Rate	Dollars Available on Contract	Days of Funding Available	% Utilized	Comments
MA4M4RC0A1 09ND02-Tire Fire-MA-03	TD-034	\$86,900.00	\$35,201.00		\$50,697.00			EPSS1302
MA4M4RC0A1 09ND03-Fuel Dec-MA-01	TD-035	\$152,007.30	\$59,281.00		\$92,726.30			EPSS1302
MA4M4RC0A1 09ND03-Sonoma MA-04	TD-036	\$6,000,000.00	\$4,373,015.00	\$83,737.00	\$1,626,985.00	16	76%	EPSS1302
MA4M4RC0A1 09ND03-Napa/MA-06	TD-037	\$1,500,000.00	\$1,275,781.00	\$8,172.04	\$224,219.00	40	82%	EPSS1302
MA4M4RC0A1 09ND03-Delta Tech Sup- MA-04	TD-038	\$3,000,000.00	\$2,315,382.00	\$29,340.00	\$644,618.00	33	67%	EPSS1302
MA4M4RC0A1 09ND03-Mendocino-MA-04	TD-039	\$1,350,000.00	\$502,647.00	\$2,918.00	\$847,353.00	262	43%	EPSS1302
MA4M4RC0A1 09ND03-Lake-MA-04	TD-040	\$950,000.00	\$343,480.00	\$117.00	\$606,520.00	1912	36%	EPSS1302
ERRS - EOM								
MA4M4RC0A1 09ND05-Haz Waste Assessment MA-01	TD-01	\$46,000.00	\$39,959.00		\$6,041.00		87%	EPSS1201
MA4M4RC0A1 09ND07-Lakeville Tire Fire-MA-03	TD-02	\$171,000.00	\$13,952.00		\$157,048.00		79%	EPSS1201
MA4M4RC0A1 09ND07-Napa County Fire-MA-04	TD-02	\$1,850,000.00	\$3,804,387.00	\$20,194.00	\$215,613.00	5	94%	EPSS1201
MA4M4RC0A1 09ND07-Sonoma County Fire-MA-04	TD-03	\$15,000,000.00	\$11,077,874.00	\$48,850.00	\$3,922,126.00	26	74%	EPSS1201
MA4M4RC0A1 09ND07-Mendocino County Fire-MA-04	TD-04	\$7,800,000.00	\$9,384,732.00		\$785,768.00		74%	EPSS1201
MA4M4RC0A1 09ND07-Lake County Fire-MA-04	TD-05	\$2,300,000.00	\$911,739.00		\$1,388,261.00		40%	EPSS1201 (Demob'd on 12/7/17)

Burn rate calculations and cost tracking

▶ Example of contract and miscellaneous burn rates (cont.):

Miscellaneous		Contract Ceiling - as of 1/19/18	Expenses	Daily Burn Rate	Dollars Available on Contract	Days of Funding Available	% Utilized	Comments
SEAS-ERC-PR-05-09045-EP-04-051	MA-04	\$20,000.00	\$128,828.00	\$5,434.76	\$171,172.00			SEAS-ERC-PR-05-09045-EP-04-051
ERES-NA/Whitcomb - 09ND03 CP-SB-102	MA-04	\$50,000.00		\$45.46	\$30,300.00			ERES-Whitcomb - 09ND03 CP-SB-102
USCJ-FPA (Doc 1)	MA-04	\$5,000.00	\$2,790.00		\$2,210.00			Demob 11/22/17 - 4 CO Members Dierkyak
SIG Contract-PR-05-080209 (Oct 12 15)	MA-01	\$1,004.00	\$1,004.00	N/A	\$0.00			EP-04-15-02
SIG Contract-PR-05-080209 (Oct 26, Jan 15)	MA-04	\$23,400.00	\$4,473.00	\$54.35				DCU: 10/26/17/18 Contract EP-05-1502
MA4M4RC0A1 09ND03 Purchase Card-MA-04		\$50,000.00	\$5,746.00	N/A	\$44,254.00		71%	MA4M4RC0A1 09ND03 Purchase Card RY (DCU: 10/26/17/18)
MA4M4RC0A1 09ND03 Purchase Card-MA-04	Safety Shakti	\$10,000.00	\$100.00	N/A	\$9,900.00			
MA4M4RC0A1 09ND03 Purchase Card-MA-04	Santa Rosa Press Democrat	\$91.00		N/A	\$91.00			

Burn rate calculations and cost tracking

▶ Example of ERRS burn rates and costs:

FEMA 2017 Task Order Burn Rate Report
EPA Task Orders 9080, 9081, 9082, 9083, 9084, 9085

As of: 1/15/2018

To No.	Site Name	Ceiling \$	ITD \$	Daily Burn Rate	1900-55 Pending
9080	FEMA Lakeville Tire Fire	\$175,000.00	\$98,214.56	\$0.00	\$39,737.37
9081	FEMA NorCal Fires Haz Waste Assessment	\$45,000.00	\$37,473.02	\$0.00	\$1,486.00
9082	FEMA 2017 Napa County Fires	\$3,200,000.00	\$1,638,159.36	\$48,960.78	\$1,446,663.65
9083	FEMA 2017 Sonoma County Fires	\$7,900,000.00	\$3,688,401.61	\$80,743.08	\$3,277,960.59
9084	FEMA 2017 Mendocino County Fires / Demob 1/7/17	\$2,800,000.00	\$822,438.04	\$0.00	\$1,241,793.94
9085	FEMA 2017 Lake County Fires / Demob 12/17/17	\$2,300,000.00	\$501,586.59	\$0.00	\$410,152.41

NOTE: Napa and Sonoma ceilings will be updated on next report.

Burn rate calculations and cost tracking

▶ Example of START burn rates and costs:

Page 1 EP511302 0038 N GA Command

RCMG Date	Personnel	Equipment	Final CFCs	Pending	Daily Total	Total	Ceiling	Balance	% Remaining
Prior Total	1,336,313.04	\$0.00	\$100,945.62	\$148,991.69	\$1,589,250.26	\$1,589,250.26			
01/05/2018	\$27,802.10	\$0.00	\$0.00	\$169,896.78	\$197,698.88	\$1,637,957.43	\$2,000,000.00	\$362,042.57	18.10%
01/06/2018	\$38,461.41	\$0.00	\$0.00	\$162,451.30	\$220,912.71	\$1,688,973.37	\$2,000,000.00	\$311,026.63	15.55%
01/10/2018	\$46,606.71	\$0.00	\$0.00	\$193,034.07	\$239,640.78	\$1,746,052.85	\$2,000,000.00	\$253,937.15	12.70%
01/11/2018	\$21,200.44	\$0.00	\$0.00	\$197,221.16	\$218,421.60	\$1,771,450.38	\$2,000,000.00	\$228,549.62	11.43%
01/13/2018	\$36,804.16	\$0.00	\$0.00	\$205,835.52	\$242,639.68	\$1,816,868.50	\$2,000,000.00	\$183,131.10	9.15%
01/15/2018	\$32,145.47	\$0.00	\$0.00	\$216,584.95	\$248,730.42	\$1,859,743.81	\$2,000,000.00	\$140,256.19	7.01%
01/16/2018	\$27,030.43	\$0.00	\$0.00	\$223,111.82	\$250,142.25	\$1,880,321.10	\$2,000,000.00	\$106,678.90	5.33%
01/17/2018	\$26,890.94	\$0.00	\$0.00	\$229,041.80	\$255,932.74	\$1,926,142.03	\$2,000,000.00	\$73,867.97	3.69%
01/18/2018	\$25,272.98	\$0.00	\$0.00	\$234,628.10	\$259,901.07	\$1,957,002.19	\$3,000,000.00	\$1,042,997.81	34.77%
01/19/2018	\$21,800.81	\$0.00	\$0.00	\$238,845.78	\$260,646.59	\$1,983,019.68	\$3,000,000.00	\$1,016,980.32	33.90%
Detail Total	\$303,915.33	\$0.00	\$0.00	\$238,845.78	\$542,761.12				
TTD:	1,643,228.38	\$0.00	\$100,945.62	\$238,845.78	\$1,983,019.68	\$1,983,019.68	\$3,000,000.00	\$1,016,980.32	33.90%

EPA 13

Burn rate calculations and cost tracking

▶ Example of where to get actuals using CDW:

EPA 14

Burn rate calculations and cost tracking

▶ Example using CDW Reimbursable Agreement Inquiry:

Compass Reimbursable Agreement Detail Inquiry

A report is constructed from Compass data that has been through a nightly transformation process. Because of that the data is only updated once a day to from the Monument Detail Spending Table. This report is accurate for years implemented in Compass. For converted reimbursable agreements, it and spending details.

Show Labels? Yes No

Agreement No: Starts with: * Exact Match: Not Equal:

RPMO: Starts with: * Exact Match: Not Equal:

Organization: 0960X13 Starts with: * Exact Match: Not Equal:

Show DCN Position?

AL1 (051742A000) 1-10 (051742A000) 3-10 (1742A000) 5-10 (42A000)

DCN Position: Starts with: * Exact Match: Not Equal:

EPA 15

Burn rate calculations and cost tracking

▶ Example using CDW Reimbursable Agreement Inquiry (cont.):

Compass Data Warehouse **Document Review** **Compass Reimbursable Agreement Detail Inquiry**

This report provides detailed reimbursable agreement amounts with the spending amounts from the Mission Detail Spending Table. This report is available for users implemented in Compass. For contract and spending details.

Agreement No	Agreement \$	Open Commitment \$	Fully Obligated \$	Expended \$	Total Spending \$	Total Spending %
MA344DRCA	\$70,095,506.00	\$2,054.02	\$11,094,410.65	\$38,639,862.76	\$50,336,427.43	71.81%
Total	\$70,095,506.00	\$2,054.02	\$11,094,410.65	\$38,639,862.76	\$50,336,427.43	71.81%

Select the table(s) to be displayed: All Approved Open Obligated Expended Total Spending

CDW Obligation #	Agreement \$	Total Spending \$	Open Commitment \$	Fully Obligated \$	Expended \$	Export Detail
09020X11	\$70,095,506.00	\$0.00	\$0.00	\$0.00	\$0.00	
09020X12	\$0.00	\$2,122,239.62	\$0.00	\$0.00	\$2,122,239.62	
09020X13	\$0.00	\$1,437,687.50	\$0.00	\$0.00	\$1,437,687.50	
09020X14	\$0.00	\$12,731.97	\$892.22	\$1,030.22	\$10,800.20	
09020X15	\$0.00	\$46,120,644.15	\$1,161.80	\$11,093,379,493.42	\$37,119,141.15	
	\$70,095,506.00	\$50,336,427.43	\$2,054.02	\$11,094,410.65	\$38,639,862.76	

16

Prepare cost input to the SitRep

▶ The SitRep should include:

- Budgeted or MA ceiling (for FEMA, OPA, etc.)
- Indirect costs set aside (for FEMA, OPA, etc.)
- Estimated payroll costs (to date)
- Estimated travel costs (to date)
- Estimated contract costs (to date)
- Remaining ceiling
- Daily burn rate (can include days remaining)
- Sent daily to SITL and briefed during Planning Meeting

17

Prepare cost input to the SitRep

▶ Example of cost input to SitRep:

FEMA - North California Fires
MISSION ASSIGNMENT SUMMARY


Report Date: 1/21/2018

MISSION ASSIGNMENT	MA CEILING	Set Aside for Indirect Costs	Estimated Payroll Cost To-Date	Estimated Travel Cost To-Date	Estimated Contract Costs To-Date	Estimated Interagency Agreements	Estimated Costs To-date	REMAINING AVAILABLE MA CEILING	Current Daily Burn-Rate
034DR-CA-EPA-04-02 2017 No-Cal Fires Haz Wtdsp 101917-031718 MA344DRCA4 09KX13	\$ 80,000,000	\$ 9,920,000	\$ 2,449,280	\$ 1,295,508	\$ 37,323,400	\$ 65,620	\$ 41,133,808	\$ 28,946,194	\$ 375,733

18

Ensure budgeted funds are sufficient... FSC


- ▶ If funds aren't sufficient:
 - Brief the IC and OSC during the Planning Meeting
 - If additional funds are needed, brief ESF-10 liaison for MA amendments
 - Ensure amended MAs and reservation of funds (RFs) are processed and Cincinnati is notified to issue reimbursable authority.
 - Ensure that any new work codes and budget orgs are included/updated in the charging guidance

 19

Lecture Summary FSC

At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ **Qualifications**
 - Understanding and access to EPA financial system (Compass, CDW, CBOR)
 - Understanding of EPA budget, accounting, and financial data
 - Understanding of Excel spreadsheets
- ▶ **Key Responsibilities**
 - Burn rate and cost tracking
 - Preparing cost input to the SitRep
 - Ensure funding is sufficient and in place
 - Keep the FSC updated on any issues


 20

FSC

Lecture 7

Finance Section Chief

Funding Source




1

FSC

Lecture Objectives

- ▶ Discuss funding sources
- ▶ Identify funding source reference material and contacts





2

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Funding Sources

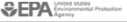
- ▶ The Finance Section is responsible for all financial aspects of an incident. Multiple types of funding are generally used for Emergency Response.



3


Funding Sources FSC


- ▶ **Agency Appropriated Funds**
 - Superfund (CERCLA)
- ▶ **Reimbursable Funding**
 - FEMA Mission Assignment (Stafford Act)
 - Oil Spill Liability Trust Fund (OPA)
 - Other (Reimbursable IA's, Special Account)

 4

Funding Sources FSC

- ▶ Comprehensive Environmental Response Compensation, and Liability Act (CERCLA or Superfund)
- ▶ EPA Appropriated funding
- ▶ Used for response to hazardous substance releases or substantial threats

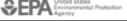


 5

Disaster Relief Fund (Stafford Act) FSC

Stafford Act funding is managed by the Federal Emergency Management Agency (FEMA)

- ▶ Stafford Act funds are issued as Mission Assignments (MAs) by FEMA
- ▶ The MA tasks are issued under 15 distinct Emergency Support Functions (ESFs)

 6

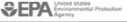
Funding Sources

Emergency Support Functions (FEMA funded response)

- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works and Engineering (DOD/USACE Lead)
- ESF #4 - Firefighting
- ESF #5 - Emergency Management
- ESF #6 - Mass Care, Housing, and Human Services
- ESF #7 - Resource Support
- ESF #8 - Public Health and Medical Services
- ESF #9 - Urban Search and Rescue
- ESF #10 - Oil & Hazardous Materials Response (USEPA Lead)
- ESF #11 - Agriculture and Natural Resources
- ESF #12 - Energy
- ESF #13 - Public Safety and Security
- ESF #14 - Long-Term Community Recovery and Mitigation
- ESF #15 - External Affairs


FSC

7




Disaster Relief Fund (Stafford Act)

- ▶ EPA and the United States Coast Guard (USCG) serves as ESF-10 support for oil and hazardous material response and environmental safety and cleanup functions



FSC


8



Disaster Relief Fund (Stafford Act)

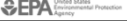
Multiple ESFs may be activated for a response

- ▶ Example: a large-scale natural disaster or Nationally Significant Incident may require all 15 ESFs
- ▶ A localized flood or tornado may only require activation of a few ESFs




FSC

9




Types of Mission Assignments FSC

Two types of Mission Assignments:
Federal Operating Support
Direct Federal Assistance (State cost share may be required)

 10


FEMA Funds – Allowable Charges FSC

- ▶ **Payroll Charges:**
 Overtime and premium pay for all employees
 Base pay for only Trust Fund employees
- ▶ **Travel Charges**
- ▶ **Contract/Purchase Card/Purchase Orders**
- ▶ **IA's (including Emergency Funding Authorizations EFA's)**

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Oil Spill Liability Trust Fund FSC

- ▶ The "Oil fund" was created under the Oil Pollution Act (OPA). OSLTF managed by the National Pollution Funds Center (USCG -NPFC)
- ▶ EPA has an National IA with the USCG to access these funds

 12

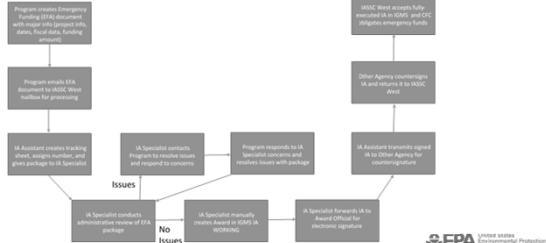

Inter-Agency Agreements

- ▶ IAs are issued to provide funding from an outside agency to the responding agency or from EPA to an Other Federal Agency (OFA).
- ▶ During a response, an Emergency Funding Authorization Document (EFA) can also be used. This is an emergency IA.



Inter-agency Agreements


WORKFLOW FOR PROCESSING EMERGENCY FUNDING ACTIONS

Lecture Summary

At The Conclusion Of This Unit, Are You Now Able To?:


- ▶ Discuss funding sources
- ▶ Discuss Mission Assignments (MA's) and PRFA's
- ▶ Identify funding source reference material



FSC

EPA 460 Lecture 8

Resource Requesting, Ordering, and Tracking System In EPA Incident Management Teams




1


FSC

Lecture Objectives

- ▶ Review importance and background of the Resource Request Process.
- ▶ Learn the Resource Request Process using ICS Form 213RR.
 - Requesting
 - Assigning
 - Ordering/Procuring
 - Receiving



2




FSC


Resource Ordering and Tracking

Importance of properly documenting and tracking resources:

- ▶ Financial/Physical accountability:
 - Ensures resources are:
 - ✓ ordered efficiently
 - ✓ assigned where they are most useful
 - ✓ released when no longer needed
 - Hold up to an audit
- ▶ EPA needed an agency specific process




3




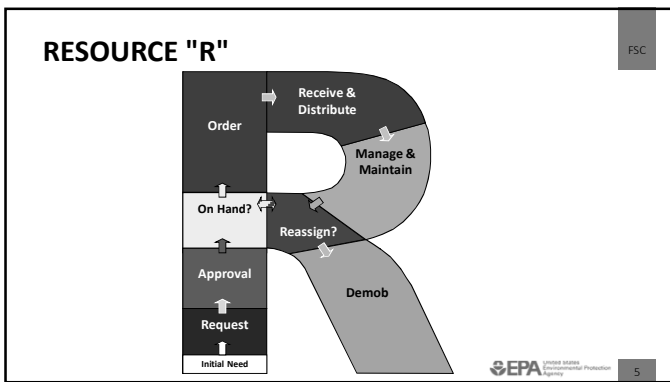
EPA Resource Ordering and Tracking

FSC

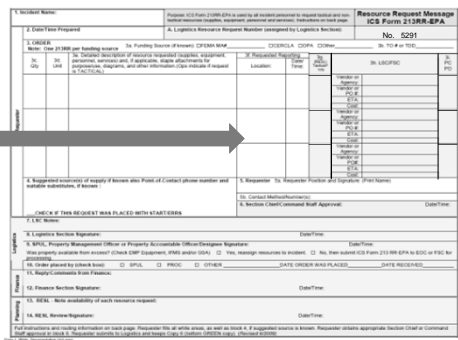
- ▶ Workgroup was formed to develop an EPA specific:
 - Resource Requesting, Ordering, and Tracking process
 - ICS form 213-RR-EPA – All resources MUST be documented





4

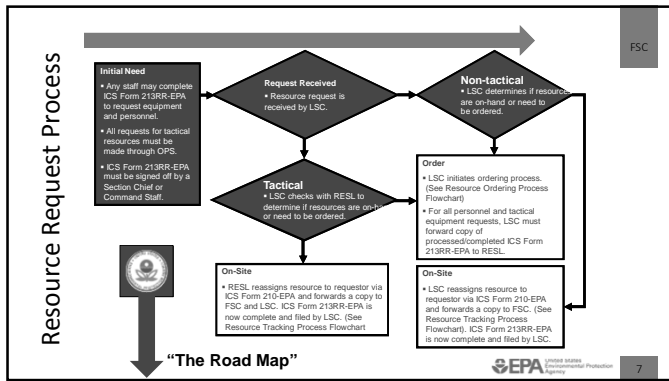


THE RESOURCE REQUEST PROCESS



FSC


6



1. Initial Need/ Requestor

- Any staff may complete 213RR to request supplies, services, equipment, and personnel.
- Requester completes White part of form (Sections 1-6)
- All requests for tactical resources must be made through OPS.
- ICS Form 213RR-EPA **must be signed off** by a Section Chief or Command Staff.

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8


2. Logistics Section

- Logs assigns unique tracking # to 213RR.
- Up to Logistics Section to setup their tracking system.
- Consult with FIN to complete Funding Source information.
- Consult with Planning Section and OPS to determine if requested resources are Tactical/Non-Tactical.
- Consult with Resources Unit to determine if On-Hand/Available or Needs to be Ordered.
- Approve Form and send copy to Host Region, and routes to next step.
 - If requested resource is Non-Tactical and Available, goes to Supply Unit in Logistics Section for assignment
 - If Tactical and Available, route to Resources Unit for assignment.

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3a. Resource is Available – Reassignment

- ▶ Logistics Section reassigns Non-Tactical Resources using ICS Form 210
- ▶ Resource Unit reassigns Tactical Resources using ICS Form 210.
- ▶ After reassignment, Logs attaches Form 210 to 213RR and copies Finance and Requestor to close out the request.


FSC



10

ICS Form 210-EPA

1. Incident Name 213RR Ordering and Tracking Webinar		2. Operational Period From: 08:00 To: 10:20/1	Date 10/25/14	Time 07:00	STATUS CHANGE ICS 210-EPA
3. Personnel/Resource Description Title: Serial # 123897			4. I.D. Number 5291		
4. New Status <input type="checkbox"/> Available <input checked="" type="checkbox"/> Reassigned <input type="checkbox"/> Out of Service					
5. FROM: Location or Status Staging Area Charlie			6. TO: Location or Status Bravo Branch		
7. Date and Time of Location or Status Change Date: 10 / 25 / 14 Time: 08 :00					
8. Comments					
9. Prepared by: Name, Position and Contact Information				Date:	Time:
10. Processed by: Tactical/ Resource Unit - Non-Tactical/ Supply Unit				Date:	Time:
EPA FORM 210-100					

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11



3b. Resource Not Available/Not On-hand: Ordering/Procurement Process

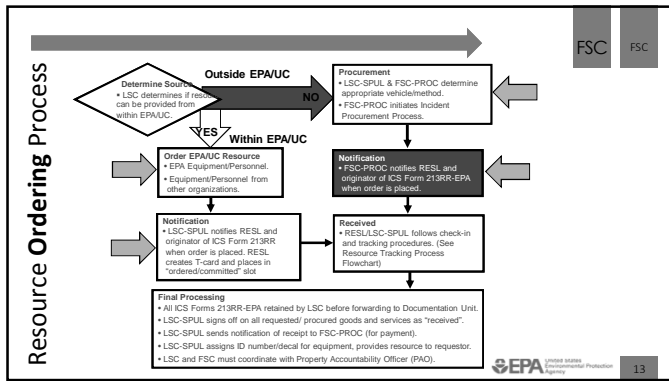
- ▶ Logistics Section (or Resources Unit for Tactical Resources) contacts REOC, Host Region, other EPA assets, or other government agencies to fill need.
- ▶ All government sources must be exhausted before going to procurement.
- ▶ If need cannot be met within the government, Logistics routes 213RR to Finance for procurement processing.

FSC


12

Finance Section Chief

4



Procurement Process


- ▶ Follow Incident Procurement Plan established by Logistics and Finance at the beginning of the Response.
- ▶ Logistics and Finance determines appropriate procurement method.
- ▶ Prefer lease and not purchase if possible.
- ▶ Coordinate with Host Region FCO on funding.
- ▶ Finance certifies funds are available.
- ▶ Resources are procured and ETA is noted on 213RR, and Resources Unit is copied.

EPA FSC


Ordering START/ERRS Resources

- ▶ START and ERRS can be ordered by the PO or in the field by a warranted EPA OSC
- ▶ 213RR-EPA form must be completed and submitted to the LSC within 24hrs to document the order
- ▶ Form should:
 - include TO and/or TDD number on form 213RR-EPA
 - routed as outlined in the resource ordering flowchart


EPA FSC



Ordering Warehouse Resources


FSC

- ▶ Complete Form 213RR-EPA for any equipment ordered from an EPA warehouse
- ▶ OPS will:
 - determine how section will comply with form 213RR-EPA submission requirements
 - developed process for submitting ICS Form 213RR-EPA to LSC


16




Emergency Use of Purchase Card



FSC

- ▶ Purchase Card used within IMT must be done in accordance with the Incident Procurement Plan (IPP)
- ▶ OPS must approve all purchase card orders for emergency use in the field and form 213RR-EPA completed and submitted to the LSC within 24hrs of the purchase
- ▶ ALL AGENCY RULES AND REGULATIONS APPLY



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4. Resource Receiving


FSC

- ▶ All Resources are checked-in by Resources Unit using ICS Form 211.
- ▶ Personnel are badged during their check-in process.
- ▶ At end of Operational Periods, Resource Unit provides Logistics with all ICS 211 Forms for Logistics and Finance to update order status of received resources.
- ▶ Finance and Logistics notes on the 213RR that the resources have been received on the corresponding 213RR to complete Ordering/Procurement.
- ▶ Non-Tactical Resources are sent to Supply Unit for inventory tagging/tracking. Supply Unit assigns to the requester.
- ▶ At the beginning of a Response, initial resources on-hand are captured in Section 7 (pg. 4) in the ICS Form 201, the Incident Briefing document.


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Resource Receiving Process

Non-Tactical

- RESL forwards resource order to FSC
- For equipment, SUPL adds to inventory
- SUPL assigns to req.
- Resource remains in inventory

End of Assignment

- Appropriate Section when file

Demobilize

- LSC in coordination with FSC notifies FSC (DMOB) to start demobilization process in accordance with Demob Plan

FSC

- the Section/Branch and "filled" to "assigned" responsibility of the assigned are tracked by RESL
- Responsible for LSC, FSC, FSC and SO
- LSC/PSC/FSC/SO for
- ical completes ICS Form 210- provides copy to
- ical RESL completes ICS Form 210- A and provides copy to FSC/LSC

Page 4 of ICS 201

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ICS Form 213RR-EPA – COPY DISTRIBUTION

Copy	Color	Who	Purpose
6 (Bottom)	Green	Requester	Copy to show the request was submitted
5	Pink	LSC/SUPL	LSC/SUPL keeps copy for all 213RRs submitted
4	Yellow	FSC/PROC	When order is placed through FSC
3	Blue	FSC	Completion of order when received
2	Goldenrod	RESL	RESL keeps copy to verify orders at check-in
1 (Top)	White	LSC Documentation Unit	LSC/SUPL keep at completion of order – given to Documentation Unit for record keeping

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ICS Form 213RR-EPA-Lessons Learned

All orders should be separated by:

Resource Type	Funding Source
<ul style="list-style-type: none"> Overhead/EPA Personnel Contractors Equipment Supplies and Services Vehicles 	<ul style="list-style-type: none"> Stafford Act (FEMA) <ul style="list-style-type: none"> Mission Assignment Oil Protection Act (USCG) CERCLA ("Superfund")

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In Conclusion

- ▶ Form 213RR-EPA must be completed for all requests during responses where an IMT has been established
- ▶ The resource ordering and tracking flowcharts were developed to ensure accountability and proper documentation of resources ordered during EPA responses
- ▶ Agency rules and regulations still apply


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22

FSC

QUESTIONS






23

FSC

Lecture 9

Finance Section Chief

Procurement Unit Leader (PROC)


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Environmental Protection
Agency
2

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UNITED STATES
Environmental Protection
Agency
3









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7



FSC

8



FSC

9



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EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 11




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EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 12

PROC FSC


The PROC is responsible for:

- ▶ Administering all financial matters pertaining to procurements
- ▶ Providing general guidance for resource ordering
- ▶ Coordinating and acquiring requested goods and services related to the incident

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PROC Lecture Objectives FSC


- ▶ Define the qualifications needed for the Procurement Unit Leader to function effectively
- ▶ Describe the Procurement Unit Leader Key Responsibilities
- ▶ List the Procurement Unit Leader daily duties and task checklist
- ▶ Discuss the Purchase Card, Contracts, and Interagency Agreements flowcharts
- ▶ Identify the materials and references needed as the Procurement Unit Leader

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PROC Qualifications FSC


To effectively perform the functions of the PROC, personnel assigned should have a minimum of:

- ▶ ICS 400 training
- ▶ Contracting Officer's Representative (COR) related training and certification, at least Level I training
- ▶ Warrant authority (depending on the incident type) or access to a Procurement Official with warrant authority

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Lecture Objectives

- ▶ Name the unit leader that procures goods and services within the Finance Section
- ▶ List the resources that discuss U.S. Government contracting rules
- ▶ Discuss general U.S. Government contracting rules
- ▶ Identify and discuss incident procurement options
- ▶ Discuss common procurement issues



FSC 16



Government Contracting

Contracts issued by government agencies must follow laws established by Congress.

Contracting rules are discussed in:

- ▶ Federal Acquisitions Regulations (FAR)
- ▶ EPA Acquisition Regulations (EPAAR)
- ▶ EPA Acquisition Guide (EPAAG)
- ▶ Emergency Contracting Procedures guide

Bottom line:
Agency procurement processes and procedures must be followed.


FSC 17

Government Contracting (continued)

A contract is a binding commitment –

- ▶ Both agency and contractor are bound to do something (pay money, deliver supplies and/or services)
- ▶ With few exceptions, (e.g., EPA OSC have limited warrant authority) only a warranted contracting officer (CO) can bind the agency

Note: Know your level of procurement authority...and lack of planning does not constitute an emergency!




FSC 18

Government Contracting (continued) FSC


- ▶ Federal Acquisition Regulations
 - ✓ Part 6 – Competition Requirements
 - ✓ Part 8 – GSA FSS Schedules
 - ✓ Part 13 – Simplified Acquisition Procedures
 - ✓ Part 15 – Contracting by Negotiation
 - ✓ Part 16 – Types of Contracts

- <http://farsite.hill.af.mil/vmfara.htm>

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Government Contracting (continued) FSC

- ▶ FAR PART 18 – Emergency Acquisitions “Identifies emergency acquisition flexibilities that are available with respect to any acquisition of goods and services”
 - Please see FAR 18.104: discusses unusual and compelling urgency, which is one of the emergency acquisition flexibilities
 - FAR 18.2 discusses ways the FAR may be modified for some disasters

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Basic Terms to Know FSC


- ▶ CO/CS – Contracting Officer / Contract Specialist
- ▶ RAM – Regional Acquisition Manager
- ▶ OAM – Office of Acquisition Management
- ▶ COR/PO/TOCOR
- ▶ Multiple Award Contract/IDIQ
- ▶ SOW/PWS – Statement of Work/Performance Work Statement
- ▶ Types of Contracts
 - Fixed Price
 - Fixed Rate/Time and Material/Labor Hour

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Procurements Options FSC


Examples of procurement options for an incident:

- ▶ Government Purchase Card
- ▶ Purchase Order
- ▶ Task Order (TO)/Technical Direction Document (TDD) via established contracts (i.e., START or ERRS)
- ▶ Blanket Purchase Agreement (BPA)
- ▶ Basic Ordering Agreements (BOA)
- ▶ Negotiated Stand Alone Contract
- ▶ Notice to Proceed

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Procurements Options (continued) FSC


- ▶ Other government agencies
 - Interagency Agreement (IA)
 - ✓ Can be initiated via an Emergency Funding Authorization (EFA)
- ▶ Pollution Removal Funding Authorizations (PRFAs)
 - Agreements funded by USCG for an OPA response

 23


Government Purchase Cards FSC

For purchases made on a purchase card (a.k.a. bankcard) during the incident, card holder must obtain and retain all:

- ▶ Requests (ICS-213RR or Procurement Request)
- ▶ Receipts
- ▶ Approved Purchase-Card statements
- ▶ PNET records




NOTE: Card holder must use card in accordance with the IPP

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Government Purchase Cards (continued) FSC


- ▶ May be used to purchase supplies and services
- ▶ Purchases are limited:
 - Standard single purchase limit varies by cardholder
 - ✓ Micro-Purchase Limit is \$10,000.00
 - ✓ Construction is subject to the Davis-Bacon Act, limit is \$2,000
 - ✓ Services are subject to Service Contract Act, the limit is \$2,500
- ▶ Use of Purchase card must be in accordance with agency rules and Incident Procurement Plan
- ▶ Most have monthly limit of \$10,000.00
 - COs monthly amount can vary based on their warrant limitations
- ▶ In emergency, approval of purchase obtained as soon as practicable following its use

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Purchase Card FSC

In addition to routine cardholder responsibilities, it is important that the purchase card holder:

- ▶ Provide supporting documentation to the Finance Section in accordance with Incident Procurement Plan
- ▶ Card holder must receive an approved ICS-213RR for and obtain the necessary account information to allocate costs prior to purchase
- ▶ Allocate purchases in PNET with backup documentation

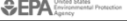
 26

Purchase Card (continued) FSC

Examples of how a purchase card might be used:

- ▶ Purchase office/general supplies
- ▶ Temporary meeting space*
- ▶ Placing an advertisement in a local newspaper
- ▶ Renting equipment (short term)

* Requires additional approvals

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Other Procurement Issues

- ▶ Incidental cost
- ▶ Overtime
- ▶ Food and water purchase
- ▶ Hotel agreements
- ▶ Demobilization

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Incidental Cost

- ▶ Damage to agency-owned equipment - repair or replacement in kind
- ▶ Must follow agency Property procedures



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Overtime

- ▶ Overtime premium authorization must be consistent with the basic terms and conditions of the contract
- ▶ Prior approval must be given in advance by the OSC or CO

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Food and Water Purchase FSC

- ▶ Government employees on travel are covered under FTR and receive per diem
- ▶ Food is not automatically acceptable even on an emergency
- ▶ Water/Electrolyte replacements are considered food unless a health and safety item

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Hotel Agreements FSC


- ▶ EPA policy is for all rental agreements to be reviewed by OGC
- ▶ Agreements must be signed by 1102 due to potential for changes
- ▶ If space is rented/rooms held on purchase card contact an 1102 ASAP. Ensure terms/period/cost are fixed and clear

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Purchase Order (Simplified Acquisitions Procedures) FSC


Types of purchases under Simplified Acquisitions Procedures:

- ▶ Micro purchases
 - Micro purchase (>\$10,000.00) should be purchased by SPUL
 - ✓ Office supplies, do not require competition or small business considerations
- ▶ Other purchases
 - Goods and Services > \$10,000.00 but not to exceed \$250,000.00
 - Must be fair and allow local and small businesses to compete
- ▶ Simplified Acquisitions Procedures (see FAR SUBPART 13.5) may be used for commercial items up to \$7 million

 33

**Purchase Order
(Simplified Acquisitions Procedures)** FSC


- ▶ Over \$10,000.00 additional clauses and competitive requirements exist and must involve an 1102 (Contract Specialist)
- ▶ Between \$10,000.00 and \$25,000.00 EPA must solicit quotes and post publicly
- ▶ <\$25,000.00 requirements under Part 13 must be posted to FedBizOpps
- ▶ Time frame under \$250,000.00 is generally 14-21 days, may be up to 30 days

 34

**Delivery Order
(GSA Federal Supply Schedules)** FSC


- ▶ GSA has contracts with supplies and service providers
- ▶ Allows for faster award – prices are already set
- ▶ Competed differently – posted on GSA Advantage not FBO
- ▶ Terms and conditions predetermined
- ▶ FAR Part 8

▶ <https://www.gsaadvantage.gov>

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Task Order / Technical Direction Document FSC

- ▶ Pre-placed, existing contract for Region/Agency wide use
- ▶ TO or TDD under existing emergency response contracts are the most readily available and preferred contract tool for emergency and time-critical responses
- ▶ EPA Emergency Response contracts are:
 - START – Superfund Technical Assessment Response Team
 - ERRS – Emergency Rapid Response Services
 - SERAS – Scientific, Engineering, Response & Analytical Services (ERT)
 - Warehouse and Equipment Services

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Blanket Purchase Agreement (BPA) FSC

- ▶ Blanket Purchase Agreement (BPA) is an agreement with pre-determined prices and rates for specific supplies and services
 - A BPA is NOT a contract; a BPA Call is an order for supplies or services
- ▶ To access EPA's BPAs:
 - Contact regional Contracting Office or Contracting Officer at HQ for each BPA
 - List of equipment BPAs is available at <https://response.epa.gov/> (click on equipment)

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Initiating Work Under Existing IAs or Contracts FSC

- ▶ "A 213RR is required to initiate or document work under any existing contract or IA (e.g., issuing a TDD, TO or WAF)
- ▶ The PROC will coordinate closely with the PO/CO for the existing contract or IA to obtain information on changes made to the work to ensure proper cost documentation and cost tracking for the incident"

 38

Basic Ordering Agreement (BOA) FSC

- ▶ A task order is issued using a Basic Ordering Agreement (BOA) which is a schedule of pre-priced labor, equipment, and materials:
 - BOAs are NOT contracts
 - MUST coordinate with EPA CO to access BOAs; EPA OSC's are NOT authorized
 - BOAs are awarded and managed by the USCG
 - BOAs are for use in emergency response

 39

Negotiated Stand-Alone Contract FSC

- ▶ If supplies and services cannot be ordered from an existing EPA contract, BPA, or BOA, a new procurement must be initiated




 40

Notice to Proceed (NTP) FSC


NTP is a type of Letter Contract (see FAR 16.603):

- ▶ A written contract instrument authorizing contractor to begin work immediately
- ▶ Used when Government interest demands a binding commitment to start work immediately
- ▶ Negotiating a definitive contract not possible in time to meet requirement

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Notice to Proceed FSC


- ▶ Only a Warranted EPA OSC may issue a NTP
- ▶ Total value of an individual NTP may not exceed \$200K
- ▶ See OSC Toolbox Guide, 4.1.2

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Interagency Agreements (IAs) and Emergency Funding Authorizations (EFA)

IAs and EFAs are agreements to exchange funds or services between Federal Agencies.


- ▶ EFAs are a simplified version of an IA
- ▶ Examples: USCG and USACE




43

Pollution Removal Funding Authorizations (PRFAs)

- ▶ Funding for PRFAs is managed by National Pollution Fund Center (NPFC)
- ▶ EPA OSCs can issue PRFAs to other federal, state, and local agencies for OPA responses



National Pollution Funds Center
Funding Today for a Cleaner Tomorrow



44

Office of Acquisition Management

FLASH

Hurricane Harvey Special Emergency Acquisition Flexibilities
September 9, 2017

The following information applies only to the acquisition of supplies or services to be used in support of this Federal response to Hurricane Harvey.

MAJOR DELIVERIES WITH EMERGENCY DECLARATION:
A major disaster declaration has been made by the President under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. (the "Stafford Act") for the state of Texas in response to Hurricane Harvey, effective September 25, 2017.

The President's declaration activates Federal Acquisition Regulation (FAR) 101.115, Emergency Declaration of Major Disaster Declaration upon purchase of local supplies, items, and materials. Contracting officers should refer to FAR 101.115 and related 2017 for additional information.

INCREASED ACQUISITION THRESHOLDS:
EPA is utilizing the acquisition flexibilities that allow for the amount of acquisition thresholds per the approved Class, Commodity or Funding, categories of Special Emergency Acquisition Authorities, and Class F FAR Deviation, Executive Order of Special Emergencies, Acquisition Authorities, as follows:

- The major purchase threshold is increased to \$50,000 for any contract to be awarded and performed in support of the response to this Federal response to Hurricane Harvey, on 1001-10, 1001-20, 1001-30 and 1001-40 contracts (101.115, 101.116, 101.117, and 101.118).
- On a case-by-case basis, the increased major purchase threshold, may be approved for an individual purchase order by EPA's National Purchase Card Program Manager (in Consultation with the relevant Procurement Unit) in support of this Federal response to Hurricane Harvey.
- The simplified acquisition threshold (SAT) is increased to \$750,000, or \$1,200,000 (see FAR 101.115(a)(4)), for emergency items, for use contracts to be awarded and performed, as purchase to be made in support of this Federal response to Hurricane Harvey.




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Presidential declarations frequently offer additional flexibilities and increased thresholds. Work closely with the Regional RAM/CO and OAM to determine if there will be changes to existing authorized levels

Funding Requirements FSC

- MUST be current year money. "B" money is two year appropriation. "T" money is no year
- Severable services can only be funded for 12 months maximum
- Non-severable services or supply purchases must be 100% funded at time of award
- Options may be used for additional time or product/service, but still limited by above restrictions

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Questions So FAR??

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PROC Task Checklist FSC

The following are specific tasks that should be completed as soon as possible after arriving to an incident


- ▶ Attend status briefing regarding special concerns and fiscal limitations
- ▶ Establish filing system

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PROC Key Responsibilities FSC

The PROC is responsible for:


- ▶ Developing the Incident Procurement Plan (IPP) in coordination with the Resource Unit Leader (RESL), Logistics Chief (LSC) or Supply Unit Leader (SPUL), and/or Host/Home Region
 - IPP establishes the incident procurement process (i.e., purchasing authority, warrant limits, bankcard use, etc.)
- ▶ Procuring goods and services in accordance with the IPP

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2. The following procedures will be adhered to:


- a. Purchase card authority for services:
 - i. Coast Guard SPUL Purchase Card LIMIT \$25,000 single purchase.
 - ii. EPA Purchase Card LIMIT \$ 7500 single purchase, Warranted authority Supplies \$ 7500 Services \$ 7500 Construction \$ 7500
- b. Any questions on correct funding source(s) shall be referred to FSC for resolution:
 - i. All HAZMAT related orders shall use EPA CERCLA accounting information.
 - ii. All Oil related orders shall use the Coast Guard OSI-TF accounting information.
- c. All orders over \$ 25,000 must be approved by the appropriate ESI-10 funding agency Incident Commander or Unified Command prior to obligation.
- d. Any increase in a specific agency's Funding Ceiling requires concurrence by appropriate agency Incident Commander or Unified Command.
- e. SPUL is responsible for all personnel orders, equipment, and supply purchases within warrant capability.
- f. PROC is responsible for all orders including any Basic Ordering Agreement (BOA) or Pollution Removal Funding Authorization (PRFA).
- g. PROC and SPUL shall maintain "order documentation" at a single location, filed by 213R number and cross-referenced by "Order Number".
- h. A single Document Control Number (DCN) Log shall be used by PROC and SPUL, regardless of the funding source. It should be clearly annotated in the log, which are FPN related and which are CPN related.
- i. All Orders shall be tracked on a Resource Tracking Matrix by the PROC & SPUL.

Sample Incident Procurement Plan

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PROC Key Responsibilities FSC

- ▶ Ensure obligating document and receiving report are distributed to the appropriate organizations (i.e., RTP) and the host region POC
- ▶ Work with the Host region's appointed POC to ensure the receipt and coordination of purchases
- ▶ The host region will work with the PROC to best utilize existing regional contracts/orders or place new orders when necessary

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PROC Key Responsibilities FSC


- ▶ Ensure appropriate funding has been made available / committed
- ▶ Ensure copies of obligation documents are correct and sent to appropriate financing servicing organization (i.e., RTP)
- ▶ Perform contract administration functions for newly awarded contracts/coordinate with CORs
- ▶ Establish communication protocols within section, other sections, and Host Region

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PROC Daily Duties FSC


PROC Daily duties


- ▶ Attend daily OSC briefings
 - **In briefing, listen to identify if there are any procurement related issues**
- ▶ Coordinate with LSC and OSC section chiefs for acquisitions needs
- ▶ Review ICS-215 for procurement implications
- ▶ Complete procurement unit log and distribute accordingly

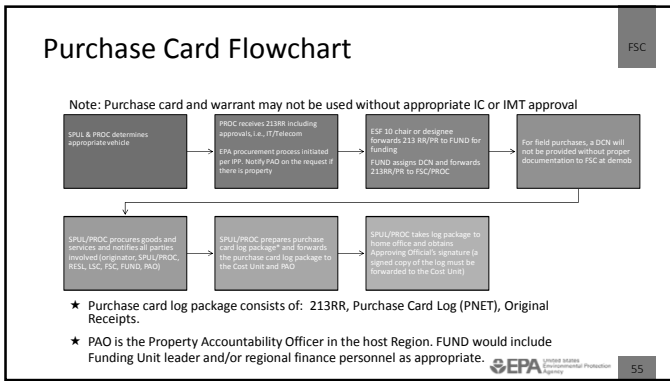
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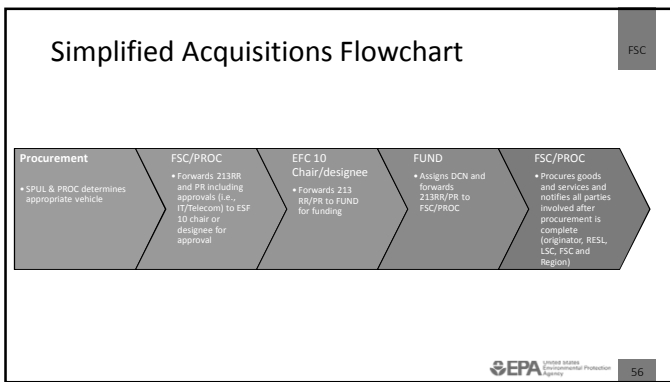
Demobilization FSC

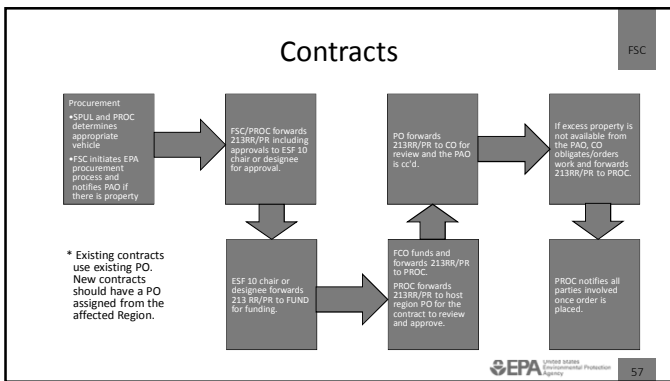
- ▶ Copies of all records, memos, documentation must remain with the incident documentation unit
- ▶ CO in the host region can provide documents not created locally

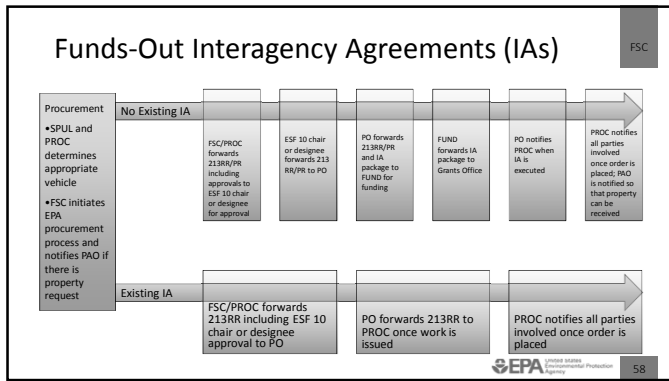


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PROC Materials

Required materials and system access for PROC:

- ▶ Links to reference documents (FAR, EPAAR, etc.)
- ▶ Paper copies of contracting forms
- ▶ Electronic copies of contracts/orders (via thumb drive or epaos.net)

FSC

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PROC Materials

- ▶ Desktop / Laptop with access to appropriate Acquisitions and Finance systems (i.e., CDW, EAS)
- ▶ Portable Drive
- ▶ Cell Phone
- ▶ Go Kit items as needed (refer to list)


FSC

60

PROC Incident-Specific Notes and Tips FSC

Incident-specific notes and tips for the PROC:


- ▶ Incident specific waivers or increased purchasing threshold for incident
- ▶ Clearly define the Ordering/Funding process
- ▶ Submit all records/receipts before personnel and unit demobilization
- ▶ Return logs and coordinate with COST

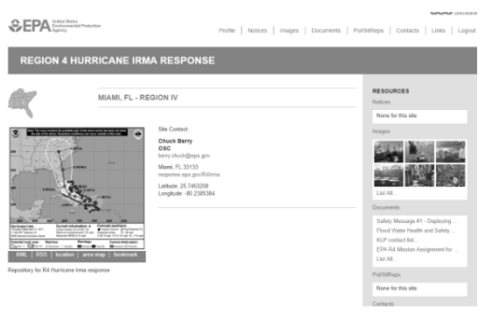
 61

PROC References FSC


References for the PROC:

- ▶ List of all contracts (Response.epa.gov)
- ▶ OAM Knowledge Management
- ▶ JOFOC Template
- ▶ Points of contact lists
- ▶ EPA Strategic Sourcing (GSA Acquisition Gateway)
- ▶ http://farsite.hill.af.mil/vmfara.htm

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 FSC

The screenshot shows the EPA Region 4 website for Hurricane Irma response. It includes a map of the region, contact information for Chuck Berry (CSC), and a list of resources such as Safety Messages and EPA HQ Mission Assignment for L&M AF.

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ACQUISITION SYSTEMS

SOLUTIONS FINDER

Welcome to the Solutions Finder - Search, filter and compare offerings from across Government

Offering: **Analytical Support Services for Air & Radiation Programs**

Offering Agency: EPA

Offering Description: Evaluation of energy, economic, technological, financial, social, human health, environmental, and ecological effects of a broad range of existing and potential future government policies and regulations related to Energy, Environmental Protection, and Infrastructure.

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Offering Description: Evaluation of energy, economic, technological, financial, social, human health, environmental, and ecological effects of a broad range of existing and potential future government policies and regulations related to Energy, Environmental Protection, and Infrastructure.

EPA Logo

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PROC Lecture Summary


At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Define the qualifications needed for the Procurement Unit Leader to function effectively
- ▶ Describe the Procurement Unit Leader Key Responsibilities
- ▶ List the Procurement Unit Leader daily duties and task checklist
- ▶ Discuss the Purchase Card, Contracts, and Interagency Agreements flowcharts
- ▶ Identify the materials and references needed as the Procurement Unit Leader

EPA Logo

65

Questions



EPA Logo


66

FSC

Lecture 10

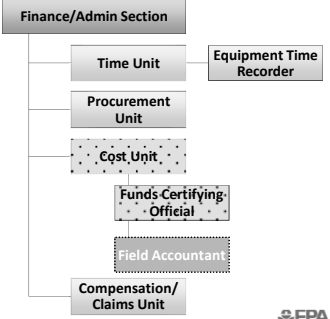
Finance Section Chief


Field Accountant (FACC)


1

Finance Section Overview

FSC





2

FACC Lecture Objectives

FSC


- ▶ Define the qualifications needed for the Field Accountant to function effectively
- ▶ Describe the Field Accountant key responsibilities
- ▶ List the Field Accountant daily duties
- ▶ Discuss the Field Accountant work flowchart
- ▶ Identify the materials and references needed as the Field Accountant


3

FACC

The FACC is responsible for:

- ▶ Providing contractor cost oversight
- ▶ Validating contractor's field costs
- ▶ Administrative support in the field to Incident Management Team (IMT)



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4

FACC Qualifications

To be an effective FACC, personnel assigned should:

- ▶ Be trained up to ICS 400
- ▶ Possess knowledge of the Removal Cost Management System (RCMS)
- ▶ Possess knowledge of EPA Emergency Response Contracts
- ▶ Certified Level 1 COR
- ▶ Possess knowledge of general accounting principles as applied to contractor cost accounting and controls (FAR 32)
- ▶ Complete required Health and Safety training and recertification

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5

FACC Key Responsibilities

Responsibilities of the FACC:


- ▶ Establish close coordination with EPA Emergency Response Contracts PO/CO
- ▶ Coordinate with Cost Unit Leader (COST)
- ▶ Review (Form 1900 – 55)
- ▶ Resolve minor financial issues by working with EPA and Contractor personnel
- ▶ Establish contracts site file

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6

FACC Key Responsibilities

- ▶ Consult with OSC/RESL to determine status of under-utilized contractor equipment on site and coordinate with EPA PO/CO and OSC as necessary
- ▶ Assist EPA personnel regarding terms and conditions of the appropriate ER contract



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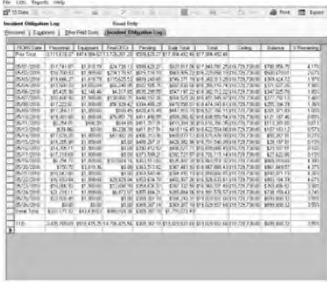
FACC Daily Duties

The Daily Duties of the FACC include:

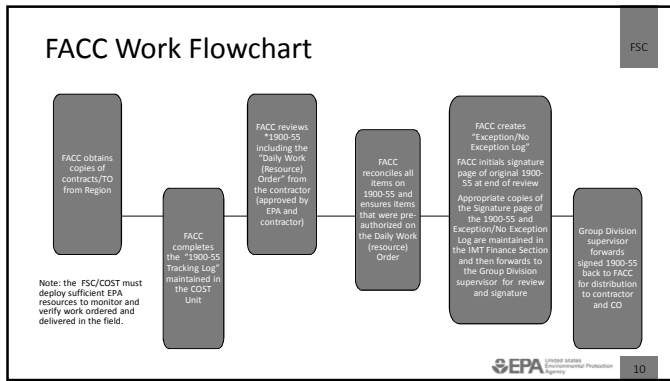
- ▶ Attend briefings as required by the Finance Section Chief (FSC)
- ▶ Review 1900-55s on a daily basis and complete necessary related functions
- ▶ Using Removal Cost Management System (RCMS), track:
 - All contractor daily costs
 - Disputed contractor costs
 - Allowable contractor equipment costs
 - All other contractor charges billable to the government

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RCMS



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- ### FACC Materials
- Materials needed as FACC:
- ▶ Computer with backup battery
 - ▶ Copier/scanner/printer/fax
 - ▶ Calculator
 - ▶ General office and field supplies (i.e., safety/work boots)
 - ▶ Cell phone/satellite phone
 - ▶ Flash Drive or OneDrive access for off-line use
 - ▶ Access to appropriate EPA financial systems
 - ▶ Go Kit items as needed (refer to list)
 - ▶ Locked file cabinet to secure contracts
- EPA logo and slide number 11.

- ### FACC References
- References for the FACC:
- ▶ Copies of all appropriate EPA ER contracts
 - ▶ Names and contact information of all POs and COs of EPA ER contracts
 - ▶ Federal Travel Regulation (FTR)
 - ▶ EPAGG
- <https://easinfo.epa.gov/>
- EPA logo and slide number 12.

FACC Lecture Summary
 At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Define the qualifications needed for the Field Accountant to function effectively
- ▶ Describe the Field Accountant key responsibilities
- ▶ List the Field Accountant daily duties
- ▶ Discuss the Field Accountant work flowchart
- ▶ Identify the materials and references needed as the Field Accountant


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Always Be Safe



 14


Questions??

 15

FSC

Lecture 11

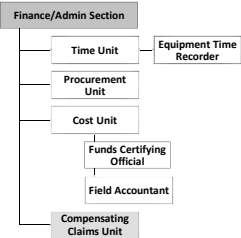
Compensation/Claims Unit Leader (COMP)



1

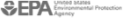
Finance Section Overview

FSC



```

graph TD
    Root[Finance/Admin Section] --- U1[Time Unit]
    Root --- U2[Procurement Unit]
    Root --- U3[Cost Unit]
    Root --- U4[Funds Certifying Official]
    Root --- U5[Compensating Claims Unit]
    U1 --- UR[Equipment Time Recorder]
    U4 --- FA[Field Accountant]
  
```




2

COMP Lecture Objectives

FSC


- ▶ Define the qualifications needed for the Comp Unit Leader to function effectively
- ▶ Describe the Comp Unit Leader Key Responsibilities
- ▶ List the Comp Unit Leader daily duties
- ▶ Identify the materials and references needed as the Comp Unit Leader



3

COMP FSC


The COMP is responsible for coordinating the processing of all claims which require payment.

 4

COMP Qualifications FSC


To be an effective COMP, personnel assigned should:

- ▶ Be trained up to ICS 400
- ▶ Have good working knowledge of the agency's compensation/claims processes and procedures

 5

COMP Key Responsibilities FSC


- ▶ For EPA employee's injuries or illnesses, coordinate with:
 - Medical Unit Leader (MEDL)
 - Safety Officer (SO),
 - Resource Unit (RESL)
 - Time Unit (TIME)
 - Host and Home Region
- ▶ Coordinate with Host Region on third party claims
- ▶ Complete or coordinate the completion of required documented paperwork

 6

Comp/Claims Lecture Summary

At the Conclusion of this Unit, Are you able to?:

- ▶ Define qualifications
- ▶ Describe key responsibilities
- ▶ List daily duties
- ▶ Identify materials and references needed

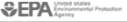
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ENVIRONMENTAL PROTECTION
AGENCY

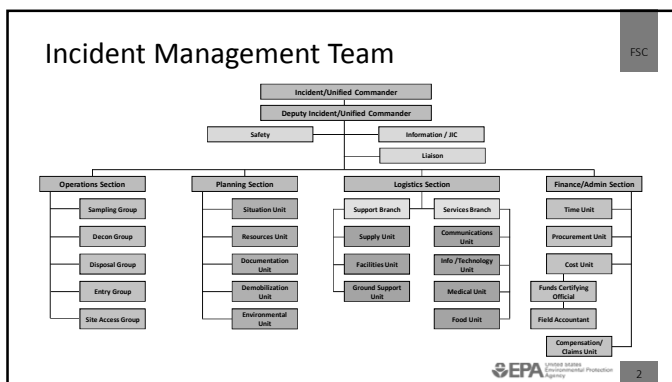
FSC 7

FSC

Lecture 12 – Finance Section Chief




Finance Section Chief (FSC)

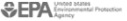
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Course Objectives

- ▶ Explain FSC Qualifications/Training Requirements
- ▶ FSC Overview
- ▶ FSC Key Responsibilities


 3

FSC Qualifications FSC

- ▶ Have three years of applicable professional experience
- ▶ Clear understanding of Finance unit responsibilities


In addition, the FSC should have good working knowledge of:

- ▶ Federal/EPA accounting, travel and payroll regulations and policies
- ▶ EPA accounting, travel, payroll, and reporting systems
- ▶ Government Contracting
- ▶ Data analysis

 4

ICS Training Requirements (in order) FSC

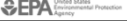
- ▶ Independent Study (IS) 100, 200, 700, and 800; offered online at: <https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm>
- ▶ ICS 300 & 400 level (see trainex.org for offerings)
- ▶ This KLP training course
- ▶ Recommended: EPA 420 (simulated exercise)

 5

FSC Overview FSC

Position Responsibilities Overview

- ▶ Procurement Unit Leader (PROC)
- ▶ Time Unit Leader (TIME)
- ▶ Comps / Claims Unit Leader (COMP)
- ▶ Cost Unit Leader (COST)
- ▶ Funds Certifying Official (FUND)
- ▶ Field Accountant (FACC)

 6

Organizing the Finance Section

- ▶ Span of control
- ▶ Based on function
- ▶ Can expand and contract
 - Size of response
 - Nature of response
 - Stage of response

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Finance Section Chief

The FSC may have a Deputy FSC. The Deputy FSC must have the same qualifications as the FSC, as they must be ready to take over that position at any time.

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FSC Key Responsibilities

Responsibilities include:

- ▶ All financial and cost analysis aspects of the incident
- ▶ Supervising members of the Finance/Administration Section
 - Ensure that all subordinate unit duties are performed

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Course Summary
At The Conclusion Of This Unit, Are You Now Able To?:

- ▶ Explain FSC Qualifications/Training Requirements
- ▶ Understand FSC Overview
- ▶ Understand FSC Key Responsibilities

FSC

EPA UNITED STATES ENVIRONMENTAL PROTECTION AGENCY 10

FSC

Lecture 13

Finance Section Chief

Demobilization

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1

FSC

Lecture Objectives

- ▶ Describe FSC Responsibilities During the Response
- ▶ Describe FSC Responsibilities at End of Response (Closeout)
- ▶ Transition Plans

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Agency
2

FSC


FSC Responsibilities During the Response

- ▶ Sign demobilization checkout form (ICS-221) for all personnel
- ▶ Ensure departing personnel with purchase cards provide copies of receipts and associated 213RRs
- ▶ Answer any time or travel charging questions
- ▶ Ensure all documentation has been provided to DOCL
- ▶ Have a transition plan for new staff rotating into finance

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Environmental Protection
Agency
3


FSC Responsibilities at End of Response (Closeout)

- ▶ Have a transition plan for transferring functions and documentation to the host region, (this is referred to a Demob where no one is transferring in to replace the IMT, but all responsibilities are transferred to the HOST Region)

 4


Transition Plans

- ▶ Provide details on functions being performed
- ▶ Provided details on status of funds, cost ceilings, burn rates
- ▶ Provide details on outstanding issues and action items
- ▶ Identify resources needed and submit resource requests
- ▶ Try to have replacements overlap one day for shadowing/training

 5

Example of Demobilization Procedures during CA Wildfires

- ▶ As part of the Sit Rep or the IAP, a notice was included stating when the current Finance Section would be demobbing, and stating that the Region 9 office would be providing finance support to the IMT remotely

 6

213-RRs

FSC

- ▶ All resource requests and procurement requests still require a completed 213RR with all necessary approvals.
- ▶ Per the Incident Procurement Plan (IPP) the 213RR should be routed, processed, and approved through the Logistics Section to the Finance Section before purchases are made.



7

People Plus

FSC

- ▶ People Plus charging questions should be directed to the Finance Section if they are still available or the HOST Region, or HOME Region People Plus Coordinator.
- ▶ Any needed Time Charging guidance will be provided by the Finance Section in the HOST Region.



8

Cost Charging

FSC

- ▶ After the Finance Section has demobilized, and another will not be transitioning in, all cost tracking and reporting will be done virtually at the HOST Region office.




9

Comp/Claims

FSC


- ▶ As the incident goes through close out, any worker's compensation issues should be referred to the affected employee's Home Region's worker's compensation coordinator, most likely in the Human Resources group.
- ▶ Any claims (such as property) resulting from the Incident/Event should be referred to the HOST Region's Regional Counsel.


10

Host Region Closeout Responsibilities

FSC

- ▶ Closeout/Reconcile any Outstanding Procurement Actions
- ▶ Complete Final Cost Reporting
- ▶ Coordinate with Accounting Office on People Plus Charging and Reconciliation
- ▶ Coordinate with EPA Finance Center on De-obligating Funds
- ▶ Coordinate as needed with Regional Comptroller and FEMA regarding closeout of Mission Assignments



11

Lecture Summary

FSC


At The Conclusion Of This Unit, Are You Now Able To?:


- ▶ Describe Finance Section responsibilities
- ▶ Describe section demobilization and closeout process
- ▶ Describe information for a transition plan


12

Demob ICS-221 from Hurricane Katrina


FSC





13

Demob ICS-221 from CA Fires


FSC





14

Demob ICS-221 Minimal form

FSC




15

Demob Checkout Form ICS-221

FSC

The thumbnail shows a detailed form with sections for:

- 1. Demobilization Summary
- 2. Demobilization Details (Equipment, Personnel, etc.)
- 3. Demobilization Summary (Checklist)
- 4. Demobilization Summary (Additional Notes)
- 5. Demobilization Summary (Final Status)



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