

EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERA) PAYMENT PROCEDURES

The Bureau of Land Management (BLM) state/field offices must process payments for EERA in accordance with the following procedures:

A. Agreement Identification

Assign a document number to every agreement you establish or use. The BLM may utilize an agreement established by the state or federal agency (i.e. – USDA Forest Service) only if a federal contracting officer countersigns the agreement. An agreement document number is required on every EERA package submitted for payment.

Attach a copy of any agreement pages that pertain specifically to the EERA use invoice. Always send the first page(s) including signatures, page(s) listing equipment and work rates, and any other pages that include special provisions or amendments. The work rates on the invoice must match the work rates in the agreement. Please note: it is not necessary to send a copy of the entire agreement, as some are between 60 - 80 pages long.

B. Incident Number/Cost Code Information

Write complete BLM cost code information in block 19 of the Emergency Equipment Use Invoice.

You must include the cost center paying for the equipment (e.g. “LLAZ910000”), the Functional Area used (e.g. “LF2000000.HU0000”), the fire number(s) (e.g. “EU56”), and the Account Assignment in block 20. Use the following Account Assignments in the situations listed below:

- 6100.252Z0: Operator provided by contractor
- 6100.233L0: Operator provided by government (light equipment)
- 6100.233Q0: Operator provided by government (heavy equipment)
- 6100-269F0: Fuel purchased from a fuel vendors dispensing truck when included in the EERA.

Note: EERA invoices are non-referencing payments. It is not necessary to enter a miscellaneous obligation in FBMS.

C. Vendor Signature on the EERA Invoice

A vendor and authorized federal agent’s signature is required for every invoice. The National Operations Center (NOC) cannot process the payment without these signatures. If the vendor is not available to sign, hold the invoice until the vendor can sign it. A facsimile signature is acceptable. **Do not** allow the vendor to backdate their signature.

D. Payment for the First and Last Day Assigned to an Incident

Unless specified otherwise in the EERA, follow the instructions below to calculate the guarantee, i.e. the minimum payment owed to the vendor for equipment rental for time under hire. The “time under hire” begins when a vendor reports to a designated inspection site or when travel begins to the reporting location. “Time under hire” ends when travel to the point of hire is completed. Please do not confuse “time under hire” with operating time. For example, a dozer on a lowboy is under hire when traveling to the incident, even though the dozer is not being operated. The dozer is no longer under hire when it is returned to the point of hire.

Application of the guarantee is based on a calendar day (0001-2400 hours). The full guarantee is applied to equipment under hire for at least eight hours. One-half of the guarantee rates will apply when the equipment is under hire for less than eight hours.

1. For equipment hired at an hourly rate:

If you hire the equipment at any time before 4 p.m. (1600 hours) on the first day of an incident, the full guarantee, if included in the agreement, will apply for that day; as long as BLM keeps the equipment into the next day of the incident. If you hire the equipment after 4 p.m., the vendor should receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater.

If you release the equipment at any time after 8 a.m. (0800 hours) on the last day of an incident, the full guarantee will apply for that day. This is because the equipment is under hire from 12:01 a.m. through 8 a.m., constituting a full eight hours for which the BLM must pay. If you release the equipment before 8 a.m. the vendor should receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater.

2. For equipment hired at a daily rate:

If you hire the equipment at any time before 4 p.m. (1600 hours) on the first day of an incident, the full daily rate will apply for that day. If you hire the equipment after 4 p.m., the vendor should receive payment for one-half of the daily rate.

If you release the equipment at any time after 8 a.m. (0800 hours) on the last day of an incident, the full daily rate will apply for that day. If you release the equipment before 8 a.m., the vendor should receive payment for one-half of the daily rate.

3. When equipment is hired and released in the same calendar day, follow the rules that apply to an eight-hour day. For example, if the equipment is hired at an hourly rate but is hired for less than eight hours in one day, the vendor would receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater. For equipment hired at a daily rate, the vendor would receive one-half of the daily rates if the equipment was under hire for less than eight hours.

For further details, refer to the reverse side of the EERA Form OF-294, “General Clauses to the EERA Form OF-294,” Clause 7.a. (3).

4. Include the time/date of hire, location of hire, and release time on each invoice. The time/date of hire in most cases, is the time and date that the resource begins travel to the incident. The release time should include the estimated travel time to the point of hire. If the resource is assigned to a new incident, the release time is when the resource is released from the first incident; travel to the new incident is charged to the new incident. Assignment to a new incident should be indicated on the shift ticket to prevent duplicate payments. Clearly indicate on the shift tickets and the invoice whether the resource was available (equipment down) or if time off was taken to meet work/rest requirements.

E. Contents of EERA Payment Packages

The EERA payment packages must include the following:

- Original EERA invoice, OF-286, signed and dated by a vendor representative (original or fax signature) and also signed and dated by a designated BLM representative (original signature).
- Cost coding, agreement number, and incident order number included on the invoice.
- Original shift tickets, OF-297's, associated with the invoice.
- Copy of the EERA Form, OF-294, with the BLM agreement number; information on the EERA must match information on the invoice and shift tickets.
- Fuel and oil issue documentation (OF-304 or record of issues), when applicable.
- Copies of work orders/repair orders, commissary issues, findings and determinations for claims; and any other documents supporting additions or deductions to payments when applicable.
- Copy of the Resource Order.

Further instructions:

- Do not use whiteout. Cross out errors and initial all corrections.
- Indicate the mailing address and contact phone number of the state or field office responsible for the payment package in Block 9 of the EERA invoice, "Administrative Office for Payment".
- Verify that the information in Blocks 1, 2, 4, 5, 10, and 11 of the invoice matches the EERA.
- Verify that the rates on the invoice match the rates on the EERA.
- Verify that the line calculations and totals are correct.

F. Final Review of the EERA and Land Use Agreement Payment Packages

1. Each state office should designate appropriate individual(s) to complete final review of EERA payment packages. This individual should be a Procurement Analyst, Contract Specialist, Purchasing Agent, or another individual with the appropriate training, knowledge, and experience in reviewing these packages.
2. The final reviewer must sign and date every EERA invoice to indicate it has been reviewed. The reviewer must also notify the vendor of any changes made to an invoice.

Submit the payment package to:

BLM National Operations Center
Accounts Payable Fire Team
Building 50, Denver Federal Center
PO Box 25047
Denver CO 80225-0047

FedEx Address:

Denver Federal Center
6th and Kipling
Building 50
OC622 (Accounts Payable Fire Team)
Denver CO 80225-0047

Note: You may also use our interoffice blue envelopes, or manila envelopes. Address the package to the NOC Accounts Payable Fire Team, LLOC622100.

3. The “Administrative Office for Payment” should retain a copy of the payment package sent to the NOC.
4. If the NOC Accounts Payable Branch makes changes to an EERA invoice, they will notify the State Office’s designated reviewer of these changes and will fax them a copy of the changed invoice. The reviewer will then notify the vendor of the changes made.

G. Obtaining Automated Clearinghouse Information (ACH)/Other Forms of Emergency Payment

Pre-season: All vendors must be registered in the System for Award Management (SAM); formerly (CCR) database, at <https://www.SAM.Gov>. Automated Clearinghouse (ACH) information is included as part of the vendor registration. Vendors cannot receive electronic payments until they are registered in SAM. Vendors who register in SAM are required to include direct deposit (ACH) information unless they have requested an ACH/EFT waiver. Remind your vendors to renew their registrations annually and to update necessary changes throughout the year. Any registrations that have lapsed in SAM automatically block the vendor for payment. There is no need to send in vendor requests for employees who are also working fire season. Our payroll records for them contain the same information required on the vendor request form.

Emergency Incidents: During emergencies, vendors who have not registered in SAM.Gov must provide a completed FBMS Vendor Request Form for ACH/ Direct Deposit (available through your CO), so that a vendor record can be created. *This type of request is designed for one-time emergency payments.* Vendors expecting to receive more than one payment should register in SAM.Gov as soon as possible. If the vendor request form was not sent to us in advance, you may attach the form to the vendors’ payment. Only send the form once. It must be signed by the vendor or it will be returned. This form should not be emailed as it contains personally identifiable information (PII).

The Interior Business Center (IBC) Master Data Maintenance (MDM) is responsible for quality control review of all changes. The IBC's servicing levels for vendor updates are 24 hours from receipt of the Help Desk Ticket. Servicing levels for extreme emergencies are 2 hours.

Emergency updates require a signature from the Operations Section or Branch Chief.

EFT Waiver Requests: When extenuating circumstances exist, such as remote locations in Alaska, language barrier, etc., a vendor may request an EFT waiver from electronic payments at the time of hire to receive a check for payment. Please complete an EFT Waiver Request form and check Condition 6 - "EFT Waiver Requests Involving Natural Disasters and Compelling Urgency." It is a requirement that all EFT Waiver Request forms be sent to the Payment Automation Manager office for approval. The estimated approval time is 2-3 weeks depending on completeness and accuracy of the request. The FBMS Vendor Request Form should accompany the EFT Waiver Request Form so that a new vendor account can be created.

The EFT Waiver Request forms; along with important information, may be found on the DOI HUB at

<https://sites.google.com/a/ios.doi.gov/the-hub/waivers>

All vendor requests and updates will go through the NOC. The NOC contact is Robert Stephenson at 303-236-6536. You may also call the vendor hot line at 1-877-480-9724.

Complete the form(s) and mail to:

BLM NOC

Attention: Fire Team

Denver Federal Center, Building 50

P.O. Box 25047

Denver Colorado 80225-0047

Forms may also be faxed to:

303-236-2531

Attention: Vendor Requests

H. Payments Processed by Other Finance Offices

Many national and regional Forest Service agreements/contracts specify a mandatory payment location, such as "Incident Financial Services"; therefore, when the "Special Provisions" block on the agreement specifies a specific payment office, *please send these payments to the designated office. Do not* send these payments to the NOC for processing.

I. Accounts Payable Fire Team Contacts:

Luana Pacheco

Fire Team Lead

303-236-1038

Deb Maier

Certifying Officer

303-236-3690

FAX

303-236-7135

J. State Points of Contact for EERA payments:

ALASKA		Phone	Fax
Barbara Sylte	AK State Lead	907-356-5794	907-356-5779
Karen Bracken	Ft. Wainwright	907-356-5788	907-356-5779
Aleisha Purcell	Upper Yukon/Tann	907-356-5579	907-356-5556
Cathy Keyse-Sweet	Galena - Winter	907-356-5624	907-356-5556
	Galena – Summer	907-656-1222	907-656-1702
ARIZONA			
Jeff Brown	AZ State lead	602-417-9310	602-417-9554
Michelle Petty	St. George	435-688-3361	435-688-3363
CALIFORNIA			
AnnMarie Carlson	CA State Lead	916-978-4446	916-978-4438
Penny Portlock	Sacramento	916-978-4432	916-978-4438
Karen Kleinman	Bakersfield	661-391-6104	661-391-6072
Arelene Brown	Susanville	530-252-5330	530-257-4831
Dione Perkins	Bishop	760-872-5056	760-872-5051
COLORADO			
Gillian Fay	CO State Lead	303-239-3958	303-239-3958
Sara Dawson	State office	303-239-3764	303-239-3699
Lori Veo	Montrose	970-240-5356	303-240-5367
Valerie Kamzalow	Craig	970-826-5011	970-826-5051
IDAHO			
Carol Salo	ID State Lead	208-373-3852	208-373-3850
Nikki Bachman	Boise	208-384-3317	208-384-3326
Lisa Tindall	Boise	208-984-3466	208-384-3489
Linda Pitzer	Idaho	208-373-3909	208-373-3915
Sharon Nagel	Salmon	208-756-5438	208-756-5447
Brandi Van Kleeck	Shoshone	208-732-7259	208-732-7327
Sheryl Firth	Shoshone	208-732-7244	208-732-7213
Kendra Leatherwood	Idaho Falls	208-524-7656	208-524-7505
MONTANA			
Joli Pavelis	Mt State Lead	406-896-2915	406-896-2954
Marshavia Clark (Shay)	Billings	406-896-5210	406-896-5020
Gina Merwin	Lewistown	406-538-1090	406-538-1062
Rebecca Undlin	Miles City	406-233-2829	406-233-2921
NEVADA			
Brenda DeBerg	NV State Lead	775-861-6574	775-861-6668
Dave Appold	Reno	775-861-6417	775-861-6634

Ronald Kezar	Ely	775-289-1924	775-289-1930
Martha Braddock	Ely	775-289-1802	775-289-1930
Lisa Lewis	Winnemucca	775-623-1587	775-623-6982
Jennifer Glancy	Carson City	775-885-6123	775-885-6106
Andy Saindon	Carson City	775-885-6180	775-885-6106
Vacant	Elko	775-753-0305	775-753-0315
Amanda Soto-Miller	Battle Mountain	775-635-4032	775-635-4119
Kathy Collins	Las Vegas	702-515-5106	702-515-5075

NEW MEXICO

Shanna Miller	NM State Lead	505-954-2193 Cell 505-795-1256	505-954-2194
Kelly Gatlin	NMSO	505-954-2031	505-954-2194

OREGON/WASHINGTON

Brenda Johnson	OR/WA State lead	503-808-6319	503-808-6799
Gail Mance	Portland	503-808-6228	503-808-6312
Susie Hueckman	Hines/Burns	541-5734403	541-573-4411
Sandra Chandler	Prineville	541-416-6715	541-416-6878
Britt Williams	Vale	541-473-6351	541-473-6244
Donna Bixler	Vale	541-473-6291	541-473-6213
Dennis Strange	Spokane, WA	509-536-1237	509-536-1285
Don Vicena	Spokane, WA	509-536-1234	509-536-1285

UTAH

Joseph Majewski	UT State Lead	801-5394248	801-539-4198
Leslie Gunn	Richfield/Cedar City	435-865-3048	435-865-3099
Tandy Bolling	Richfield	435-896-1663	435-896-1555
Michelle Petty	St. George	435-688-3361	435-688-3363
Cheryl Nelsen	Vernal	435-781-5182	435-789-9795
Shari Laukitis	Cedar City	435-865-3051	435-865-3099
Jackie Stevens	Moab	435-259-2104	435-259-2106

WYOMING

Molly Keating	WY State Lead	307-775-6054	307-775-2565
Bianca Spilde	Rock Springs	307-352-0265	307-328-4229
Meg Fluharty	Casper	307-261-7595	307-261-7639
Wade Wyman	Worland	307-347-5203	307-347-5228