

PAYMENT PROCEDURES & CONTACT INFORMATION
FOR FWS, NPS and BIA FEDERAL AGENCIES

First, before submitting your invoice for payment, you must find out which federal agency is hosting/overseeing the fire and reach out to them directly (see federal agency information listed below).

Secondly, please be sure to have all of the following necessary documentation included with your invoice package:

- Agency name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Incident name and number
- Dates of the incident covered by the billing
- Location and jurisdictional unit
- Appropriate Firecode or charge code
- Summary cost data for the amount being billed
- Resource Order (when available)
- All back up documentation (OF-288/286s, etc.)

PAYMENT SUBMITTAL FOR FISH AND WILDLIFE (FWS):

All states are divided up into eight FWS regions. Please contact the regional office for your specific state (see chart below):

STATE(S):	PAYMENT CONTACT:
Regions 1, 7 & 8: WA, OR, ID, NV, CA, Hawaii and Alaska	Veronika Klukas Fire Business Specialist Email: veronika_klukas@fws.gov Phone: 503-807-8418
Region 2: AZ, TX, OK, NM	Mary Blake Fire Program Specialist Email: mary_blake@fws.gov Phone: 505-248-6484
Region 3: MN, WI, MI, IA, IL, IN, OH, MO	Kimberly Muirhead Budget Analyst Email: kimberly_muirhead@fws.gov 218-464-7801

Region 4: AL, AR, FL, GA, KY, LA, MS, NC, SC, TN and Puerto Rico	Rick Struhar Fire Management Specialist Email: rick_struhar@fws.gov Phone: 404-353-2004 Rachel Pearson Regional Fire Budget Analyst Email: rachel_pearson@fws.gov Phone: 912-660-0914
Region 5: ME, VT, NY, NH, MA, RI, CT, NJ, DE, MD, VA, WV, PA	Mary Elliott Regional Fire Administrative Officer Email: mary_elliott@fws.gov Phone: 410-430-1783
Region 6: MT, ND, SD, WY, NE, UT, CO, KS	Brooke Malcolm Regional Fire Program Analyst Email: brooke_malcolm@fws.gov Phone: 303-386-5152
Headquarters Contact – National Interagency Fire Center	Kelin Crill National Incident Business Lead Email: kelin_crill@fws.gov Phone: 208-386-0637

PAYMENT SUBMITTAL FOR NATIONAL PARKS SERVICE (NPS):

Direct fire reimbursement billings and incident business questions to the regional office for your state (see chart below). Bills are reviewed at the region/park before they are submitted to the national office. All reimbursement payments and requests for fire expenditures are processed by the national office. States are welcome to contact the national incident business lead, Julie Bennett, on all matters regarding incident business as a back-up to the regional contact:

STATE(S):	REGIONAL OFFICE MAILING ADDRESS:	INCIDENT BUSINESS CONTACT INFORMATION:
AK	National Park Service Alaska Region Attn: Susanna Nancarrow PO BOX 9 Denali National Park, AK 99755	Susanna Nancarrow, Fire Budget Analyst Email: susanna_nancarrow@nps.gov Phone: 907-644-3412
AZ, CO, MT, NM, OK, TX, UT, WY	National Park Service Intermountain Region Attn: Shannon Deane 12795 Alameda Park Denver, CO. 80225	Shannon Deane, Fire Budget Analyst Email: shannon_deane@nps.gov Phone: 208-488-5614

AR, IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, WI	National Park Service Midwest Region Attn: Fire Budget Analyst 601 Riverfront Drive Omaha, NE. 68102	April Stowell, Fire Budget Analyst Email: April_stowell@nps.gov Phone: 402-979-0614
DC, MD, VA, WV	National Park Service National Capital Region Attn: Barbara Clancy PO BOX 65 Harpers Ferry, WV 25425	Barbara Clancy, Regional Fire Program Management Assistant Email: barbara_clancy@nps.gov Phone: 301-938-4476
CA, HI, ID, NV, OR, WA	National Park Service Pacific West Region Attn: Robert Rivelle 555 Battery St San Francisco, CA 94111	Robert Rivelle, Fire Budget Analyst Email: robert_rivelle@nps.gov Phone: 707-498-1761
AL, FL, GA, KY, LA, MS, NC, SC, TN	National Park Service Southeast Region Attn: Sandra Mallard 1924 Bldg 100 Alabama Street S.W. Atlanta, GA. 30303	Sandra Mallard, Fire Budget Analyst Email: sandra_mallard@nps.gov Phone: 404-507-5627
CT, MA, MD, ME, NH, NJ, NY, PA, VA, WV	National Park Service Northeast Region Attn: Lisa Hunter 1234 Market Street 20 th Floor Philadelphia. PA. 19107	Lisa Hunter, Fire Budget Analyst Email: lisa_hunter@nps.gov Phone: 215-597-7055
All states - National Office at NIFC (back up for regions)	NIFC Suppression Invoices@nps.gov	Julie Bennett NPS Incident Business Specialist Email: julie_bennett@nps.gov Phone: 775-315-0465

PAYMENT SUBMITTAL FOR BUREAU OF INDIAN AFFAIRS (BIA):

All states are divided up into twelve BIA regional offices. Please contact the regional office for your specific state (see chart below). Please note that a few states are under the jurisdiction of more than one regional office, and you are advised to reach out to the regional office that served the specific Tribe, host unit and/or incident. Packages submitted via email are preferred:

STATE(S):	REGIONAL OFFICE MAILING ADDRESS:	INCIDENT BUSINESS CONTACT EMAIL*:
Alaska	BIA Alaska Region 101 12 th Avenue, Room 166 Fairbanks, AK. 99701	Thomas.Stclair@bia.gov

Arizona, Nevada, Utah	BIA Western Region 2600 N. Central Avenue Phoenix, AZ. 85001	Carletta.Coochwyte@bia.gov Jennifer.Sypherd@bia.gov Carlos.Nosie@bia.gov
California	BIA Pacific Region 2800 Cottage Way Sacramento, CA. 95825	PRO_Fire_Invoices@bia.gov
Colorado, New Mexico	BIA Southwest Region 1001 Indian School Road N.W. Albuquerque, NM. 87104	John.Montoya@bia.gov John.Cervantes@bia.gov
Idaho, Oregon, Washington	BIA Northwest Region 911 N.E. 11 th Avenue Portland, OR. 97232	Regina.Hoffmann@bia.gov Darron.Williams@bia.gov Paul.Ryan@bia.gov
Illinois, Iowa, Michigan, Minnesota, Wisconsin	BIA Midwest Region Norman Pointe II Building 5600 W. American Boulevard; Suite: 500 Bloomington, MN. 55437	Desiree.Redday@bia.gov
Montana	BIA Rocky Mountain Region 2021 4 th Avenue North Billings, MT. 59101	Amanda.Boatright@bia.gov Bryce.Rogers@bia.gov
Nebraska, N. Dakota, S. Dakota	BIA Great Plains Region 115 4 th Avenue, S.E.; Suite: 400 Aberdeen, SD. 57401	Dawn.Hernandez@bia.gov
New Mexico	BIA Navajo Region P.O. Box 1060, MC443 Gallup, NM. 87305	Katherine.Ridenour@bia.gov Johnson.Benallie@bia.gov
Oklahoma (eastern)	BIA Eastern Oklahoma Region 3100 West Peak Boulevard Muskogee, OK. 74401	Taylor.Bosell@bia.gov Forrest.Blackbear@bia.gov
Oklahoma (western)	BIA Southern Plains Region P.O. Box 368 Anadarko, OK. 73005	Sheldon.Sankey@bia.gov
All Other States	BIA Eastern Region 545 Marriott Drive; Suite: 700 Nashville, TN. 37214	Shaniece.Mohawk@bia.gov Reese.Kerbow@bia.gov

*Contact information is current for the 2024 fire season, but is subject to change in future years.

If you need additional assistance in paying invoices for a BIA fire, please reach out to Jennifer Hebbeler, NIFC Incident Business Specialist, at: (208) 616-5003, or Jennifer.hebbeler@bia.gov