

DEPARTMENT OF NATURAL RESOURCES  
AND CONSERVATION

Forestry Division

2705 Spurgin Road, Missoula, MT 59804-3199 Phone: (406) 542-4300 Fax: (406) 542-4217



GREG GIANFORTE, GOVERNOR

1539 ELEVENTH AVENUE

STATE OF MONTANA

DIRECTOR'S OFFICE: (406) 444-2074  
FAX: (406) 444-2684

PO BOX 201601  
HELENA, MONTANA 59620-1601

**To:** IMT Finance Section Chief  
**From:** DNRC Forestry Division Office  
**Date:** 6/16/2021  
**Re:** DNRC FMAG Incident Documentation Requirements

**Please collect the following information for the DNRC home unit or Land Office:**

1. If the DNRC is the lead agency on the incident and will be the payment agency for the equipment resources, please ask the equipment operators for the business Tax ID Number. This should be written on the final OF-286.

This information is necessary for the State of Montana to make payments to private vendors. The DUNS number is not necessary or useful to the State of Montana.

**If the incident receives a Fire Management Assistance Grant (FMAG), please provide the following information to the DNRC Forestry Division Office, Attn: Joanne Marceau, [jmarceau@mt.gov](mailto:jmarceau@mt.gov), 406-542-4252.**

1. Provide an electronic copy of the final incident e-ISuite database and the e-ISuite Transition document detailing complete database name and password.
2. Electronic copies of daily invoices from the Catering and National Shower Vendors. This is necessary FMAG backup documentation for the Nationally contracted resources.
3. Electronic copy of the final e-ISuite Report: *Group Category Summary Report by Incident*. This report details the daily costs expended by group and the daily total costs of the fire.
4. The name and contact information of the incident FSC in the event questions arise after the incident.
5. The location and contact information for the unit or district that will be the recipient of the Final Fire Document boxes in the event a federal agency is the lead agency on a CS fire.
6. An electronic copy of the final Buying Team spreadsheet and copies of receipts supporting the purchases.
7. Electronic copies of the daily IAP's.

8. Daily copies of the ICS 209's.
9. Electronic fire progression maps and final fire map.
10. Electronic copies of all incident Resource Orders.
11. Electronic copies of incident related General Messages that pertain to all resources. An example is an incident-wide GM that states "No camp available, lodging and meals costs are authorized." Another example is an incident-wide GM that states all transports are being kept on the incident.
12. Hard copies of all final OF-286's including the Additions/ Deduction Sheets.
13. Hard copies of all OF-288's for all resources.

Thank you for your assistance in providing this information. It is much appreciated and useful to the DNRC Forestry Division Finance Team. Please feel free to call with any questions about these requests.

Best Regards,

*Joanne Marceau*

Fire Finance & Incident Business Supervisor  
Forestry Division Office  
406-542-4252 (Work), 406-546-3460 (Cell)  
[jmarceau@mt.gov](mailto:jmarceau@mt.gov)