



To: Incident Business Advisor & Incident Management Team
From: DNRC Forestry Division Office
Re: DNRC General and 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.

FMAG Specific Request

If the incident receives a Fire Management Assistance Grant (FMAG), please provide the following information to the DNRC Forestry Division Office, Attn: Karen Zarbolas, karen.zarbolas@mt.gov, 406-542-4306. **Electronic or hardcopy documentation is acceptable or a mix of both.**

Finance Records Needed:

1. For incidents with e-ISuite SITE databases, please provide the final transition file for the incident database and the e-ISuite Transition document detailing complete database name and password. For incidents with e-ISuite ENTERPRISE databases, please add Becky Shepard and Susan Dowler as users.
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 copies of daily aircraft cost sheets, both fixed wing and rotary.
4. 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. This is the main report used but if given access to the e-ISuite database other necessary reports can be run.
5. The name and contact information of the incident FSC in the event questions arise after the incident.



6. The location and contact information for the unit or district that will be the recipient of the Final Incident eDOC Boxes.
7. An electronic copy of the final Buying Team spreadsheet and copies of receipts supporting the purchases. If the receipts are not electronic, please provide hard copies.
8. 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.
9. Electronic copies of all final OF-286’s including the Additions/Deduction Sheets.
10. Electronic copies of all OF-288’s for all resources.

Planning Records Needed:

1. Electronic copies of the daily IAP’s including the corrected versions.
2. Electronic copies of the ICS 209’s.
3. Electronic fire progression maps and final fire map.
4. Electronic copies of all incident Resource Orders.

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,

Lindsey Greene
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