

## INCIDENT COST RECOVERY

3864

(No. 57 July 2016)

The need to recover incident costs arises whenever the financial responsibility for the incident lies partially or completely with other state agencies, private individuals or businesses, or local or federal government. Cost recovery processes are divided generally into two categories: agreement reimbursements and civil cost collections. This handbook contains policy and procedures related to the agreement reimbursements and procedures related to civil cost recovery.

The term “agreement reimbursements” encompasses all non-civil cost collection, i.e., federal, other state agencies, local government and fire districts. **All agreement reimbursement billing packages (the Activity Reporting and Cost (ARC) and other necessary documents) will be submitted to the Region Cost Recovery Office and forwarded to the Departmental Accounting Office for invoicing.**

## AGREEMENT REIMBURSEMENTS

3864.1

(No. 35 July 2007)

Authority for this reimbursement policy is established by interagency agreements between CAL FIRE and its federal and other cooperators, and is documented in Section 8526 of the 8500 Cooperative Fire Services Procedures Handbook (or by specific, one-time interagency agreement). The reimbursement policy is provided below.

## NON-REIMBURSABLE COSTS POLICY FOR AGREEMENT REIMBURSEMENTS

3864.1.1

(No. 57 July 2016)

Governing policy is provided in [Section 3823.1](#).

- A CAL FIRE prescribed fire which escapes and is declared a wildland fire is not billable. This rule applies to federal prescribed burns that escape. (A prescribed fire which is ignited by, at the direction of, or under the supervision of CAL FIRE alone, is the financial responsibility of CAL FIRE and all suppression costs are borne by CAL FIRE, even though federal lands are involved. Suppression costs on joint CAL FIRE, United States Forest Service (USFS), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA) and National Park Service (NPS) prescribed burn escapes will be paid in accordance with the project agreement.)
- Mutual aid assistance is covered in the Cooperative Fire Protection Agreement (CFPA) which is included as an exhibit ([see exhibit](#)). In accordance with the agreement, each participating agency has agreed to provide some reciprocal initial attack fire suppression resources.
- Additional non-reimbursable costs are documented in [Section 3865.2.4](#).

**FEDERAL ASSISTANCE BY-HIRE  
RESOURCES COST RECOVERY**

**3864.1.2**

(No. 57 July 2016)

The CFPA between the California Department of Forestry and Fire Protection, the USFS, BLM and NPS follows as an exhibit ([see exhibit](#)). The resources and conditions for billing for federal resources for hire are included in this agreement.

**LOCAL AGENCY (NON-FEDERAL) COST RECOVERY**

**3864.1.3**

(No. 16 March 2002)

Program policy related to non-mutual aid responses to local agency incidents is included in the 8500 Cooperative Fire Services Procedures Handbook (Chapter 8550). Authority to recover costs for responding to local government incidents is cited in Section 8551.1. Billings are prepared by the same guidelines that apply when billing federal agencies and must be routed through the Region Cost Recovery Office to the Departmental Accounting Office.

**FEDERAL AGENCY PLANNED  
BURN COST RECOVERY**

**3864.1.4**

(No. 57 July 2016)

Policy related to cost recovery for federal agency planned burns is provided in the Interagency Agreement for Cooperative Use of Prescribed Fire. This agreement is also referenced in the CFPA. When a billing package is required, a copy of the burn agreement must be included.

**NON-FIRE INCIDENT COST RECOVERY**

**3864.1.5**

(No. 16 March 2002)

For program policy, reference the Cooperative Fire Services Handbook (Chapter 8570). Reimbursement for these incidents will be handled on a case by case basis for each incident. The ARC package must be used as the supporting document for claiming reimbursement for non-fire activities of CAL FIRE such as responses to floods, earthquakes, driving under the influence incidents, hazardous materials spills, and search and rescue operations.

## **OUT-OF-STATE INCIDENT COST RECOVERY**

**3864.1.6**

(No. 57 July 2016)

Through the CFPA and/or the Interstate Compact, CAL FIRE may respond with resources to emergency incidents outside the State of California with any state or federal agency that is signatory to those agreements. Under the Cooperative Fire Protection Agreement, the guidelines for out-of-state federal reimbursement will be the same as those outlined in Sections 3864.1.1 and 3864.1.2. When resources have responded under the Interstate Compact, the compact must be reviewed before the ARC package is prepared. The Interstate Compact addresses mutual aid and assistance by hire criteria that may differ from that provided in the CFPA.

## **BUREAU OF RECLAMATION (BOR) COST RECOVERY**

**3864.1.7**

(No. 57 July 2016)

All incidents on BOR land to which CAL FIRE responds are assistance-by-hire. Therefore, cost recovery packages will be prepared.

## **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) COST RECOVERY**

**3864.1.8**

(No. 16 March 2002)

FEMA provides partial reimbursement for presidentially declared disasters when it has been determined that CAL FIRE has incurred extraordinary costs or damages. Reimbursement may be received for both fire and non-fire emergencies. Notification that an incident is FEMA-eligible may come from Sacramento Headquarters, frequently several weeks (or months) after the incident is over.

The billing requirements and allowable charges for FEMA-eligible incidents differ from other cost recovery incidents. Refer to Section 3865.9 for information specific to FEMA-eligible incidents.

## **ALLOWABLE CHARGES FOR COST SHARE FIRES**

**3864.1.9**

(No. 57 July 2016)

Refer to the CFPA for a definition and program discussion of cost share (unified command) fires.

Generally, all charges allowed for assistance-by-hire incidents are allowable for cost share incidents. Cost share agreements may amend normally allowable charges, but any such agreement must be consistent with the CFPA, and must be properly documented and attached to the final billing package. Incident Command System (ICS) trainees are an additional allowable charge for cost share incidents, provided the Incident Commanders (ICs) agree to a mutually acceptable number of those trainees. (Federal agencies include trainees with Type I and Type II teams in accordance with federal policy.) See [Section 3862](#) for instructions on how to write the cost share

agreement and how to develop the cost split.  
**CHART: GUIDE FOR USFS, BLM, NPS, BIA**  
**(HOOPA and Tule)**  
 (No. 57 July 2016)

**3864.1.10**

This chart provides a summary of billing information for the USFS, BLM, NPS, and the Hoopa and Tule Reservations under BIA. Use for FEMA also.

ITEMS NO.	EXPENSE CATEGORY	MUTUAL AID CONDITIONS FOR NOT BILLING	ASSISTANCE BY HIRE CONDITIONS FOR BILLING
7	CAL FIRE PUMPING EQUIPMENT	Do not bill for pump time on those CAL FIRE engines listed as IA preplanned resources, or agreed to as mutual aid in the local operating plan and released within 24 hours of dispatch.	Not listed as: an IA preplanned resource, a mutual aid resource not released from the incident within 24 hours, or a voluntary contribution. Bill at CAL FIRE hourly and daily rate. Includes pump time from CAL FIRE engines.
8	CAL FIRE VEHICLES	Do not bill for CAL FIRE vehicles responding as an IA preplanned resource, or as mutual aid in the local operating plan and released within 24 hours of dispatch.	Not listed as: an IA preplanned response, a mutual aid resource not released from the incident within 24 hours, or a voluntary contribution. Bill at CAL FIRE mileage and daily rate. Include canceled en route and/or diverted. For multiple incidents on the same day, do not bill the agency more than one daily rate for the same equipment used.
9	CAL FIRE HOURLY EQUIPMENT (INCLUDES DOZERS)	Do not bill for CAL FIRE dozers listed as an IA preplanned response or agreed to as mutual aid in the local operating plan and released within 24 hours of dispatch. This includes hourly equipment used by IA resources (chainsaws).	Not listed as: an IA preplanned resource, a mutual aid resource not released from the incident within 24 hours, or a voluntary contribution. Bill at CAL FIRE hourly and daily rate. Include canceled en route and/or diverted.
ITEMS NO.	EXPENSE CATEGORY	MUTUAL AID CONDITIONS FOR NOT BILLING	ASSISTANCE BY HIRE CONDITIONS FOR BILLING
10	CAL FIRE PERSONNEL PAYROLL	Do not bill for CAL FIRE personnel assigned as an IA preplanned response, or agreed to as mutual aid in the local operating plan and released within 24 hours of dispatch.	Not listed as: an IA preplanned response, or a mutual aid resource not released from the incident within 24 hours, or a voluntary contribution. Bill personnel assigned to incident at hourly rate. Do not bill for office, ECC personnel or those not assigned directly to the incident that do not have an order and request number. Include canceled en route
11(E)	CONTRACT LABOR	Do not bill for CAL FIRE handcrews listed as IA preplanned response, or agreed to as mutual aid in the local operating plan and released within 24 hours of dispatch.	Not listed as: an IA preplanned resource, or a mutual aid resource not released from the incident within 24 hours, or a voluntary contribution. Bill for all costs: CDC, CYA, CCC, inmate, staff and correctional officers. Total amount from the billing document (FC-
11 (F)	PICKUP LABOR WAGES	NOT APPLICABLE	Bill for actual amount (gross wages) paid on FC-42s.
11(G)	CAL FIRE TOOLS/EQUIPMENT LOSS	NOT APPLICABLE	Bill for actual replacement of like time. Must include a copy of a Property Certification of Location or Damage and/or MRT form to substantiate costs.

11(H)	RENTED EQUIPMENT	NOT APPLICABLE	Bill for actual cost to the state for rented equipment.
11(I)	CONTRACT EQUIPMENT (INCLUDES AIRCRAFT & PILOTS)	NOT APPLICABLE	Bill for actual cost to the state for equipment under contract.
11(J)	FIRE RETARDANT	Do not bill for retardant used by preplanned IA CAL FIRE engines agreed to as mutual aid in the operating plan (foam suppressant).	Bill for actual cost to the state for retardant used. Charge for aborted loads (gallons dropped). Include helicopter and non- mutual aid engine foam suppressant.
11(K)	ACTIVITY SUPPORT PURCHASES	Do not bill for costs associated with IA Mutual aid resource dispatch.	Bill for actual cost to the state for travel, subsistence and other costs. Include all credits and other miscellaneous costs.
11(L)	OTHER AGENCIES	NOT APPLICABLE	Bill for contract counties, state and federal agencies, other than those listed as contract labor.
11(M)	ADMINISTRATIVE CHARGES	NOT APPLICABLE	Bill at current rate. Rate is updated each fiscal year.

**CHART: GUIDE FOR BOR AND OTHER BIA**  
(No. 16 March 2002)

**3864.1.11**

This chart provides a summary of billing information for BOR and all lands under BIA except the Hoopa & Tule Reservations.

ITEM NO.	EXPENSE CATEGORY	ASSISTANCE BY HIRE CONDITIONS FOR BILLING*
7	CAL FIRE PUMPING EQUIPMENT	Bill at CAL FIRE hourly and daily rate. Includes pump time from CAL FIRE engines and portable pumps.
8	CAL FIRE VEHICLES	Bill at CAL FIRE mileage and daily rate. Include canceled en route and/or diverted. For multiple incidents on same day, make sure the same agency is not billed more than one daily rate for the same equipment used.
9	CAL FIRE HOURLY EQUIPMENT (INCLUDES DOZERS)	Bill at CAL FIRE hourly rate. Include canceled en route and/or diverted.
10	CAL FIRE PERSONNEL PAYROLL	Bill personnel assigned to incident at hourly with benefits rate. Do not bill for office ECC personnel or those not assigned directly to the incident and who do not have an order and request number. Include canceled en route and diverted.
11(E)	CONTRACT LABOR	Bill for all costs: CDC, CYA, CCC, inmate, staff and correctional officers. Total amount from the billing document (FC-77, FC-77A).
11(F)	PICKUP LABOR WAGES	Bill for actual amount (gross wages) paid on FC-42s.
11(G)	CAL FIRE TOOL/EQUIPMENT LOSS	Bill for actual replacement of like item. Must include a copy of a Property Certification of Location or Damage and/or MRT form to substantiate costs.
11(H)	RENTED EQUIPMENT	Bill for actual cost to the state for rented equipment.
11(I)	CONTRACT EQUIPMENT (INCLUDES AIRCRAFT & PILOTS)	Bill for actual cost to the state for equipment under contract.
11(J)	FIRE RETARDANT	Bill for actual cost to the state for retardant used. Charge for aborted loads (gallons dropped). Include helicopter and foam suppressant.
11(K)	ACTIVITY SUPPORT PURCHASES	Bill for actual cost to the state for travel, subsistence and other costs. Include all credits and other miscellaneous costs (landing fees).
11(L)	OTHER AGENCIES	Bill for contract counties, state and federal agencies, other than those listed as contract labor.
11(M)	ADMINISTRATIVE CHARGE	Bill at current rate known. Rate is updated each year.

\*Mutual aid conditions do not exist, see BOR/CAL FIRE and BIA/CAL FIRE agreements.

## **CAL FIRE/FEDERAL JOINT DOCUMENTATION POLICY**      **3864.1.12** (No. 57 July 2016)

As of October 1, 1997, CAL FIRE entered into an operating plan agreement concerned with incident billing procedures between CAL FIRE and five federal cooperators. These cooperators include the programs of the United States Department of Interior: Bureau of Land Management (BLM), California, National Park Service (NPS), Pacific-West Area, Bureau of Indian Affairs (BIA), Sacramento Area, Fish and Wildlife Service (F&WS), Pacific Northwest Region; and the United States Department of Agriculture, Forest Service (USFS), Region Five.

The operating plan ([see plan](#)) includes summarized guidelines and instructions for CAL FIRE and the federal agencies to follow when bills are exchanged. Complete guidelines for billing between CAL FIRE and federal cooperators are included in a document titled Cooperative Billing Procedures between CAL FIRE and Federal Agencies, which can be obtained from Region Cost Recovery Offices.

Unit questions about billable items and required documentation should be directed to the Region Cost Recovery Office. Questions that cannot be answered at the Region level must be directed to the Departmental Accounting Office.

The CAL FIRE person who authorizes federal invoices for payment should discuss any questions with the sources most knowledgeable on information pertaining to the incident in question.

The following table provides a summarized listing of the components of the standard billing documentation by agency. Detailed information and sample billing packages, for both CAL FIRE and federal agencies, are included in the appendix of the Cooperative Incident Billing Procedures Operating Plan.

### Federal Agencies to CAL FIRE

- Bill for Collection
- Cost Summary Sheet
- Transaction Register
- Personnel Cost Listing
- Flight Use Report (FS-122), where applicable
- Resource Orders (in a Cost Share Situation where USFS is the Unified Ordering Point)

## CAL FIRE to Federal Agencies

- Invoice
- Activity Reporting and Costs (ARC)
- CAIRS Fire Report
- Report of Incident and Dispatch Action (Crystal Reports)
- ROSS Resource Orders (for cost share situations where CAL FIRE was the Unified Ordering Point)
- Air Summary (Fixed Wing) and Monthly Helicopter Flight Activity Report by Helibase

## **JOINT RESOLUTION OF BILLING CONCERNS**

**3864.1.13**

(No. 57 July 2016)

Local units will make every attempt to cooperatively resolve billing questions informally, either by phone or personal visits. After billing package documentation requirements (see Section 3864.1.12) have been met, and the local units have made every attempt to resolve questions, additional documentation may be requested. The additional information that may be requested includes the following:

- 209s
- Incident Action Plans (IAP)
- InciNet Records
- ICARS Records-Cost Unit (Incident Cost Accounting Reporting Systems)
- Buying Team Logs
- Cost Unit Records

The request should specifically list the item(s) in question and what documentation is being requested. The reviewing office may be required to submit this request in writing, and should initiate the request within 30 days of receiving the bill to ensure resolution of the bill within the prescribed period. If necessary, the requesting office has the responsibility to send personnel to the other agencies local unit (incident unit) to review and resolve their questions.

The contact for resolution is at the CAL FIRE unit/national forest level or the CAL FIRE region/national forest level or the DAO/federal region level. The terms and procedures for joint resolution of billing concerns are provided in the CFPA ([see exhibit](#)) and in the Cooperative Incident Billing Procedures between State of California-CAL FIRE, U.S. Department of the Interior-BLM, NPS, BIA, F&WS, and U.S. Department of Agriculture-FS 1997 ([see exhibit](#))

## **PARTIAL VERSUS FINAL BILLINGS FOR FEDERAL REIMBURSEMENT AGREEMENTS**

**3864.1.14**

(No. 57 July 2016)

Partial billings will be prepared on an exception basis by agreement between impacted agencies. Partial billings will be dealt with at the central billing office level. Refer to the CFPA.

## **CIVIL COST RECOVERY**

**3864.2**

(No. 57 July 2016)

The purpose of this policy is to establish effective and consistent processes for determining fire costs for civil cost recovery cases. This policy should be used in conjunction with related policies addressing Accounting Procedures (3600), Incident Fiscal Management (3800), and Law Enforcement (9400)

Health and Safety Code Sections 13009 & 13009.1 permit the California Department of Forestry and Fire Protection (CAL FIRE) to recover in general the following costs.

- Costs incurred in suppressing the incident (*Including Indirect cost pursuant to policy 3927*)
- The cost of investigating and making any reports with respect to the fire
- Costs relating to accounting for the fire and the collection of any funds
- The administrative costs of operating a fire suppression cost recovery program

The cost package reviewer should review the costs of an incident, and compare them against supporting documentation to validate if the charges are appropriate, reasonable, and charged against the correct incident. The supporting documentation should be included with the final documentation package.

When reviewing costs for civil cost recovery incidents, the items listed below are a sampling of what may or may not be included for incident costs.

## **Personnel Costs**

- CAL FIRE Overhead, Crews and Equipment
  - Requested for the incident
  - Base and overtime
  - Documented on a FC-33/eFC-33 (Personnel and Equipment Report)
  - Have an incident and request number
  - Recorded on records (validation of documents)
    - CAD
    - ROSS
    - Alternate records such as Incident Action Plans
  - Not exceed the number of hours allowed for their classification unless properly documented and authorized in writing by the IC or designee.
  - Incident Command Assignment (ICA) pay
  - Travel time and time required to get the equipment back in service after release from the incident
  - Incident resources that are still assigned but off-shift (whether for rest, feeding, etc.)
  - Items generally not included
    - Worker's compensation claims
    - Move up & cover
    - Special staffing
    - Large fire support (mobilization centers)
- FC-42 (Time Sheet and Pay Voucher for Short-Term Non-Civil Service)
- FC-77 (Camp/Center Emergency Time Report)

## **Support Costs**

- All items purchased must be for fire suppression activity or for supporting the incident
- All items must comply with department purchasing rules and requirements
- E-Fund Items should be purchased during the eligible time period (Handbook 3821.9(k))
- Supporting documentation must be provided for incident use, including one or more, but not limited to:
  - Property Certification of location or Damage Certificate of Responsibility for Incident Occurrence (CALFIRE-101)
  - Incident Replacement requisition (FC-315)
  - CAL FIRE Property Survey form (CALFIRE-152)
  - General Message (ICS 213)
- CALCARD charges
- Travel Claims (Standard 262) or CALATERS
  - Mileage is recoverable in private vehicles; must be noted on travel claim
- Material, Requisition, or Transfer (MRT's/F-72)
- Purchasing Authority Purchase Order (STD 65)

- Phone Charges (cell and landline):
  - Toll charges (cell and landline) from existing phone lines, tied to a specific incident may be charged.
  - Phones (cell and landline) ordered (rented) for the sole use of a specific incident on the fire are reimbursable.
- Meals
  - Should not exceed meal rates unless exempt by Cal HR regulations and/or collective bargaining unit agreement provisions.
  - Must have supporting documentation such as:
    - Emergency Meal-Hotel Purchase Report (AO-341)
    - Take out/Sack Lunch memo
    - Station Meal Sheet
- Drinks
- Rental vehicles for incident use:
  - Fuel is reimbursable
- Agency automotive repair costs per Handbook Section [3821.9\(k\)](#)
  - Recoverable if repair(s) have been approved by Sacramento Headquarters Mobile Equipment Program (or designee).
  - Repair and equipment cost above normal wear and tear are recoverable.
- Chain saws and portable equipment
  - Only the hourly rates are recoverable.
- Assistance by Hire
- Hired equipment
  - Mobile Kitchen Units (MKU)
- Aircraft
  - Hourly rates are recoverable.
  - Durable goods are generally **not** recoverable.
  - Food consumed while feeding firefighters and incident personnel on the incident or re-stocking the MKU after the fire is chargeable.
- Emergency fire suppression repair costs

Late payment interest penalties are **not recoverable** (CAL-Card, vendor payments).

## **DESCRIPTION OF THE COST RECOVERY PACKAGE** (No. 57 July 2016)

**3864.3**

### CAL FIRE Civil Cost Recovery package

Each package may contain the following:

- Activity Reporting Costs (ARC), see [Section 3865](#) for procedures.
- CAIRS Fire Report
- ROSS report
- Report of Incident and Dispatch Action (CAD)
- Maps of the fire perimeter and Direct Protection Area
- Cost share agreements and cost settlement worksheets
- Aviation Information Management System (AIMS) report
- FC-42 (Time Sheet and Pay Voucher Short Term Non-Civil Service)
- eFC-33/FC-33 (Personnel and Equipment Report)
- Operating expenses with supporting documentation

### Federal/Governmental Cost Recovery package

Each package may contain the following:

- Activity Reporting Costs (ARC), see [Section 3865](#) for procedures.
- One or more of the following dispatch reports
  - ROSS
  - Report of Incident and Dispatch Action (CAD)
  - Wild CAD
- Maps of the fire perimeter and land ownership (DPA), where applicable
- Copies of all operating expenses
- Aviation Information Management System Report (AIMS)
- eFC-33/FC-33 (Personnel and Equipment Report)
- FC-42 (Time Sheet and Pay Voucher Short Term Non-Civil Service)

## **GEOGRAPHIC RESPONSIBILITY, BY UNIT, FOR INITIATING THE COST RECOVERY PACKAGE**

**3864.4**

(No. 57 July 2016)

When determining which Unit is responsible for initiating the ARC, reference the [“Administrative Unit Boundaries \(Defined\) and 3-Letter Alpha Identifiers”](#) located in the exhibits section of the 8100 Command and Control Policy Handbook.

**Contact the respective Region Cost Recovery Office or Emergency Operations Center Coordinator (EOCC) for questions on cost recovery package assignments.**

## **PROCESSING AND ROUTING RESPONSIBILITIES FOR THE COST RECOVERY PACKAGE**

**3864.5**

(No. 57 July 2016)

### **Unit Responsibilities:**

- Determine those incidents that are billable in conjunction with the various CAL FIRE/Federal agreements and Local/Federal operating plans.
  - Report billable incidents to respective Region Cost Recovery offices on a monthly basis.
  - Prepare the initial ARC for all billable incidents within the Unit's areas of responsibility.
  - Forward appropriate documentation to Region.

### **Region Responsibilities:**

- Receive and record billable incident data from Units.
  - Research resource orders at the Region's EOCCs to determine billable incidents that may have been missed by the Unit and notify the Unit of findings. This includes all incidents where CAL FIRE aircraft are assigned and for some Units may also include CAL FIRE hand crews.
  - Prepare monthly listings of billable incidents that are reported on the Billable Incident Tracking Log and forward to the Departmental Accounting Office (DAO).
  - Track all billable incidents that require preparation of an ARC for cost recovery purposes.
  - Track all resources which are dispatched to out-of state incidents which require preparation of an ARC.
  - Notify the Units of delinquent ARC billing packages. (See Section 3864.6 for timelines).
  - Notify assigned Case Manager of completed civil cost recovery ARC package.
  - Upon completion of the review, electronically transmit the ARC and required documentation to the DAO. (refer to Section 3864.1.12).
  - Ensure all Units are providing cost estimates for incidents when requested. This level will also formalize costs for budgetary purposes when required.

## Departmental Accounting Office (DAO) Responsibilities:

- DAO does not review Civil Cost Recovery ARC's to produce a final ARC.
- Log billable incident information reported by the Regions in the (DAO) Incident Log.
- Update log when an ARC is received, and invoice is mailed, and when the Report of Collections (payment) is processed.
  - Notify the Region of any ARCs that are due and have not been reported on the Billable Incident Log.
  - Perform final review and prepare the invoice and mail to the protection agency.
- Receive year-end outstanding billable amounts from Region per year-end closing instructions.

## ARC COST RECOVERY TIMELINES

3864.6

(No. 57 July 2016)

The chart below represents the calendar days in which an ARC is to be completed and forwarded to the next level.

### Cost Recovery Timelines

	FEMA/FMAG	Cost Share	ABH	Civil
CAL FIRE Unit	*	60	60	**
CAL FIRE Region	90	120	120	**
CAL FIRE DAO	90	120	120	N/A
<b>Total timeline in days</b>	<b>180</b>	<b>300</b>	<b>300</b>	<b>**</b>

(\*) All documentation to be forwarded to Region as soon as the Finance Section Chief or designee is released from the incident

(\*\*) See Section 9428.3.3 for timelines

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)