



COOPERATIVE LAW ENFORCEMENT AGREEMENT
Between The
COUNTY OF SISKIYOU
And The
USDA, FOREST SERVICE
KLAMATH, MODOC, SIX RIVERS, and SHASTA-TRINITY NATIONAL FOREST

Background: The parties to this agreement recognize that public use of National Forest System lands (NFS lands) is usually located in areas that are remote or sparsely populated. The parties also recognize that the enforcement of State and local law is related to the administration and regulation of NFS lands and the Cooperator has a limited amount of financing to meet their responsibility of enforcing these laws.

I. PURPOSE:

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on NFS lands and provide for reimbursement to the Cooperator for the intensified portion of this effort.

In consideration of the above premises, the parties agree as follows:

II. THE COOPERATOR SHALL:

- A. Perform in accordance with the approved and hereby incorporated Financial and Operating Plan (Operating Plan) attached as Exhibit A.
- B. Ensure that the officers/agents of the Cooperator performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.
- C. Provide uniformed officers/agents with marked vehicles to perform all activities unless agreed to otherwise in the Operating Plan.
- D. Advise the U.S. Forest Service Principal Contact listed on the FS-1500-0100 of any suspected criminal activities in connection with activities on NFS lands.
- E. Upon the request of the U.S. Forest Service, dispatch additional deputies within manpower capabilities during extraordinary situations.
- F. Complete and furnish annually the U.S. Forest Service with Form FS-5300-5, Cooperative Law Enforcement Activity Report, identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled during regular duties.



- G. Provide the U.S. Forest Service Principal Contact with case reports and timely information relating to incidents/crimes in connection with activities on NFS lands.
- H. Bill the U.S. Forest Service for Cooperator's actual costs incurred to date, displayed by separate cost elements, excluding any previous U.S. Forest Service payment(s) made to the date of the invoice, not to exceed the cumulative funds obligated hereunder and as specified on the Operating Plan.
- I. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- J. If agreed to without reimbursement, monitor the U.S. Forest Service radio during the following *time period(s): 24 hours per day from the date of agreements execution through 09/30/2030*. Address any concerns or notify/request assistance from the U.S. Forest Service, as required.

III. THE U.S. FOREST SERVICE SHALL:

- A. Perform in accordance with the Operating Plan attached as Exhibit A.
- B. Reimburse Cooperator for actual expenses incurred, not to exceed the estimated amount shown in the Operating Plan. The U.S. Forest Service will make payment for project costs upon receipt of an invoice. Each correct invoice shall display Cooperator's actual expenditures to date of the invoice, displayed by separate cost elements as documented in the Operating Plan, less any previous U.S. Forest Service payments. See related Provisions II-H and IV-J. The invoice should be forwarded as follows:

Submit original invoice(s) for payment to:

USDA, Forest Service
Budget & Finance - Grants & Agreements

4000 Masthead St, NE
Albuquerque, NM 87109
Phone: 530-638-6128
FAX: (877) 687-4894
E-Mail: sm.fs.asc_ga@usda.gov

Send copy to:

Catherine Schott
Law Enforcement and Investigations,
Klamath National Forest

U.S. Forest Service
1711 S. Main Street Yreka, CA 96097
Phone: 530-643-1041
E-Mail: catherine.schott@usda.gov



IV. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

- A. **U.S. DEPARTMENT OF AGRICULTURE GENERAL TERMS AND CONDITIONS.** In accordance with Secretarial Memorandum 1078-021, the USDA General Terms & Conditions for Mutual Interest Agreements dated, December 31, 2025, and its implementing regulations, 2 CFR 400, apply to the Cooperator and any sub-awardees and/or sub-contractors under this agreement. These Departmental policies and regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement and located at: https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions?utm_medium=email&utm_source=govdelivery.
- B. **FOREST SERVICE GENERAL TERMS AND CONDITIONS.** The Forest Service General Terms & Conditions Mutual Interest Agreement dated February 14, 2026, and its implementing regulations, apply to the Cooperator and any sub-awardees and/or sub-contractors under this agreement. These federal policies and regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement, located at <https://www.fs.usda.gov/working-with-us/grants/terms-conditions>.
- C. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfil their purposes.
- D. An Operating Plan will be negotiated on a *fiscal* year basis. At the end of the year, funds not spent may be carried forward to the next year, or deobligated at the request of the U.S. Forest Service. Upon expiration of the Cooperative Law Enforcement Agreement, funds not spent will be deobligated.
- E. This agreement has no effect upon Cooperator's right to exercise civil and criminal jurisdiction on NFS lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS lands.
- F. Any Operating Plan added to this agreement will be jointly prepared and agreed to by the parties. The Operating Plan shall at a minimum contain:
1. Specific language stating that the Operating Plan is being added to this agreement thereby subjecting it to the terms of this agreement.



2. Specific beginning and ending dates.
 3. Bilateral execution prior to any purchase or the performance of any work for which reimbursement is to be made.
 4. Specify any training, equipment purchases, and enforcement activities to be provided and agreed rates for reimbursement including the maximum total amount(s) for reimbursement.
 5. Designation of specific individuals and alternate(s) to make or receive requests for enforcement activities under this agreement.
- G. Nothing in this agreement obligates either party to accept or offer any Operating Plan under this agreement.
- H. The officers/agents of the Cooperator performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of the Cooperator. Law enforcement provided by the Cooperator and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.
- I. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.
- J. The Cooperator's reimbursable expenses must be listed in an approved Operating Plan, expended in connection with activities on NFS lands, and expenses beyond those which they are normally able to provide.
- K. During extraordinary situations such as, but not limited to: fire emergency, drug enforcement activities, or certain group gatherings, the U.S. Forest Service may request to provide additional special enforcement activities. The U.S. Forest Service will reimburse the Cooperator for only the additional activities requested and not for activities that are regularly performed by the Cooperator.
- L. Reimbursement may include the costs incurred by the Cooperator in equipping or training its officers/agents to perform the additional law enforcement activities authorized by this agreement. Unless specified otherwise in the Operating Plan, reimbursement for equipment and training will be limited to a pro rata share based on the percentage of time an officer/agent spends or equipment is used under this agreement.
- M. When reimbursement for items such as radios, radar equipment, and boats is being contemplated, reimbursement for leasing of such equipment should be considered. If the U.S. Forest Service's equipment purchases are approved in the Operating Plan, an estimate of the useful life of such equipment shall be included. When purchased,



equipment use rates shall include only operation and maintenance costs and will exclude depreciation and replacement costs. Whether the Cooperator is reimbursed for lease/purchase costs, or the U.S. Forest Service purchases and transfers the equipment, the total cost for the equipment cannot exceed the major portion of the total cost of the Operating Plan unless approved by all parties in the agreement and shown in the Operating Plan.

- N. When State conservation agencies have the responsibility for public protection in addition to their normal enforcement responsibility, their public protection enforcement activities may be included in Operating Plans and are then eligible for reimbursement. Reimbursement is not authorized to State Conservation Agencies for enforcement of fish and game laws in connection with activities on NFS lands.



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Between The
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And The
USDA, FOREST SERVICE
KLAMATH, MODOC, SIX RIVERS, and SHASTA-TRINITY NATIONAL FORESTS

2026
ANNUAL OPERATING AND FINANCIAL PLAN

Previous Year Carry-over: \$ 0.00
Current Obligation: \$ 54,000.00
Total Operating Plan Amount: \$ 54,000.00

U.S. DEPARTMENT OF AGRICULTURE GENERAL TERMS AND CONDITIONS. In accordance with Secretarial Memorandum 1078-021, the USDA General Terms & Conditions for Mutual Interest Agreements dated, December 31, 2025, and its implementing regulations, 2 CFR 400, apply to the Cooperator and any sub-awardees and/or sub-contractors under this agreement. These Departmental policies and regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement and located at: https://www.usda.gov/about-usda/general-information/staff-offices/office-chief-financial-officer/federal-financial-assistance-policy/usda-general-terms-and-conditions?utm_medium=email&utm_source=govdelivery.

FOREST SERVICE GENERAL TERMS AND CONDITIONS. The Forest Service General Terms & Conditions Mutual Interest Agreement dated February 14, 2026, and its implementing regulations, apply to the Cooperator and any sub-awardees and/or sub-contractors under this agreement. These federal policies and regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement, located at <https://www.fs.usda.gov/working-with-us/grants/terms-conditions>.

I. GENERAL:

- A. The contacts identified on the FS-1500-0100 shall be the designated and alternate representative(s) of each party to make or receive requests for special enforcement activities.
- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$ 0.725/mile patrolled
Per diem rate is \$ 50/day



Base wage, overtime wages, and fringe benefits will be reimbursed at the individual officers' actual costs.

II. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both the Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:

Roads designated and maintained by the Forest Service within The Cooperator's area of jurisdiction

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

Area 1: Klamath National Forest

To make vehicle patrols within the KNF, to include campgrounds and public access roads. Time and duration are at the discretion of the patrolling deputy.

1. Gooseneck Ranger District
 - a. Deer Mountain and Four Corners Snow Parks (winter)
 - b. Juanita Lake Campground (spring, summer, fall)
 - c. Shafter Campground (spring, summer, fall)
2. Oak Knoll Ranger District
 - a. Highway 96, Klamath River Corridor Campgrounds (summer)
3. Scott River Ranger District
 - a. Scott River Campgrounds (spring, summer, high school graduation)
 - b. Kelsey Creek Day Use Area (summer evenings)
 - c. Lovers Camp Trailhead (summer)
 - d. Kangaroo Lake Campground (summer)
4. Happy Camp Ranger District
 - a. River rafting access parking areas (summer, fall)
 - b. Curly Jack Campground (spring, summer, fall)
5. Ukonom Ranger District
 - a. Salmon and Klamath River rafting parking areas (summer, fall)
 - b. Nordheimer Campground (spring, summer, fall)
 - c. Dillon Creek Campground (summer)
6. Salmon River Ranger District



- a. Both North and South Fork of the Salmon River Campgrounds, dispersed river camps, and trailheads (all areas: spring, summer, fall)

Total reimbursement for this category shall not exceed the amount of:

\$16,100.00. Unused equipment, supply, training, subscription, and dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of **\$22,000.00**

Area 2: Modoc National Forest

To provide vehicular patrols within the Medicine Lake Recreation Area including the Forest Service administration site, campground, boat launching facilities, day use sites, Bulls Eye Lake, Payne Springs, and other areas of concentrated use.

Patrols will normally be scheduled on Fridays and Saturdays between 1400-2000 hours within a duration of four to six hours. Patrols shall begin on or about July 1 and end on or about September 30 of each calendar year until September 30, 2030. Provide additional patrols on the day before and the first day of deer hunting seasons.

Total reimbursement for this category shall not exceed the amount of
\$5,000.00

Area 3: Shasta-Trinity National Forest

Patrols will be conducted on a no set time basis during the department's normal shift assignments, usually between the hours of 1800 and 0600 during the forest's recreation season of May 24 to September 30 of each calendar year until September 30, 2030. Patrols will occur primarily on weekends, holidays, and other high use periods.

The Cooperator agrees to provide patrols, at a minimum, during 1 weekday and/or weekend during peak seasonal periods as follows within the Shasta-Trinity NF.

Location	Weekday	Weekend
Hotlum Area	1 patrol/week	
Spring Hill Plantation Area	1 patrol/week	
Fowlers Campground, Lower Falls		2 patrols/day
Cattle Camp, Loop Road		2 patrols/day
Everett Memorial, Ski Bowl	1 patrol/week	2 patrols/day
Algoma Campground	1 patrol/week	
Gumboot Lake	1 patrol/week	1 patrol/day
Castle Lake	2 patrols/week	1 patrol/week
Trout Lake	1 patrol/day on holidays and opening day of deer season	

Total reimbursement for this category shall not exceed the amount of
\$5,000.00.



Total overall reimbursement for this OP includes dispatching, all patrol activities, special enforcement situations, controlled substance operations training, and equipment (described below) shall not exceed the total funding amount of \$54,000.00

III. TRAINING:

Total reimbursement for this category shall not exceed the amount of: \$ 0.00

IV. DISPATCH SERVICES:

Total reimbursement for this category shall not exceed the amount of: \$5,400.00

V. EQUIPMENT:

Total reimbursement for this category shall not exceed the amount of: \$ 0.00

VI. SUPPLIES:

Total reimbursement for this category shall not exceed the amount of: \$ 500.00

VII. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed on the FS-1500-0100. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Operating Plan.

1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
2. Fire Emergency: During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator



agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed on the FS-1500-0100 for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident. This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

VIII. CONTROLLED SUBSTANCE OPERATIONS:

Pursuant to Section IV-J of Agreement 26-LE-11052560-010, the following provisions support operations to suppress the manufacturing and trafficking of controlled substances on or affecting the administration of National Forest System lands, with emphasis on identification, apprehension, and prosecution of persons engaged in these activities.

A. The U.S. Forest Service Agrees:

1. To reimburse the Cooperator for expenditures associated with detecting locations and activities related to the illegal production and trafficking of controlled substances, including:
 - a. Ground reconnaissance to identify and inventory locations associated with producing or trafficking controlled substances.
 - b. Aerial reconnaissance to identify and inventory locations associated with producing or trafficking controlled substances.
2. To reimburse the Cooperator for certain expenses resulting from investigative activities involving the illegal production or trafficking of controlled substances on or affecting the administration of National Forest System lands, including:
 - a. Surveillance operations.
 - b. Apprehension of suspects.
 - c. Collection of evidence to support prosecution.
 - d. Prosecution of suspects.



3. To reimburse the Cooperator for expenses resulting from the removal of cannabis plants from National Forest System lands, provided the U.S. Forest Service approves eradication operations prior to implementation. The Cooperator retains authority to eradicate cannabis plants without reimbursement at its discretion.

4. To reimburse the Cooperator for supplies and equipment purchased exclusively for activities described above. All purchases must be approved in advance by the U.S. Forest Service. Purchases of materials and supplies may not exceed ten percent (10%) of the total allocation for controlled substance operations without prior approval from the U.S. Forest Service Designated Representative.

B. The Cooperator Agrees:

1. Within its capability, to perform the following activities on National Forest System lands:

- a. Detect and inventory locations associated with illegal production or trafficking of controlled substances and notify the U.S. Forest Service as soon as possible.
- b. Conduct investigations to determine responsible person(s).
- c. Upon request and prior approval of the U.S. Forest Service, remove cannabis plants from National Forest System lands.

2. To furnish activity reports, crime reports, investigation reports, and other records resulting from these activities to the affected Forest(s) for review and forwarding to the Regional Office.

C. Reimbursement Rates:

1. The following rate schedule will apply to all expenditures that may be reimbursed to the Cooperator under this agreement:

Salary (base)	Actual documented hourly rate,
Salary (overtime)	Actual documented costs base + ½ per hour,
Per diem costs	GSA rate/\$50.00M&IE+GSA rate actual/lodging,
Travel (mileage and fares)	\$0.725 per mile,
Helicopter flight time	Actual documented costs,
Supplies or equipment	Actual documented costs

Total reimbursable expenditures shall not exceed **\$22,000.00.**

IX. BILLING FREQUENCY:



- A. The following is a breakdown of the total estimated costs associated with this Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$26,100.00	
Patrol Equipment	\$0.00	
Patrol Supplies	\$500.00	
Controlled Substance Operations	\$22,000.00	
- Control Substance Equipment	*	*
- Controlled Substance Supplies	*	*
Training	\$0.00	
Dispatch	\$5,400.00	
Special Enforcement Situations		
Total	\$54,000.00	

- B. Any remaining funding in this Operating Plan may be carried forward to the next Annual Operating Plan and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service.

Law Enforcement Billing Summary

Agreement #:	Date Submitted:
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National Forest:	County:
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Dates of Invoice:	Year:
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Category Reimbursements:

A. Patrol:	\$
Hours patrolled _____	
B. Patrol Equipment:	\$
C. Patrol Supplies:	\$
D. Controlled Substance	\$ _____
- Controlled Substance Equipment	\$ _____
- Controlled Substance Supplies	\$ _____
E. Training:	
F. Dispatch	
Total Expenditures:	\$

Include a detailed, dated invoice with each billing summary. The invoice should itemize actual expenditures by cost element, as outlined in The Cooperative Law Enforcement Agreement (5 Year agreement) and The Operating Plan (Exhibit A).

Certification Statement

County Sheriff		USFS – Patrol Captain	
I certify this billing/invoice is accurate and complete.		I certify services have been received as stated.	
Sheriff	Date	US Forest Service	Date

 USDA Forest Service		LAW ENFORCEMENT ACTIVITY REPORT <i>(Ref. FSM 5300)</i>		Agreement Number Initial ☐ Follow Up ☐	
1. Cooperator (Department Name):			2. National Forest:		
3. Record (1)	4. Action Code (2) (FS Use Only) U-Update	5. Unit Identification (3-11)		6. Date (12-5)	
		Region	Forest	State	County
7. Patrol Units (16-18)	8. Search and Rescue Missions Hours (19-22)	No. (23-24)	9. Property Stolen (25-30) Dollars		
10. Property Recovered (31-36) Dollars		11. Controlled Substances Seized (37-45) Dollars (Street Value)			
12. Record (1)		13. Number of Crimes Occurring on National Forest System Lands			
13a. Item # (16-17)	13b. Type of Crime	13c. Coop Agreement Reimbursed Activity (18-20)		13d. Non-Coop Agreement Activities (21-23)	
PART I - FBI UNIFORM CRIME REPORTING					
01	Criminal Homicide				
02	Forcible Rape				
03	Robbery				
04	Aggravated Assault				
05	Burglary - Breaking or Entering				
06	Larceny - Theft (Except Motor Vehicle)				
07	Motor Vehicle - Theft				
08	Arson				
PART II - FBI UNIFORM CRIME REPORTING					
09	Other Assaults (simple)				
10	Stolen Property by Buying, Receiving, Possessing				
11	Vandalism				
12	Weapons - Carry, Possessing				
13	Narcotic Drug Law				
14	Driving Under the Influence				
15	Liquor Laws				
16	Drunkenness				
17	Disorderly Conduct				
18	All Other Offenses				
PART III - COOPERATOR ASSISTS					
19	Assists to Forest Service Officers				
20	Assists to Public				
Remarks:					
NOTE: This document is for OFFICIAL USE ONLY. It and its contents are not to be distributed outside your agency, nor duplicated, without prior approval of the USDA, Forest Service, Law Enforcement and Investigations.					

Addendum A

U.S. Forest Service Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Operating & Financial Plan

Fire Emergencies:

During fire emergencies, the U.S. Forest Service will reimburse the County for actual costs incurred while the County is providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of roadblocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by the U.S. Forest Service dispatch to the County. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff/County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time.

If meals and lodging are required for county officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Cooperator personnel directly assigned to the incident by a resource order will be entitled to meals that are provided on the incident.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The County will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the prevailing wage rate as identified in the OP Provision II. B.

Billing Protocol:

Documentation required to be submitted by the County to the FS for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Cooperative Law Enforcement Agreement and Operating & Financial Plan.
- UEI number.
- Active status in System for Award Management (SAM).
- Tax ID number.
- Breakout of actual costs:
 - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
 - Supplies – Copies of receipts with date and description of items purchased and FS authorization (S# or FS Signature) for purchase.
 - Mileage – Summary by day by vehicle and personnel using the vehicle.

- Incident Action Plans – copies of plans that document assignment to that incident.
- Map of roadblock locations.

BILLINGS ARE NOT TO BE SUBMITTED TO THE SM.FS.ASC_GA@USDA.GOV UNDER THE OBLIGATION ESTABLISHED THROUGH THE COOPERATIVE LAW ENFORCEMENT AGREEMENT.

Please coordinate remittance of billings to the Albuquerque Service Center, Incident Finance Branch through the local Fire Incident Business Specialist, **Mandi Musachia, Supervisory Incident Business Specialist, mandi.musachia@usda.gov**. Invoices must include the information identified above in the Billing Protocol section in order to be processed in a timely manner.

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.