

5.9 – U.S. FOREST SERVICE OBLIGATIONS

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Identify reportable USFS obligation categories
2. Identify the logic / criteria for each reportable category.
3. Assign an obligation category to incident resources.
4. Create an obligation extract.
5. Run/preview an obligation report.
6. Finalize and print an obligation report.
7. Reextract an obligation report.

I. INTRODUCTION:

- A. The US Forest Service requires all incidents report their accrued obligations on a daily basis. The assignment of an obligation category for resources is automated – processed when a new resource is entered into an I-Suite database. However, an ICARS user will be responsible for verifying and managing the assignment of obligation categories.

II. EXERCISES

- A. Identify reportable USFS obligation categories.
 - 1. Ten separate obligation categories are available to ICARS users, but only five of these are reportable, as follows:
 - a. **CONT**: All contracts – not including air
 - b. **HELI**: Contract helicopters
 - c. **STL**: Incident State resources
 - d. **STO**: State resources from out of state
 - e. **AD**: Casual hires
 - 2. Both the CONT and AD categories are adjusted for CONT/AD mixed resources.
- B. Describe the logic/criteria for each reported category.
 - 1. See handout.
- C. To assign resources an obligation category.
 - 1. On any ICARS resource table view, click the **Obligation** column for the resource of your choice.
 - 2. Click the **Obligation** drop-down arrow, and then click to select the **category assignment** of your choice.
 - 3. Repeat step 2 for any resources that are unassigned.
- D. To create an obligation extract.
 - 1. Click the **Obligation** menu.
 - 2. On the **Obligation Extract** dialog box, click the **Run Extract** button.
- E. To run/preview an obligation report.
 - 1. On the **Obligation Extract** dialog box with the current obligation extract highlighted, click the **Report** button.

2. On the **Obligation** window in crystal reports, review the report, and then click the **Close** button.
 3. On the **Obligation Extract** dialog box, click the **Report Detail** button.
 4. On the **Obligation Detail** window in crystal reports, review the report, and then click the **Close** button.
- F. To finalize and print an obligation report for submission to the host agency or forest.
1. On the **Obligation Extract** dialog box with the current obligation extract highlighted, click the **Finalize** button.
 2. For each **Obligation Finalize** dialog box, click **OK**.
 3. On the **Obligation Extract** dialog box, click the **Report** button, and then click the **Print Report** menu icon.
- G. To perform a sample reextract for an obligation report.
1. Note the dollar value of the CONT category. Exit the Obligation dialog box.
 2. Change some Daily records for a piece of equipment, either increase the value or enter an earlier release date.
 3. Select the most current finalized obligation extract.
 4. Click the **Reextract** button.
 5. Use this feature with *CAUTION*.