

CASE /COST DOCUMENTATION CHECKLIST FOR FEDERAL PROJECT NUMBERS (FPNs), CERCLA PROJECT NUMBERS (CPNs), AND DISASTER PROJECT NUMBERS (DPNs)

Checklist for FOSCs as they collect, prepares, and finalizes cost documentation packages for submission to the NPFC

Incident Report and Transmittal Form (IRAT) (5 pages)

- Page 1 – Complete all applicable sections. Identify all supplemental documents as enclosures to this IRAT. *Ensure this is signed by the FOSC or designated person.*
- Page 2 – Complete all applicable sections. Provide name, address, and phone numbers of all involved parties (owner, operator, guarantor, or insurance representative).
- Page 3 – Complete all applicable sections about the contractors hired by the CG.
- Page 4 – Complete all applicable sections about other government agencies (OGAs) involved in this case.
- Page 5 – Complete this section identifying all other key parties, including other CG units involved.

Strike Team Participation

- Capture all members of the Strike Team on the dailies, unless they do a separate daily.
- Collect a copy of each member's travel orders and liquidated travel claims (TVS).
Note: Each traveler is required to hold a copy of his/her documents for 6 years and 3 months, no exception.
- Collect a copy of the Strike Team Incident Summary Report (ISR) and include it as an enclosure to the IRAT.

Ceiling Messages, Situation Reports, Pollution Reports, Strike Team Launch Messages, NRC Messages

- Collect copies of all these messages as they pertain to this case and include them as enclosures to the IRAT.

Coast Guard Cost Documentation

- Ensure all the dailies are completed and signed by the FOSC/FOSCR.
- Ensure all personnel involved in the response are listed on the dailies.
- Ensure all equipment physically used in the response area listed on the dailies.
 - Aircraft, Cutters, and Boats – get copy of the ALMIS printouts for each resource. The Nav Log (CG-4380B & C) for cutters may be required to validate MEP activities in supporting FOSC.
- Ensure all the TONOs are "accounted for or noted" on the dailies.
 - Include a copy of all signed travel orders.
 - Include a copy of all liquidated travel claims (Travel Voucher Summary - TVS). (Member is required to hold these records for 6 years 3 months).
 - Ensure all GTRs/SATO tickets used are "accounted for or noted" on the dailies.
 - Include a copy of flight itinerary showing payment made on GTA Account (not member's travel card).
 - Ensure all purchase requests (PRs), CG ICS 213RRs, Purchase orders (POs), and credit card purchases are "accounted for or noted" on the dailies.
 - Include copies of all obligation documents, which must be signed.
 - Include copies of all receipts for purchases (i.e., the receipts the vendors provide for a purchase or for services rendered).
 - Include all paperwork for property purchases that require disposal at a DLA's disposal sites or approved receiving agency.

Pollution Removal Funding Authorizations (PRFAs) (All CG units must obligate in FPD. All EPA issued PRFAs will be obligated by NPFC in FPD).

- Include a signed copy of the PRFA(s) in the documentation.
- Include a copy of any amendments to PRFAs in documentation.
- Include the completed SF-1080 or SF-1081 from agency under the PRFA.
- Include the completed cost documentation package from agency under the PRFA.
- Ensure FOSC endorsement is evident on the agency cost documentation package.

Contractor Services.

- Include a copy of the signed PR and OF-347 (Delivery Order) and any amendments.
- Include a copy of the Authorization to Proceed (ATP) to contractor (if applicable) or message ATP.
- Include a copy of the contractor's invoice, with FOSC endorsement on services rendered.
- Include a copy of the Contractor Dailies signed by contractor and FOSCR (CG-5136 forms or equivalent as authorized by NPFC/SILC) and Contractor's Waste Manifest for disposal.
- Include all documentation when a MIPR is used for DOD resources