



# National Pollution Funds Center Job Aid For completing the electronic version of the CG-5136



National Pollution Funds Center  
Case Management Division

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The electronic version of the CG-5136 form was developed in the early 1990's as a workbook in Excel to help expedite data entry at the field level. There are two versions in use, a 7-day schedule and a 31-day schedule. ***It is extremely important that accuracy is used when entering information in this workbook. Parts of this workbook are password protected to prevent the formulas from being inadvertently compromised.*** It has been adopted for use on any type of incident. This workbook is made up of three parts: "Project Summary Page", "Daily Summary Page", & the "Individual Daily Page". On pages 2 through 7 shows what a full day of information would look like when printed. Starting on pages 7, I explain in more detail each section in the workbook. Note that the example used in this job aid is a full 30 day record and the ceiling is \$25 million, so you can see that accuracy and expediency are a necessity when tracking these kinds of cost information.

## Project Summary Page.

<b>PROJECT SUMMARY</b>	
FPN: <b>J14025</b>	Name: <b>FV Richard Boes, Jr.</b>
Current Period: <b>4/1/2014 to 4/30/2014</b>	
<b>FPN Ceiling</b>	<b>\$25,000,000.00</b>
Total Coast Guard Personnel Costs:	\$114,502.00
Total Coast Guard Boats Costs:	\$3,527,066.00
Total Coast Guard Cutters Costs:	\$6,567,624.00
Total Coast Guard Aircraft Costs:	\$2,423,836.60
Total Coast Guard Equipment Costs:	*\$118,518.00
Total Coast Guard Marine Safety Lab Costs	\$76,350.00
Total Coast Guard Vehicles Costs:	\$3,832.60
<b>Total Coast Guard Indirect Costs:</b>	<b>\$12,831,729.20</b>
Total Coast Guard Purchases (Doc Types 23 & 32):	\$89,050.00
Total Coast Guard Travel Orders (Doc Type 11 & 13):	\$233,935.00
Total Coast Guard GTR Costs (Doc Type 14):	\$73,150.00
Total Coast Guard Reserve Salary Costs (Doc Types 71 & 72):	\$52,025.00
Total Coast Guard Auxiliary Costs (Doc Type 27):	\$74,323.00
Total Coast Guard PRFA Costs (Doc Type 34):	\$2,486,000.00
Total Coast Guard MIPR Costs (Doc Type 28):	\$3,670,000.00
Total Coast Guard Contractor Costs (Doc Type 24):	\$2,265,000.00
<b>Total Coast Guard Direct Costs:</b>	<b>\$8,943,483.00</b>
<b>Total Costs (To Date)(Direct &amp; Indirect)</b>	<b>\$21,775,212.20</b>
<b>Ceiling Remaining (Not Obligated)</b>	<b>\$16,056,517.00</b>
<b>DAILY BURN RATE:</b>	
Total Coast Guard Direct Costs (Obligations):	\$8,943,483.00
Total Days (Obligation(s) are based on)	30
Total Coast Guard Indirect Costs:	\$12,831,729.20
Total Days Coast Guard Has Been Involved:	5
Expected Duration of Spill	60
<b>Daily Burn Rate (Direct Costs Only - For NPFC)</b>	<b>\$298,116.10</b>
<b>Daily Burn Rate (Indirect Costs Only - For NPFC)</b>	<b>\$2,566,345.84</b>
<b>Daily Burn Rate (All Costs Factored Into Equation - For Everyone's Use):</b>	<b>\$2,864,461.94</b>
<b>ESTIMATED TOTAL PROJECT</b>	<b>\$171,867,716.40</b>
<small>(Daily Burn All Costs)X(Expected Duration of Spill)+(Previous Cost)</small>	

**Daily Summary Page** (This page should be printed on 8 x 14 paper or two pages of 8 x 11).

DAY	DATE	4/1/2014		Thru		4/30/2014		FPN:		J14025	
		USCG Personnel	USCG Boats	USCG Cutters	USCG Aircraft	USCG Equipment	USCG MSL Cost	USCG Vehicle	Total Indirect Costs	USCG Purchases	USCG Travel Cost
Cost-Last 30 Days:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Day 1	1-Apr	\$10,392.00	\$72,006.00	\$247,944.00	\$80,346.60	\$4,258.00	\$3,850.00	\$117.26	\$418,913.86	\$2,050.00	\$16,435.00
Day 2	2-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 3	3-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 4	4-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 5	5-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 6	6-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 7	7-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 8	8-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 9	9-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 10	10-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 11	11-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 12	12-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 13	13-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 14	14-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 15	15-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 16	16-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 17	17-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 18	18-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 19	19-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 20	20-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 21	21-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 22	22-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 23	23-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 24	24-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 25	25-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 26	26-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 27	27-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 28	28-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 29	29-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 30	30-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
Day 31	31-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00
<b>TOTAL</b>		\$118,092.00	\$3,646,206.00	\$6,785,544.00	\$2,504,646.60	\$122,458.00	\$78,850.00	\$4,046.06	\$13,259,842.66	\$92,050.00	\$241,435.00





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USCG Vehicles	GSA#	Rate Basis	# Vehicles	Standard Rate	Cost Per-Day	# Miles	Total
Van, Passenger (Daily)	G62-75112	DAYS	1		\$7.26		\$7.26
Van, Passenger	G62-75112	MILES		\$0.22		125	\$27.50
SUV (4x4), 4-door (Daily)		DAYS	0		\$10.70		\$0.00
SUV (4x4), 4-door		MILES		\$0.21		0	\$0.00
SUV (4x4), 4-door (Daily)		DAYS	0		\$10.70		\$0.00
SUV (4x4), 4-door		MILES		\$0.21		0	\$0.00

**Coast Guard Vehicle Costs \$34.76**

USCG Purchase	DCN	Amount
Bulletin Board (5' x 7')	23-14-35-4-J-YH-023	\$525.00
Computer Paper - Case	32-14-35-4-J-YH-025	\$1,525.00

**Coast Guard Purchases \$2,050.00**

USCG Travel/Name	Travel Order Number	Issued by	Liq Amount
Hildebrand R.	11-14-46-3-V-XZ-023	NPFC	\$3,500.00
Applebee, B.	11-14-35-4-J-YH-045	Sector to IMAT	\$3,585.00
Norman, H.	11-14-35-4-J-YH-046	Sector to IMAT	\$3,600.00
Poole, S.	11-14-46-3-V-XZ-024	NPFC	\$4,500.00
Hamilton, W.	11-14-46-4-J-YH-055	D17 Reserve	\$1,250.00

**Coast Guard Travel \$16,435.00**

Name of Traveler	GTR Number	Issued by	Amount
Hamilton, W.	14-14-35-4-J-YH-055	D17	\$650.00

**Total GTR Costs \$650.00**

Name of Traveler - Reserve Salary Costs (Doc Type 71 & 72)	DCN	Amount
Hamilton, W.	71-14-35-4-J-YH-085	\$8,525.00

**Total Doc Type 71 & 72 \$8,525.00**

Name of Auxiliariast with Patrol Orders	DCN	Amount
Morrison, Tom	27-14-35-4-J-YH-065	Juneau Auxiliariast Boat \$650.00
Thompson, Freddie	27-14-35-4-J-YH-068	Juneau Auxiliariast Boat \$825.00

**Total Doc Type 27 \$1,475.00**

PRFA - Agency Name	DCN	Amount
NOAA	34-14-35-4-J-YH-095	\$5,500.00
USFWS	34-14-35-4-J-YH-096	\$15,500.00

**Total PRFA Costs \$21,000.00**

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MIPR - Agency Name	DCN	Amount
U.S. Army Corps of Engineers	28-14-35-4-J-YH-097	\$45,000.00
Total MIPR Costs		\$45,000.00

  

Contractors	DCN (Not BOA Contract Number)	Amount
Magone Marine Services	24-14-35-4-J-YH-018	\$25,000.00
National Response Corporation (NRC)	24-14-35-4-J-YH-019	\$65,000.00
Total Contractor Costs		\$90,000.00

  

Total Daily Cost	\$604,048.86
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4/5/2014

## CG-5136 Electronic Workbook – In Detail

### Project Summary Page.

This page summarizes the costs compiled over a period of time and is made up of three parts. **Current Period Totals, Daily Burn Rate, and Overall Estimated Total Project.**

This part only requires the following information to be entered: FPN, Name of Case, Current Period and the FPN Ceiling. **Please note that the ceiling at the top only reflects a ceiling for the “direct expenses” (obligations) against this project.** The first block of totals are **indirect** (non-obligation) Coast Guard costs for the Incident Commander’s information, and **do not** factor into the ceiling. The next block of numbers represents the Coast Guard **direct** expenses (actual obligations in FPD) which **are** factored into the ceiling amount.

**Note:** Two important numbers are listed in this section. They are the **FPN Ceiling** at the top and the **Ceiling Remaining** at the bottom. It is important that you note the Coast Guard indirect costs are provided and made available here for the Incident Commander to have a clear financial picture of all the costs associated with this incident, but only the direct costs affects the FPN Ceiling.

## PROJECT SUMMARY

FPN: J14025

Name:

F/V Richard Boes, Jr.

Current Period: 4/1/2014 to 4/30/2014

<b>FPN Ceiling</b>	<b>\$25,000,000.00</b>
Total Coast Guard Personnel Costs:	\$118,092.00
Total Coast Guard Boats Costs:	\$3,646,206.00
Total Coast Guard Cutters Costs:	\$6,785,544.00
Total Coast Guard Aircraft Costs:	\$2,504,646.60
Total Coast Guard Equipment Costs:	*\$122,458.00
Total Coast Guard Marine Safety Lab Costs	\$78,850.00
Total Coast Guard Vehicles Costs:	\$4,046.06
<b>Total Coast Guard Indirect Costs:</b>	<b>\$13,259,842.66</b>
Total Coast Guard Purchases (Doc Types 23 & 32):	\$92,050.00
Total Coast Guard Travel Orders (Doc Type 11 & 13):	\$241,435.00
Total Coast Guard GTR Costs (Doc Type 14):	\$75,650.00
Total Coast Guard Reserve Salary Costs (Doc Types 71 & 72):	\$53,525.00
Total Coast Guard Auxiliary Costs (Doc Type 27):	\$76,835.00
Total Coast Guard PRFA Costs (Doc Type 34):	\$2,571,000.00
Total Coast Guard MIPR Costs (Doc Type 28):	\$3,795,000.00
Total Coast Guard Contractor Costs (Doc Type 24):	\$2,340,000.00
<b>Total Coast Guard Direct Costs:</b>	<b>\$9,245,495.00</b>
<b>Total Costs (To Date)(Direct &amp; Indirect)</b>	<b>\$22,505,337.66</b>
<b>Ceiling Remaining (Not Obligated)</b>	<b>\$15,754,505.00</b>

### Daily Burn Rate:

This section is probably the **most important piece of information** for the Incident Commander. This particular section allows the Cost Unit Leader (COST) or the Finance Section Chief (FSC) to look at projected costs using a number of different factors. **The formulas are protected and should not be adjusted.** There are three burn rates provided: the first two are used by NPFC to reflect both direct (obligations) and indirect costs - burn-rates. The third burn rate is most important to the IC that captures all costs (both direct and indirect) and provides an overall burn rate (see note below). In the example below, it was estimated that this response would last 60 days. The daily direct cost - burn rate is approximately \$308,183.17/per day (with a 30-day obligation period of performance) and the indirect cost - burn rate is \$2,651,968.53/per day (based on 5-days - worth of CG cost information being captured. This is just an example because 30 days have been completed on this response (the example used in this job aid has been filled in for 5 days). **These values can be manipulated to meet the Incident Commander's demands for burn rate information.** As each day of indirect costs are captured, this

will change the burn rate up or down over time. The last figure combines both direct and indirect burn rates for an overall burn rate per day. This number can change dramatically when resources are demobilized or additional resources are brought in for extended periods of time. See Estimated Total Project Cost at the bottom of this section that calculates an overall estimated project cost, based on expected duration of the response. Of course this is “**only an estimate**” based on current information and will change as obligations/expenditures are reconciled or periods of performance adjusted.

***Note: Incident Commander’s and NPFC Management like to view Burn Rates in different views. So to accommodate both parties, a separate burn rate is provided as described below (yellow shaded rows). Any adjustments to these cells should be done with caution. IC’s can be very savvy when it comes to financial information. Make sure you provide what the Incident Commander or Finance Section Chief wants. Remember, be careful about information you provide, because it can be easily misinterpreted.***

DAILY BURN RATE:	
Total Coast Guard Direct Costs (Obligations):	\$9,245,495.00
Total Days (Obligation(s) are based on)	30
Total Coast Guard Indirect Costs:	\$13,259,842.66
Total Days Coast Guard Has Been Involved:	5
Expected Duration of Spill	60
Daily Burn Rate (Direct Costs Only - For NPFC)	\$308,183.17
Daily Burn Rate (Indirect Costs Only - For NPFC)	\$2,651,968.53
Daily Burn Rate (All Costs Factored Into Equation - For Everyone’s Use):	\$2,960,151.70

### **Estimated Total Project:**

This estimate is a good gauge for the Incident Commander to use when briefing various audiences on overall estimated costs. This figure should also be used cautiously, because it can change significantly over time. As you can see by this example, the total project cost is only an estimate, but can be an attractive number for upper management, and the more accurate this number is, the better off the response will be in the end.

<b>ESTIMATED TOTAL PROJECT</b>	<b>\$177,609,101.92</b>
<i>(Daily Burn All Costs)X(Expected Duration of Spill)+(Previous Cost)</i>	

# Daily Summary Page.

This page requires **no manual** entries because it summarizes (brings up) all financial subtotals from the Individual Dailies and brings down information from the Project Summary Page. The first seven columns are summarized as the total **Coast Guard Daily Indirect Costs**. The next eight columns summarize the total **Coast Guard Daily Direct Costs**. The total between Indirect and Direct costs are summarized in the very last column called Daily Totals (see Full Scale on pages 3 and 4).

DAY	DATE	USCG Personnel	USCG Boats	USCG Cutters	USCG Aircraft	USCG Equipment	USCG MSL Cost	USCG Vehicle	Total Indirect Costs	USCG Purchases	USCG Travel Cost	
This Period: 4/11/2014 Thru 4/30/2014		FPN: J14025										
Cost-Last 30 Days:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Day 1	1-Apr	\$10,592.00	\$72,006.00	\$247,944.00	\$80,346.60	\$4,258.00	\$3,850.00	\$117.26	\$418,913.86	\$2,050.00	\$16,435.00	
Day 2	2-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 3	3-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 4	4-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 5	5-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 6	6-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 7	7-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 8	8-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 9	9-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 10	10-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 11	11-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 12	12-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 13	13-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 14	14-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 15	15-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 16	16-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 17	17-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 18	18-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 19	19-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 20	20-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 21	21-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 22	22-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 23	23-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 24	24-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 25	25-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 26	26-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 27	27-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 28	28-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 29	29-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 30	30-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
Day 31	31-Aug	\$3,590.00	\$119,140.00	\$217,920.00	\$80,810.00	\$3,940.00	\$2,500.00	\$130.96	\$428,030.96	\$3,000.00	\$7,500.00	
<b>TOTAL</b>		\$118,092.00	\$3,646,206.00	\$6,785,544.00	\$2,504,646.60	\$122,468.00	\$78,850.00	\$4,046.06	\$13,259,942.66	\$92,050.00	\$241,435.00	

This first half of the printout is depicted on the previous page. As I stated earlier, this page requires very little maintenance or adjustment because it collects information elsewhere in the workbook. ***This page is also password protected.*** An important piece of information is found on this page when your response lasts longer than 30 days. At the top of the page is a yellow row that lists all the cost information from the previous 30 day period which is manually entered. If you are just starting, the yellow row at the bottom of this page is a subtotal of each category. To maintain a continuous record and to reflect accurate burn rates, you need to start a second 30 day workbook and this requires you to transpose all the subtotals at the bottom of this page to the yellow row in the new workbook at the top of the Daily Summary Page. If you have problems, contact the Project Manager at NPFC.

## **Individual Daily Sheet:**

**This is the heart and soul of the cost documentation workbook (remember not to fall into a common trap – garbage in – garbage out). It is very important that accurate information is captured.** This section explains how information **should be entered** into each category and several pull-down menus that the Cost Unit Leader can select from to document the correct data elements.

### **Response Personnel Information.**

- ◆ Note that the Incident Commander's signature or designated representative signs each daily.
- ◆ Enter the correct date in the date field, which rolls up to the Daily Summary Page above.
- ◆ Enter the names in the format shown. The Pay Grade column provides a pull down menu to select the proper pay-grade of the individual. The standard rate for the selected pay-grade automatically fills in and calculates the daily total. The Duty column should identify the **ICS position** this person filled during the response. Some "M" type titles are still recognized, but ICS positions should be used for all persons. The Coast Guard Personnel Costs are summarized on the Daily Summary Page.
- ◆ **This section and page is now considered "Sensitive Personal Identification Information (SPII) and must be handled in accordance with current Coast Guard policies (ALCOAST 420/12 – DTG 201114Z SEP 12). This workbook requires that individuals be identified by their Employee Identification Number (EMPLID). See sample EMPLID's in this document. DO NOT REMOVE THE LOGO (SPII Sensitivity) FROM THIS PAGE.**



USCG Boats	Boat #	Rate Basis	# Hours	Standard Rate	Total	Checked ALMIS (Yes or No)
Boats-RBS (Response Boat, Small)	25462	HOURS	12	\$1,571.00	\$18,852.00	Yes
Boats-RBM (Response Boat, Medium)	45795	HOURS	6	\$8,859.00	\$53,154.00	Yes
Boats-SKF (Skiff)		HOURS	0	\$2,304.00	\$0.00	
Boats-UTL (Utility Boat, Light)		HOURS	0	\$2,236.00	\$0.00	
Boats-TANB (Trailerable Aton Boat)		HOURS	0	\$3,055.00	\$0.00	

**Coast Guard Boats Costs \$72,006.00**

USCG Cutters	Hull # or Name	Rate Basis	# Hours	Standard Rate	Total	Checked ALMIS (Yes or No)
Cutters-WLB 225	CGC Fir	HOURS	24	\$10,331.00	\$247,944.00	Yes
Cutters-WTGB 140		HOURS	0	\$8,426.00	\$0.00	
Cutters-WTGB 140		HOURS	0	\$8,426.00	\$0.00	
Cutters-WLI 100		HOURS	0	\$13,204.00	\$0.00	
Cutters-WHEC 378		HOURS	0	\$15,349.00	\$0.00	

**Coast Guard Cutter Costs \$247,944.00**

USCG Aircraft	A/C No. #	Rate Basis	# Hours	Standard Rate	Total	Checked ALMIS (Yes or No)
Aircraft-H60	#6025	HOURS	4	\$14,715.00	\$58,860.00	Yes
Aircraft-H65	#6515	HOURS	1.8	\$11,937.00	\$21,486.60	Yes
Aircraft-HC130H/J		HOURS	0	\$20,830.00	\$0.00	
Aircraft-HC130H/J		HOURS	0	\$20,830.00	\$0.00	
Aircraft-C37 LRRCA		HOURS	0	\$28,131.00	\$0.00	

**Coast Guard Aircraft Costs \$80,346.60**

### Coast Guard Response Equipment Information.

This section captures all Coast Guard response equipment that may have been used during the response. This list is “incomplete” because it does not include a lot of strike team equipment that will be added after CG-83 determines a standard rate for all the equipment. If something is used and not in the list, make a note of it in your file and send to NPFC, and try to capture the hours of use in a log.

USCG Equipment	Rate Basis	# Units	Standard Rate	Total
Enhanced MICP	Daily	1	\$170.00	\$170.00
MultiRAE	HOURS	0	\$8.00	\$0.00
Mobile Comms Vehicle (MCV)	Daily	0	\$170.00	\$0.00
All Terrain Vehicle (ATV)	HOURS	0	\$14.00	\$0.00
Mobile Incident Command Post (MICP)	HOURS	24	\$360.00	\$8,640.00

**Coast Guard Equipment Costs \$8,810.00**

### USCG Marine Safety Lab (MSL) Information.

The Marine Safety Lab provides an important service to the field personnel by analyzing oil spill samples against suspected source samples. This is another indirect cost item that should be capture during the response. The sample analysis cost can add up to a lot of money and should be recorded in the workbook with the MSL Report Number, date issued, and the overall cost.

USCG Marine Safety Lab (MSL)	Report Number	Issue Date	Lab Cost
Lab Analysis	2014-045	4/1/2014	\$3,850.00
Lab Analysis			\$0.00
Lab Analysis			\$0.00
<b>Coast Guard MSL Cost</b>			<b>\$3,850.00</b>

## Coast Guard Vehicle Information.

This section is used to capture all the government vehicles (CG owned not leased) used during the response. **If vehicles have been leased, they should show up as Doc Type 48 in direct costs (under purchases or contracts).** This section also does not include vehicles that are rented under TDY orders. *If a vehicle is not listed in the drop down menu, make a note of the discrepancy in the file and submit it to NPFC. You must use two lines per vehicle. The first line records the daily vehicle rate (as shown below), which should always be "1" because it is a daily rate for one vehicle, and the second line records the mileage and the mileage rate for each vehicle. You need two lines for each vehicle used on the response. Please record the vehicle license number or tag number as indicated too (helps audit the record).*

USCG Vehicles	GSA#	Rate Basis	# Vehicles	Standard Rate	Cost Per-Day	# Miles	Total
Van, Passenger (Daily)	G62-75112	DAYS	1		\$7.26		\$7.26
Van, Passenger	G62-75112	MILES		\$0.22		125	\$27.50
SUV (4x4), 4-door (Daily)		DAYS	0		\$10.70		\$0.00
SUV (4x4), 4-door		MILES		\$0.21		0	\$0.00
SUV (4x4), 4-door (Daily)		DAYS	0		\$10.70		\$0.00
SUV (4x4), 4-door		MILES		\$0.21		0	\$0.00
<b>Coast Guard Vehicle Costs</b>							<b>\$34.76</b>

## Coast Guard Purchases.

This section captures all purchases by the Incident Commander. *This includes Doc Types 21, 23, 32, and 48, etc. Remember, the Incident Commander must have a receipt for each of the purchased items as well as the appropriate signed obligation documents.* The only formula that exists in this section is the total amount of purchases.

USCG Purchase	DCN	Amount
Bulletin Board (5' x 7')	23-14-35-4-J-YH-023	\$525.00
Computer Paper - Case	32-14-36-4-J-YH-025	\$1,525.00
<b>Coast Guard Purchases</b>		<b>\$2,050.00</b>

## Coast Guard Travel Costs.

This particular section is the **most difficult cost item to keep a good record** on because personnel depart and soon forget to provide a copy of the signed travel orders (if not given upon arrival) and then soon forget to submit a copy of their liquidated travel claim called “**Travel Voucher Summary**” (TVS). Each individual must sign into “TPAX” to get a printed copy of their TVS and then send it to the Cost Unit Leader.

**Important Point: Each member is required to hold onto this documentation for 6 years and 3 months. No exceptions. Read the last page of the TVS.**

The Cost Unit Leader initially enters the traveler’s cost as an estimated cost. As the member is demobilized and the member gets his or her travel claim processed, an updated copy is submitted to the Cost Unit Leader. The Cost Unit Leader then enters the exact amount in the spreadsheet. This should be done for each member prior to submitting a Financial Summary Report to NPFC. If problems exist on getting any of the Travel Voucher Summaries, please contact the NPFC Case Officer for assistance or advise the Case Officer that you could not get all the TVS information.

USCG Travel/Name	Travel Order Number	Issued by	Liq Amount
Hildebrand R.	11-14-46-3-V-XZ-023	NPFC	\$3,500.00
Applebee, B.	11-14-35-4-J-YH-045	Sector to IMAT	\$3,585.00
Norman, H.	11-14-35-4-J-YH-046	Sector to IMAT	\$3,600.00
Poole, S.	11-14-46-3-V-XZ-024	NPFC	\$4,500.00
Hamilton, W.	11-14-46-4-J-YH-055	D17 Reserve	\$1,250.00
<b>Coast Guard Travel</b>			<b>\$16,435.00</b>

  

Name of Traveler	GTR Number	Issued by	Amount
Hamilton, W.	14-14-35-4-J-YH-055	D17	\$650.00
<b>Total GTR Costs</b>			<b>\$650.00</b>

  

Name of Traveler - Reserve Salary Costs (Doc Type 71 & 72)	DCN	Amount
Hamilton, W.	71-14-35-4-J-YH-085	\$8,525.00
<b>Total Doc Type 71 &amp; 72</b>		<b>\$8,525.00</b>

Generally, Doc Types 11, 13, and 14 are entered here. ***(Doc Type 14 (GTR) requires a member to provide a copy of his or her itinerary that shows a GTA Account was used to pay for the airfare.) If unit/District maintains a record of all GTRs issued, this would be sufficient documentation to submit to NPFC.***

*When Reserves are mobilized for a response, either on Doc Type 71 or 72 is utilized to pay the salary costs of the Reserve member (this only needs to be captured if the Oil Spill Liability Trust Fund and NPFC's accounting line is being used to pay for this cost.*

**Coast Guard Auxiliary.** CG Auxiliary Units are utilized in many ports, volunteering the use of their personnel, boats, and aircraft. Normally, an Auxiliary member will be issued a TONO and/or Patrol Orders to conduct a mission for the Sector. Below represents data entry for a Patrol Order being issued.

Name of Auxiliarist with Patrol Orders	DCN		Amount
Morrison, Tom	27-14-35-4-J-YH-065	Juneau Auxiliarist Boat	\$650.00
Thompson, Freddie	27-14-35-4-J-YH-068	Juneau Auxiliarist Boat	\$825.00
<b>Total Doc Type 27</b>			<b>\$1,475.00</b>

**Other Government Agency (OGA) Costs.**

This section captures costs of all government agencies participating in the response that were funded by the Incident Commander under a Pollution Removal Funding Authorization (PRFA) or a Military Interdepartmental Purchase Request (MIPR). *Remember: All unit-issued PRFAs are entered into Financial Procurement Desktop (FPD) by the unit. All MIPRs are entered into FPD by Shore Infrastructure Logistics Center (SILC). All Coast Guard units must assign a Document Control Number (DCN) to the PRFA or MIPR from their unit log. If there is a problem, contact the assigned Case Officer. EPA FOSC's that issue PRFAs will have their accounting information assigned by NFPC and entered into FPD.*

Depending on how the Incident Commander wants to track burn rates on this response, the agency costs can be entered on a daily basis or entered as shown for the obligated amount.

PRFA - Agency Name	DCN		Amount
NOAA	34-14-35-4-J-YH-095		\$5,500.00
USFWS	34-14-35-4-J-YH-096		\$15,500.00
<b>Total PRFA Costs</b>			<b>\$21,000.00</b>

MIPR - Agency Name	DCN	Amount
U.S. Army Corps of Engineers	28-14-35-4-J-YH-097	\$45,000.00
<b>Total MIPR Costs</b>		<b>\$45,000.00</b>

### **Coast Guard Contractor Costs.**

This section captures all the contractors that were hired by the Incident Commander to respond to the incident. ***It is important that the Document Control Number is captured here.*** If the Cost Unit Leader wants to list the BOA Contract Number, this can be entered in parenthesis next to the DCN. Of these two numbers, ***the DCN is the most important for tracking the contractor costs.***

As mentioned above, these costs can also be entered as a daily rate provided by the contractor or as an obligated total shown below. The key point to remember is the period of performance of each contractor may be different, so the burn rate calculations on the Project Summary Page should reflect the longest period of performance. If you desired to monitor each contractor's individual burn rate, it can be accommodated in the workbook, but requires the user to modify the mechanism to capture this information. I suggest contacting the Case Officer at NPFC to assist you in this endeavor or contact Bob Hildebrand for advice. Personally, I recommend entering the total obligation amount and make a note what the expected burn rate would be (obligation amount divided by period of performance) on the page it is entered, even if outside margin or in the body of the DCN box (just expand the row height).

Contractors	DCN (Not BOA Contract Number)	Amount
Magone Marine Services	24-14-35-4-J-YH-018	\$25,000.00
National Response Corporation (NRC)	24-14-35-4-J-YH-019	\$65,000.00
<b>Total Contractor Costs</b>		<b>\$90,000.00</b>

### **Total Cost For The Day.**

At the bottom of each daily is a subtotal for the day and a date. This total can be used to double check the totals on the Daily Summary Page, since each category subtotal rolls up to the higher level in the workbook. For example, the total displayed in the example below (\$603,966.36) should be the same total as displayed in the Daily Summary Total for April 1<sup>st</sup> (see Page 4). Each of the cost category subtotals roll up to the Project Summary Page. The date at the bottom of

the page is the date the last update was done to the workbook. By checking the totals between the Daily and the Daily Summary Page and/or Project Summary Page, you can verify that all the values are being rolled up to the next level of the workbook. If not, a formula is not being read correctly. Check with your Case Officer at NPFC or call Bob Hildebrand.

Total Daily Cost	\$603,966.36	4/5/2014
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### **Super-User Information.**

Password to the Excel 5136 Workbook is “**buffalo**”. It is recommended as each daily is finalized that it be protected to avoid corruption.

All user’s of this workbook can contribute to improvements by providing feedback to the NPFC, or to Bob Hildebrand specifically. This was designed to help the field responders do their work more efficiently.