

National Pollution Funds Center Job Aid for Completing the Electronic 5136 Workbook

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. As Excel continued to add functionality is increased the 5136 workbooks has received enhancements currently there is one version of the workbook the small workbook was discontinued as the field typically does not know how long a response will be at the beginning and all functions can be completed using the 31-day workbook. It is extremely important that accuracy is used when entering information in this workbook. The Password requirement on the daily summary has been modified to allow the user to enter data in Prev 5136 (Row 10). Additionally, the NPFC Admin sheet has been hidden and is intended only for use by NPFC staff if you have any questions, please reach out to the POC's listed in the User Guide sheet. It has been adopted for use on any type of incident, not just oil or hazardous substances spills. This workbook is made up of three parts:

- Project Summary
- Daily Summary
- Individual Days

Page 1 through 4 provides an example of a completed 5136 looks like when printed. Starting on page 5 is a more detailed discussion on each section of the workbook. Note that the example used in this job aid is a full 31-day record and the ceiling is \$5 million dollars, so you can see that accuracy and timeliness are a necessity when tracking these kinds of costs. The CG-5136 workbook can be found on NPFC's website at: <http://www.uscg.mil/npfc>. Ensure to choose the correct workbook based on the standard rate timeline of the response.

Project Summary Page

| FEDERAL PROJECT COST SUMMARY | |
|---|----------------------------------|
| FPN: UCGPM23X01 | Name: F/V StillaFloat |
| Reporting Period: 10/1/2023 to 10/31/2023 | |
| FPN Ceiling | \$5,000,000.00 |
| Total Coast Guard Personnel: | \$8,794.00 |
| Total Coast Guard Vehicles: | \$23.28 |
| Total Coast Guard Aircraft: | \$42,222.00 |
| Total Coast Guard Boats: | \$12,088.00 |
| Total Coast Guard Cutters: | \$61,216.00 |
| Total Coast Guard Equipment: | \$360.00 |
| Total Coast Guard Marine Safety Lab: | \$1,456.00 |
| Total Indirect Costs: | \$126,159.28 |
| Total Coast Guard Purchases: | \$1,500.00 |
| Total Coast Guard Travel Orders: | \$1,400.00 |
| Total Coast Guard Reserve Salary: | \$5,600.00 |
| Total Coast Guard Auxiliary Patrol Orders: | \$500.00 |
| Total Coast Guard PRFA Costs: | \$150,000.00 |
| Total Coast Guard MIPR Costs: | \$53,000.00 |
| Total Coast Guard Contractor: | \$500,000.00 |
| Total Direct Costs: | \$712,000.00 |
| Total Combined Costs (Direct & Indirect) | \$838,159.28 |
| Remaining FPN Ceiling: | \$4,288,000.00 |
| Updated IAW COMDTINST 7310.1W | Effective Date: 11-Sep-22 |
| FOSC/FOSCR Signature: _____ | |

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Individual Daily (If all standard cells are used each day will require two pages. Use “Hide” feature to remove unused rows. Example below shows preferred formatting when all sections are needed, and unused rows are hidden).

| | |
|------------------------|-------------------------------------|
| FPN: <u>UCGPM23X01</u> | Project Name: <u>F/V StillFloat</u> |
| Date: <u>10/1/2023</u> | FOSC/FOSCR Signature: _____ |

| Name | CG EMPLID | A,R,C | Unit | Pay Grade | Duty | Daily Hours | Standard Rate | Total Costs |
|--------------------|-----------|-------|-------------------|-----------|-----------------|-------------|---------------|-------------|
| Hidebrand, Bob | 123456 | C | NFFC | GS-13 | Tech Specialist | 10 | \$104.00 | \$1,040.00 |
| Coastie, Jill | 321588 | R | Sector Hiatusport | E-6 | DIVS | 8 | \$100.00 | \$800.00 |
| Coastie, Joe | 351821 | A | Sector Hiatusport | E-5 | FOSCR | 8 | \$87.00 | \$696.00 |
| Edlington, Michael | 200218 | A | Sector Hiatusport | O-4 | IC | 10 | \$161.00 | \$1,610.00 |
| Tucker, Charles | 170125 | A | Sector Hiatusport | W-3 | OSC | 8 | \$135.00 | \$1,080.00 |
| Freedman, Sidney | 407702 | A | Sector Hiatusport | O-2 | DIVS | 8 | \$110.00 | \$880.00 |
| Nakahama, Kellye | 847704 | R | Sector Hiatusport | E-4 | DIVS | 8 | \$72.00 | \$576.00 |
| Morgan, Harry | 518255 | A | Sector Hiatusport | E-4 | Field Observer | 8 | \$72.00 | \$576.00 |
| Riker, Will | 847255 | A | Sector Hiatusport | E-6 | Field Observer | 8 | \$100.00 | \$800.00 |
| Kim, Harry | 745551 | A | Unit Name | O-1 | Tech Specialist | 8 | \$91.00 | \$728.00 |

Coast Guard Personnel Costs \$8,794.00

| USCG Vehicles | GSA Plate # | # Vehicles | Daily Cost | # Miles | Mileage Rate | Total |
|----------------------|-------------|------------|------------|---------|--------------|---------|
| (1100) Sedan-Midsize | G62-X1234 | 1 | \$9.84 | 84 | \$0.18 | \$23.28 |

Coast Guard Vehicle Costs \$23.28

| USCG Aircraft | A/C No. # | Rate Basis | Daily Hours | Standard Rate | Total | ALMIS Record |
|----------------|-----------|------------|-------------|---------------|-------------|--------------|
| MH-60T Jayhawk | CG-5136 | HOURLY | 2 | \$21,111.00 | \$42,222.00 | Yes |

Coast Guard Aircraft Costs \$42,222.00

| USCG Boats | Boat # | Rate Basis | Daily Hours | Standard Rate | Total | ALMIS Record |
|--------------------------|--------|------------|-------------|---------------|-------------|--------------|
| 29' Response Boat, Small | 1354 | HOURLY | 8 | \$1,511.00 | \$12,088.00 | Yes |

Coast Guard Boats Costs \$12,088.00

| USCG Cutters | Name or Hull # | Rate Basis | Daily Hours | Standard Rate | Total | ALMIS Record |
|---------------------|----------------|------------|-------------|---------------|-------------|--------------|
| WPB-110 Patrol Boat | 1235 | HOURLY | 8 | \$7,652.00 | \$61,216.00 | No |

Coast Guard Cutter Costs \$61,216.00

| USCG Equipment | Rate Basis | Daily Hours | Standard Rate | Total |
|---------------------------|------------|-------------|---------------|----------|
| All Terrain Vehicle (ATV) | HOURLY | 24 | \$15.00 | \$360.00 |

Coast Guard Equipment Costs \$360.00

| USCG Marine Safety Lab (MSL) | Report Number | Issue Date | Lab Cost |
|------------------------------|---------------|------------|------------|
| Lab Analysis | CG-21687 | 17-Mar-23 | \$1,458.00 |

Coast Guard MSL Cost \$1,458.00

| USCG Purchase | Award Number | Amount |
|---------------|---------------|------------|
| Printer | 7221235468000 | \$1,500.00 |

Total Purchase Costs \$1,500.00

| USCG Travel - Name | Travel Order Award Number | Issued by | Amount |
|--------------------|---------------------------|----------------|------------|
| MBT2 Joe Coastie | 722DNEW13454 | SEC Hiatusport | \$1,400.00 |

Total Travel Costs \$1,400.00

| Reserve Activation Salary - Name | Award Number | Amount |
|----------------------------------|--------------|------------|
| MBT1 Jill Coastie | 722DNEW58454 | \$5,600.00 |

Total Salary Costs \$5,600.00

| Auxiliary Patrol Orders - Name | Award Number | Amount |
|--------------------------------|---------------|----------|
| Pierre David | 72285Z1354000 | \$600.00 |

Total Orders Costs \$600.00

| PRFA - Agency Name | Award Number | Amount |
|--------------------|----------------|--------------|
| NOAA | 72285ZX3456000 | \$150,000.00 |

Total PRFA Costs \$150,000.00

| MIPR - Agency Name | Award Number | Amount |
|--------------------|---------------|-------------|
| US NAVY Supply | 7222138750000 | \$53,000.00 |

Total MIPR Costs \$53,000.00

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Continued from previous page.

| Contractors | Award Number (Not BOA Contract Number) | Amount |
|-------------------------------|--|---------------------|
| Daves Divers | 722CONT1325000 | \$500,000.00 |
| Total Contractor Costs | | \$600,000.00 |
| Total Daily Cost | | \$838,159.28 |

Sheet Last Modified
3/17/2023

SPII DOCUMENT - ADHERE TO PROTECTION STANDARDS!

National Pollution Funds Center Job Aid for Completing the Electronic 5136 Workbook

CG-5136 Electronic Workbook - In Detail

Project Summary Sheet

This sheet summarizes the costs compiled over the duration of the project and is made up of two parts.

- Topline Project Cost Overview.
- FOSCR Toolkit.

This sheet only requires the following information to be entered:

- Federal Project Number.
- Name of the Case.
- Reporting Period.
- FPN Ceiling Amount.

Project Summary

Please note that the ceiling at the top only is entered from the project ceiling from CANAPS reflects a ceiling for the "direct expenses" (obligations) against this project.

| | | |
|--|---|--|
|  | FEDERAL PROJECT COST SUMMARY |  |
| FPN: UCGPM23X01 | Name: F/V StillaFloat | |
| Reporting Period: 10/1/2023 to 10/31/2023 | | |
| FPN Ceiling | | \$5,000,000.00 |

The first block of totals are **indirect** (non-obligation) Coast Guard costs for the Incident Command's information, and **do not count** against the ceiling.

| | |
|--------------------------------------|---------------------|
| Total Coast Guard Personnel: | \$8,794.00 |
| Total Coast Guard Vehicles: | \$23.28 |
| Total Coast Guard Aircraft: | \$42,222.00 |
| Total Coast Guard Boats: | \$12,088.00 |
| Total Coast Guard Cutters: | \$61,216.00 |
| Total Coast Guard Equipment: | \$360.00 |
| Total Coast Guard Marine Safety Lab: | \$1,456.00 |
| Total Indirect Costs: | \$126,159.28 |

The next block of numbers represents the Coast Guard **direct** expenses (actual obligations entered in FSMS) which **do count** against the project ceiling.

National Pollution Funds Center Job Aid for Completing the Electronic 5136 Workbook

| | |
|--|---------------------|
| Total Coast Guard Purchases: | \$1,500.00 |
| Total Coast Guard Travel Orders: | \$1,400.00 |
| Total Coast Guard Reserve Salary: | \$5,600.00 |
| Total Coast Guard Auxiliary Patrol Orders: | \$500.00 |
| Total Coast Guard PRFA Costs: | \$150,000.00 |
| Total Coast Guard MIPR Costs: | \$53,000.00 |
| Total Coast Guard Contractor: | \$500,000.00 |
| Total Direct Costs: | \$712,000.00 |

The last block of numbers represents the Total Combined Costs (Direct and Indirect), the funding remaining for Direct obligations, the Form Update information for standard rates.

| | |
|--|---------------------------|
| Total Combined Costs (Direct & Indirect) | \$838,159.28 |
| Remaining FPN Ceiling: | \$4,288,000.00 |
| Updated IAW COMDTINST 7310.1W | Effective Date: 11-Sep-22 |
| FOSC/FOSCR Signature: _____ | |

Additionally, the updated Project Summary includes an overall project Signature Block this is to be used for the final overall summary where the FOSC/FOSCR can sign for the entire overall workbook. **This is not intended to be used for each individual workbook on an ongoing federal project.**

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 (IC) to have a clear financial picture of all the costs associated with this incident, but only the direct costs affect the FPN Ceiling.

FOSCR Tool Kit (This section will not print with rest of sheet)

Below the project summary this refitted CG-5136 includes links to other sheets and external pages that a FOSCR may need quick access to during the course of a federal project.

Internal links (Sheets located after the last day in the workbook)

- 5136 User Guide
- Burn Rate Calculator
- Standard Rate List

External Links (public webpages for FOSCR Utilities)

- CANAPS
- NPFC User Reference Guide and Technical Operating Procedures

FOSCR Tool Kit

5136 User Guide
[Click Here](#)

Burn Rate Cost Calculator
[Click Here](#)

Standard Rate List
[Click Here](#)

CANAPS
[Click Here](#)

NPFC URG/TOPS
[Click Here](#)

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Daily Summary Sheet

The next sheet shows the Daily Summary Page in full form. This sheet has been optimized to print onto one page however for best visibility use 8x14 or larger paper. The most important component of this section is it requires no regular manual entries because it summarizes (brings up) all financial subtotals from the individual dailies and brings down the information from the project summary page. This sheet is password protected however, row 10 (Yellow) for the previous 5136 is unlocked to allow the user to enter data from prior 5136 workbook daily summary totals row 42 (Green) for continuous data information on cases beyond 31 days.

| FV StillFoot | | | | | | | | | | FPI# | | Today's Date | | Daily Summary | | | | |
|--------------|--------|----------------|---------------|---------------|-------------|--------------|----------------|--------------------|----------------------|----------------|--------------------|---------------------|------------------------|---------------|-------------|----------------------|--------------------|--------------|
| This Period | | 10/1/2023 | | Thru | | 10/31/2023 | | UCGPM23X01 | | 5/2/2023 | | Time Period | | | | | | |
| | | | | | | | | Ceiling | | \$5,000,000.00 | | | | | | | | |
| | | | | | | | | Direct Prev Period | | \$0.00 | | | | | | | | |
| | | | | | | | | Direct This Period | | \$712,000.00 | | | | | | | | |
| | | | | | | | | Remaining Balance | | \$4,288,000.00 | | | | | | | | |
| DAY | DATE | USCG Personnel | USCG Vehicles | USCG Aircraft | USCG Boats | USCG Cutters | USCG Equipment | USCG NSL | Total Indirect Costs | USCG Purchases | USCG Travel Orders | USCG Reserve Salary | USCG Aux Patrol Orders | PRFA Totals | MIPR Totals | Contractor(s) Totals | Total Direct Costs | Daily Totals |
| Prev 5136 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 1 | 1-Oct | \$8,794.00 | \$23,291 | \$42,222.00 | \$12,088.00 | \$61,216.00 | \$380.00 | \$1,456.00 | \$126,159.28 | \$1,500.00 | \$1,400.00 | \$5,600.00 | \$50.00 | \$150,000.00 | \$53,000.00 | \$500,000.00 | \$712,000.00 | \$838,159.28 |
| Day 2 | 2-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 3 | 3-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 4 | 4-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 5 | 5-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 6 | 6-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 7 | 7-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 8 | 8-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 9 | 9-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 10 | 10-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 11 | 11-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 12 | 12-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 13 | 13-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 14 | 14-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 15 | 15-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 16 | 16-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 17 | 17-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 18 | 18-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 19 | 19-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 20 | 20-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 21 | 21-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 22 | 22-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 23 | 23-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 24 | 24-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 25 | 25-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 26 | 26-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 27 | 27-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 28 | 28-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 29 | 29-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 30 | 30-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Day 31 | 31-Oct | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | | \$8,794.00 | \$23,291 | \$42,222.00 | \$12,088.00 | \$61,216.00 | \$380.00 | \$1,456.00 | \$126,159.28 | \$1,500.00 | \$1,400.00 | \$5,600.00 | \$50.00 | \$150,000.00 | \$53,000.00 | \$500,000.00 | \$712,000.00 | \$838,159.28 |

The first seven columns summarize the total Coast Guard Daily Indirect Costs.

- USCG Personnel
- USCG Vehicles
- USCG Aircraft
- USCG Boats
- USCG Cutters
- USCG Equipment
- USCG Marine Safety Lab

The next seven columns summarize the total Coast Guard Direct Costs.

- USCG Purchases
- USCG Travel Orders
- USCG Reserve Salary
- USCG Auxiliary Patrol Orders
- Pollution Removal Funding Authorizations (PRFA)
- Military Interdepartmental Purchase Request (MIPR)
- Contractor Services

The total between indirect and direct cost are summarized in the very last column called daily totals.

Note: The Day cell on the left (column A) is hyperlinked, click it to jump to that specific day.

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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 Federal On-Scene Coordinator Representative (FOSCR), Cost Unit Leader (COST) or Finance Section Chief (FSC) can select from to document the correct data elements.

Header

- FPN
- Project Name
- Date
- FOOSC/FOSCR Signature

Notes:

- The FPN, Project Name, and Date are automatically filled out using the information entered on the Project Summary Page. If there is a gap between days for cost entries, the user can override the date formula. Be aware the next day will automatically select the next calendar date based off the date shown.
- FOOSC (Incident Commander) signature or FOSCR (designated representative) signs each daily.

| | |
|------------------------|--------------------------------------|
| FPN: <u>UCGPM23X01</u> | Project Name: <u>F/V StillaFloat</u> |
| Date: <u>10/1/2023</u> | FOOSC/FOSCR Signature: _____ |

Response Personnel Information

The Personnel Section is used to capture the daily hours for every member directly assigned to the project, it is not intended to capture Aircraft, Boats and Cutter crews unless those members are otherwise assigned to the project.

- Name: (Last, First) Example: Hildebrand, Robert
- CG EMPLID: enter Coast Guard Employee Identification number
- A,R,C: Duty Status dropdown box Active, Reserve, Civilian
- Unit: Enter the unit the member is permanently assigned
- Paygrade: Dropdown menu to select the proper paygrade of the member. The standard rate for the selected paygrade automatically fills for Total Cost calculation.
- Duty: This dropdown menu has a large selection of typical duties during a federal project. If there is a unique title the user can override the standard selection
- Daily Hours: Enter the number of hours spent for the day. Unless specifically authorized by the FOOSC/IC there should not be any days longer than 12 hours.
- Standard Rate: see paygrade. (No user entry required).
- Total Costs: this is a calculation of the daily hours and the standard rate. (No user entry required).

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- Coast Guard Personnel Cost (Subtotal): this is all of the above personnel costs added together this calculation is used to feed the daily summary sheet.

| Name | CG EEMPLID | A,R,C | Unit | Pay Grade | Duty | Daily Hours | Standard Rate | Total Costs |
|------------------------------------|------------|-------|-------------------|-----------|-----------------|-------------|---------------|-------------------|
| Hildebrand, Bob | 123456 | C | NPFC | GS-13 | Tech Specialist | 10 | \$104.00 | \$1,040.00 |
| Coastie, Jill | 321585 | R | Sector Hiatusport | E-6 | DIVS | 8 | \$100.00 | \$800.00 |
| Coastie, Joe | 351821 | A | Sector Hiatusport | E-5 | FOSCR | 8 | \$87.00 | \$696.00 |
| Eddington, Michael | 200218 | A | Sector Hiatusport | O-4 | IC | 10 | \$161.00 | \$1,610.00 |
| Tucker, Charles | 170125 | A | Sector Hiatusport | W-3 | OSC | 8 | \$136.00 | \$1,088.00 |
| Freedman, Sidney | 407702 | A | Sector Hiatusport | O-2 | DIVS | 8 | \$110.00 | \$880.00 |
| Nakahara, Kellye | 847704 | R | Sector Hiatusport | E-4 | DIVS | 8 | \$72.00 | \$576.00 |
| Morgan, Harry | 518255 | A | Sector Hiatusport | E-4 | Field Observer | 8 | \$72.00 | \$576.00 |
| Riker, Will | 847255 | A | Sector Hiatusport | E-6 | Field Observer | 8 | \$100.00 | \$800.00 |
| Kim, Harry | 746561 | A | Sector Hiatusport | O-1 | Tech Specialist | 8 | \$91.00 | \$728.00 |
| (Last, First) | | | Unit Name | O-1 | | 0 | \$91.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-2 | | 0 | \$110.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-3 | | 0 | \$135.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-4 | | 0 | \$161.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-5 | | 0 | \$179.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-6 | | 0 | \$208.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-7 | | 0 | \$221.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-8 | | 0 | \$242.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-9 | | 0 | \$265.00 | \$0.00 |
| (Last, First) | | | Unit Name | O-10 | | 0 | \$263.00 | \$0.00 |
| (Last, First) | | | Unit Name | W-2 | | 0 | \$122.00 | \$0.00 |
| (Last, First) | | | Unit Name | W-3 | | 0 | \$136.00 | \$0.00 |
| (Last, First) | | | Unit Name | W-4 | | 0 | \$154.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-3 | | 0 | \$35.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-4 | | 0 | \$38.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-5 | | 0 | \$44.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-6 | | 0 | \$47.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-7 | | 0 | \$53.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-8 | | 0 | \$61.00 | \$0.00 |
| (Last, First) | | | Unit Name | GS-9 | | 0 | \$62.00 | \$0.00 |
| Coast Guard Personnel Costs | | | | | | | | \$8,794.00 |

Note: Once the personnel section is filled out this sheet is considered "Sensitive Personal Identification Information ' SPII" and must be handled in accordance with current Coast Guard policies (ALCOAST 420/12). This workbook requires that individuals be identified by their Employee Identification Number (EMPLID) DO NOT REMOVE THE SPII LOGO.

Adding additional personnel rows

The standard 5136 comes preloaded with 30 personnel rows to bill filled out by the user. If the day requires additional personnel entries

- Right Click the second to last row (Example row 35)
- Select Copy (user will see green dashed lines across the entire row)
- Right Click Row below (Example row 36)
- Select Insert Copied Cells

Note: This will add an additional single personnel row entry and update the Personnel subtotal calculation.

CAUTION: The user is able to perform this function with multiple rows be sure to not paste cells as this will break the spreadsheet. Contact listed NPFC 5136 POC(s) or case officer for technical support.

National Pollution Funds Center Job Aid for Completing the Electronic 5136 Workbook

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 be listed as a purchase in direct costs (under purchases or contracts). This section also does not include vehicles that are rented under Travel Orders.

Use one line per vehicle. (Users only need to utilize Colored Cells)

- Vehicle Type: Drop down box
- GSA Plate #: Record the vehicle license number or tag number as indicated below (helps audit the record).
- # Vehicle: Enter "1" (for daily cost calculation)
- Daily Cost: Based off vehicle type and number of vehicles.
- # Miles: Enter the milage for trip.
- Milage Rate: Based off vehicle type
- Total: calculation of (# vehicles X daily cost) Plus (# Miles X mileage rate)
- Coast Guard Vehicle Cost (Subtotal): this is all of the above vehicle costs added together this calculation is used to feed the daily summary sheet.

| USCG Vehicles | GSA Plate # | # Vehicles | Daily Cost | # Miles | Mileage Rate | Total |
|----------------------------------|-------------|------------|------------|---------|--------------|----------------|
| (1100) Sedan-Midsize | G62-X1234 | 1 | \$9.84 | 84 | \$0.16 | \$23.28 |
| (1200) Sedan-Compact | | 0 | \$9.16 | 0 | \$0.13 | \$0.00 |
| (1300) Sedan-Subcompact | | 0 | \$7.35 | 0 | \$0.12 | \$0.00 |
| Coast Guard Vehicle Costs | | | | | | \$23.28 |

Notes:

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.

The Standard 5136 comes with three GV rows additional vehicle rows can be added see instructions described in personnel section above.

Coast Guard Boats, Cutter, and Aircraft Information

This section captures Coast Guard Aircraft, Boats, and Cutters used during the response. Please identify the frame or hull number of the Coast Guard asset. The columns displayed on the next page are pretty much self-explanatory. It is important to record the aircraft frame number, boat number, and cutter name and/or hull number as indicated in this example.

Each of these assets record operational information in ALMIS (Asset Logistics Management Information System) and a user needs authorized access to obtain information from this database. You should print-out the applicable abstract information or Electronic Aircraft Log (EAL, formerly called a "Bluesheet") or Electronic Asset Log for each resource (aircraft, cutter, or boat) recorded in the workbook.

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| USCG Aircraft | | A/C No. # | Rate Basis | Daily Hours | Standard Rate | Total | ALMIS Record |
|-----------------------------------|--|----------------|------------|-------------|---------------|--------------------|--------------|
| MH-60T Jayhawk | | CG-5136 | HOURLY | 2 | \$21,111.00 | \$42,222.00 | Yes |
| HC-130H Hercules | | | HOURLY | 0 | \$20,921.00 | \$0.00 | |
| Coast Guard Aircraft Costs | | | | | | \$42,222.00 | |
| USCG Boats | | Boat # | Rate Basis | Daily Hours | Standard Rate | Total | ALMIS Record |
| 29' Response Boat, Small | | 1354 | HOURLY | 8 | \$1,511.00 | \$12,088.00 | Yes |
| 45' Response Boat, Medium (RBM) | | | HOURLY | 0 | \$3,429.00 | \$0.00 | |
| Coast Guard Boats Costs | | | | | | \$12,088.00 | |
| USCG Cutters | | Name or Hull # | Rate Basis | Daily Hours | Standard Rate | Total | ALMIS Record |
| WPB-110 Patrol Boat | | 1235 | HOURLY | 8 | \$7,652.00 | \$61,216.00 | No |
| WPC-154 Fast Response Cutter | | | HOURLY | 0 | \$7,787.00 | \$0.00 | |
| Coast Guard Cutter Costs | | | | | | \$61,216.00 | |

Notes:

The dropdown box at the end of each section, reminding you to check ALMIS (and acknowledge you did). If you said "yes", this means you printed it out and included it with the daily.

The Standard 5136 comes with two CG Asset rows per type additional rows can be added see instructions described in personnel section above.

Coast Guard Response Equipment Information

This section captures all Coast Guard response equipment that may have been used during the response. 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 | Daily Hours | Standard Rate | Total |
|------------------------------------|------------|-------------|---------------|-----------------|
| All Terrain Vehicle (ATV) | HOURLY | 24 | \$15.00 | \$360.00 |
| AreaRAE | HOURLY | 0 | \$13.00 | \$0.00 |
| HAZMAT Response Trailer (HMRT) | HOURLY | 0 | \$296.00 | \$0.00 |
| Coast Guard Equipment Costs | | | | \$360.00 |

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 captured during the response. The sample analyses costs 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 costs.

| USCG Marine Safety Lab (MSL) | Report Number | Issue Date | Lab Cost |
|------------------------------|---------------|------------|-------------------|
| Lab Analysis | 23-047 | 17-Mar-23 | \$1,324.00 |
| Coast Guard MSL Cost | | | \$1,324.00 |

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Coast Guard Purchases

This section captures all purchases by the Incident Commander. Remember, there must be 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 | Award Number | Amount |
|-----------------------------|---------------|-------------------|
| Printer | 72Z1235468000 | \$1,500.00 |
| | | |
| Total Purchase Costs | | \$1,500.00 |

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 completed Voucher Summary. Each individual must sign into "ETS" to get a copy of their Voucher Summary and then send it to the Cost Unit Leader or designated person identified upon demobilization.

Note: Orders and Voucher Summaries are needed by the generating unit to build an accurate 5136 expenditure entry, however the Voucher Summary and Travel Orders are not required to be submitted as part of NPFC Final Case Package.

The Cost Unit Leader initially enters the traveler's cost as an estimated cost. (Obligation noted on TDY orders). As the member is demobilized and the member completes their travel claim, a voucher summary is submitted to the Cost Unit Leader. The Cost Unit Leader then replaces the obligation with the exact cost from voucher summary. This should be done for each member prior to submitting a Financial Summary Report to the NPFC (but sometimes it can't wait). If problems exist on getting any of the Voucher Summaries, please contact the NPFC Case Officer for assistance or advise the Case Officer that you could not get all the Voucher Summary information.

When Reserves are mobilized (activated) for a response. Work with Reserve Admin and District Reserve Office to locate the reservist activation line item in FSMS. (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)

| USCG Travel - Name | Travel Order Award Number | Issued by | Amount |
|----------------------------------|---------------------------|----------------|-------------------|
| MST2 Joe Coastie | 72Z0NEW13454 | SEC Hiatusport | \$1,400.00 |
| | | | |
| Total Travel Costs | | | \$1,400.00 |
| Reserve Activation Salary - Name | Award Number | Amount | |
| MST1 Jill Coastie | 72Z0NEW58454 | | \$5,600.00 |
| | | | |
| Total Salary Costs | | | \$5,600.00 |

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Coast Guard Auxiliary

CG Auxiliary Units are utilized in many ports, volunteering the use of their personnel, boats and aircraft. Normally, an auxiliary member may be issued Patrol Orders or TDY Orders to complete part of the response. Use this Section to enter Auxiliary expenditures.

| Auxiliarist Patrol Orders - Name | Award Number | Amount |
|----------------------------------|---------------|-----------------|
| Pierre David | 72Z85Z1354000 | \$500.00 |
| | | |
| Total Orders Costs | | \$500.00 |

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 Agreement (PRFA) or a Military Interdepartmental Purchase Request (MIPR).

Note: All unit issued PRFAs are entered (obligated) into the FSMS by the unit. All MIPRs are entered into FSMS by the Directorate of Logistics (DOL-92) Shore Infrastructure Logistics Command (SILC). If there is a problem, contact the assigned Case Officer. EPA FOSCs that issue PRFAs will have their accounting information assigned by the NPFC and entered into FSMS.

| PRFA - Agency Name | Award Number | Amount |
|-------------------------|----------------|---------------------|
| NOAA | 72Z85ZX3456000 | \$150,000.00 |
| | | |
| Total PRFA Costs | | \$150,000.00 |
| MIPR - Agency Name | Award Number | Amount |
| US NAVY Supsalv | 72Z2138760000 | \$53,000.00 |
| | | |
| Total MIPR Costs | | \$53,000.00 |

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 Award Number (block 3-Order No. on the OF-347 Task Order/ Order for Supplies) is recorded here.

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 should reflect the longest period of performance.

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| Contractors | Award Number (Not BOA Contract Number) | Amount |
|-------------------------------|--|---------------------|
| We Clean Oil, LLC | 72ZCONT1325000 | \$500,000.00 |
| | | |
| Total Contractor Costs | | \$500,000.00 |

Total Cost (Daily).

At the bottom of each daily is the 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 (\$838,027.28) should be the same total displayed in the Daily Summary Total for April 1st (see Page 59). 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 NPFC Case Officer.

Sheet Last Modified

The Date is automatically updated each calendar date the form is modified. This is to assist with version control of the 5136.

SPII Document Warning

Do not remove this from the document as noted earlier once EMPIDS are used this document is considered SPII and must be protected.

| |
|--|
| <u>Sheet Last Modified</u> 3/20/2023 |
| Total Daily Cost \$838,027.28 |
| SPII DOCUMENT - ADHERE TO PROTECTION STANDARDS! |

User Guide:

This Sheet is updated with each version of the workbook provides the user with information and tips on how to perform functions and contact information for the 5136 caretakers.

Return to Project Summary button



This button is located in the top Right corner and will return the user to the Project Summary page. (Front of workbook)

National Pollution Funds Center Job Aid for Completing the Electronic 5136 Workbook

Burn Rate Calculator:

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, because it captures all costs (both direct and indirect) and provides an overall burn rate (see note on the next page). In the example below, it was estimated that this response would last 31+ days. The daily direct costs - burn rate is approximately \$50,857.14/per day (with a 14-day obligation period of performance) and the indirect costs - burn rate is \$126,027.28/per day (based on the first days of CG cost information being captured). This is just an example emphasizing that the numbers in this section will change drastically as time progresses (reconciling along the way) making the projections more accurate.

As each day of indirect costs is 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 are adjusted.

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 more informed management's decisions will be.

| DAILY BURN RATE CALCULATOR | |
|--|---------------------|
| Total Coast Guard Direct Costs (Obligations): | \$712,000.00 |
| Total Days (Obligation(s) are based on): | 1 |
| Total Coast Guard Indirect Costs: | \$0.00 |
| Total Days Coast Guard Has Been Involved: | 1 |
| Expected Duration of Spill: | 30 |
| Calculated Daily Direct Burn Rate: | \$712,000.00 |
| Calculated Daily Indirect Burn Rate: | \$0.00 |
| TOTAL Combined Daily Burn Rate: | \$712,000.00 |
| ESTIMATED TOTAL PROJECT \$21,360,000.00 | |
| <i>(Daily Burn All Costs)(Expected Duration of Spill)+(Previous Cost)</i> | |



National Pollution Funds Center Job Aid for Completing the Electronic 5136 Workbook

Standard Rates

This sheet provided the user with one sheet to view all of the standard rate items listed in the 5136 workbook. This sheet does not drive the formulas for the workbook and is updated through the ADMIN sheet. This sheet is not intended to be printed or submitted with the final case package only as a reference tool for the FOSCR. This sheet is equipped with a return to project summary button.

ADMIN

This Sheet is hidden from view and password protected. It is used by the NPFC to update the workbook during standard rate updates or other workbook enhancements.

Hildebrand Notes

A small rectangular tooltip box with a blue background and a red triangle in the top right corner. The text "Rate Basis" is centered in the box.

Throughout the entire Workbook the user will see some cells have a Red Triangle in the top right corner. If the cell is hovered over the user will access a note providing a tooltip/reminder about the data field.

Transmitting 5136 workbooks to the NPFC Case Officer.

At the conclusion of the federal project the 5136 will need to be send to the Case Officer for the final stages of the case. Because this is now a SPII document when the EMPLIDS are entered, it must be protected from disclosure during the response and must be transmitted via password protected file or encrypted before sending over general CG e-mail system. Units can coordinate with their assigned Case Officer to use DOD Safe found in the PIXEL Dashboard “links” section <https://safe.apps.mil/>. DOD SAFE is designed to provide its customers an alternative way to send files other than via email. DOD SAFE support file sizes up to 8 GB or 25 files or both. This system is relatively simple to use, and a guide is found on the website for first time users. 5136’s may also be transmitted via CG TEAMS.

Super-User Information.

All users of this workbook can contribute to improvement by providing feedback to the NPFC Case Officer. This workbook was designed to help the field responders do their work more efficiently and maintain an audit trail. The workbook is supported by the latest Coast Guard Standard Rate Instruction (COMTDTINST 7301.1(series), which is available on the NPFC's website, as well as this job aid: <http://www.uscg.mil/npfc>.