



MARS CHECK LIST

Cal OES AREP



When reviewing/Signing an F-42 - MAKE SURE...

- Box 1: AGENCY DESIGNATOR:** The correct local agency's MACS ID is listed
- Box 2: RESOURCE TYPE:** The Strike Team or Task Force number is formatted correctly (AAA-1234-A/AA)
- Box 4: INCIDENT REQUEST NUMBER:** Subordinate request numbers are being used
- Box 5: DISPATCH INFORMATION:** Timeframes provided correlate with Box 12
REDISPATCHED: This field is filled out only when agency is responding to another incident
REPORTING LOCATION: The reporting location is specific ("ICP" is not favorable)
- Box 6: DISPATCHED FROM:** This field is completed when agency is dispatched from another incident
OLD INCIDENT REQUEST NUMBER: Subordinate request numbers are being used
- Box 7: REDISPATCHED INFORMATION:** This field is completed when agency is responding to another incident
NEW INCIDENT REQUEST NUMBER: Subordinate request numbers are being used
- Box 8: OVERHEAD:** ICS position is completed using the search bar
- Box 9: SUPPORT VEHICLE INFORMATION:** You list your support vehicle only one time on the F-42. Do not duplicate the vehicle information in Box 11
- Box 10: PRIVATELY OWNED VEHICLE:** POV mileage is appropriate or justified if excessive
- Box 11: EQUIPMENT RESOURCE INFORMATION:** Apparatus and equipment are not duplicated
UNIT NUMBER: The apparatus number is listed
OWNERSHIP: Box is checked ONLY when the apparatus is owned by Cal OES or CAL FIRE
SEARCH FEMA CODES: Equipment/License is not duplicated
- Box 12: PERSONNEL INFORMATION:**
ADD APPROVED PERSONNEL ROTATION: This is only used for approved crew rotations and documentation is uploaded in Box 17
ADD PERSONNEL: Timeframes provided correlate with Box 5 and titles are selected from the dropdown list
- Box 13: ACTUAL HOURS:** Hours provided are not equivalent to portal-to-portal
- Box 16: SUPPLY NUMBER:** Reimbursable expenses are indicated
- Box 17: RESPONDING AGENCY INFORMATION:**
SIGNATURE OF RESPONDING AGENCY PERSONNEL: An actual signature is provided
DOCUMENTATION ONLY: This box is ONLY checked when not claiming reimbursement
ATTACH FILE: Approved Crew Rotation Job Aids are attached
- Box 18: INCIDENT INFORMATION – PAYING AGENCY ONLY:** ONLY the Authorized Incident Personnel signs



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Guidance for LG on EXPENSE CLAIMS...

- The local agency must submit an Expense Claim as soon as possible for any additional expenses to be reimbursed and included on the invoice
- **Approval Documentation:**
 - Justifications for expenses are now required
 - Rental vehicles need to be authorized on the resource order or approved at the incident on an ICS General Message 213* OR provide an S#
 - Fuel for rental vehicles does not need additional approval
 - Meals and incidentals not provided by the incident on the first and last day of travel are reimbursable without approval
 - Fuel, food, and lodging must be approved on an ICS General Message 213* OR provide an S#
 - Loss and/or Damage must be approved on an ICS General Message 213* AND provide an S#
*In both cases, a 213 must be signed by one of these four positions: Incident Commander, Finance Section Chief, Incident Business Advisor, or Agency Administrator
- **Supporting Documentation:**
 - Prepaid fuel receipts are not reimbursable. Receipts must show the cost per gallon and number of gallons purchased
 - Receipts for meals are not required. Per-diem rates will be used for reimbursement
 - Itemized zero balance receipts are required for lodging
 - Receipts must be legible, itemized and in chronological order
 - A manifest is required when an agency is seeking reimbursement for expenses incurred on behalf of personnel from an agency other than their own