

## **FORCE ACCOUNT LABOR SUMMARY RECORD (RM-FALSR) INSTRUCTIONS**

**Force account** is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- \* Record regular and overtime hours separately.
- \* Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- \* Attach an Applicant's Benefit Calculation Worksheet giving a breakdown of what is included in your benefits, by percentages, e.g., social security – 15.2%, worker's compensation – 4.3%, insurance – 18.5%, etc. You can use an average rate if you have different benefit rates for different employees.

### **Complete the Record as Follows**

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.
6. **Category:** Enter category of work, if known.
7. **Period Covering:** Enter time period referenced for the information contained on this sheet.

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8. **Description of work performed:** Briefly describe the type of work that was performed.
- \* **Name:** Enter the names of each employee who worked on the project.
  - \* **Title:** Enter the title or occupation of each employee who worked on the project.
  - \* **REG:** Enter the regular hours that each employee worked on the project.
  - \* **OT:** Enter overtime hours that each employee worked on the project.  
**REMINDER: Only overtime is eligible for reimbursement for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
  - \* **Total HR:** Total the hours for each employee and enter the result in this block.
  - \* **Hourly Rate:** Enter each employee's hourly rate.
  - \* **Benefit Rate/Hr:** Enter each employees hourly benefit rate. There should be different percentages for benefits pertaining to regular and overtime wages.
  - \* **Total Hourly:** Add the employee's hourly rate in the Rate/Hr block and the hourly benefits rate in the Benefits/Hr block and enter the result here.
  - \* **Total Costs:** Multiply the entries in Total Hours and Total Hourly and enter the result here.
  - \* **Total Cost:** Multiply the entries in the Total Hr and Total Rate/Hr blocks and enter the result here.
  - \* **Total Cost for Force Account Labor Regular Time:** Add the entries in the Total Cost, REG block for each employee and enter the result here.