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.