



State of Louisiana
Division of Administration
Office of the Commissioner

MEMORANDUM

TO: All Department Secretaries and Undersecretaries

FROM: Angele Davis
Commissioner of Administration

DATE: April 26, 2010

SUBJECT: British Petroleum (BP) Oil Rig Explosion – Procedures for Coding of Expenditures, Emergency Procurement, Overtime Reimbursement, etc.

Because of the impact of the explosion of the British Petroleum (BP) oil rig on the State, it is critical to review the required maintenance of emergency-related records and documentation and the required policies and procedures as a result of this incident. Please communicate this guidance to your management and staff immediately.

EMERGENCY PROCUREMENT

Emergency procurement and contract procedures can be found in the Division of Administration's emergency procurement guide, which is available on the Office of State Purchasing and the Office of Contractual Review websites, as well as in any executive orders that may be issued by Governor Jindal. The link to the emergency procurement guide is www.doa.louisiana.gov/osp/publications/emergencyprocurement.pdf.

Any such emergency procurements and/or contracts should emphasize the following:

- Competition, where practical;
- Results-oriented contracts;
- Documentation for audit and reimbursement purposes; and
- Reporting on emergency procurements as soon as practical.

Agencies are encouraged to have employees verify their contact information and to make updates through LEO or their Employee Administration Office. If employees relocate to a temporary address, the mailing address (not permanent residence address) should be changed in ISIS HR.

OVERTIME

Department and agency heads should review their overtime policies. All such policies should comply with Civil Service Rules, Executive Order No. BJ 2008-64, and the FLSA. Departments should have an overtime policy in place guiding the earning and compensation of overtime. Also,

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departments should have adopted a policy on “Overtime Compensation for Emergency Support Workers” that may supersede their department policy regarding workers who perform duties relative to disaster operations and management.

CODING OF EXPENDITURES AND TRACKING LOST REVENUES

It is critically important that all agencies accurately capture and maintain all records and documentation related to the BP oil rig explosion expenditures in order for the State of Louisiana to successfully request and receive full reimbursement from the Federal Emergency Management Agency (FEMA) and/or other third party.

Agencies should not, at this time, be concerned with what may or may not qualify for reimbursement; rather, any and all costs related to the disaster relief and recovery efforts should be reported to the **“RIG1” (RIG with numeral one) activity code**. Full and complete documentation and justification of all expenditures will be critical to securing reimbursement. In addition to the impact on expenditure budgets, there may also be revenue impacts related to the BP oil rig explosion expenditures – decreases to self-generated revenues, lost revenue streams, “savings” due to office closures, etc.

Expenditures

A new “Activity Code” has been established in ISIS to track expenditures related to the BP oil rig explosion. **If your agency incurs any expenditures related to this incident, you must enter “RIG1” (RIG with numeral one) activity code in the ACTV field of any AGPS or CFMS document or the payment document (PV, PVQ, P1, MW, reclassification of P3, etc.).** If you have already incurred expenditures related to the BP oil rig explosion that are not coded to this activity code, please prepare a journal voucher to include this activity code so that costs can be captured in an activity report for all state agencies. This procedure is being implemented to track all the BP oil rig explosion expenditures for the state to be used in future decisions. Invoices for these expenditures should be clearly marked ‘Related to the BP oil rig explosion’ and, if necessary, should have a brief explanation of why it was necessary to incur the expenditure. It is imperative that these expenditures be properly documented so we can provide substantiations during audit.

Agencies that do NOT utilize the State’s Advantage Financial System (AFS) must develop their own mechanism to capture BP oil rig explosion expenditures and report this information, upon request, to the Division of Administration (DOA).

Lost Revenues

If your agency has incurred a loss of revenues as a result of the BP oil rig explosion, you must begin tracking this loss. Estimating will be acceptable and can be accomplished by using the last two years average revenue received during the same period (week/month) last year versus this year. This comparison should be made on a spreadsheet with a line for each type (source) of revenue. It should begin with the last period that had “normal” revenues and then continue with subsequent periods.

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Payroll

- **Activity Code:** For ISIS HR Paid Agencies, the newly created activity code “RIG1” must be utilized if the employee’s overtime work is related to activity associated with the BP oil rig explosion. If the employee works overtime due to the effects of the BP oil rig explosion, timekeepers **MUST** code these hours to activity “RIG1.” Refer to ISIS HR Help for assistance in entering this data.
- **Office Closure – If an Office Closure Occurs: Costs incurred** for employees that are being compensated during office closures due to the BP oil rig explosion **must be identified.** For ISIS HR-paid agencies, Special Leave Office Closure code “LSOC” must be entered in order to track these payments. The Division of Administration will execute reports to determine this cost. Agencies are **NOT** to enter the activity code “RIG1” on these LSOC entries.
- Agencies are **NOT** to enter the activity code “RIG1” on any regular hours worked or leave hours taken.
- **Non-paid agencies** must develop a mechanism for tracking this information and reporting to the Division of Administration upon request.

Department and agency heads should disseminate this and all future communications from the Division of Administration to all business and administrative functional units (i.e., human resources, payroll, budget, accounting, etc.) within their agencies.

Thank you for your cooperation. Do not hesitate to contact me if you have questions or need further information.