



**GREAT BASIN COORDINATING GROUP
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK
SUPPLEMENT**

This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.

CHAPTER 10 – PERSONNEL

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Posting Instructions: Supplements are numbered consecutively by handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

New Document(s):	GBCG-10-2012	3 Pages
Superseded Document(s) by Issuance Number	GBCG-2011-4	2 Pages

Digest:

Adds clarifying language regarding meals, lodging, rental cars and POV authorization.

Casuals

Agency Administrators must designate, in writing, delegated "hiring official" duties. The individuals should be familiar with the emergency hiring authorities and should coordinate with local training officers on fire qualifications.

Hiring Units will only sponsor casuals within their respective dispatch zone of influence. There may be situations which an agency may determine a need to sponsor an AD from out of zone of their zone of influence (for example, the ADs obvious hiring unit does not sponsor casuals). The casual must make every effort to seek sponsorship from a unit in which they are physically located. If the casual is unable to obtain sponsorship, the hiring unit may make a request to the appropriate State/Regional Office for approval.

Rates for positions not identified in Department of Interior and Department of Agriculture Pay Plans may only be approved at the Regional and State Level.

For Interior use: To hire personnel for prescribed fire projects authorized by Congressional funding within the wildland fire operations account, use Interior AD Pay Plan, Section D.

Length of Assignment

Provisions in the parent text concerning length of assignment apply to contractor personnel and not their equipment. Extensions must be coordinated with the contractor. It is the discretion of the Incident Management Team when resources are released.

Lodging

Incident agencies should provide lodging at no cost to those individuals (i.e., casuals) who do not possess a government issued charge card whenever possible. This can be accomplished through local acquisition methods or via buying team personnel.

Meals

Whenever the incident does not provide meals, incident agencies should provide meals at no cost to those individuals (i.e., casuals) who do not possess a government issued charge card whenever possible. This can be accomplished through local acquisition methods or via buying team personnel. Meal costs, plus gratuity should not exceed the allowed meal rate amount.

Rental Cars

Incident agencies should consider all options before authorizing the use of rental cars on incidents (i.e., transportation units, bus, etc.). The Federal Travel Regulations (FTR) states "Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the

nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost worktime, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.“

Use of rental cars must be authorized by the incident agency administrator or their designee, and documented on a resource order.

The home unit should provide rental cars at no personal cost to those personnel who do not possess a government issued charge card and are 1) authorized to use a rental car on the incident and 2) are qualified to drive the assigned vehicle type. This can be accomplished through local procurement methods (i.e., Blanket Purchase Agreement, purchase order, or contract). The procurement tool used should cover the vehicle if it is driven off publicly-maintained roads.

Privately-Owned Vehicle (POV)

Privately owned vehicles include Sedans/SUVs/RVs/Camper Trailers/Pickup Trucks etc.

Employees may request to use their privately-owned vehicle (POV) for official business when such use is advantageous to the government. From an incident standpoint, incident agency administrators, or their designee, must authorize the use of POVs to/from the incident, as well as use at the incident. Such authorization will be documented on a resource order. Employees must receive authorization from their hiring unit prior to use of a POV. Prior to authorization of POVs the employee's home unit must complete a cost comparison to document that the use of the POV is more cost effective than other modes of transportation (i.e., airplane, bus, rental car, etc.). The cost comparison should take into consideration any additional time it will take the employee to travel to the incident and return. Agency administrators should also take into consideration whether the POV will need to be used at the incident. It is not recommended that POVs be authorized for use by line personnel.

Approval of recreational vehicles (RVs) or camper trailers for transportation and/or accommodations for an incident should be rare. A cost comparison should be performed prior to approval to show that the use and reimbursement of an RV/camper trailer is more cost effective than other modes of transportation (i.e., POV, airplane, bus, rental car, etc.). The cost comparison should take into consideration any additional time it will take the employee to travel to the incident and return, as well as available parking space at the incident. RVs/camper trailers should not be connected to any government-provided utility such as power or water while at the incident.

Reimbursement to the employee for approved POV use will only be for mileage. Fuel received at the incident must be paid for with an employee's personal credit card. Damage to the POV will be handled between the employee and their personal insurance company.