

**Significant changes to  
2016 Interagency Incident Business Management Handbook**

Chapter	New Page	New Line	Changes
<b>CHAPTER 10 - PERSONNEL</b>			
10	10-1	20	Move Recruitment section under Definition
<b>RESOURCES</b>			
Casuals			
10	10-2	26-28	Added – Individuals who have a contract with the Federal government may be hired as a casual for incident support if the nature of their contract is not related or similar to the position/duties they are being hired to perform as a casual
10	10-3	8-10	Added – The incident unit should provide necessary equipment required by the position. Personal equipment should not be taken to the incident.
10	10-3	11-14	Removed – personal data assistants (PDA) and added tablets. Removed – The incident unit should provide these items if required by the position.
10	10-3	32-33	Added Buying Team Leader and Buying Team Member as positions recommended to be filled by current agency employees
<b>INCIDENT PAY GUIDELINES</b>			
Multiple Day Assignments			
10	10-7	16-18	Spot Change Tour of Duty: Added – The spot change occurs the second day of the assignment regardless of whether the employee is in travel status or has arrived at the incident.
Detail Assignments			
10	10-9	2	Added – Casual hires are not intended to be used in a detail capacity.
On-Shift Time			
10	10-11	29-30	Added – Employees are paid for actual hours worked, with no guarantee of a maximum shift length, unless otherwise specified in a formal authorized agreement.
Travel and Related Waiting Time			
10	10-12	38-41	Added - For casuals, travel interruptions are compensable up to 3 hours once the casual has reached their minimum 8-hour guarantee. Travel interruptions exceeding 3 hours are not compensable in the minimum 8-hour guarantee has been met.

<b>Ordered Standby</b>			
10	10-14	13-14	Added – This includes staging of IMTs and other resources in either lodging facilities or staging areas while waiting for an assignment.
<b>Meal Periods</b>			
10	10-15	18-22	Added – Time for a meal period is not compensable if the employee is not required to perform substantial duties (86 FPBR 1026). When an employee’s time and attention is primarily occupied by a private pursuit such as eating a meal, then the employee is completely relieved from duty and is not entitled to compensation under the FLSA (102 LEP 39580).
<b>Other Pay Provision</b>			
10	10-20	35-36	Inadequate Food or Lodging: Added – Exemption status is based on home unit position classification.
<b>Criteria for Entitlement to Environmental Differential for Federal Wage System Employees</b>			
10	10-26	12-14	Compensation Based on Actual Exposure (4%): Added – When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.
<b>Regulations Governing Payment of Environmental Differential</b>			
10	10-27	13-14	Under Recording : Added – with justification in the Remarks block
<b>PERSONNEL TIMEKEEPING/RECORDING PROCEDURES</b>			
10	10-31	15-19	Added – When utilizing agency time reporting documents in lieu of CTRs or OF-288s, ensure the same justifications/documentations that would normally be recorded on those official documents are shown or attached to the agency documents (i.e., hazard pay justification, compensable meal breaks, excessive shift justifications, etc.)
<b>Crew Time Report, SF-261</b>			
10	10-32	26-27	Hazard/Environmental Differential: Added – Documentation of hazard/environmental differentials for Crew Time Reports can be found in Appendix B
<b>Hiring and Payment of Casual Employees</b>			
10	10-34-36		Reworked the Hiring Payment of Casual Employee Section
<b>Closing Out Incident Time Reports</b>			
10	10-36	29	Added – The new incident pays for travel to the new incident location.

10	10-37	2-3	Added – “unless otherwise required for reimbursement by state and local government cooperators.” When referring to retaining original CTR at incident.
<b>EXHIBITS</b>			
10	10-42	Exhibit 4, Example 1	Added – “on fireline” to remarks section
10	10-56	Exhibit 8, #2	Added – Beginning travel time is posted for regular government employees and cooperators. Return travel for casuals should be recorded per agency guidelines.
<b>CHAPTER 10 - COMMISSARY</b>			
<b>COMMISSARY PROCEDURES</b>			
Commissary Privileges – Payroll Deduction			
10	10-69	3	Deleted – Individual’s authorized payroll deduction commissary privileges shall present either the Conditions of Hire page of the Emergency Firefighter Time Report, OF-288, or documentation provided by the time unit at authorization to receive commissary.
Commissary Privileges - Contractors			
10	10-69	14	Deleted – Contractors and their authorized personnel shall resent a copy of the contractor invoice as authorization to receive invoice deducted commissary. A copy of the contractor invoice is obtained from the procurement unit.
Agency – Provided Commissary			
10	10-36	24	Deleted – in carton size, rolls, or complete package quantities only.
Posting Commissary Issues			
10	10-70	28	Deleted – and transferring the I.D. number from block 1 of the OF-288 to block 12 of the OF-287.
<b>CHAPTER 10 – COMPENSATION FOR INJURY/ILLNESS</b>			
10	All pages		Deleted INJR throughout the chapter.
<b>RESPONSIBILITIES</b>			
10	10-77	11	Under Compensation/Claims Unit Leader or Compensation for Injury Specialist responsibilities: Added – Ensure all Privacy Act information is properly safeguarded.
10	10-77	24	Under Supervisor responsibilities: Added – give completed original claim Deleted – receipt copy of the
10	10-78	4	Under Employee responsibilities: Added – Retains a copy of claim form for their record.

DEFINITIONS			
10	10-79	7	Deleted – Submission Requirements – Incident personnel will fax and mail the original claim of injury or illness, along with supplemental information and medical documentation, to the home unit or agency specific location within 2 days
FEDERAL WORKERS' COMPENSATION Coverage Under FECA			
10	10-79	32-33	Added – “and state and local government employees” under coverage under FECA.
Authorizing Medical Care			
10	10-80	11-14	Changed the sentence to use the KY address for CA-16, not the DOL District Offices. The authorizing official shall ensure the U.S. DOL OWCP address is indicated in block 12 of the CA-16. This address is DFEC Central Mailroom, P.O. Box 8300, London, KY 40742-8300.
Continuation of Pay (COP)			
10	10-81	4-5	Under Definition and Entitlement: Added – Casuals should not be kept on the incident if they are not able to work.
10	10-82	10-1	Under COP Recording for Regular Government Employees: Deleted – Record, in the Hours column, the total time needed to complete the guarantee hours (8, 9, or 10) for that day. Indicate partial days of disability with clock hours and total COP hours in the Hours column.
10	10-82	12-15	Under COP Recording for Casuals: Added - For casuals, COP ends when the casual leaves the incident, the original length of commitments ends, or when the casual is released back to full duty, whichever occurs first. Casuals should not be kept on the incident if they are not able to work.
PROCEDURES AND DOCUMENTATION REQUIREMENTS FOR FECA OR AMPC			
Traumatic Injury			
10	10-86	5	Added – or other appropriate agency specific form.
10	10-86	32-33	Added – provides original documentation to employees for submission to the home unit. Deleted – mails original injury/illness forms, supporting documentation and medical treatment records to the individual’s home unit compensation specialist within 2 days of receipt of the CA-1
Occupational Disease/Illness			
10	10-87	2	Added – or other appropriate agency specific form.

10	10-87	16-17	Added – provides original documentation to employees for submission to the home unit. Deleted – mails original injury/illness forms, supporting documentation and medical treatment records to the individual’s home unit compensation specialist within 2 days of receipt of the CA-2
<b>Prescriptions</b>			
10	10-87	21-22	Under Prescriptions, OWCP Division of Federal Employees Compensation (DFEC): Deleted – “should contact DOL, Affiliated Computer Services (ACS).  Added – can be found at the Office of Workers’ Compensation Program website <a href="https://owcp.dol.acs-inc.com">https://owcp.dol.acs-inc.com</a>
10	10-87	23-28	Added – If no pharmacy in the area is a registered provider with DOL, individual can pay for prescription and request reimbursement when workers’ compensation claim is accepted. If individual is not able to pay for the prescription, buying team can pay and COMP will ensure payroll deduction is made. Individual will need copy of paid receipt to submit to DOL for reimbursement when claim has been accepted.
<b>Fatality</b>			
10	10-87	32	Deleted – If death is not immediate
<b>Forms Distribution</b>			
10	10-88	39	Added – Personally Identifiable Information (PII).
<b>STATE AND LOCAL GOVERNMENT WORKERS’ COMPENSATION</b>			
10	10-89	6-7	Header: Deleted – Cooperators Replaced with Local Government Workers’ Compensation
<b>EXHIBITS</b>			
10	10-91	Exhibit 15	Completed Receipt of Notice on example CA-1
10	10-99	Exhibit 17	Changed address in block 12 to reflect the KY address
10	10-99	Exhibit 18 (old)	Deleted exhibit – US Department of Labor OWCP District Offices
10	10-103-104	Exhibit 20 & 21	Updated exhibits to the new OF-288
<b>CHAPTER 10 – TRAVEL</b>			
<b>TRAVEL PROCEDURES</b>			
<b>Incident Agency Requirements</b>			
10 (Travel)	10-107	2	Added – “for employees who do not possess an agency travel card” referring to the incident agency should provide lodging facilities through a procurement method.
10 (Travel)	10-108	14	Added – Use of POV must be documented on a resource order.

10 (Travel)	10-109	25-26	Added – “Any additional costs will be paid by the individual.” Referring to when individuals are released from an emergency incident due to family emergency may be provided transportation to other than the original departure point if there is not additional cost to the government.
10 (Travel)	10-109	31	Added – and may include changes to mode of transportations or travel routes.
<b>CHAPTER 20 - ACQUISITION</b>			
INCIDENT AGENCY SERVICE AND SUPPLY PLAN			
20	20-3		Deleted – Incident Blanket Purchase Agreements, SF-1149, including Service Contract Act wage rates for the area.
20	20-4	7	Added – Service Contract Act wage rates for the area.
20	20-4	13-14	Deleted – Geographic area Administratively Determined (AD) Exception Position rates.
SOURCES OF SUPPLY			
General Services Administration (GSA)			
20	20-4	24-26	Deleted – GSA publishes a Wildland Fire Suppression catalog geared to the needs of agencies involved in fire suppression. Added “except for wildland firefighting equipment and supplies which should be purchased from Defense Logistics Agency.
Defense Logistics Agency			
20	20-5	3-7	Added Section Defense Logistics Agency (DLA) – For all wildland firefighting equipment and supplies, where delivery can be met, DLA is the mandatory source of supply for federal agencies. Local procurement of items stocked by DLA may be made only to satisfy immediate incident needs. The DOD Email (DLA) site is located at <a href="https://dod.emall.dla.mil/acct/">https://dod.emall.dla.mil/acct/</a>
ACQUISITION METHODS			
Government Charge Cards and Convenience Checks			
20	20-6	23-25	Added - A warranted contracting officer may make payments with a government charge card for purchases exceeding the micro-purchase limit of regular government charge card holders.
ORDERING EQUIPMENT			
20	20-7	34-37	Added – I-BPA contracted equipment shall be ordered through dispatch centers utilizing current Dispatch Priority Lists (DPLs) within their jurisdictional area. I-BPA equipment request for out-of-area incidents should be placed through normal dispatch channels.

20	20-8	6-9	Added – Fire chasing is equipment prepositioned by a contractor without a resource order in an effort to secure work. Every effort shall be made to utilize local area I-BPA equipment listed on a current DPL before prepositioned contracted equipment.
UNIQUE ITEMS			
20	20-11		Deleted – e.g. copy machines, facsimile machines and computers and medical providers.
Government Telephone Systems			
20	20-12		Deleted – This does not prohibit the installation of pay phones, provided there is no charge to the government.
Subsistence and Lodging Provisions			
20	20-13	22	Added – “if both conditions are not met” when referring to when agencies may provide meals to personnel engaged in support of emergencies.
20	20-14	4-7	Supplemental Food and Drinks: Added – For additional information regarding firefighter nutrition refer to <a href="http://www.nwcg.gov/committees/risk-management-committee/publications">http://www.nwcg.gov/committees/risk-management-committee/publications</a>
20	20-14	23-25	Added – Crew or other resources may request replacement of preseason purchased supplemental foods consumed on an incident by requesting an S number through the incident replacement process.
20	20-14	26-27	Added – Supplemental Vitamin and Minerals. Procuring and dispensing over-the-counter vitamin and mineral supplements are not authorized.
EERA AND I-BPA ADMINISTRATION			
Inspections			
20	20-16	6-7	Added – Contract compliance inspections may be performed at the discretion of the Government using Contract Compliance Inspection Checklists.
20	20-16	14-15	Added – If contracted equipment is inspected and accepted upon order, it does not require re-inspection at the incident.
20	20-16	17-18	Added – has not been previously inspected and accepted prior to arrival at the incident when the resource does not pass inspection
20	20-16	20	Added – Contractors may be given the opportunity to become compliant.
20	20-16	21	Added - The Government reserves the right to conduct inspections at any time.
Documentation			
20	20-17	1-4	Added – Contract Compliance Inspection Checklist - Documents the contracted equipment meets the specification of the agreement. This form is completed and signed by a qualified agency representative and the contractor.

20	20-17	7-9	Added – Special circumstances should be documented, e.g. transport retention, dual operators, etc. This document, which includes time of actual work, ordered standby, compensable travel or breakdown periods.
<b>Forms Distribution</b>			
20	20-19	1-6	Updated the color coded distribution of the Emergency Equipment Fuel and Oil Issue to reflect actual form distribution.
<b>Equipment Release</b>			
20	20-19	8-9	Added - Although the Government reserves the right to inspect at any time, in general the Government does not perform release inspections on contract equipment.
20	20-19	23-24	Added – “on the invoice should include travel time to the point of hire” when referring to the release date and time documentation Deleted – Payment documents should include travel time to point of hire
20	20-19	28-30	Added – Document reassignment in the Remarks block of the invoice and provide the contractor an additional copy of the invoice to give to the receiving incident finance section.
20	20-20	5-8	Added – The document content of the payment package is determined by the incident agency, and is transmitted to the incident agency or appropriate payment office.  Deleted – and the envelope is transmitted to the incident agency or other designated payment office as indicated in the contract.
<b>PAYMENTS</b>			
<b>Emergency Equipment Rental Agreement and Incident Blanket Purchase Agreement</b>			
20	20-22	18	Added – “agreement number and government representative signature” referring to the OF-286
<b>National Contracts</b>			
20	20-22	31-33	Added – Reimbursement and payment procedures may be different for all-hazard incidents depending on the jurisdictional agency for the incident. For additional guidance contact the incident agency business lead.
<b>EXHIBITS</b>			
20	20-23	10-11	Added Exhibit 34 – Commercial Rental/Service Envelope and Exhibit 35 – Emergency Facilities and Land Use Agreement to Chapter 20.
20	20-24	Exhibit 23	Updated Equipment and Method of Hire National Standards

20	20-37	Exhibit 26	Added – Block 4 - Enter DUNS number in Block 1b Deleted – The EIN/SSN must be completed. Added Current clauses from the back of the OF-294 and deleted the test clauses.
20	20-45	Exhibit 27	Added New Pre-Use Inspection Checklist, OF-296
<b>CHAPTER 30 – PROPERTY MANAGEMENT</b>			
PROPERTY MANAGEMENT PROGRAM PROCEDURES			
Property Receipting Procedures			
30	30-3	4-5	From Commercial Sources of Supply: Added – the Defense Logistics Agency (DLA) Wildland Fire Equipment Program supply systems by the date and time needed
Property Accountability Controls			
30	30-4	17-19	Issues, Transfers and Returns: Added – Property accountability may be documented on agency specific property forms, General Message, ICS-213, IMT specific forms or other appropriate document.
30	30-5	36-40	Government Property: Added – Replacement of NFES items not carried by the cache supporting the incident (e.g., Wildland Firefighting Pants, Type II) must be authorized using an Incident Replacement Requisition, and the items should be replaced through DLA wildland fire equipment program.
30	30-7		Fire Loss/Use: Deleted – rate guidelines and replaced with performance threshold when referring to fire loss and use.
<b>CHAPTER 40 – INCIDENT BUSINESS COORDINATION</b>			
EXHIBITS			
40	40-7	20	Added – Ensure Single Resource Casual Hire Information is attached.
40	40-7	20	Added – Ensure documentation supporting additions and deductions is attached.
40	40-8	22-28	Deleted – 4. Contractor Provided Commissary: a. File vendor invoices and supporting documentation, including commissary issue copies with posting verification, by date/operational period. Include a copy of the commissary plan. Complete all required invoices and payment documents according to the terms of the contract. b. Written evaluation of contractor’s performance as stated in contract.
40	40-9		Deleted Injury Unit throughout section and combined claims package guidelines with compensation.
40	40-10	7-8	Deleted – into 2 groups; ready for payment and follow up required.
40	40-11	3	Added – Equipment payment transmittal documentation.

CHAPTER 50 – COOPERATIVE RELATIONS			
FORMAL AGREEMENTS			
50	50-1	25-29	<p>Changed Paragraph - Formal agreements include any written document between <del>the responsible parties, public or private. Agency and any other federal bureau or agency; state government agency; tribes; governing official or governing board of a unit of local government or agency of local government; or any organization, public or private;</del> Signatory parties must have <del>with</del> authority to <del>commit itself</del> represent their respective agencies. Agreements specify <del>setting forth a policy covering respective or mutual</del> each party's responsibilities with respect to mutual <del>goals</del> objectives and the manner in which such responsibilities <del>shall</del> will be carried out.</p>
Agreements between Federal, State Fire Organizations and Local Governments			
50	50-3	14-18	<p>Added – Equipment and operating supplies obtained from city, county or rural fire departments are normally ordered and reimbursed in accordance with these existing cooperative agreements. Provisions found in Chapter 10 apply to resources ordered through a Cooperative Agreement unless otherwise expressly stated in the specific agreement.</p>
		19-23	<p>Cooperators need to provide the Finance Section a copy of their applicable agreement/operating plan payment guidelines. Finance Section personnel should read and understand the terms of these documents to understand unique requirements and processes related to timekeeping for personnel and equipment, and property loss and damage specifications.</p>
STATE FIRE MANAGEMENT ASSISTANCE Authority			
50	50-3-4	34-38 & 1-2	<p>Added – Section 420 of the Stafford Act authorizes the President to provide financial support to States <del>assistance</del> for wildland fire management through the Fire Management Assistance Grant (FMAG program). Under the FMAG program, FEMA provides assistance, including grants, equipment, supplies, and personnel, to any state, tribal or local government specifically for the mitigation, management, and control of any fire on publicly- or privately-owned forest land or grassland that threatens such destruction as would constitute a major disaster.</p> <p>Deleted - To any state for the suppression of fire on publicly or privately-owned forest or grassland, when the state determines the fire meets the criteria of the FMAG program and submits for FEMA determination of reimbursement. FEMA is delegated the authority to administer this program. Assistance for qualifying incidents is provided in the form of reimbursements in accordance with the FEMA-State Agreement.</p>

Process			
50	50-4	4-21	<p>Added – The state may submit a declaration request under the FMAG program to the FEMA Regional Administrator while the fire is burning uncontrolled and threatening such destruction as would constitute a major disaster. A state’s declaration request is evaluated by FEMA in consultation with a “Principal Advisor” from FS or BLM on the threat posed by a fire or fire complex based on the threat to lives and improved property, including critical facilities/infrastructure and critical watersheds. The Principal Advisor reviews and confirms elements of the request. FEMA does not reimburse FS or BLM for the services of a Principal Advisor.</p> <p>Following FEMA’s approval of the declaration request, the state may request funding assistance for eligible activities that include fire management assistance and associated emergency work. Eligible costs may include expenses for camps; equipment use, repair and replacement; tools, materials and supplies; and mobilization and demobilization activities. Pre-positioning resources may also be an eligible activity. The state reimburses assisting agencies at 100% and, through the issuance of a FMAG, FEMA reimburses the state 75% of these costs. The amount of the FMAG is not determined until all of the costs of the declared fire are calculated and submitted to FEMA.</p> <p>Deleted - For administering the program, the FEMA Regional Director obtains technical advice and assistance from a designated individual referred to as a Principal Advisor. The Principal Advisor is a representative from either the FS or the BLM.</p>
50	50-5	2-5	Deleted – FEMA uses a comprehensive set of criteria to determine whether wildland fire costs meet the eligibility requirements and the intent of the Stafford Act, and are eligible for reimbursement.
MILITARY INVOLVEMENT			
Authority			
50	50-5	13-19	Paragraph Changed – The Interagency Agreement between United States Department of Defense (DoD) and United States Departments of Agriculture and Interior is published at <a href="http://www.nifc.gov/nicc/logistics/references.htm">http://www.nifc.gov/nicc/logistics/references.htm</a> . The information contained in the agreement and <i>Military Use Handbook</i> provides responsibilities, policies, and operational procedures regarding the military’s support to the wildland fire management agencies, which includes request and use of their qualified civilian employees.
CHAPTER 60 – ACCIDENT INVESTIGATION/REPORTING			
60	60-1	6-7	Deleted reference to the BIA Wildland Fire and Aviation Program Management and Operations Guide (blue book).

<b>CHAPTER 80 – COST ACCOUNTING/REPORTING</b>			
<b>COST SHARE AGREEMENTS</b>			
80	80-7	17-18	Added – A cost share agreement is supplemental to an existing cooperative fire management agreement
<b>Cost Shared Items</b>			
80	80-8	20-26	<p>Cost Shared Items: Deleted – Off-Incident Support Sites – Mobilization, demobilization, sites, etc., usually serve multiple incidents and are not ordered by a specific incident. The incident cost share agreement usually will not address cost sharing of these sites. Incident agencies may establish separate cost share agreements for these items.</p> <p>Added – Off-Site Support Costs – Costs include expanded dispatch, buying teams, Administrative Payment Teams, cache personnel, area command, transportation to/from incident, etc.</p>
80	80-8	27-29	On-Site Support Costs: Added – mobile laundry and land use agreements to on-site support costs and deleted commissary units.
<b>Complexes / Merges / Splits (CMS)</b>			
80	80-11	5-8	<p>Deleted – Wildland fire emergency expenditures have grown over the past decade. This has affected the operating budgets of the federal wild and fire management agencies and has led to increased scrutiny by Congress, the Office of Management and Budget, and other oversight agencies.</p> <p>Added – The growth of wildland fire emergency expenditures has affected the operating budgets of wildland fire management agencies, and has led to increased scrutiny by Congress, the Office of Management and Budget, and state and local government oversight agencies.</p>
		31	Deleted – e. In I-Suite, enter only 1 incident per database. This will facilitate separating incidents into different databases later if the need arises.
<b>EXHIBITS</b>			
80	80-15	Exhibit 53 30	Cost Management Measures, Personnel: Deleted – Identify crew and equipment drop-off and pick-up points to facilitate timely pickup and drop-off of resources. This also facilitates retrieval of missing or misplaced items.
80	80-17 & 80-21	Exhibit 51 & 52	Updated Cost Share Agreements

<b>CHAPTER 90 – ALL-HAZARDS INCIDENT BUSINESS</b>			
<b>OBJECTIVE</b>			
90	90-1	8-11	Added – For DOI specific guidance refer to the All-Hazards Supplement to the Interagency Incident Business Management Handbook at <a href="http://www.doi.gov/evergency/upload/DOI-BusinessSupplement-FINAL-23SEP14.pdf">http://www.doi.gov/evergency/upload/DOI-BusinessSupplement-FINAL-23SEP14.pdf</a>
<b>AUTHORITIES</b>			
90	90-1 & 90-2	36-37 & 1-3	Added – PKERMA also authorizes FEMA, in the absence of a specific request or Presidential declaration, to direct other Federal agencies to pre-position resources and provide support necessary to save lives, prevent human suffering, or mitigate severe damage (“leaning forward”).
<b>DEFINITIONS</b>			
90	90-3	26-27	Added under ESF Coordinator – The agency(ies) that oversee and facilitate the preparedness activities of the ESF. Deleted – The entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recover phases of incident management.
<b>PRESIDENTIAL EMERGENCY OR MAJOR DISASTER DECLARATION, Process</b>			
90	90-4	33	Under ESF4 Firefighting – Deleted – For operations that occur in the State of Alaska, the FS remains the primary agency under the NRF, but works closely with the Department of the Interior (DOI), Bureau of Land Management (BLM) who serves as the operational lead for firefighting response.
90	90-5	17-18	Added – referred to in the NRF as the national firefighting mobilization system. The NRF specifies that all requests for firefighting resources are coordinated through the existing national firefighting mobilization system.
<b>Accident Investigation</b>			
90	90-7	13-14	Deleted – Federal employees responding to all-hazards assignments will follow procedures outlined in Chapter 60 of this handbook and applicable agency regulations.” Added “For accident investigation and reporting requirements, please coordinate with the incident Safety Officer and reference agency specific policy.
<b>APPENDIX A</b>			
Appendix A			Added the following Acronyms FMAG – Fire Management Assistance Grant NFES – National Fire Equipment System USDI – United States Department of the Interior

			Deleted: ISuite – Integrated Suite OPF – Official Personnel Folder
<b>APPENDIX B</b>			
Appendix B	B-30		Added Fuel/Oil Reconciliation Spreadsheet
Appendix B	B-2 & 3		Changed Extended Work Shift Authorization to Extended Work Shift Documentation
Appendix B			Deleted Check log, Purchase Card Log
Appendix B			Replaced Equipment Hire Log with Emergency Equipment Rental Agreement Log
<b>GLOSSARY</b>			
Glossary			Added Definitions – Accrual Reports; Agency Specific Costs; All-Hazards Incident; Billable/Reimbursable Costs; Claim Claimant; Contract; Dry; e-Isuite; Dry; Emergency; Emergency Support Function; ESF Coordinator; ESF Primary Agency; ESF Support Agency; Federal Coordinating Officer; Government Vehicle; Major Disaster; Medical Care; Mission Assignment; Negligence; Occupational Disease or Illness; Pollution Response Funding Authorizations; Solicitor/Office of the General Counsel; Third-Party Case; Tort Unified Ordering Point; Wet; Wildland Fire Decision Support System; Work Rate
All Chapters			Changed I-Suite to e-ISuite
All Chapters			Changed Emergency Firefighter Time Reports OF-288 to Incident Time Report, OF-288
All Chapters			Changes all references to Appendix C to Glossary