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|  | **GREAT BASIN COORDINATING GROUP** |

 March 20, 2015

Agency Administrators & Fire Management Officers,

Attached are the Great Basin Incident Business Operating Guidelines which have been recommended by the Great Basin Incident Business Committee and approved by the Coordinating Group. Please implement as an interagency document and share with your local units. Common Incident Business Operating Guidelines will promote efficiency and consistency for our Incident Management Teams.

Regardless of incident complexity level these Operating Guidelines will be our directing standards for incident business practices within the Great Basin

Please direct any questions to your respective Incident Business Representative or,

Lee Ann Evans, Chair, Great Basin Incident Business Committee at (801) 388-2236 or levans@fs.fed.us

Thank you.

/s/ Michael Morcom

Michael Morcom

Great Basin Coordinating Group Chair

 2015 FINANCE SECTION CHIEF EXPECTATIONS

The Great Basin Incident Business Committee would like to welcome you and outline our expectations.

The Great Basin Incident Business Committee is tasked by the Great Basin Coordinating Group to oversee the geographic areas’ incident business practices. As a Finance Section Chief and leader of your discipline, we are asking that you observe the following guidelines.

GREAT BASIN INCIDENT BUSINESS COMMITTEE – Finance Section Chiefs (FSCs) are expected to participate in FSC conference calls and/or other requests as they may arise. As a leader we rely on your knowledge and experience.

INCIDENT ASSIGNMENTS – Incident Management Teams will interact with either an Incident Business Advisor (IBA) or an Agency Representative (AR) as they report for an assignment. FSCs are to communicate and perform IMT finance duties with the utmost respect and professionalism toward those agency representatives as well as all other personnel supporting the mission. Any issues at the incident that cannot be resolved between two parties should be elevated to the Incident Commander and/or Agency Administrator. All issues shall be resolved prior to the end of the assignment.

For all incidents within the Great Basin we will follow incident business direction as outlined in the Interagency Incident Business Management Handbook (IIBMH) and the Great Basin Geographic Supplements. The following items should be of particular importance:

TIMEKEEPING

* Shift lengths shall be monitored and should reflect current incident activity. Any anomalies shall be documented in the incident records. Excess shift justifications shall be approved by the Incident Commander and shall be contained in the incident finance records.
* Work/Rest shall be reviewed and excess hours approved by the Incident Commander. Approval documentation shall be contained in the incident finance records.
* Hazard pay shall be reviewed for accuracy and documented on the Crew Time Report in accordance with the hazard categories outlined in the IIBMH on pages 10-28 for GS employees and page 10-30 for Wage System employees. “Uncontrolled fireline” will not suffice as adequate documentation.
* Staging of Resources and Time Spent in Mob/Demob Centers – No resource shall receive more than their guaranteed hours while assigned to staging or during time spent in a mobilization or demobilization center. Per the IIBMH no pay authority exists to guarantee individuals more than their base hours.

COMPENSATION FOR INJURY

* All assigned resources will be treated fairly and with respect. All resources, whether covered by federal/state or private workers’ compensation will be assisted during an injury/illness. The IMT will facilitate a liaison if the resource is hospitalized or is kept at a facility overnight to ensure that the resource has representation from the incident or incident agency. If applicable, local medical liaison program protocols will be followed.
* No injury/illness paperwork will be retained in the incident records, with the exception of the medical log (with pertinent information redacted).
* When a serious accident or illness occurs the FSC will immediately notify the Incident Commander and the IBA with most current information.

COST

* FSCs will coordinate with Cost Unit Leaders to ensure that finance records reflect true activity on the fire. High cost or underutilized equipment will be addressed to appropriate Command and General Staff for discussion on incident retention or release.
* Incidents that have been identified as billable or cost share require additional scrutiny of records and/or additional cost reporting measures. Changes to fire codes within an incident should be communicated to all affected parties as soon as possible to be properly reflected within the incident records.
* Determine at in-brief what cost reports jurisdictional agencies want to see and how frequently.

IN-BRIEF/INCIDENT CLOSEOUT – FSCs are expected to attend an in-brief with the local incident agency, either formally or informally, to obtain incident agency contact information, performance expectations, operating guidelines and any other information pertinent to incident agency operations. FSCs should also make contact with expanded dispatch and buying team personnel. FSCs should attend the incident closeout to ensure that all issues have been resolved during transition with the local agency or an incoming team if applicable.

PERFORMANCE EVALUATIONS – Performance evaluations are a process for both the incident agency and FSC/IC to evaluate performance of the IMT finance section in regards to the incident and incident agency needs. Specific Finance Evaluations will be completed by the incident agency no later than 60 days after release of the IMT. The evaluation will be completed by the incident agency representative and reviewed by the agency administrator. The evaluation will be forwarded to the incident commander and the Great Basin Incident Business Chair.

INCIDENT AGENCY NEEDS – Each incident has its own unique needs in relation to the finance section. FSCs are expected to obtain a copy of the local unit’s operating guidelines during the in-brief with the incident agency and adhere to the unit’s direction and expectations. Seek advice and/or counsel from AA or IBA when issues or questions arise as the agency guidelines are followed.

The Great Basin Incident Management Committee would like to again welcome you and your team. We look forward to working with you.

/s/Susan Stewart 3/19/15

Susan Stewart Date

Great Basin Coordinating Group Liaison to Incident Business Committee

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| logo | **GREAT BASIN****INCIDENT BUSINESS** **OPERATING GUIDELINES** |

The following outlines standard Incident Business Operating Guidelines for the Great Basin Geographic Area. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the Interagency Incident Business Management Handbook (IIBMH) which provides national direction and highlights the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management practices.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (IBA).

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.

Administrative Office for Payment (e-ISuite):

 FS Incidents – Albuquerque Service Center, Incident Finance

 101-B Sun Avenue NE

 Albuquerque, NM 87109

 All Other Incidents – Local incident agency office address

National Crew Contracts – (regardless of incident agency)

Albuquerque Service Center Incident Finance

101-B Sun Avenue NE

Albuquerque NM 87109

Other Contracts/Agreements with specified Payment Office – Enter payment office specified in contract/agreement.

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# e-ISuite Data Transition to Enterprise

IMTs who utilize the “site” version of e-ISuite are required to transition the data to the Enterprise site at the end of their assignment. IMTs will inform the incident prior to or during the incident closeout that the transition has taken place. A representative from the incident agency should be given access to the database. The IMT will not retain any of the e-ISuite information.

# Personnel

Reference Material: GB Chapter 10 Supplement

If food/lodging expenses are incurred while on incident where adequate food and lodging are provided, a justification from the IMT FSC or incident agency is required in order for the employee to be reimbursed for those expenses.

# AD Hiring and Support

All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State/Regional incident business level (contact IBA for additional information).

Pay Rate Changes at the Incident - The incident supervisor will record the pay rate/position change on the CTR and Finance will document the change in the Remarks block of the OF-288. A new Single Resource Casual Hire Form (PMS 934) is not necessary.

AD hiring authority may be delegated to the Finance Section Chief by the Agency Administrator.

Travel reimbursement for FS casual employees will be posted on the OF-288 per direction located [in](file:///E%3A%5Cin) Appendix I.

Final processing of OF-288’s for DOI and FS casual employees will be in accordance with Appendices I & J of this document.

Subsistence for ADs:

AD employees will be subsisted by the Agency whenever possible.

Transportation of ADs to and from incidents will be coordinated through dispatch. The AD’s method of transportation will be indicated on the Singe Resource Casual Hire Information Form (PMS 934). Air transportation will usually be arranged and paid for by the Government.

Unless other arrangements have been made, authorized rental cars for AD’s will be ordered through dispatch using the Great Basin IBPA.

# Work Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all resources.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In situations when a work shift does exceed 16 hours (i.e., initial attack), personnel will resume the 2:1 work/rest ratio as soon as possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

To facilitate the management of work/rest for contract resources, clock hours will be recorded on all shift tickets – even when the equipment is hired under a daily rate or guarantee.

# Compensation for Injury and Agency-Provided Medical Care

Reference Great Basin OWCP Illness and Injury Incident Guide, Appendix G

If a DOI employee is injured submit all paperwork to the employee’s home unit as soon as possible.

If a Forest Service employee is injured see Appendix G.

If a Great Basin State employee is injured refer to the pertinent State section in the GB Chapter 50 supplement to the IIBMH. If a non-Great Basin State employee is injured, the employee or the COMP is responsible to contact the home unit to obtain the proper reporting forms. The COMP maintains injury compensation records and transmits documents to the home unit per state agency policy. Do **not** issue CA-16 for medical treatment for state employees.

A medical resource request number (M#) will be assigned for treatment under APMC only. M#s should not be assigned to first aid or OWCP cases.

Notify the Incident Business Advisor (IBA) of any significant injuries or illnesses for all incident personnel that require a hospital visit or stay, including contracted resources.

# Acquisition

Reference Material: GB Chapter 20 Supplement

When placing orders for tactical and support water tenders identify the type of tender being requested on the resource order.

Accountable property procured by the incident (non-NFES) and remaining at the local unit should be communicated (verbally and/or written) to the property contact listed in Appendix A.

The IMT will not sign up any resources that did not go through proper dispatch channels (i.e., "fire chasers") unless prior approval is obtained from the AA or IBA.

Name requesting of contractors is prohibited.

Questions regarding solicited equipment can be directed to the appropriate contracting officer (see Appendix C) or Steve Waters, Great Basin Contract Equipment Coordinator (contact information available in Appendix B).

## Land Use and Facility Agreements

If no agreement exists, the IMT will coordinate with the local AA or IBA to determine appropriate use and rates. Only warranted personnel may negotiate and approve land use and facility agreements.

All facilities, land and water used by the incident will be under agreement, including no cost agreements.

## Contracting With Employees or Immediate Family Members

**FOREST SERVICE ACQUISTION REGULATIONS (FSAR)**

4G03.670 - Rental of Property from Forest Service Employees

Title 16, United States Code, section 502 permits renting or hiring employee-owned property for project use at isolated geographical locations when such equipment is not available from either Government or commercial sources and when there is only occasional need for the property. The Forest Service may also provide, at Government expense, forage, care, and housing for animals, and storage for vehicles and other equipment rented from employees.

Because the rental or use of personal property may generate public criticism, regional foresters and station directors have the responsibility for establishing an approval process to monitor and control each rental of property from Forest Service employees. The level of approval must be at a level high enough to ensure that these policies are followed.

Acquisition personnel shall ensure that pricing is always fair and reasonable under the circumstances.

See FSH 6509.11h, Service-wide Claims Management Handbook for restrictions on payment of damages to privately owned vehicles and livestock.

4G03.671 - Contracts with Relatives of Forest Service Employees

Do not award contracts to relatives of Forest Service employees engaged in preparing the project specifications, estimates, or awarding of the bid or proposals.

Contracting officers may consider quotations, bids, or proposals submitted by relatives of Forest Service employees not engaged in the tasks listed in the previous paragraph. However, before award is made the contracting officer shall obtain line officer approval. This approval as determined by the contracting officer, is required only for those cases with high potential for, or the appearance of, possible favoritism or preferential treatment.

If the line officer does not approve the determination as submitted by the contracting officer, no award shall be made.

The Head of the Contracting Activity (HCA) may exempt a contract from these policies. Requests for exemption shall be fully documented and outline the compelling reasons to make an award.

4G03.672 - Contracts with Former and/or Retired Forest Service Employees

Consult with the Human Resources Management staff concerning applicability of statutory post-employment restrictions to former employees seeking contract awards.

**DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION**

Subpart 1403.6—Contracts with Government Employees or Organizations Owned or Controlled by Them 1403.602 Exceptions.

The HCA, without the power of re-delegation, is authorized to except a contract from the policy in FAR [3.601](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/Far/03.htm). However, no exceptions may be granted where the proposed contractor is owned or controlled by a Government employee or one or more members of the employee's immediate family and the employee or any subordinate is serving as a procurement official on the proposed contract.

1403.603 Responsibilities of the contracting officer.

The CO shall prepare a written determination and findings for the signature of the HCA when requesting authorization to allow a contract award to a Government employee or business concern or other organization owned or substantially owned

## Contract Claims

A warranted Procurement Unit Leader with delegated authority is authorized to settle contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims within their delegated authority. If neither position is available or present, the contract claims shall be referred to the incident agency for appropriate settlement.

## Contractor Performance Evaluations

Performance evaluations for contractors will be collected by finance personnel, sorted according to Contracting Officer name and mailed to respective Contracting Officers prior to the incident closeout. If time constraints do not allow time for mailing from the incident, finance personnel will prepare the evaluations and provide them to the host agency for mailing to the appropriate contracting officers. A list of Contracting Officers for Great Basin equipment is located in Appendix C.

 VIPR Performance Evaluation - <http://gacc.nifc.gov/gbcc/business.php>

 Standard Contract Performance Evaluation - <http://gacc.nifc.gov/gbcc/business.php>

## Buying Team Procedures

Reference: Great Basin/Rocky Mtn. Interagency Buying Team Guide, Appendix O

Reference: National Buying Team Guide – <http://www.nwcg.gov/pms/pubs/buying_guide.pdf>

Daily purchases by Buying Team Members will be provided to incident finance. Costs that are accrued daily but not paid until the end of the assignment (i.e., light towers, copiers, and toilets) will be tracked by the Cost Unit Leader based on information provided on the buying team envelope. The BUYT will provide the cost unit leader with a copy of the vendor’s commercial item rate schedule.

All rental equipment, with the owner’s concurrence, will have a lease purchase clause inserted in the procurement document to allow maximum flexibility to meet cost effectiveness goals.

Provide an electronic copy of the Buying Team spreadsheet to the Agency Administrator or their representative, along with providing a hard copy in the Buying Team package.

Provide a written narrative of any outstanding issues or concerns.

Buying Teams shall receive a performance evaluation prior to the end of the incident. Forms are available at: <http://gacc.nifc.gov/gbcc/business.php>. A copy of the form will be given to the BUYL, a copy will reside with Finance documentation and a copy will be forwarded to the Great Basin Buying Team Coordinator.

## Supplemental Food and Drinks

The IMT will follow direction in Chapter 20 of the IIBMH, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the Agency Administrator or their representative. The only acceptable exception to this direction will be to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

The following supplemental foods may be provided:

* Fruit, dried fruit or fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and reasonably priced to avoid excessive costs and difficulty in procurement. Only fruits/vegetables that are suitable for carrying to the field should be purchased. Avoid those items that can be easily damaged while being transported by line personnel (i.e., avocados in a pack).
* Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in *Feeding the Wildland* *Firefighter* which can be found at: <http://www.fs.fed.us/t-d/pubs/htmlpubs/htm02512323/index.htm>. Powders and tablets may be procured in place of liquid forms in situations where it is more practical.
* In order to meet the nutritional needs of firefighters on the line, sports drinks should be full calorie varieties. Other users of sports drinks that work in heat environments may not require the higher caloric intake reduced calorie sports drinks are appropriate in these circumstances. However, the majority of sports drinks provided to the incident should contain full calorie content.
* Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. Incident base and camp meals provide adequate dietary needs for most non-fireline personnel and supplemental foods should not be necessary.

Other supplemental food or drinks are not authorized, i.e., jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra, and other stimulants).

## Supplemental Vitamins and Minerals

In accordance with the NWCG memo, March 22, 2006, no supplemental vitamins or minerals will be procured for use or distribution on the incident. This includes commonly accepted supplements, such as EmergenC.

If homeopathic treatments (including essential oils) are requested they must be approved within the NWCG Clinical Treatment Guidelines which can be found at: <http://www.nwcg.gov/pms/pubs/pms551.pdf>

## Rental Vehicles

Reference – Great Basin Rental Car Standard Operating Plan (Appendix D)

Vehicle rentals are not authorized unless specified on a resource order. For those personnel arriving by air transportation without an authorized rental vehicle, transportation should be provided by ground support units or other arrangements. Incident Management Teams are expected to keep the number of rental vehicles to a minimum. AAs/IBAs should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT.

The Great Basin has established rental car blanket purchase agreements (BPAs) with various rental car vendors. Whenever possible, rental vehicles needed on Great Basin incidents will be procured with these BPAs and either billed to the government charge card holder or to a specified payment contact(s). These BPAs may also be used to procure rental vehicles for Great Basin resources travelling to incidents outside the Great Basin. Vehicles rented under the BPA with the employee’s government-issued charge card will remain the responsibility of the charge card holder. It is recommended that line personnel rent ¾-ton pickups or large SUVs to accommodate higher ground clearance and tire ratings. Copies of the Great Basin rental car BPAs can be obtained at: <http://gacc.nifc.gov/gbcc/business.php>.

Individuals renting vehicles through the normal government travel process should be the exception, not the rule and will remain the responsibility of the individual. These vehicles are not to be taken off publicly maintained roads without the rental vehicle agency’s permission. In order to ensure travel reimbursement for rental vehicles, the individual traveler is required to have approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental vehicles procured on a government travel card can NOT be transferred to a Buying Team member, PROC, or any other member of the host unit. A vehicle rented at a commercial facility on an employee’s travel card will be the sole responsibility of the employee who initially rented it to ensure it is returned to the vendor, and payment in full is posted to the employee’s travel card.

## Restricted Items

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

PROHIBITED ITEMS

* Orders for specific magazines, newspapers, or other literature.
* Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos.
* Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
* Fees for the use of recreational facilities (i.e., hot springs).
* Massage or other therapist services.
* Awards and or gifts of appreciation.
* Plants and flowers.
* Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or IBA.

RESTRICTED ITEMS

* Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
* Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
* Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and IBA.
* Local purchase of newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
* Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
* Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception must be approved in advance by the AA or IBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

## Specialty Items

The AA or IBA must approve rentals/purchasing of the following specialty items:

 Cameras (digital and video) Cellular Telephones

 Satellite Telephones GPS Units

 Laptop Computers Printers/Scanners (purchase only)

 Handheld Radios Golf Carts

 Specialty Ice Coolers (i.e., Yeti) ATVs/UTVs\*

 Fax and/or Copy Machines

 (purchase only)

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable/sensitive property should be procured by local agency personnel whenever possible.

\*Per the Great Basin Coordinating Group all ATV/UTVs will be ordered through normal dispatch procedures upon approval by the Incident Commander (IC) or Safety Officer (SOF). See Exhibit Q.

# Property Management

Reference: GB Chapter 30 Supplement

 [Great Basin Cache website](http://www.blm.gov/nifc/st/en/prog/fire/gbk.html)

 ATV/UTV Guidance for Use on Large Fires – Exhibit Q

Agency and rental vehicles are accountable property and will be tracked as such.

Use of personal or home unit cell phones, GPS units, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency on the resource order. Home unit project funds are to be used to cover any use charges. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations.

IMTs or other incident personnel (e.g., IBA) may authorize replacement of non-NFES or non-standard cache items if delegated that authority by the incident agency. If no delegation exists documentation shall be provided to the incident agency for review and determination. Written documentation is provided to the home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident.

Replacement of non-standard items not procured through mandatory sources of supply (Chapter 20) may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property be turned in before replacement is authorized.

The Great Basin will be utilizing an attachment to the Property Loss or Damage Report, OF-289, that facilitates the documentation and approval/disapproval process for property loss and damage. See Exhibit R for a copy of the OF-289 and Great Basin attachment. The form can also be found at: <http://gacc.nifc.gov/gbcc/business.php>

For contract equipment, reference Section D of the agreement.

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuance and check out/return procedures to ensure proper accountability. The IMT will manage the durable and accountable/sensitive property obtained through the cache system. Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout. Incident-funded accountable/sensitive property purchases must be approved in advance by the IBA or AA.

The BUYT will ensure that accountable property they have procured is appropriately identified as such per host agency requirements and direction. Those purchases of accountable property will be logged and tracked with documentation provided to the host unit procurement staff.

When ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires within the Great Basin, reference Exhibit Q – ATV/UTV Guidance for Use on Large Fires. This exhibit offers direction for the approval/ordering process as well as required documentation for payment and any claimed damages.

The Great Basin Cache has recommended that ALL incidents (complex Type3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to: <http://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html>

# Cooperative Relations

Reference: GB Chapter 50 Supplement

GB Chapter 50 Supplement provides detailed information on incident business procedures when resources from the states of Idaho, Nevada, Utah and Wyoming are utilized on Federal fires or when an IMT is assigned to a state fire.

For specific information on National Guard utilization, please refer to Great Basin Chapter 50 Supplement and/or the National Guard agreement for additional information.

# Claims

**Tort and Employee Claims**: Upon arrival to the incident, the Comp/Claims Unit Leader or Finance Section Chief will make contact with the incident agency claims liaison (identified in Appendix A) to determine the expectations and discuss the requirements for claims. Before leaving the incident, the Comp/Claims Unit Leader or FSC will audit the documentation and prepare a log of all claims, defining what is included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The documents will be included in the finance package.

At the end of the incident, all actual and potential claims will be fully documented, and included in the incident finance package. Packages will be identified as requiring follow-up, documented in the finance close-out briefing paper and turned over the agency incident business contact.

# Cost

Reference: GB Chapter 80 Supplement

 Great Basin Cost Guidelines

## Cost Accounting and Cost Share Agreements

**Cost Savings Measures:** Cost efficiency continues to be a primary objective for IMTs. Cost containment efforts should focus on high cost resources and purchases, under-utilized equipment, sensitive items, and property accountability issues.

**Documentation:** Significant changes in cumulative cost data should be documented in the daily cost report. (i.e., incident costs triples in two days)

**Cost Shares:** Cost share agreements will follow guidance in the applicable cooperative agreement. COST will ensure all parties associated with the cost share agreement receive daily cost updates via email and/or hardcopy.

It is the IMT’s responsibility to track and report costs as required by the incident agencies and/or as outlined in the Cost Share Agreement. The Finance Section will ensure costs are tracked in I-Suite in accordance with the cost share method utilized.

**Incident Accruals** – All federal incidents with FS expenses involving Type 1 and 2 IMTs are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals will be sent using the daily export and upload functions of e-ISuite. Directions for creating the daily export can be found at: <http://eisuite.nwcg.gov/Docs/UserGuides/Cost.pdf>

Refer to “How to Code ISuite Accruals” and additional information on accruals posted at: <http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html>.

For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-Incident Finance Branch. Email to asc\_ipc@fs.fed.us or fax to 1-866-816-9532.

# Demob

Utilization of a Cache Demobilization Specialist (CDSP) is highly recommended to ensure accountability and appropriate transport of materials back to the respective cache locations and/or host unit.

# Closeout

The Final Finance Package will meet the uniform filing scheme for incident records packages.

FS Incidents - The expectation is to have all possible payment packages for FS ADs and contract resources closed out and sent directly from the IMT to ASC-Incident Finance for payment. Any packages not closed out and/or other outstanding issues will be discussed at the IMT closeout.

At the end of the incident, the Final Incident Package will be turned in before or after the closeout to the AA, IBA, or incident agency representative. A written narrative will be provided to the incident agency identifying items such as the number of claims, number, type and status of land use agreements, number and type of injuries/illnesses and any necessary follow-up to financial matters.

The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well and (3) things that need improvement. The IBA will provide a written narrative to the AA and to the state or federal Incident Business Specialist

The host agency should provide a financial performance rating 60-120 days following the incident to the IC. The Finance evaluation form can be found at: <http://gacc.nifc.gov/gbcc/business.php>.

Appendices

1. Agency Contacts
2. Great Basin Incident Business Committee
3. Great Basin Contracting Officers for Solicited Equipment
4. Great Basin Transportation Program
5. Forest Service AD Pay Plan
6. Department of the Interior AD Pay Plan
7. Great Basin Injury / Illness Operating Guide
8. Forest Service Employees OWCP
9. Great Basin Incident Payment Guide
10. Forest Service Incident Payment Procedures
11. Paying for Fuel Issues on an Incident
12. Great Basin Cost Guide
13. NWCG Complexes, Merges and Splits Memo
14. Great Basin Lend Lease Policy
15. Great Basin Supplements (10, 20, 30, 40, 50, 80)
16. Great Basin/Rocky Mtn. Interagency Buying Team Guide
17. ATV/UTV Guidance for Use on Large Fires

# Appendix A – Agency Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Office Phone** | **Cellular Phone** |
| Agency Administrator |  |  |  |
| Local Incident Business POC |  |  |  |
| Agency Administrative Representative |  |  |  |
| USFS Regional Incident Business Specialist  | Lee Ann Evans | 208-253-0152 | 801-388-2236 |
| BLM State Incident Business Specialist |  |  |  |
| State Incident Business Specialist |  |  |  |
| NPS Incident Business Specialist | Maria MacKie | 303-969-2971 | 720-884-6125 |
| BIA Incident Business Specialist | Darren Nutter | 602-241-4567 |  |
| FWS Incident Business Specialist | Vacant |  |  |
| Human Resources  |  |  |  |
| AD Hiring Contact  |  |  |  |
| Financial Management  |  |  |  |
| Acquisition/ContractingContract Claims |  |  |  |
| Information Resources (Computers) |  |  |  |
| Telecommunications (Voice/Data Lines, Radios)  |  |  |  |
| Agreements  |  |  |  |
| Compensation/OWCP  |  |  |  |
| Claims (Non-contract) |  |  |  |
| Law Enforcement |  |  |  |
| Fleet |  |  |  |
| Safety  |  |  |  |
| Property Management |  |  |  |
| HR-OWCP ASC |  | 877-372-7248 press “2” for HRM | 866-339-8583 (fax) |

# Appendix B – 2015 Great Basin Incident Business Committee

**\*\*\*Insert current Great Basin Incident Business Committee list here\*\*\***

COMMITTEE LIST CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix C – 2015 Great Basin Contracting Officers for Solicited Equipment

**\*\*\*Insert current Great Basin Contracting Officers for Solicited Equipment list here\*\*\***

CONTRACTING OFFICER LIST CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix D – 2015 Great Basin Rental Vehicle SOPs

**\*\*\*Insert current Great Basin Rental Vehicle SOP here\*\*\***

RENTAL VEHICLE SOP CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

Appendix E – Forest Service AD Pay Plan

**\*\*\*Insert current Forest Service AD Pay Plan here\*\*\***

FS AD PAY PLAN CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix F – Department of the Interior AD Pay Plan

**\*\*\*Insert current Department of the Interior AD Pay Plan here\*\*\***

DOI AD PAY PLAN CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix G – Great Basin Injury/Illness Operating Guidelines

**\*\*\*Insert current Great Basin Injury/Illness Operating Guideines here\*\*\***

INJURY/ILLNESS OPERATING GUIDEINES CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix H – Great Basin Agency Payment Tool Kit

**\*\*\*Insert current Great Basin Agency Payment Tool Kit here\*\*\***

AGENCY PAYMENT TOOL KIT CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix I – FS Incident Payment Procedures

**\*\*\*Insert current FS Incident Payment Guide here\*\*\***

FS INCIDENT PAYMENT GUIDE CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix J – Paying for Fuel on an Incident

Emergency Equipment Rental Agreements (EERA)/IBPA’s issued to fuel tenders require the vendor to accept credit cards for payment of fuel at the work site. This new process has been established to eliminate the labor intensive work associated with the tracking and posting of Emergency Equipment Fuel and Oil Issues (OF-304).

* **How are fuel tender vendors able to accept a credit card at a remote location?**
	+ It is up to the vendor to determine what system they will utilize at the incident to accept credit cards. We do not dictate the process they use, just that they accept major credit cards.
* **Is the IMT required to furnish a phone line and power to the fuel tender for the purpose of processing credit card transactions?**
	+ No, there is no provision in the EERA that requires the government to furnish power or phone lines.
* **What if the customer's credit card isn't accepted for some reason and they have already filled up with fuel? How do they pay for it then?**
	+ As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
* **What if the vendor utilizes a manual machine at the incident? Who will be held responsible if the credit card doesn’t clear once they get back to town to run it electronically?**
	+ As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
* **How will the IMTs procure fuel for miscellaneous items, such as generators for facilities or ground support?**
	+ There are two options:
		1. If a member on the team has a government issued procurement card, they can make the purchase.
		2. Logistics and Finance must agree on the process utilized. The Buying Team or Procurement Unit leader can negotiate an agreement with the vendor to provide fuel for miscellaneous government owned/leased equipment and pay for the purchases on a daily/weekly basis.
* **How is a Casual Hire to procure fuel for their vehicle?**
	+ If a casual hire is utilizing their POV, they will be reimbursed a mileage rate on their travel voucher, thus requiring them to procure their own fuel, like other government employees.
	+ If the casual is utilizing a government leased/rented vehicle that does not have a fuel card, they should check with Ground Support regarding the process set up for that incident.
* **How are State Cooperators going to purchase fuel?**
	+ State partners within the Great Basin geographic area have agreed to pay for fuel with their agency issued credit cards. If cooperator’s fuel card is not accepted by the fuel contractor, utilize the process for government procured fuel.
* **If the incident camp is located near a commercial gas station is the IMT required to order a fuel tender under an EERA?**
	+ No, if the ICP is located near a town where there is a commercial gas station, this would be a good cost saving measure to not order an on-site fuel tender.
* **Can the fuel vendor charge a higher rate for fuel that is provided at local gas stations?**
	+ *Fuel Tender Agreement language: “Per gallon price will be established at the time of hire (include consideration for credit card surcharges if applicable). Per gallon prices shall be displayed in a visible fashion”.*

# Appendix K – Great Basin Cost Guide

**\*\*\*Insert current Great Basin Cost Guide here\*\*\***

GB COST GUIDE CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix L – NWCG Complexes, Merges, Splits Memo

**NATIONAL WILDFIRE**

**COORDINATING GROUP**

**National Interagency Fire Center**

**3833 S. Development Avenue**

**Boise, Idaho 83705**

**MEMORANDUM**

Reference: NWC G#014-2011

To: NWCG Committee Chairs

Geographic Area Coordinating Group (GACG) C hairs

National IC/AC Council C hair

From: NWCG C hair

Date: September 14, 2011

Subject: Wildland Fire Data and Fiscal Management for Complexes, Mergers, and Splits

Wildland fire emergency expenditures have grown over the past decade. This has affected the operating budgets of the federal wildland fire management agencies and has le d to increased scrutiny by Congress, the Office of Management and Budget, and other oversight agencies. As expenditures have gr own over time, so has the requirement for fiscal efficiency and accountability. As a result, requirements for increased accountability for individual incident expenditures and measures f or assessing performance have been developed.

In some cases, multiple incidents within close physical proximity are managed as a single incident. When this occurs, it is not uncommon for incidents to be merged, added to a complex, or split from a complex. This makes maintaining the data and fiscal integrity of an individual incident challenging. The Incident Business Committee (IBC) evaluated methods for complexes, mergers, and splits (CMS) to provide a framework for managing incident data and monitoring expenditures associated with CMS.

The guidelines for data management and monitoring of expenditures for CMS are as follows:

1. Maintain the data and financial integrity of individual incidents:

a. When complexing incidents, maintain individual FireCodes and R OSS incidents for each incident within the complex.

b. If a new code f or a complex is created in FireCode, associate the individual incident

 codes to the complex c ode. Note: Complex codes are typically used only f or mobilization of resources until they are assigned to a specific incident in the complex.

c. If fires burn together, associate the fires in FireCode and utilize the “mer ge” function in ROSS and I-Suite. Note: Once incidents are merged in I-Suite and ROSS, the process of splitting these incidents back out may result in the loss of data integrity and history.

d. If the need arises, a f ire can be split from a complex if the recommendations in 1a, 1b,

and 1c are followed.

e. In I-Suite, enter only one incident per database. This will facilitate separating incidents into different databases later if the need arises.

f. Agencies should follow individual agency fire reporting policies.

2. Deciding to complex, merge, or split:

a. The Agency Administrator (AA) should consider consequences outlined in Attachment A when deciding to complex, merge, or split incidents. This decision should be coordinated between the AA, affected Incident Commander(s), Dispatch Center Manager(s), and State/Regional Incident Business Specialist(s).

b. The AA should document the decisions, including the acreage and cost of affected

incidents at the point when data integrity is in jeopardy.

Attachment A provides several scenarios, issues, and effects to assist Agency Administrators with decisions relate d to CMS.

These guidelines will ensure that wildland fire emergency expenditures can be monitored, performance can be measured, and the integrity of incident data can be preserved.

For more information, contact: Ann Marie Carlson, C hair of the Incident Business Committee , (916) 978-4446 or by e-mail at acarlson@blm. gov.

Attachment A: CMS Scenarios, Issues, and Effects cc: NWC G Executive Boar d

Program Management Unit (PMU) Budget Advisory Unit (BAU) Chair Roy Johnson, OWFC Deputy Director Rod Bloms, OWFC Program Analyst

|  |
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| **# Scenario Issue Effect** |
|  |  |  | **ROSS** | **I-Suite** | **FireCode** | **IMT** | **ICBS-R** | **ICS-209** |
| **1** | Multiple IMTs Managing one Incident | Have one incident and FireCode number being shared by two IMTs | Minimal effect - can block resource order numbers and select specific delivery location | Tw o separate databases with same incident number - can create duplicate invoices | No effect | Creates extra step for resource ordering and the ROSS import process | One instance of incident in database with multiple delivery locations. All financial transactions will be to one incident orderand one fire code | One 209 created. |
| **2** | One IMT managing multiple incidents | The incidents are complexed | Utilize complex function, not merge. This creates a complex incident with subordinate incidents.The subordinate incidents maintain their integrity. | One database with parent complex code and multiple incidents being managed one | When establishing the complex code, need to associate incidents within that complex | Simplifies ordering and reporting (if ordering by complex). Complicates separating costs per incident. | Supply resources will have to be ordered and tracked per incident. Or all supply resources are ordered with the complex incident and fire code. | 1) Create separate 209 for each Incident within the complex.2) One 209 for the complex may be created. Incidents with individual 209s should finalize those 209s. IMT may elect to use one pre-existing incident 209 (and the same incident number), or create a new one (with new incident number). |
| **3** | One IMT managing multiple incidents | The incidents were not complexed | Resources need to be ordered on specific incident | (1) If handle under one database, difficult to manually separate out (2) Issue of managing | One FireCode for each incident | Required to separate resources | Minimal effect if ordering is kept separate | Create a separate 209 for each incident. |
| **4** | One IMT managing multiple incidents - Tw o or more incidents have merged (burned together) | Handle merged fires as separate fires | No effect | No effect | No effect - separate codes maintained | No effect - challenge is managing the acreage split & costs | Supply resources will have to be ordered and tracked per incident. | Continue to report separate on individual 209s. |

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| **# Scenario Issue Effect** |
|  |  |  | **ROSS** | **I-Suite** | **FireCode** | **IMT** | **ICBS-R** | **ICS-209** |
| **5** | One IMT managing multiple incidents - Two or more incidents have merged (burned together) | Handle merged fires as single fire | Merge fires in system: Choose primary incident, other incident(s) merge into primary - Generates new resource order numbers to non-primary incident resources.Cannot electronically splitback out once merged. | Demob resources from non-primary fires and add to primary fire with new resource numbers. If merged in database, cannot split back out without a lot of manual work. | No effect - code from primary fire utilized | Accommodate for new resource order numbers and may still track fires individually | No effect as long as ROSS has merged the incidents and passed information to ICBS | Aggregate merged fires on one 209. If each fire has an existing 209, finalize one 209 and use the other for the new merged fire (indicate merge in Remarks on both 209 for cross referencing). |
| **6** | Multiple incidents managed by one IMT to now be managed by multiple IMTs - maintaining integrity of individual fires | Not complexed - same FireCode and Incident Numbers are maintained | No effect | If fires are in one database, very difficult to split into separate databases. | No effect | No effect | No effect | IMTs continue process of 209 submission for each fire without interruption. |
| **7** | Reorganization or split of a complex or incident, multiple IMTs | Various options and combinations of data management (Issue: Lose the integrity of individual fires and creates issues through all the systems) | Can accommodate moving an incident in or out of another complex or incident | If fires are in one database, very difficult to split into separate databases. Difficult to keep historic integrity once the database is separated out. | If a new FireCode is created, should document the updates. Any changes to complexes and associated fires. | Not difficult | Will need individual incident number and fire code to process supply requests. | Complicated for 209 reporting.A split of one fire under multiple IMTs: initiate new 209 for one of the fires (assuming a 209 already exists for the pre- split fire). Indicate split on both 209s.A split of a complex, multiple IMTs: fires that previously had individual 209s should reactivate those 209s under their original incident numbers. Or initiate new 209s undernew incident numbers if none existed previously. |

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| **# Scenario Issue Effect** |
|  |  |  | **ROSS** | **I-Suite** | **FireCode** | **IMT** | **ICBS-R** | **ICS-209** |
| **8** | Loaning resources among IMTs | Various options and combinations of resource and data management (Issue: Communication between teams on reporting time and costs - tracking costs) | Should be reassigned | Demob resource. If resource is not reassigned, setup the correct incident in existing database and report costs to other IMT. | No effect | Reluctant to reassign due to losing direct control of resource | Will be unable to credit or charge for refurb of items that w ere loaned to another incident using the 'loaned' incidents financial code. Would be better to reassign or transfer | Add and subtract resources from among the sharing fires on the 209 for each incident. |
| **9** | Incident(s) or Complex(s) crossing geographic areas | Multiple-dispatch centers (Issue: Which geographic area and dispatch center is hosting the incident) | Assign to one geographic center and expanded dispatch - When the incident is returned to local jurisdiction make sure it is returned to original dispatch center | No effect | Do not create a new FireCode when fire crosses jurisdictional boundaries - One FireCode per incident | No effect | No effect as long as the incident order and fire code does not change. | Tw o GA's may agree to split the incident between them. The IMT must submit a new 209 to the new GACC (will require a new incident number, but not necessarily a new incident name). Acres, resources, costs, etc., must also be split accordingly.*The two geographic areas need to coordinate reporting burned acres by ownership on each GA's respective Situation Reports (done by the local dispatch centers).* |

# Appendix M – Great Basin Lend Lease Policy

**\*\*\*Insert current Great Basin Lend/Lease Guide here\*\*\***

GB COST GUIDE CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix N – Great Basin Supplements (10, 20, 30, 40, 50, 80)

**\*\*\*Insert current Great Basin Supplements here\*\*\***

GB SUPPLEMENTS CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix O – Great Basin/Rocky Mtn. Interagency Buying Team Guide

**\*\*\*Insert current Great Basin/Rocky Mtn. Interagency Buying Team Guide here\*\*\***

GB/RM INTERAGENCY BUYING TEAM GUIDE CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix P – Great Basin ATV/UTV Guidance

**\*\*\*Insert current Great Basin ATV/UTV Guidance and Inspection Forms here\*\*\***

GB ATV/UTV GUIDANCE CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>

# Appendix Q – OF-289 and Great Basin Attachment to OF-289

**\*\*\*Insert current Great Basin OF-289 Attachment Guidance and Form here\*\*\***

GB OF-289 ATTACHMENTGUIDANCE CAN BE FOUND AT:

<http://gacc.nifc.gov/gbcc/business.php>