



Rocky Mountain Coordinating Group Interagency Incident Business Management Handbook Supplement

This document provides direction for the Rocky Mountain Geographic Area and supplements the Interagency Incident Business Management Handbook, PMS 902.

CHAPTER 10 - PERSONNEL

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 Post by document; remove entire superseded supplement and replace with this supplement.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

New Document: RMCG-2016-1, 6/1/2016, 5 pages

Superseded Document: RMCG-2015-1, 4/1/2015, 4 pages

Digest:

- Clarifies and explains paperwork needed for casual hires.
- Mob center/staging/pre-position guarantee.
- Adds Appendix B.1 Time Unit Procedure Checklist

Casuals

Rates for positions not identified in Department of Interior and Department of Agriculture Pay Plans should be approved with the help of Regional and State Human Resource departments.

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

PMS 934 Single Resource Casual Hire Information Form must be complete, signed by hiring official and a copy provided to the Finance Section with the exception of an entire AD crew.

Length of Assignment

Provisions in the parent text concerning length of assignment apply to equipment personnel and not the equipment. It is the Incident Management Team's discretion when resources are released.

Time Unit Auditing

See Exhibit 1 for Time Unit Procedure Checklist.

Ordered Standby

Resources assigned to a Mobilization Center are NOT in ordered standby status and therefore employees are only guaranteed base hours.

Meal Breaks

Per the IIBMH compensable meal periods are the exception, not the rule (Chapter 10, page 15-16, Line 16-3).

Justification for no meal breaks **MUST** be clearly written on the CTR **as defined** in Chapter 10, Pages 15-16, lines 15-3.

Personnel on the fireline may be compensated for their meal period if **all** of the following conditions are met:

- The fire is not controlled, **and**
- The Operations Section Chief makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and

- The compensable meal break is approved by the supervisor at the next level and it is documented on the CTR, SF-261.

EXHIBIT 1-Time Unit Procedure Checklist

PRIOR TO POSTING ANY TIME: Audit initial data entry in eI-Suite (or OF-288 header, if hard copy). Compare to check in sheet if available.

Verify spelling of name. If more than one person with same name is on incident, verify the correct record.

Casual/ADs

- Verify position and corresponding pay rate assigned on current incident.
- Single Resource Casual Hire Form, Crew roster or Manifest provided and included in finance file.
- Verify mailing address, including zip code, for Casual
- Verify mnemonic of position
- Verify Incident Name, Incident Number, Accounting Code
- Verify Resource Order number
- Verify that Casual is selected in Block 4
- Verify hiring federal agency
- Employee Common Identifier (ECI) for Casual

As Crew Time Reports are submitted: Audit each CTR

- All header information present, especially Fire Name, Fire Number, Crew Name, and Crew Number/Resource Order number
- Current date or dates are present
- Hours do not duplicate or have gaps that are not accounted for
- Travel time should be broken out on CTR
- Travel time is not compensable for local resources.
- Hours are totaled for each calendar day or operational period
- Hazard pay or environmental differential is documented in Remarks block with type of hazard exposed to or qualifying assignment noted
- Compensable meal break is documented in Remarks block
- Hours worked over maximum shift length signed by supervisor with reason for excess and planned mitigation
- Verify mitigation occurred on following CTR. If not, notify Time Unit Leader or FSC
- Breaks in time due to injury treatment, unable to work, or light duty are noted in Remarks
- Signature by supervisor – legible, and not someone whose time is on CTR

ANYTHING that is missing or unclear, return the CTR to the individual (or supervisor) to correct. DO NOT WRITE ON CTR OR CORRECT IT FOR THEM.

Auditing OF-288s (continuous throughout incident):

- Print draft OF-288 for audit
- Verify accurate posting of dates & times
- Verify Hazard or Environmental Differential, Travel, Days Off, and COP
- Verify total on shift hours and post Guarantee where applicable
- Verify accurate posting of all commissary deductions
- Verify accurate posting of AD travel expenses
- Initial and date each line of time as audit is completed
- If errors are found, fix them and notify Time Unit Leader

Checklist for Emergency Firefighter Time Reports (OF-288s) Prior to Demob

- Print previously audited draft OF-288s for Crew Boss to review
- Verify all data again
- Are there any duplicate or missing dates?
- Is there any missing Hazard or Environmental differential?
- Have all the crew time reports been turned in and posted?
- Have all the commissary issues been posted? Do they add up correctly?
- AD return travel time must be closed out. Travel time back to the point of hire has been authorized, agreed upon, and posted
- Have all questions regarding hour discrepancy been settled?
- Is the resource travelling home or being reassigned? If reassigned, close out OF-288 without travel time.