

# **SOUTHWEST GEOGRAPHIC AREA**

# **INCIDENT BUSINESS MANAGEMENT GUIDELINES**

**For Federal Agencies**



**January, 2010**

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

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# **SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES**

These guidelines emphasize the critical financial and administrative procedures to be followed on federal incidents within the Southwest Geographic Area and to ensure consistency in incident business management within the region. These Operating Guidelines are intended to complement the April 2008 Interagency Incident Business Management Handbook (IIBMH) which provides national direction.

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

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues. Incident Business Advisors (IBAs) should raise unresolved cost concerns to the agency incident business specialist who will take the lead to involve other agency staff as needed to ensure a timely resolution of the issue. The Agency Administrator and AR/IBA will take into account local considerations regarding costs and availability in applying these guidelines.

**The Agency hosting the incident will complete the Delegation of Authority blocks in Appendix B before issuing these guidelines to an Incident Management Team (IMT).**

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## Personnel

The incident host agency is responsible for either retaining the authority for hiring of casuals or delegating it to Incident Management Teams. If the host agency chooses to delegate the authority to an IMT, Appendix B must be completed and given to the Finance Section Chief.

All casuals hired by the Forest Service will have incidental travel paid on the OF-288 in accordance with the current FS Casual Pay Plan.

Casuals hired by the Forest Service: OF-288 and other required documentation must be submitted directly from the incident to the Albuquerque Service Center.

Casuals hired by the Department of Interior: OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units.

To facilitate tracking of payments the naming convention for each transmittal shall be the incident number followed by a sequential numbering system.

Example: NM-SNF-00346-001 (the first transmittal for the incident #346 on the Santa Fe National Forest).

### **Safety**

All firefighter personnel must have the appropriate training (e.g. Standards for Survival and shelter deployment) in compliance with the FSH 5109.17 or NWCG 310-1.

### **Drivers License Requirements**

All drivers, including casual hires, of government owned, rented, or leased vehicles, must adhere to employing agency specific certification/licensing requirements. All agencies require a valid State driver's license. See Appendix C for specific Forest Service and BLM requirements.

Ground Support Unit Leaders must be aware of how drivers assigned to the unit were hired. Only those drivers hired through a government hiring authority such as the AD Pay Plan or with a permanent or temporary appointment may drive government owned, rented, or leased vehicles.

### **Work/Rest Guidelines and Length of Assignment**

Managers, supervisors and IMT personnel will be in compliance with work/rest and length of assignment guidelines, as described IIBM, Chapter 10.

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## Acquisition Direction

Consideration must be given to cost efficiencies, specific needs and past performance when obtaining requested services and supplies.

### **Service and Supply Plan**

The Southwest Geographic Area utilizes all of the National Contracts (crews, engines, tenders, etc.), any local Emergency Equipment Rental Agreements (EERA), and Incident Blanket Purchase Agreements (IBPA).

The Procurement Unit Leader, Finance Section Chief (FSC) and Buying Team Leader will be given a copy of the Agency's Service and Supply Plan. This plan may include:

- Medical Facilities
- Information on Community Vendors
- Supply/Service Vendors including BPAs
- I-BPA and Emergency Equipment Rental Agreements<sup>1</sup>, Rates and Supplemental Provisions
- Meal/Lodging Agreements
- Interagency Engine and Tender and Crew Agreements
- Cooperative Agreements, (Law Enforcement, Master Co-Op, Roads, or Fire District, including ambulances<sup>2</sup>)
- National Crew contracts (local units should identify the "hosted" resources)
- National GIS agreement
- Other Regional Agreements Existing Land Use Agreements

EERAs initiated at the incident are valid only for the duration of that specific incident (Block 3 of the EERA, OF-294). Documentation supporting the use of incident only resources is required.

The Incident Management Team will not sign up any non-dispatched equipment that shows up at fire camp (for example "fire chasers"). Prior approval must be obtained from the AR/IBA. Point of hire would be at the incident location for these resources.

All resources under an I-BPA or EERA will be processed in ISUITE for payment purposes.

### **Release of Contract Resources**

Priorities for release of tactical contract resources will be those signed up at the incident will be released first before resources under a pre-season agreement. The release of pre-season agreement resources will be at the discretion of the Incident Management Team based on sound business practices with input from the local agency administrator.

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## Land Use and Facility Agreements

If no agreement exists, the Incident Management Team will coordinate with the agency's procurement personnel to obtain current rates being paid to landowners and local perspective on price reasonableness. All facilities and land used for the incident will be under agreement, including no cost arrangements. Any exceptions will be approved by AA/IBA. The procurement official will use the Emergency Facilities and Land Use Agreement Form.

## Supplemental Foods and Restricted Supplies/Items

The Incident Management Team will follow the Supplemental Food Policy as stated in the IIBM, Chapter 20, Section 25. Exceptions to this policy shall have prior written approval by the AR/IBA before obtaining supplemental items.

Per national direction, supplemental foods are normally not provided for settings such as Expanded Dispatch, Mobilization Centers, Area Command, Fire Caches, Tanker Bases, Staging Areas or other non-fire camp locations. There may be some exceptions for these locations where sufficient potable water is not available to accommodate the number of personnel on site.

See Appendix G for a listing of restricted and prohibited items.

## Leasing vs. Purchasing of Equipment

**RENTAL:** As a general rule, rent or lease equipment rather than purchase equipment. Use the following strategies to manage costs:

- Rates should be established following standard commercial practices. Daily, Weekly, Monthly rates should be utilized depending on the duration, type of equipment, etc. Payment will be at the rate (daily, weekly, monthly) that is most beneficial to the Government.
- It may be appropriate to include a provision for conversion to government ownership after a specified period of rental/lease. Considering the purchase factors below.
- It is recommended that items identified for lease be termed a "service" contract. For items not deemed a service contract, the lease must be supported by a written determination and a Capital/Operating Lease Spreadsheet in accordance with FSAR 4G07.401. This requirement is more applicable to items normally procured by a Buying Team. The use of this by an Incident Management Team would be the exception.

**PURCHASE:** When advantageous to the government, purchase rather than lease equipment. Consider and document all of the following factors:

- Total cost of purchase versus rental/lease
- Cost of handling, storage, and disposal

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- Potential for use on future incidents
- Capability and availability of fire cache storage
- Maintenance and other service costs
- Technical approvals, if needed

Coordinate the rental/lease versus acquisition with the Agency Administrator (through the IBA) and local fire cache manager.

## **Rental Vehicles**

Rental vehicles continue to be a high cost center. It is the responsibility of the host agency to provide local transportation to incoming incident personnel. Incident Management Teams are expected to keep the number of rental vehicles to a minimum.

Individuals renting vehicles through the government travel process should be the exception, not the rule and will remain the responsibility of the individual. 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.

## **Agency Contract Payment Procedures**

The host agency will work with the IMT finance section to ensure that the appropriate payment processes are followed.

Contract payment packages will be forwarded as soon as completed to the agreed location to ensure timely payment. Incomplete or payment packages requiring follow up will be hand delivered to the designated agency representative at closeout of the incident. Specific issues and necessary follow up will be identified and discussed.

All payments generated by the Incident will be supported with shift tickets documenting use or a commercial invoice with indication as to use and receipt of services/supplies. (e.g. portable toilets, laptops, copy machines, land use or water usage agreements, etc. )

To facilitate tracking of payments the naming convention for each transmittal shall be the incident number followed by a sequential numbering system.

Example: NM-SNF-00346-001 (the first transmittal for the incident #346 on the Santa Fe National Forest).

## **Buying Team Procedures**

The Buying Team procurements will be in accordance with local direction. Only Buying Team members are authorized to use their purchase cards/checks on the incident. The Buying Team will coordinate with the AR/IBA on all unusual or expensive items. The AR/IBA will promptly inform IMT of all disapproved items. Accountable and sensitive

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property purchased by the buying team for the IMT will be documented on an agency specific property transfer form (i.e. AD-107 or Incident Waybill).

When no Buying Team is assigned, the host agency will provide direction regarding procurement procedures.

## **Cell Phones**

- Cell phones, if required, should be provided by the Incident Agency.
- Any reimbursement for use of a non-government cellular phone for incident management purposes must be approved by the incident agency prior to use and documented on a resource order. Reimbursement for non-government cell phone will be a rare occurrence.
- Non-incident government provided cell phone use will not be charged against the incident.

## **Property Management**

Incident Management Teams will emphasize good property management. The IMT Logistics / Finance section will review property checkout and return procedures to ensure proper accountability. Special consideration should be given to those items of a personal nature (accountable and durable). This includes items such as flight helmets, flight suits, brush coats, GPS units, satellite phones, etc.

Property and/or supply items assigned for use by contractors/vendors shall be returned to the incident, unless otherwise specified in the contract. Incident camps shall utilize an agency specific property transfer form (including the value of item) for each item to ensure they are returned. When not accounted for, the transfer forms will be documented and an appropriate amount deducted from the contractor's invoice. Contractors can be provided some consumable items (see current copy of contract) without charge. Contractor equipment will not be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Government owned property: All lost, damaged, or destroyed property items shall be documented on the appropriate agency form signed by the employee's incident supervisor and processed in accordance with Incident Management Team and agency procedures. All specialized equipment must be documented on a resource order and be appropriate to the incident position performed in order to be considered for replacement if lost, damaged, or destroyed.

All cache items will be returned to the cache in accordance with agency procedures. All procured non-cache property left with the agency at the close of the Incident will be properly transferred on an agency specific property transfer form (i.e. AD-107). The IMT will work with the identified host unit Property Management contact for disposition for all non-cache items, especially any high risk items e.g. chainsaws, GPS units, and other items with residual value to the Government.

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All non-standard cache items such as sleeping bags and Kevlar pants will be replaced with cache items.

In cases where specialized government owned equipment and non-cache items were clearly damaged or destroyed on the incident, approval for replacement may be delegated to the FSC or the IBA by the host agency administrator.

## Incident Business Advisor

- ✓ Is supervised by the Agency Administrator (AA).
- ✓ Serves as a liaison and advisor to the Agency Administrator, Incident Management Team, and other incident support functions.
- ✓ Provides advice and recommends alternatives with an emphasis on reviewing large cost centers
- ✓ Provides recommendations on incident business issues
- ✓ Completes an IBA Narrative (example attached as Appendix I). Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist.

Specific responsibilities are further defined in the Delegation of Authority (Appendix H).

In the absence of an IBA, the AA is responsible for coordinating incident business responsibilities on their unit. One or more fully qualified IBAs will normally be brought in to assist the Administrative Representative (AR) on Type I or II incidents.

Contact information for the Incident Business Advisor and Agency administrative staff is listed in Appendix A.

## Cooperative Agreements

The hosting unit will provide the incoming IMT with a copy of the **JOINT POWERS AGREEMENT/MASTER COOPERATIVE PROTECTIVE AGREEMENT** along with any current Operating Plans or Supplements. This agreement documents cooperative suppression procedures agreed to by the wildland fire agencies in the Southwest.

Fire District equipment normally is not signed up on an EERA. If there are payment questions regarding Fire District equipment, follow-up through the dispatch system to determine how it was ordered and how it is to be paid (Federal or State obligation). Time for the equipment should be tracked through ISUITE to ensure that obligations are created for this equipment

## Law Enforcement and Investigations

A law enforcement agency contact from the local area will be identified to the IMT, who will make periodic contacts with the team. Reference Appendix A.

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Sheriff's Office personnel used on the incident should be covered under the Cooperative Law Enforcement Agreements that are in place with each County and coordinated with Agency Law Enforcement personnel.

Incident security activities such as traffic control, camp security etc. may be handled by the law enforcement personnel assigned to the incident. Use unarmed security personnel when cost effective and appropriate to the security activities needed.

## Claims

**Contract Claims:** The Procurement Unit Leader with delegated authority is responsible for settling 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. At the end of the incident, all actual and potential claims will be fully documented, submitted to and reviewed with the responsible incident agency procurement official (identified in Appendix A).

**Tort/Employee Claims:** Upon arrival to the incident, the Comp/Claims Unit Leader will verify and implement the host agency expectations for claims processing.

Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what's 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 log and envelopes will be given to the incident agency representative at the end of the incident.

## Cost Efficiency and Documentation

Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources (aircraft, retardant, crews, etc), under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues. Incident Management Teams will document and summarize key strategic decisions that affect incident costs. The documentation should include key decisions made by the Incident Management Team that increased or decreased the overall cost of the incident. The documentation will be presented to the Agency Administrator at the Incident Management Team close out. Incident Agencies and support functions (Buying Teams, Expanded Dispatch) shall document and summarize key strategic decisions that affect incident costs.

## Cost Accounting and Cost Share Agreements

### **Cost Share Agreements**

The Incident Agency is responsible for developing and signing the Cost Share Agreement. The IMT team may be asked to assist and will need to verify that the Agreement is

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implementable. A recommended timeframe for completion of the cost share agreement is 48 hours. Refer to Appendix K for a sample cost share agreement and instructions.

The Incident Agency may order additional personnel (Cost Share Administrator) if necessary to track the cost share and should jointly make this decision with the IMT.

## **ISuite Requirements**

On incidents, where a Type 1 or 2 team is assigned, the ISuite program will be utilized. Cost share incidents will require tracking of all cost sharing information in COST including completion of the “paying agency” field. See Appendix J.

The team should have in place, or adopt, standard ISuite operating procedures. If a team is not trained in the use of all ISuite modules, appropriate personnel should be ordered to accomplish the successful implementation of I-Suite. This may require a request for an ISuite Liaison (ISuite technical specialist), which can be made through the ISuite helpdesk. Refer to Appendix J for additional details on accrual reporting requirements and required daily COST reports.

ISuite Close out Requirements – Repository - IMTs are required to upload the ISuite database (@NITC) at the end of the IMT assignment. A CD copy of the data base should be made for the host unit and included in the Final Incident Package. The CD must include the database admin password

## **CLOSEOUT**

A financial closeout between the Agency Administrator and the Finance Section will be set up either before or after the team closeout. The final incident finance package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook.

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## Appendices

Appendix A – Incident Business and Forests Contacts

Appendix B – Delegation of AD Hiring Authority

Appendix C – Forest Service and BLM Drivers Licensing Requirements

Appendix D – AD Payment Transmittal Forms

Appendix E – EERA Payment Transmittal Forms

Appendix F – Restricted Items

Appendix G – Incident Business Advisor Delegation of Authority

Appendix H– Incident Business Advisors Template

Appendix I – Costs

Appendix J - Master Cooperative Fire Agreement, Supplemental Fire  
Suppression Agreement

Appendix K - Local Unit Requirements

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## APPENDIX A Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

Title	Name	Office Phone	Home Phone	Cellular Phone
Agency Regional Incident Business Specialist				
Local Administrative Representative				
Incident Business Advisor (IBA)				

### AGENCY CONTACTS

Title	Name	Office Phone	Home Phone	Cellular Phone
Human Resources				
Financial Management				
Acquisition/Contracting Contract Claims				
Information Resources (Computers)				
Telecommunications (Voice/Data Lines, Radios)				
Agreements				
Compensation/OWCP (HIPPA)				
Claims (Non-contract)				
Law Enforcement				
Fleet				
Safety				
Property Management				
AD Hiring contact				

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## APPENDIX B Delegation of AD Hiring Authority

**File Code:**  
**Route To:**

**Date:**

**Subject: Delegation of AD Hiring Authority**

**To: Incident Commander**

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its PNWCG supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official may establish an Excepted Position. The hiring official will need to write a brief description of duties to accompany the Single Resource Casual Hiring form for payment.

The agency contact for questions related to AD hiring is \_\_\_\_\_

/s/  
\_\_\_\_\_

(Agency Administrator)

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## APPENDIX C Forest Service and BLM Driver License Requirements

### Licensing Requirements

Any employee who needs to drive a Forest Service or BLM owned or leased vehicle must be authorized to do so and there is no exception for AD employees. The following clarifies policy for the use and operation of government vehicles by our interagency partners and AD employees. Personal vehicles reimbursed under the federal travel regulations are exempt from the requirement.

### **Clarification of the licensing requirements for interagency partners:**

The established licensing direction in the current Master Cooperative Fire Protection Agreement shall be followed. The agreement states:

Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Parties to this Agreement may operate each other's vehicles provided that operator meets the current operating guidelines and training requirements of their own Party.

### **Clarification of the AD Employee requirements for driving/operator certification:**

Not all ADs will require driver's authorization. Only those specifically hired as drivers or those ADs expected to drive rental cars or agency vehicles should be authorized. Related manual direction may be referenced in FSM 7130, FSH 6709.11 (Safety and Health Handbook) and FSH 7109.19. BLM regulations can be found in Chapter 7 of the Red Book.

For AD hires who are dispatched frequently and usually have the need to use Forest Service or BLM owned or leased vehicles up to 9,999 GVWR the following is required.

The following regulations apply to both Forest Service and BLM

- Valid state drivers license for the type of vehicle to be driven. The state license must be carried with the employee any time they are driving a government vehicle.
- Attend a defensive driver course with refreshers every 3 years. There are many options for getting this training, including some on-line sites.

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## APPENDIX D AD TRANSMITTAL FORMS



United States  
Department of  
Agriculture

Forest  
Service

Unit/Incident Name

Address

File Code: 6540

Date:

Subject: Payment of Casual Hire, Emergency Firefighter Time Reports

To: USDA Forest Service  
Albuquerque Service Center  
Incident Finance – Casual Pay (Mail via overnight mail)  
101 B Sun Avenue NE  
Albuquerque, NM 87109

Enclosed are the forms necessary for processing casual hire payrolls as follows:

Unique Unit or Incident "Batch Number" to track this payroll:

\_\_\_\_\_ (e.g.: ID-BOF-001)

Number of OF-288's Mailed:

\_\_\_\_\_

List of Casual Names submitted (or attach list):  
(For Crews attach Crew Manifest)

\_\_\_\_\_

I have verified, attached, or have on file the following (mark the appropriate boxes):

- OF-288's have been audited and attached, including signatures of the casual and the Time Officer.
- I-9's are completed and attached or have been previously submitted.
- W-4's for Federal withholding are complete and attached, or previously submitted.
- State withholding forms are complete, if required, and attached or previously submitted. If Federal W-4 is being used for State exemptions, "**the State name**" has been written on the W-4.
- Casual Hire Information Form is attached to original OF-288
- Other (explain): \_\_\_\_\_
- Exported via ISuite

If you have any questions, please contact \_\_\_\_\_, at phone number \_\_\_\_\_. As Reviewing Official, I certify the enclosed OF-288's are accurate, appropriate, and legal for payment and meet the provisions of the Pay Plan for Emergency workers.

Name (printed and signature):  
Reviewing Official

Unit:

Enclosures

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## **APPENDIX E** **EERA PAYMENT TRANSMITTAL FORMS**

**File Code:** 6540

**Date:**

**Subject:** Payment of OF-286(s) Emergency Equipment Use Invoice(s)

**To:** USDA - Forest Service  
Albuquerque Service Center  
Incident Finance – EERA (Mail via overnight mail)  
101B Sun Avenue NE  
Albuquerque, NM 87109

Enclosed are the forms necessary for processing EERA payments as follows:

Unique Unit/Incident “Batch Number” to track this package (*e.g.: ID-BOF-001*):

\_\_\_\_\_

Number of OF-286s Mailed: \_\_\_\_\_

List of OF-286 invoice numbers (*or attach list*):

I have verified, attached, or have on file the following (*mark the appropriate boxes*):

**DOCUMENTS FORWARDED TO ASC-IF:**

- Original OF-286(s) with original signatures of the Vendor and Receiving Official (*does not need to be on pink paper*).
- Copy of OF-294(s) Emergency Equipment Rental Agreement with correct rates of pay referenced on the OF-286 (*Only required once per incident*)
- Copy of Resource Order--*Resources processed outside of ROSS only. Otherwise all invoices should include the request number only.*
- Exported via ISuite

**DOCUMENTS REMAIN IN INCIDENT FINANCE FILE:**

Follow direction in Interagency Incident Business Management Handbook Chapter 40; Section 46 Exhibit 05.

Please contact \_\_\_\_\_, at phone number \_\_\_\_\_ with any questions and/or concerns through (DD/MM/YY) \_\_\_\_\_. Otherwise, please contact the Regional Incident Administrative Coordinator for Forest Service Region No. 3. As Reviewing Official, I certify the accuracy, appropriateness and legality for payment of the enclosed OF-286(s).

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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## APPENDIX F Restricted/Prohibited Items

The following items are either restricted from purchasing, or limited in some manner. Take into account local considerations (i.e. a remote location with limited services and supplies verse being in or adjacent to a full service community where the needed resources are readily available) when applying this direction. Assigned Supply Unit Leaders and/or buying unit teams will refer to this list when purchasing supplies and services for incident operations.

### **Prohibited Items**

- ✓ Alcoholic beverages
- ✓ Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos
- ✓ Plants & Flowers
- ✓ Fees for the use of recreational facilities (i.e. hot springs)
- ✓ Massage or other therapist services
- ✓ Concessionaire payments for use of Federal Lands
- ✓ Vitamins and mineral supplements

### **Restricted Items**

- ✓ Local purchase of newspapers for the incident will be limited to 5 per day per incident up to 250 individuals then limited to 1 for every 50 personnel per day. (Type I or II incidents)
- ✓ Special clothing (swimsuits, caulk boots, etc)
- ✓ Pillows or sleeping bags (other than regular GSA, fire cache type)
- ✓ Orders for specific magazines, newspapers, or other literature
- ✓ WCF and GSA Vehicle modifications/repairs will be coordinated through the local fleet manager
- ✓ Uses of motels, hotels, or other commercial rooms are a very rare exception for personnel assigned to an Incident base. Any exception to this must be approved in advance by the IBA/AA. If not approved employee will not be reimbursed.
- ✓ Barbers will only be provided for the military at their request
- ✓ Agency policy will be followed for approval on purchase of all telecommunications equipment
- ✓ Automatic Data Processing Equipment unless approved by agency Information Resource personnel

### **Specialty Items/Services:**

The Agency Administrator has the authority to establish additional purchasing restrictions or limitations on specialty items. This authority may be delegated to the AR or IBA in writing. The following list is not all inclusive and agencies should add items as necessary. (Host incident Agency Administrators need to designate the level of approval – i.e. FSC has

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authority to approve the purchase of cameras or the AR/IBA is the approving officer for cellular telephones).

Item	Approval Level	Item	Approval Level
Cameras (digital, still, video)		Cellular telephones	
GPS units		Satellite telephones	
Scanners		Printers	
Handheld radios and LMR		Laptop computers	
FAX machines		Copy Machines	
Non-standard cache items			

\*Procurement officials must follow agency regulations when purchasing any of the above items. (Property will be contacted to issue property numbers as required.)

**When ordering mobile GIS and office services, due to the high cost, IMTs are required to provide written justification to support the need of these resources.**

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## APPENDIX G INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY

Date:

Route To:

**Subject: Delegation of Authority, Incident Business Advisor**

**To: Incident Business Advisor, \_(Host Agency)\_\_\_\_\_**

This letter authorizes (***name***)\_\_\_\_\_ to act as an Incident Business Advisor (IBA) for the \_\_\_\_\_ (***unit name***) and Incident Management Teams assigned to incidents on the \_\_\_\_\_ (Agency). The IBA works as a liaison and advisor between the \_\_\_\_\_ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSAs, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.

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- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
  - Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
  - Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
  - Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
  - Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
  - Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
  - May serve in the same role as identified above in BAER and post fire activities.
  - Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
  - Other: \_\_\_\_\_
- 

The Agency Administrator is the primary point of contact, but coordination will be maintained with \_\_\_\_\_.

(Agency Administrator)

cc: Unit Managers  
Incident Management Team

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX H INCIDENT BUSINESS ADVISOR NARRATIVE FORMAT

**INCIDENT NAME:**

**INCIDENT NUMBER:**

**INCIDENT LOCATION:**

**INCIDENT AGENCY(S)**

**DATES ASSIGNED:**

**AGENCY EXPECTATIONS AND  
ASSIGNED ROLES AND  
RESPONSIBILITIES:**

**PROCEDURES AND PROCESS THAT  
WORKED WELL:**

**AREAS THAT NEED IMPROVEMENT AND  
RECOMMENDATIONS:**

**DOCUMENTATION OF DECISIONS,  
POLICY ESTABLISHED OR CHANGED:**

**INCIDENT AGENCY FOLLOW- UP  
NEEDED:**

**Signature:**

**Date**

**Home Office Telephone Number:**

**Home Office Address:**

**Email Address:**

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX I Costs

### Incident Accruals (FOREST SERVICE ONLY)

All pertinent information related to accruals can be found at <http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/incident-business/>

1. The **Agency** field is accurately entered based on the hiring agency.

<b>Paid By</b>	<b>Agency</b>
Forest Service EERA or other contract	PVT
State Govt.	Two letter state identifier.
Local Govt.	CITY, CNTY or RUR
Non-FS Federal Govt. Agency	BIA, BLM, NPS or FWS
Aircraft under AMD Contract	AMD
Meteorological support from NWS	NOAA
Casuals	Hiring Agency

2. The Payment Agency field is the agency that makes the initial payment to the resource.
3. Do not use FED in either the Agency or Payment Agency fields
4. **Time is posted to TIME within 72 hours** of the completion of a shift.
5. **Accurate Check In and Release dates** are entered in a timely manner.
6. **The incident state** is entered in the Incident table as the two letter state identifier.
7. For resources, paid by the **state**, confirm that accurate rates are used.

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

## APPENDIX J Master Cooperative Fire Agreement Supplemental Fire Suppression Agreement

Supplement # \_\_\_\_\_

The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This agreement is a supplement to the Master Cooperative Fire Protection Agreement or \_\_\_\_\_ (list other agreement and number) between the Parties listed.

1. Fire Name: \_\_\_\_\_ Origin Date \_\_\_\_\_ Time \_\_\_\_\_
2. Origin: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_
3. Estimated Size \_\_\_\_\_ Acres at the time of this agreement.
4. Agency \_\_\_\_\_ Fire # \_\_\_\_\_  
 Agency \_\_\_\_\_ Fire # \_\_\_\_\_  
 Agency \_\_\_\_\_ Fire # \_\_\_\_\_
5. This agreement becomes effective on: \_\_\_\_\_ at \_\_\_\_\_ and remains in effect until amended or terminated.
6. Overall direction of this incident will be by ( ) Unified Command, or by ( ) Single Command structure. Identify below personnel filling the following positions:

Position	Name(s)	Agency
Incident Commander		
Line Officer Representative		
Liaison		
Finance		
Operations		

7. Suppression action will be subject to the following special conditions or Land Management Objectives:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Geographic responsibility (if appropriate) by Agency is identified as follows:

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

(supplement with a map)

Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_

Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_

Agency \_\_\_\_\_ Geographic Responsibility \_\_\_\_\_

The Agency responsible for structural protection will be:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Special operational conditions agreed to (include as appropriate Air Operations, base camp, food service, fire investigation, security, etc.) List cost share information in Item #11:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Fire suppression COSTS will be divided between Parties as described:

Cost Centers	Agency	Agency	Agency

11. Other conditions relative to this agreement (Notifications, incident information, etc):

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

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13.

Agency	Agency	Agency
Signature	Signature	Signature
Title/Date	Title/Date	Title/Date

List of Attachments (if any):

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<b>APPENDIX K</b> <b>Local Unit Requirements</b>
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# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

Considerations for local supplements:

- Final incident packages
- Issuance of block of S-numbers
- Issuance of block of EERA numbers
- Determination of approval levels for specialty items
- OWCP information
- Local recycling requirements

# SWCG FEDERAL INCIDENT BUSINESS MANAGEMENT GUIDELINES

REVIEWED \_\_\_\_\_ (Agency Contract Specialist)  
(Date)

REVIEWED \_\_\_\_\_ (Agency Financial Representative)  
(Date)

REVIEWED \_\_\_\_\_ (Agency Fire Staff Officer)  
(Date)

REVIEWED \_\_\_\_\_ (Agency Administrative Officer)  
(Date)

APPROVED \_\_\_\_\_ (Agency Administrator)  
(Date)

(Host agencies should modify signature requirements accordingly to meet their organization standards)