

U.S. FISH AND WILDLIFE SERVICE

DRAFT Fire Business Guide

Fiscal Year 2019 - Interim



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Provide by Branch of Fire Management Headquarters Office

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Introduction

This guide contains specific business rules, definitions, and standard operating procedures to ensure compliance with accounting and reporting requirements set forth by the Service, Department of the Interior (DOI), and Congress. Station Managers, Regional Fire Management Coordinators (RFMC), and Fire Management Officers (FMO) must be aware of the responsibilities and limitations on the use of the Wildland Fire Management (WFM) Appropriation.

This guide does not provide new policy, or supersede existing policy; it has been developed as a resource to provide helpful information in the various actions and processes in the implementation of existing policy within incident business. For current detailed policy and guidance, links to the following documents, along with many other resources, can be found in Section 6, References, Item C.

NWCG Standards for Fire and Fire Aviation Operations (Red book)

NWCG Standards for Interagency Incident Business Management (Yellow book)

FWS Fire Management Handbook

National Interagency Mobilization Guide

National Interagency Buying Team Guide

DOI Inter/Intra-Agency Agreement Handbook

For additional guidance, please consult your Region as noted below:

Region 1 – Pacific			
Regional Fire Management Coordinator	Josh O’Connor	Josh_OConnor@fws.gov	(503) 872-2756
Budget Analyst	Sandra Hahn	Sandra_Hahn@fws.gov	(503) 231-2054
Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
Region 2 – Southwest			
Regional Fire Management Coordinator	Loren DeRosear	Loren_derosear@fws.gov	(505) 248-6848
Budget Analyst	Mary Blake	Mary_Blake@fws.gov	(505) 248-6484
Region 3 – Midwest			
Regional Fire Management Coordinator	Jason Riggins	Jason_Riggins@fws.gov	(612) 713-5366
Fire Budget Analyst	Kimberly Muirhead	Kimberly_Muirhead@fws.gov	(218) 768-2402
Region 4 – Southeast			
Regional Fire Management Coordinator	Vince Carver	Vince_Carver@fws.gov	(404) 679-7225
Supervisory Budget Analyst	Patricia Johnson	Patricia_Johnson@fws.gov	(404) 679-7198
	Karen Graves		
Fire Business Specialist	Rick Struhar	Rick_Struhar@fws.gov	(404) 353-2004
Region 5 – Northeast			
Regional Fire Management Coordinator	Art Canterbury	Art_Canterbury@fws.gov	(413) 253-8589
Budget Analyst	Mary Elliot	Mary_Elliot@fws.gov	(410) 228-2692 x 1192
Region 6 – Mountain-Prairie			
Regional Fire Management Coordinator	Michael Haydon	Michael_Haydon@fws.gov	(303) 236-8125
Budget Analyst	Amy Kamen	Amy_Kamen@fws.gov	(303) 236-4305
Region 7 – Alaska			
Regional Fire Management Coordinator	Doug Alexander	Doug_Alexander@fws.gov	(907) 786-3479
Budget Analyst	Ruth Johnson	Ruth_Johnson@fws.gov	(907) 786-3540
Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
Region 8 – Pacific Southwest			
Regional Fire Management Coordinator	Vacant		(619) 713-2201 x 26
Refuge Budget Chief	Dara Rodriguez	Dara_Rodriguez@fws.gov	(916) 414-6505
Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174

Headquarters			
Fire Budget Officer	Gillian Fay	Gillian_Fay@fws.gov	(208) 387-5536
Incident Business Coordinator	Reah Reedy	Reah_Reedy@fws.gov	(208) 387-5736
Fire Budget Analyst	Sara Randolph	Sara_Randolph@fws.gov	(703) 358-2129

Section 1: Financial Management

CHAPTER 1: OVERVIEW OF FWS FIRE BUDGET

A. Appropriations

Funding for FWS’s Fire Management Program typically originates from a single appropriation from Congress to the Department of the Interior (DOI) within the Wildland Fire Management (WFM) section of the Appropriations Bill. The DOI Office of Wildland Fire (OWF) then transfers funding based on an established allocation methodology that was collaboratively established through interagency groups. Transfers are then made to the Bureau of Indian Affairs, Bureau of Land Management, National Park Service, and U.S. Fish and Wildlife Service.

B. Allotment

Funding transferred to the agencies from OWF could consist of two types of funds: current fiscal year appropriations (as enacted by Congress) or carryover funds (funds that the OWF did not expend in the previous fiscal year). In accordance with the WFM appropriation language, this funding remains within DOI until expended. This is referred to as no-year funding and any unexpended balance at the year-end is carried over to the next fiscal year. However, it is the discretion of OWF and DOI Budget Office to offset current year appropriations with carryover funding.

Once the funding is transferred from DOI’s OWF to the Service, the Fire Management Branch (FMB), then applies the allocation methodologies established and agreed upon by the National Fire Leadership Team (NFLT) and/or as required by Departmental prioritization processes. The NFLT includes representation from each region through the eight Regional Fire Management Coordinators (RFMC).

C. Fire (“No-Year”) Fund Policy

Fire funds are appropriated with language, “available for obligation without fiscal year limitation”; therefore, it is acceptable to pay for prior year expenses with current year funds; e.g. paying for payroll charges occurring in FY17 with 18X funding, or using current year funding to pay state fire invoices from previous years fires.

OWF was consulted for an interpretation of this language and their guidance can be found below:

Excerpt from OWF email response:

The GAO-04-261SP Appropriations Law information identifies No-Year Appropriations as “available for obligation without fiscal year limitation.”

In 40 Comp. Gen. 694, 696, and more recently B-326945 dated 9/28/15 it states that “Because the bona fide needs rule does not apply to no-year appropriations, no-year funds are available for any need, whether past, present, or future, provided that the use of such funds is consistent with any other limitations upon the appropriation’s availability.”

In addition, 31 U.S.C. 1553(b) requires that obligations and adjustments properly made to closed accounts may be charged to any current appropriation, so it would also follow that an obligation for a prior fiscal year in an account where funding is “available until expended” would also have the same requirement.

Obviously we don’t want to have, nor should we have, surprises in our Preparedness, Fuels, BAR, Facilities, and JFSP accounts; however, in the unfortunate event that it does occur, the fund fiscal year that we charge it to will not cause us to have an Anti-deficiency Act violation due to the bona fide need requirement not applying to our WFM account.

For our Suppression activity, I believe we are also on firm ground charging old State, local, and tribal invoices to current year Suppression funding, based on CG Decision B-160998, which reviews the use of appropriations related to the Federal Fire Prevention and Control Act and payment of invoices for the cost of fighting fires on federal land.

CG Decision B-160998 and GAO Decision B-326945 documents are located in Section 6, References, Item F.

CHAPTER 2: FIRE SUBACTIVITIES

Each subactivity has governing policies on the appropriate use of funding for the subactivity. A brief description of each activity can be found below:

WFM Activity	Subactivity	Budget Program	Activities Funded
Preparedness			
	Preparedness	F1000	Actions taken to prepare to respond to a wildland fire
Emergency Suppression			
	Emergency Suppression	F2000	Responding to wildfire or other types of emergencies
	Severity	F2100	Actions to prepare for anticipated event above normal preparedness level
	Emergency Stabilization	F2200	Repair/replace/construct physical improvements necessary to prevent degradation of land or resources
Other Operations			
	Fuels Management	F3100	Manage flammable vegetation to reduce risk of wildfire
	Burned Area Rehabilitation	F3200	Restoring habitat to pre-fire conditions
	Facilities	F3300	Perform DOI funded deferred maintenance of fire-related facilities Restoring habitat to pre-fire conditions
Non-Appropriated Funds			
	Collections	F4600	Funds received by the Service as repayment for fire protection assistance
	Reimbursable	F6900	Funds received as payment to perform work or furnish materials to other Agency/Bureau

The following chapters elaborate on these subactivities. For complete detail on each subactivity and appropriate uses, please refer to the [NWRS Budget Allocation Handbook](#) on SharePoint.

Reconciliation and Tracking of Fire Accounts

Due to tightened Departmental scrutiny, particular attention should be paid to the procedures and limitations applicable to the use of wildland fire appropriations. Everyone is responsible for ensuring proper administrative practices are implemented for the efficient reconciliation of funds to achieve fire management objectives. Be mindful of key business areas in regards to the fire program activities, such as: the appropriation purpose, timekeeping, procurement, and personal property management.

Regional Offices monitor fire accounts to ensure that fund targets are being met and that expenditures are for legitimate fire management activities, as defined in this chapter and official policy. Formal fiscal reviews of field stations will be conducted by the Regional Office on a rotating basis once a year.

Antideficiency Act

The Antideficiency Act prohibits Federal agencies from obligation or expending Federal funds in advance or in excess of an appropriation. The FMB will be monitoring to make sure that all regions and the Fire Program as a whole adheres to this law.

Accountability

The Budget Allocation Process signed into action in August 2016 addresses accountability in subparagraph A below. This section states, in the case of a region over-expending its prior year allocation, the new year allocation of appropriation funds would be reduced by an amount equal (100%) to the prior year over-expenditure. The reduction of funds would be retained by the HQ Branch of Fire Management and used for unfunded priorities.

A. Allocation

Fiscal year 2019 was the first of three (FY19, FY20, FY21) years in which the allocation percentages for preparedness and fuels were locked. The preparedness allocation percentages were approved by the NFLT in the Fall of 2017. The fuels management allocation percentages were determined by the Fuels Management Allocation and Accountability System (FAAS) and approved in the spring of 2018. Additional information regarding Fuels Management allocation can be found in the annual Fuels Management Preliminary Program of Work memorandum and accompanying documentation. This information will be updated annually.

	Preparedness	Fuels
Region 1	14.26%	9.98%
Region 2	23.40%	14.87%
Region 3	7.95%	17.66%
Region 4	24.47%	26.84%
Region 5	4.05%	6.39%
Region 6	9.25%	13.17%
Region 7	6.64%	3.31%
Region 8	8.98%	7.78%

B. Carryover and Over-Expenditures

Beginning in FY 2017 a new policy was implemented to allow a region to retain two percent of its original allocation to be available in the next FY. The purpose of this is to allow regions to have funding to clean up charges and payroll accrual issues after year-end close out. Any funding remaining above the region's two percent will be held back by the FMB for unfunded priority projects that will be voted on and approved by the Chief of the FMB and NFLT. If an over-expenditure occurs the amount of the over-expenditure will be deducted from the regions next FY allocation. For more detailed information regarding the carryover policy please see memo [FMB160021](#) on SharePoint.

CHAPTER 3: F10000- PREPAREDNESS FUND

The Preparedness subactivity consists of all the actions needed to prepare for the response to wildland fire ignitions. This includes staffing, training, and equipping forces to be ready and available to respond to wildland fires and provide appropriate management response.

Preparedness funds provide significant support to the overall management and planning of the Fish and Wildlife Service's Fire Management Program. Preparedness includes readiness and capability to provide safe, cost-effective fire management programs in support of land and resource management plans. The Preparedness activity includes: the hiring and training of personnel; prevention activities; provisioning and maintenance of support facilities; purchase and contracting of equipment, supplies, and support; planning, coordination, policy development and oversight; and research, as well as interagency coordination and direction which may include establishment and funding of interagency agreements and interagency fair share contributions.

The bullets below describe appropriate uses for the preparedness account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Program oversight and management; particularly those activities associated with Readiness and Program Management for expected annual wildland fire season workloads
- Routine operating expenses.
- Interagency cooperative fire planning and management.
- Fire prevention activities including, but not limited to, outreach activities and other prevention materials.
- Training and travel for wildland fire related qualification needs.
- Purchase of training materials.
- Development of training courses.
- Purchase of capitalized property and equipment (>\$15,000) used for wildland fire preparedness including firefighting equipment such as fire engines, tractor plow units, remote automated weather stations, pumps, radios, and computers. These purchases must be approved by RFMC's and appropriate contracting channels, as well as supported by fire management plans.
- Interagency Agreements.
- Fair share contributions for interagency shared resources such as dispatch centers and tanker bases.
- Support for interagency coordinating groups at National and geographic levels.

Prohibited Uses:

- Funding of non-fire positions or work.
- AD pay, travel & training.
- All non-fire related expenditures.

CHAPTER 4: SUPPRESSION FUND

A. Subactivity F20000 – Emergency Suppression

The Emergency Suppression fund pays for resources needed to respond to and manage an ongoing wildfire, including escaped prescribed fires declared wildfires (Suppression Operations). These costs may include time, travel, and subsistence for firefighters and support personnel; supplies; equipment rental; replacement of lost or damaged capitalized equipment (as a direct result of the incident); contracts for goods and services; dispatch; and logistical support.

Emergency Suppression funding also pays for costs of assessing and repairing damage *caused by suppression operations*. Wildfire damage assessments and actions should be completed as soon as possible, usually within one year, after a wildfire has been contained. Repairs may not improve the condition of the site beyond the condition that existed prior to the wildfire. The local line officer is responsible for documentation and completion of wildfire damage assessment and repair.

All wildfires on any Government lands will receive a project code from the interagency system known as FireCode. This project code will then be incorporated into the FBMS Work Breakdown Structure (WBS). Refer to the FWS FireCode Business Management Direction, the NWCG Standards for Interagency Incident Business Management Handbook (IIBMH), and the reference section for detailed guidance on FireCode and WBS.

For Preparedness activities above the normal activities, such as in preparation for weather, public activities, or arson events, please see the Severity section on page 16 for requirements and approval process.

The bullets below describe appropriate uses for the suppression account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Appropriate management response taken on wildfires, wildland fire use, and on prescribed fires that have exceeded prescription and have been declared a wildfire.
- Base 8 for Fuels funded employees engaged in wildland fire management actions.
- Base 8 for FWS non-Fire funded employees engaged in wildland fire management actions.
- Overtime, hazard pay, or environmental premium pay for all personnel engaged in wildland fire management actions or support for these actions.
- Travel and transportation costs associated with pre-positioning initial attack personnel, organized crews, overhead teams, and aircraft for a specific wildland fire.
- Travel and per diem directly related to a wildland fire action.
- Transportation of associated equipment and supplies.

- Hiring of emergency firefighters (AD) until the additional workload created by the wildland fire event has been reduced to a level that can be managed with regular permanent and seasonal (refer to current AD Pay Plan).
- Supplies required for specific suppression actions.
- Emergency equipment leases/contracts/rent for staging facilities for the duration of a specific fire or to meet Step-Up Plan or Fire Management Plan and severity needs.
- Repair and maintenance of equipment used on a fire. These types of expenditures require host unit approval.
- Replacement of equipment destroyed or consumed on a wildland fire (refer to Chapter 30 of the IIBMH for detailed information).
- Accountable equipment lost, damaged, or destroyed on a wildland fire may be replaced only if it has been approved under Board of Survey procedures. Board of Survey procedures can be found in the Service Manual, 310 FW 6 [Report of Survey and Boards of Survey](#) (refer to Chapter 30 of the IIBMH for detailed information.)
- Travel and other routine costs associated with fire reviews.
- Payments to suppression cooperators under interagency agreements.
- Wildland fire cause determination and arson investigation.
- Wildland fire effects monitoring – up to one year.
- Training of ADs using the AZA1 training WBS.

Prohibited Uses:

- Accountable equipment, except as authorized by the Fire Management Branch. Accountable equipment either lost, damaged or destroyed on a wildland fire may be replaced only if there is an approved Report of Survey, Form [DI-103](#).
- Base 8 salaries and benefits for Preparedness (F1000) funded personnel.
- Post wildfire recovery costs associated with management actions not in the approved Wildland Fire Decision Support System (WFDSS) documentation.
- Any costs not associated with an approved severity request, wildland fire, or emergency preparedness action.

FLAME Wildfire Suppression Reserve Fund

Starting in FY 2018 the FLAME Fund is no longer funded, however, FLAME funding may still be available until prior year's appropriation has been expended.

In addition to the regular Emergency Suppression fund, the WFM budget includes the FLAME Wildfire Suppression Reserve Fund account (authorized by the Federal Land Assistance, Management and Enhancement Act.) Regular suppression funds support initial wildfire response and predictable firefighting costs, while FLAME funds serve as a contingency reserve if the agencies exhaust their regular suppression funds due to an unexpectedly active fire season, or for large costly fires that meet specific criteria.

B. Subactivity F21000 – FWS Fire Severity

At times when it is anticipated that there is a need for elevated levels of emergency preparedness necessary to respond to short term increases in fire activity due to weather events, public activities, or arson, additional funding can be obtained from the Fire Severity subactivity. Fire Severity funds are Emergency Suppression funds intended to support extraordinary preparedness activities, both long- and short-term, consistent with approved preparedness plans. Fire severity funding is not intended to raise preparedness funding levels to cover differences that may exist between funds actually appropriated and those identified in the fire planning process. Examples of Severity activities identified in the fire planning process include movement of additional firefighting resources into the area, lengthening the duty day, and increasing coverage from five days to seven to provide extended initial attack.

Units and Regions may request Fire Severity funding, designated as either short- or long-term, to support additional resources required when wildfire response resources are insufficient to meet the predicted fire workload on Service lands. The increase in predicted fire workload may be due to increased fire potential or danger, or fire seasons that start earlier or last longer than historically occurred. Each Regional Fire Management Coordinator (RFMC) is authorized to approve the expenditure of short-term fire severity funds up to the annual \$300,000 Regional cap. The RFMC must receive specific authorization from the Chief, Branch of Fire Management for Long-Term Fire Severity funding.

Short-Term Fire Severity Funding

Short-term Fire Severity Funding can be requested to implement preplanned actions from an approved preparedness or step-up plan when a unit anticipates:

- being at Preparedness Level (PL) 4 or PL5 (or equivalent) *for less than seven consecutive days*, or
- when the need is only for extending the days/hours of existing staff, or
- in rare instances, local interagency resources may be used to cover Service short-term severity events; however, if local interagency resources are required to support Service severity activities *for a period longer than 4 days*, long-term severity funds must be requested.

Each unit must request, through their RFMC, authority to expend Short-Term Fire Severity funds by detailing the conditions necessitating the increase in preparedness activities. Short-term Fire Severity Funding approvals are valid for the short-term event detailed in the request and do not constitute a blanket annual approval to expend short-term severity funds. Upon conclusion of short-term preparedness actions, Fire Management Officers (FMOs) are required to submit a report to the RFMC detailing the funds expended and activities conducted during emergency preparedness.

Long-Term Fire Severity Funding

A local unit can request Long-term Fire Severity Funding when additional outside resources are needed beyond four days. The need for additional resources must be based upon existing approved preparedness plans or documentation of extraordinary conditions that were not anticipated in the existing preparedness plans. Long-Term Fire Severity Funding requests must be made by the FMO using the FWS Severity Request Template. Severity funding templates, job aids, and checklists are located on the [Severity page](#) of the Fire Management Program's SharePoint site.

The Fire Management Branch will review all requests and notify the RFMC of its decision within two business days of receiving the signed package by fax or email. A preliminary authorization may be provided if the Region e-mails the unit's severity request and completed Regional Review Worksheet to the Branch while the official package is going through the surname process. The Branch, after discussions with the Region, may elect to approve a request at a reduced funding level.

Severity requests for additional resources that are due to increased fire potential or danger, or fire seasons that start earlier or last longer than planned in the fire management plan, require specific authorization from the Fire Director.

Fire Severity Over-Expenditure

Requests for cost overruns on long-term severity must be accompanied with an estimate of expenditures.

Steps to Request Long-Term Fire Severity Funding Authorization:

The FMO, in concert with the RFMC, will develop the severity funding request. Once the Regional Director (or delegate) approves the request, it will be sent to the Chief, FMB. Severity requests should be made in 30-day or less increments, but not less than four days. For needs of greater than a month in length, additional extensions may be requested in one month periods or less, after funds provided through an initial approved request have been exhausted.

For additional information on Long-Term Fire Severity Requests, please see the next page.

In general, Severity Funding will not be approved unless the severity request documents that at least one fire danger indicator is at or above the 90th percentile level, and resource needs identified in the Fire Management Plan or some type of preparedness plan (Step-up, NFDERS, or similar plans) cannot be met by local resources. Exceptions should be discussed with the FMB before a request is formulated, to determine additional justification needs.

All Long-Term Fire Severity Funding requests must include:

- A severity request from the unit using the interagency severity funding request standards and FWS format
- A copy of the requesting unit’s step-up plan
- The requested and completed resources and cost estimate based on realistic projections of actual need (number and days) rather than the maximum potential need
- A completed and signed Fire Severity Regional Review Worksheet
- Signature page including the following:
 - Prepared by: Unit FMO
 - Reviewed by: Project Leader/Manager
 - Reviewed by: Refuge Supervisor
 - Reviewed by: RFMC
 - Reviewed by: Regional Chief of Refuges
 - Requested by: Regional Director
- A brief transmittal memo from the Regional Director or delegate to the Chief, Branch of Fire Management (FMB)

If more than one Region or agency is involved, a combined request indicating each bureau/region/unit’s estimate of cost may be made with a copy transmitted to the FMB for consideration.

Fire Severity Project Codes

Once a long term severity request has been approved by the FMB, a project code will be provided to the RFMC with the severity request approval.

Per NFLT decision, a short-term severity code is established each year at the Fire Branch and then distributed to the RFMCs only. The RFMC distributes among the region as they see fit. Please contact the RFMC for the specific Fiscal Year short-term Severity code.

If a fire-funded FWS employee assists another agency on a severity request the following charge codes should be used, in conjunction with the employee’s home unit cost center/org code found below:

Agency	WBS
BIA	FF.F2100000XBIA0
BLM	FF.F2100000XBLM0
FS	FF.F2100000D0YY0
NPS	FF.F2100000XNPS0

Fire Severity Type	Level of Approval	Required Authorization	Additional Resources (as specified in preparedness plans)
Short-Term Events (Severity conditions and expected Staffing Level (SL) 4 or 5 for less than one week)	Regional by Regional Office	Regional level severity funding (unless a national level severity funding request has to be prepared for other resources) Work Breakdown Structures are provided by the National Office to each Region on an annual basis	Complete short term severity expense reports
Long-Term Events (Severity conditions and predicted SL 4 or 5 for more than one week)	National by the Branch of Fire Management	National level severity funding is provided for a maximum of 30 days per request; however, regardless of the length of the authorization, use of severity funding must be terminated when abnormal conditions no longer exist.	Complete long term severity expense reports

Additional information on Preparedness Planning and how it relates to severity requests can be referenced in [Chapter 10](#) of the current [Interagency Standards for Fire and Fire Aviation Operations](#) (Red Book).

Fire Severity Reporting Requirements

Units must e-mail a final long term report to the RFMC and the FMB within 30 days of ending severity. The final severity report must include the following:

- Total amount authorized.
- Total amount expended.
- Short narrative of fire activity.

The requesting unit must keep all fiscal documents pertaining to the severity expenditures separate from other fiscal documents for audit purposes. This includes timesheets, both for permanent and any AD hires, travel vouchers, purchase documents, etc.

The bullets below describe appropriate uses for the severity account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Base 8 for supplemental personnel, i.e., individuals not already funded with preparedness funds.
- Base 8 for fuels (F31000) funded employees.
- Premium pay for all employees engaged in severity operations.
- Maintenance and repairs of equipment which are required as a result of the severity assignment (FWS has the authority to utilize a "light" WCF program through the BLM. This allows for Fixed Ownership Rate (FOR) collections on an annual basis for the purchase of a new vehicle at the end of the predetermined life cycle. FWS does not have the authority to collect proceeds for use (charge per mile driven) which would be utilized for maintenance of each vehicle.
- Funding is used to enhance wildland fire initial attack response capability during potentially dangerous situations caused by unusual climate or weather events such as extended drought or strong windstorms.
- Rental or lease of initial attack equipment.
- Expansion of existing fire suppression personnel (7 day coverage).
- Expansion of normal initial attack capability that is included in the Fire Management Plan.
- Aviation resources.

Prohibited Uses:

- Severity funding cannot be used to restore lost funding resulting from budget cuts or other reductions
- Funding cannot be used to meet normal unit needs identified in fire management plans which are not adequately funded through normal program allocations.
- Procurement of capitalized equipment without Fire Management Branch approval
- Base 8 for preparedness (F10000) funded employees

For additional information regarding the use of Severity funds please see Chapter 10 – Fire Severity Funding in the current [*Interagency Standards for Fire and Fire Aviation Operations*](#) (Red Book).

C. Subactivity F22000 – Emergency Stabilization

This account pays for emergency stabilization plan development and implementation for up to one year plus 21 days following total containment of the wildfire, or up to three years for treatment effectiveness monitoring and to repair or replace emergency stabilization structures or treatments where failure to do so would imperil watershed functionality or result in serious loss of downstream values.

Each unit must have approval from their RFMC and FMB to use this account. The FMB will notify the regional ES/BAR Coordinator when funding has been approved. Use the same project code for emergency stabilization as for the associated wildfire.

Example Incident with FireCode #B638:

Cost Center	WBS	Type
Cost Center of Host Unit	FF.F2000000B6380	Wildfire
Cost Center of Host Unit	FF.F2200000B6380	Emergency Stabilization

The bullets below describe appropriate uses for the emergency stabilization account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

Emergency stabilization (ES) funding cannot be used to continue seeding, plantings, and invasive plant treatments beyond one year plus 21 days from the ignition date of the fire event. If ES treatments cannot be completed within the above mentioned timeframe, a local unit may request an extension from the Director of the U.S. Fish and Wildlife Service based on factors such as climatic conditions or similar significant circumstances. The extension timeframe will be no later than December 31 of the second year following the ignition date. Funding for repair and replacement of emergency stabilization structures beyond the first year requires an approved plan amendment including monitoring documentation, justifying the additional funding request, and data entry into NFORS Restoration and Rehabilitation module. Emergency stabilization plans and expenditures will conform to Interagency Burned Area Emergency Response Guidebook standards and guidelines.

Examples of activities included in ES are:

- Assessments to determine need for treatment.
- Treatments to prevent detrimental invasion.
- Treatments of invasive plants introduced or aggravated by the wildfire.
- Monitoring of treatment effectiveness.
- The repair or replacement of minor assets.

Prohibited Uses:

- Systematic inventories or surveys of the burned area.
- Treatments designed to achieve historic conditions or conditions described in an approved land management plan, but did not exist immediately prior to the fire.
- Heritage site restoration.
- Repair or replacement of major facilities and assets.
- The emergency stabilization of any trail to a standard above its pre-fire condition.
- Monitoring not related to an emergency stabilization treatment, including the decision not to treat an area.

For more specific guidance, see [*FWS Fire Management Handbook Chapter 11*](#), [*Departmental Manual 620 DM 3*](#), and [*Interagency Burned Area Emergency Response Guidebook*](#).

CHAPTER 5: FUELS AND OTHER OPERATIONS FUND

A. Subactivity F31000 – Fuels Management

Overview

The Service’s Fuels Management program mitigates the risk of wildfire to communities and their values; emphasizing coordination, cooperation, and collaboration among Federal agencies, State, local, and tribal governments, and other stakeholders. The Fuels Management program plays a significant role in removing or modifying wildland fuels to reduce the risk of intense wildfire behavior; lessen post-fire damage; limit the spread and proliferation of invasive species and diseases; and to restore and maintain healthy, diverse ecosystems. Values associated with fuels management projects should be identified in a Community Wildfire Protection Plan (or an equivalent) or an agency prepared plan.

- A community includes “human improvements such as homes, business, and essential infrastructure”.
- Community values “may also consider other areas of community importance, such as critical wildlife habitat; significant recreation and scenic areas; and landscapes of historical, economic, or cultural value that would benefit from treatment to reduce wildfire risks. Additional recommendations from local stakeholders should be incorporated as appropriate”. Additional information can be found in: Preparing a Community Wildfire Protection Plan: A handbook for wildland-urban interface communities

The DOI has provided strict oversight so that managers may only use fuels management project allocations to implement approved fuels management projects. Please reference Service Memorandum FMB190000 “Development of Preliminary Program of Work” and FMB180017 “Fuels Management Project Finalization Guidance” for specific direction for HFR projects. Memoranda can be found on [FWS Fire Management SharePoint](#) and are updated annually.

It is permissible for Service Fuels Management allocations to be spent treating private lands outside Service boundaries, for approved projects, or for personnel cost for in-kind services. Please reference FWS Handbook Chapter 17 and [Fuels Treatment on Private Lands FAQ](#) for more detailed information about treating fuels on private lands.

Reporting for Fuels Management Funding

It is important that Regions allocate and track Fuels Management funding by Wildland-Urban Interface (WUI) and Non-WUI. This reporting requirement is used by the DOI Office of Wildland Fire, affects performance metrics, and is recognized as highly relevant by the Government Accountability Office (GAO). Planned costs associated with projects include funding for those labor and operations costs directly related to specific projects should account for 60% of regional allocation.

Fuels Management personnel generally spend time associated with base 8 funding completing either project or programmatic work. Regions need to ensure personnel costs are charged and tracked by what personnel are actually doing.

- If a Fuels funded person is working on a specific project, their time (also known as base 8) should be charged to the specific project, and not to a generic programmatic code (e.g., “BASE” or “PROJ”). This funding should account for approximately 60% of regional allocations.
 - Project specific work includes the planning and implementation of on-the-ground activities such as NEPA, prescribed fire plan development, monitoring, interdisciplinary meetings specific to the project, community outreach, and other similar activities associated with a specific project.
 - Contract costs associated with specific projects should be charged to that specific project and not accounted for by programmatic funding.
- Only use the “generic” codes (e.g., “BASE” or “PROJ”) for personnel hours associated with programmatic activities or work that is not project specific.
 - Programmatic activities are those activities that are not specific to a single specific project. Prescribed fire planning is not considered programmatic. Examples of programmatic work include updating the fire management plan, attending interagency meetings, training, etc.
- Pay attention to field use of WBS for W (WUI) and N (Non-WUI) indicated by how the priority projects are funded.
- If a Preparedness funded employee is assisting with a fuels project, a Preparedness WBS needs to be created using the fuels project code. Example: FFF1000009WABC0.

Additional Fuels Management Program Business Related Information

1. All DOI service contracts issued after October 1, 2004 must include an option for biomass utilization provision in all service contracts expected to generate woody biomass, generated as a result of land management activities, unless reserved as ecologically inappropriate.
2. Equipment purchases should be limited to 10% of the Fuels Management allocation. Exceptions may be granted with Regional approval; in addition any equipment requests over the Regional 10% limit will need Headquarters (FMB) concurrence prior to purchase.
3. Support Costs for program infrastructure, e.g. utilities, leases/rent, purchase of capitalized equipment, vehicle and equipment maintenance, physical exams, and supplies should not be charged to specific project code(s) or WBS.
4. Work/Rest guidelines for all fuels projects, as found in DOI and Service policy, applies.
5. Additional direction and/or guidance may be provided through annual memos, user guides and/or other documents applicable to hazardous fuels funding, business, and/or activity.

6. All other uses of the Fuels Management funding are considered prohibited unless specific approval is received from the Regional and FMB.

Fuels Management Project Codes

In order to track expenditures for FWS Fuels Management Activities, project codes need to be developed. Project codes are not normally generated from FMIS, but requested from the Interior Business Center. These project codes are integrated into the Financial and Business Management System (FBMS) accounting information so that expenditures can be attributed to the proper project.

Previously, the business practice for financial and reporting for fuels management led to inconsistency among the regions. At the fall 2015 Fuels Team meeting, and in discussion with the Budget Team, an agreement was reached that the inconsistent practice needed to be rectified. In January 2016, a memorandum was issued changing how fuels management project codes are developed. As a result, Fuels Management project codes are now generated by regions and shared with the National Fuels Management Specialist and National Budget Officer once generated. This process will be continually monitored for potential efficiencies and effectiveness.

Using 126X for Fuels Activities

In order to accurately track non-hazardous fuels funding contributions to hazardous fuels projects, memos containing specific guidance have been issued (memos can be found in Section 6, References, item F). This action is especially important as hazardous fuels funding continues to fluctuate and other dollars are used to supplement fuels treatment activities.

The bullets below describe appropriate uses for the fuels management account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses of Fuels Funding Include:

- Implementation or planning of Fuels Management treatments related to prescribed fire, mechanical and/or chemical activities (or a combination of methods) meeting objectives set forth in an approved land use, fire management, or treatment plan. These should be developed in collaboration with partners and resource staff and be approved in the fiscal year spend plan (e.g., Fire Management Information System (FMIS) and/or NFPORS).
- Planning and administrative activities which are required to support Fuels Management treatments including smoke permits, surveys, and cultural/natural consultations.
- Risk Assessments and long range (time and space) planning to identify potential Fuels Management projects and strategies.

- Any Fuels Management treatments activities on private lands as long as following policies and using proper documentation associated with prescribed fire, mechanical, and/or chemical treatment.
- Providing subject matter expertise in community wildfire protection plans, burn plans, treatment plans, or equivalents.
- Fuels-specific training and travel.
- Charging regular (base 8) hours for preparedness funded employees against identified fuels project funding (FF3100) when directly contributing to the completion of the project as approved by local or regional fuels managers. If sufficient fuels funding is not available, a preparedness WBS containing the fuels project code should be established and used by those employees
- Payment of Administratively Determined (AD) employees for prescribed fire projects. *For information regarding the rules and regulations governing AD's please see the [AD Pay Plan](#).*

Prohibited Uses of Fuels Funding Include:

- Charging non-fire funded employees' base 8 hours against the Fuels Management subactivity (FF3100). These hours are already funded out of other appropriations and cross charging for base 8 hours would constitute unauthorized augmentation of funds in their regular accounts. This activity should be charged to the employees' regular subactivity (FRS126X) but the fuels project code should be used as noted in "Using 126X for Fuels Activities".
- Coding hazardous duty pay for work on a prescribed fire. Prescribed fire generally does not qualify for hazard pay unless it involves flying under 500 AGL, or groundwork beneath hovering helicopters. Refer to 5CFR 550.901-907 for additional information and approval requirements.
- Purchasing equipment at a cost of over 10% of the Fuels Management allocation. Exceptions may be granted with Regional approval; in addition, any equipment requests over the Regional 10% limit will need Headquarters (FMB) concurrence prior to purchase.
- Funding of long-term fire effects monitoring (>5 years) or research activity.
- Fuels management project funding that does not mitigate wildfire risk to communities and/or associated values.
- WUI funding CANNOT be spent on Non-WUI projects.
- Providing meals to permanent personnel other than by approved exceptions (violation of 5 USC § 5536).
 - An exception was established under 53 Comptroller General 71, that allowed for food to be furnished to employees at their permanently assigned station when a situation existed that involves imminent danger to human life or the destruction of federal property. In addition, such employees must be directed by their supervisor to remain at the site after their normal work schedule.
 - Prescribed fires are administratively controlled events. Therefore, expenditure of government funds for meals for firefighters during prescribed fire operations are not considered emergency conditions or involve imminent danger.

- AD's hired for mechanical or chemical treatments. *For information regarding the rules and regulations governing AD's please see the [AD Pay Plan](#).*

All other uses of Fuels Management funding are considered prohibited unless specific approval is received from the Regional/Headquarters' Branch of Fire Management.

Fuels Management Assistance to other federal agencies (BLM, BIA, NPS, FS)

At various times throughout the Fire Program's history there have been requests from DOI, Congress, and other stakeholders to know how much assistance the Service provides to other agencies and states.

In order to track these costs for Fuels Management and Severity, the Service has created project codes to capture these charges.

- Reference Section VI of the Interagency Agreement for Wildland Fire Management among the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service of the United States Department of the Interior, and the Forest Service of the United States Department of Agriculture, effective 2017-2022.
- Agencies will enter into separate agreements for personnel and other resources provided for planning and implementation of fuels management program treatments and activities.
- This may or may not result in an exchange of funds subject to the applicable statutory authority used.
- Assistance to other partners (excluding TNC, BIA, BLM, FS and NPS) is not covered under national agreements and is only permissible under an applicable regional, state, or local agreement.
- When assisting other Federal agencies or TNC. Please utilize the following project codes per agency:

Agency	WBS
BIA	FF.F31000XX#AARX
BLM	FF.F31000XX#DARX
FS	FF.F31000XX#FARX
NPS	FF.F31000XX#PARX
TNC	FF.F31000XX#TNCX

XX= Regional Identifier # = W for WUI or N for Non-WUI

- Do not use the project code NGOX for assistance with The Nature Conservancy (TNC)
- Fuels reimbursable agreements will be established at the station or regional level. Upon completion and approval of the reimbursable agreement, a project code must be established under the appropriate functional area as defined above.

- If non-fire personnel are used for an interagency assist, a reimbursable account should be established to pay for expenses such as labor, overtime, and travel.
- Please refer to the FWS, Division of Financial Management and [264 FW2](#), “Reimbursable Agreements – Policies and Procedures”, for direction regarding reimbursable accounts.

Fuels Management Assistance to States

In FY 2016 the FMB implemented a new way in which to track Fuels Management assistance provided to states. Instead of using a unique identifier for each state as before, there will only be one WBS for WUI and Non-WUI for the whole Service. The WBS will be used with each home unit’s Cost Center.

Type of Assistance to State	WBS	Cost Center
WUI	FF.F3100000NSTRX	Providing Units
Non-WUI	FF.F3100000WSTRX	Providing Units

Resilient Landscapes

The Resilient Landscapes program focuses on addressing broad land-health outcomes in fire-adapted ecosystems and provides funding that contribute toward longer-term, landscape-scale objectives that will improve the ability of a landscape to absorb the effects of fire by regaining, maintaining, or attaining the desired characteristic structural, compositional, and functional attributes.

The Resilient Landscapes program is managed by the DOI Office of Wildland Fire and is currently being phased out. Please reference FMB memorandum for budget guidance and program guidance.

B. Subactivity F32000- Burned Area Rehabilitation

Burned Area Rehabilitation (BAR) activities are post-fire (up to 5 years) efforts to repair or improve lands unlikely to recover to a desired management approved condition from wildland fire damage, or to repair or replace minor assets damaged by wildfire.

All BAR projects or treatments will be funded on a priority basis as established by the Fish and Wildlife Service. Priority selection for treatments on prior-year fires will occur shortly after the start of the fiscal year. Funding will be distributed after the appropriate budgetary legislation has been signed into law. Funding for rehabilitation plan development is not funded by the BAR functional area but by the local unit. Implementation will be provided by the BAR functional area.

Funding for BAR treatments is provided in one-year increments for no more than five years from 21 days following the ignition date of a wildfire; therefore, obligating funds in one fiscal year for use in another is only done when there is not sufficient time to initiate and complete the contracting necessary to begin treatment work identified in an approved plan. Burned area rehabilitation plans will conform to Interagency Burned Area Rehabilitation Guidebook standards and guidelines.

The project code used for rehabilitation activity will be the same as the wildfire project code assigned through FireCode. Example of BAR accounting information:

Wildfire at Buenos Aires NWR where FireCode is B638

Cost Center	WBS	Type
Cost Center of Host Unit	FF.F2000000B6380	Wildfire
Cost Center of Host Unit	FF.F3200000B6380	Burned Area Rehabilitation

The Fire Management Branch (FMB) will notify the regional ES/BAR Coordinator when funding has been approved. The FMB will establish the WBS and the region or the host unit will use the host unit cost center. The Region or host unit will fund target projects in FBMS.

The bullets below describe appropriate uses for the Burned Area Rehabilitation account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Treatments to prevent detrimental invasion.
- Treatments of invasive plants introduced or aggravated by the wildfire.
- Monitoring of treatment effectiveness.
- The repair or replacement of minor assets.

Prohibited Uses:

- Systematic inventories of burned areas.
- Replacement of major assets.
- Monitoring to determine if the decision not to implement any treatment was appropriate.

See also the [*FWS Fire Management Handbook Chapter 11, Departmental Manual 620 DM 3,*](#) and [*Interagency Burned Area Emergency Response Guidebook.*](#)

C. Subactivity F33000 – Facility Construction and Maintenance

While this fund is in the “3” series, it actually falls under the Preparedness fund. The budget for facilities maintenance and construction is based on the DOI Five-Year Plan for Deferred Maintenance and Capital Improvement. The forms/documents listed below may be found at:

<https://fishnet.fws.doi.net/regions/9/nwrs/fire/ops/fire%20facilities/SitePages/Home.aspx>

- Attachment G (DOI Facilities Deferred Maintenance and Capital Improvements Current Plan).
- Project Data Sheet (Current Year)
- DOI Fire Facilities 5-year plan
- DOI Memorandum- Freeze the Footprint
- DOI Memorandum- Reduce the Footprint

CHAPTER 6: COLLECTIONS FUND

A. Subactivity F46000 – State Cooperative Agreements (Suppression Assistance)

Authority resides within DOI appropriations language which states, “Sums received by bureau or DOI for fire protection rendered pursuant to 42 U.S.C. 1856 et.seq., protection of United States property, may be credited to the appropriation from which funds were expended to provide that protection and are available without fiscal year limitation.” 42 U.S.C. 1856 refers to the Reciprocal Fire Protection Act and under this act we may enter into State Cooperative Agreements.

Regions collect funds from a State according to the terms outlined in the cooperative agreement and operating plan. The collecting Region receives 75% of the total collection (deposited funds); remaining 25% to the Fire Management Branch for National priorities.

The bullets below describe appropriate uses for the Collections account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- Funds may be used only for non-recurring contracts, interagency activities, and one-time purchases not requiring continued monetary commitment beyond the level of this account. Some examples are:
 - Heavy equipment needs.
 - Supplemental non-permanent staffing.
 - Activities that would be appropriate uses of the Preparedness fund (see Preparedness sections above). These activities should provide benefit to the FWS fire programs/units identified as Category 1 or 2 within the region.
- No indirect costs and/or assessments will be made to protection assistance agreements unless agreed to in specific state agreements.
- Funding derived from fire protection assistance reimbursements are no-year funds and will be managed accordingly. Carryover funds will remain and be available in the account until expended, as established in the agreement.

Authorities:

- Fish and Wildlife Coordination Act, 16 U.S.C. 661 et seq., and the Fish and wildlife Act of 1956, 16 U.S.C. 742a et seq.
- National Wildlife Refuge System Administration Act (16 U.S.C. 668dd et sec.)
- Wyden Amendment, 16 U.S. Code 18 Section 1011, Public Law 104-208 Watershed and Restoration Enhancement Agreements

B. Subactivity F46000- Fire Trespass

Note: This section is outdated and FWS Trespass policy is currently being reviewed by NWRS and FWS leadership. Once new information is developed this section will be updated.

Fire trespass is the occurrence of unauthorized fire on agency-protected lands where the source of ignition is tied to human activity. Where negligence is determined, trespass cost recovery actions are to be taken to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements. Public Law 94-579 grants authority for collections of fire trespass costs as well as the Federal Land Policy and Management Act of 1976 § 305, Deposits and Forfeitures. Congressional authority enables the Service to retain fire management recovery funds that were previously required to be returned to the U.S. Department of Treasury. The Fiscal Year 1999 Interior Appropriations Act provided permanent authority to keep sums received for fire protection.

A fire trespass collection provides for the reimbursement of costs incurred by the Federal Government in response to losses of property and resources from unwanted human-caused ignitions, as determined through litigation. The Service is accountable in determining the cause of ignition, responsible party, etc., as well as determining all associated costs and provision of supporting documentation.

Upon fire trespass legal ruling and settlement determination (collection amount), the Service is responsible for the billing, collection and dispersal of collected funds, see paragraph C. *Collections Process.*

Once fire trespass funds are deposited, they may be used by the collecting Region and are available until expended.

If another federal agency's costs were included in the trespass settlement, FWS must transfer the other agency's portion of the collection via IPAC. State agencies do not usually fall into this situation because a net reimbursement between the two agencies usually occurs at the end of the fire season covering the entire year's suppression actions.

The bullets below describe appropriate uses for the Fire Trespass account, i.e., Fire Program Management; however, it is not all-inclusive.

Appropriate Uses:

- These funds may only be used for non-recurring contracts, interagency activities, temporary labor, and one-time purchases not requiring continued monetary commitment.
- These funds are not base funds; they are considered one-time funds and cannot be used to augment the preparedness budget.

- Fire activities in the wildland fire prevention planning process, examples include: fire awareness, educational activities, law enforcement activities, and prevention and trespass training.
- Restoration that is needed as a result of fire where, due to limitations on the use of rehabilitation funds), restoration of developments damaged by a fire could not be accomplished.

Notes of Importance:

- The FWS Fire Management program uses one collection account for the deposit and expending of funds for two activities, i.e., Fire Trespass where the collecting region receives the entire collected amount.
- It is **critical** that fire trespass collections and resultant spending transactions cite the original fire code or these funds will lose their identity.
- Partial Fund for Collections will always be XXX.

C. Collections Process

The Service is responsible for the billing, collection and dispersal of collected funds. The collecting office will prepare a [DI-1040](#) indicating the appropriate cost accounting string (see below) and forward the DI-1040 to the Cost Accounting Section (per regional direction) along with supporting documentation according to each statewide master agreement. The Cost Accounting Section will enter the DI-1040 into FBMS, as well as prepare and send a "formal" bill of collection to the "payee." Payee will be directed to send funds directly to Cost Accounting Section for deposit.

Note: A copy of the DI-1040 must be forwarded to the FWS Fire Management Branch.

Deposits and Expenditures:

- The NWCG "Master Cooperative Wildland Fire Management and Stafford Act Response Agreement" template provides an outline for procedures when providing assistance and billing for such. Assistance costs will be tracked and billed according to existing processes as stated in the operating plans of these agreements.
- Collections will be billed, deposited, and expended using the identifying regional account codes as listed in the table below. These codes remain active and do not need to be re-established each year.

Cooperative Agreement Accounting Structure - State Suppression Assistance

	Cost Accounting - Deposits and Expenditures
Region 1	FF01R03000 FF.F4600001FIRE0
Region 2	FF02R03000 FF.F4600002FIRE0
Region 3	FF03R03000 FF.F4600003FIRE0
Region 4	FF04R03000 FF.F4600004FIRE0
Region 5	FF05R03000 FF.F4600005FIRE0
Region 6	FF06R03000 FF.F4600006FIRE0
Region 7	FF07R03000 FF.F4600007FIRE0
Region 8	FF08R03000 FF.F4600008FIRE0
Region 9 (HQ, Centrally managed)	FF09R22000 FF.F4600009FIRE0

In instances where multiple regions respond, the region in which the activity occurred will be responsible for the billing and collection of funds. On the next page is an example of a completed DI-1040 Bill of Collection:

Exhibit 6-C-1: Example of completed DI-1040

DI-1040 Revised (Aug. 1973)	<h2 style="margin: 0;">BILL FOR COLLECTION</h2>	Bill No. _____			
Make Remittance Payable To: <u>US Fish and Wildlife Service Southeast Region (R4)</u>		Date _____			
(Bureau or Office)					
Mail Payment To: <u>USFWS Budget Office, 1875 Century Blvd Atlanta, GA 30345. FF04R03000 FF.F4600004FIRE0</u>					
(Address)					
PAYER: <div style="border: 2px solid black; border-radius: 20px; padding: 10px; margin: 10px 0;"> South Carolina Forestry Commission PO Box 21707 Columbia, SC 29221 RE: Pinnacle Fire. SC-SCS-109162. FireCode: KTM5 </div>		Please detach top portion of this bill and return with remittance. Amount of Payment \$ _____			
Date	DESCRIPTION	Quantity	Unit Price		Amount
			Cost	Per	
	Pinnacle Fire, SC-SCS-109162 FMAG# FEMA-5162-FM-SC FireCode: KTM5 Full details of labor and travel charges attached.				36,839.88
	Vehicle charges. See attached Equipment/vehicle charges commensurate with SCFC and Southeastern and South Central Compact Rates.				6,326.00
AMOUNT DUE THIS BILL,					\$ <u>43,165.88</u>
NOTE: A receipt will be issued for all cash remittances and for all other remittances when required by applicable procedures. Failure to receive a receipt for cash payment should be promptly reported to the bureau or office shown above.					

CHAPTER 7: REIMBURSABLE FUND

A. Subactivity F690000 – Reimbursable Fire

The Economy Act (USC 31 § 1535), one of several legislative authorizations, allows Federal agencies to perform work or furnish materials to each other on a reimbursable basis. In addition, the annual Wildland Fire Management appropriations language authorizes reimbursable agreements with non-federal entities: "...as mutually agreed on by the affected parties..."

As amended on May 14, 2012, certain wildland fire reimbursable agreements where the statement of work meets the conditions of the Interagency Agreement for Wildland Fire Management and is with one or more of the partner agencies of Bureau of Land Management, Bureau of Indian Affairs, National Park Service, or Forest Service, the Agreement must be sent to the Service's FMB Administrative Officer, and to the FWS Division of Financial Management for concurrence that conditions are met for a zero percent rate. The reimbursable code for these zero percent agreements is d-11 and must be approved by FWS Branch of Fire Management, Budget and Planning and the FWS Division of Financial Management prior to submitting to the finance center. Please see Exhibit 19-2 on page 146.

The Reimbursable account for the FWS Fire Management Program has been created in an effort to accurately report and track fire management activities. The primary intent of this account is to provide a funding transfer mechanism with other Federal partners for fire activities agreed to through an Interagency Agreement and/or FEMA tasking for fire assistance. The Service will continue using a fire reimbursable functional area for fire related "work", i.e., JFSP, California wildfire assistance, Australia suppression assistance, etc. Currently, our interagency partners do NOT establish separate reimbursable agreements for the same tasking (one for fire staff and one for other staff) and have agreed to this fire business rule.

Reimbursable accounts for all Hazard FEMA tasks such as hurricanes, floods, etc. will be established through normal FWS reimbursable accounting procedures typically by the region in which event occurs. Reimbursable accounts for other large (non-fire) incidents such as an oil spill will be established through normal FWS reimbursable accounting procedures by the region where event initially occurs.

Specific procedures and forms used for creating reimbursable agreements can be found in Section 4: Agreements.

B. Subactivity F69100 – All Risk

The performing agency may incur obligations or expenditures for another party after a reimbursable agreement is executed and before payment is received. The paying agency will determine the format of the written contractual reimbursable agreement.

CHAPTER 8: ASSESSMENTS

A. User Pay

The FWS uses a process called the User-Pay Cost Share Methodology, formerly known as Cost Allocation Methodology (CAM), to fund its general operational expenses, including both administrative and certain facility support services that are essential to support all Service programs. Each non-resource management program contributes towards paying their portion of the projected costs based on its actual use of fixed costs and/or the number of FTE's benefiting from these support services.

For example, these costs include the Service's nationwide GSA leasing costs for office and storage space, Federal Telecommunication System communications costs, workers and unemployment compensation, postage, printing and several other cost elements. In addition, essential support services such as personnel management, contracting and procurement, financial management operations, and facility and property management are also provided at the Regional and national levels.

At the beginning of each fiscal year, Headquarters conducts a comprehensive analysis of the general operations funding requirements covering the Service's fixed costs and the provision of support services. At the same time, the FWS Division of Financial Management analyzes programmatic usage of fixed cost items such as leased space and Federal Telecommunication System costs, Financial Business Management System (FBMS) usage and workers compensation.

The FWS Division of Budget analyzes actual Full Time Equivalent (FTE) usage for each appropriation and program. These FTE usage patterns are then used to assess general operational costs to each Service appropriation and program. In sum, each non-resource management program shares in paying the projected costs based on its actual use of fixed costs elements and/or the number of FTE's benefiting from these support services. For FWS fire management, there are two User-Pay Cost-Share Accounts -- one for Preparedness (1001C) and one for Fuels (3106C).

B. Enterprise Wide Cost Share

Enterprise Wide Cost Assessments (Enterprise Wide) are assessed to the Service's programs in order to pay for services that are used by the entire Service, such as QuickTime, software licenses, and the Human Capital Management System. A majority of the Enterprise Wide assessments are calculated based on the number of Full-Time Equivalents (FTE) charged to a specific subactivity.

CHAPTER 9: ACCOUNTING

A. Accounting Fund Codes

There are three Budget Activities (Activities) in which the OWF transfers funding: Preparedness, Emergency Suppression, and Other Operations. Within each of these broad Activities there are more specific Subactivities, which indicate the types of expenditures that can be made with that funding. Every Subactivity has a unique number, called a Budget Program, within the Financial and Business Management System (FBMS) that is used to track expenditures associated with each activity. The FMB will communicate the regional allocations by Fund and Subactivity after the funding has been transferred from OWF. A chart of activities is found below:

WFM Activity	Subactivity	Budget Program	Fund
Preparedness			
	Preparedness	F1000	##XF1125PR
Emergency Suppression			
	Suppression	F2000	##XF1125SU
	Fire Severity	F2100	##XF1125SU
	Emergency Stabilization	F2200	##XF1125SU
Other Operations			
	Fuels Management	F3100	##XF1125HF
	Facilities Construction	F3300	##XF1125PR
	Burned Area Rehabilitation	F3200	##XF1125BA
	Joint Fire Science Program	F3400	XXX
Non-Appropriated Funds			
	Collections	F4600	XXXF1125CO
	Reimbursable	F6900	XXXF1125FR

= the FY the funding was appropriated e.g. 17 for FY 2017

For additional information on Funds and other accounting codes please see FBMS Codes on page 41 .

It is important to remember to reference all parts of the correct accounting information. If a fund and subactivity do not agree, this creates a cross charge of funds (see table above). Crossing funds essentially changes the purpose of the funding and can be considered a reprogramming of funds. By Congressional mandate, we cannot reprogram funding without prior Congressional approval. Any cross charges must be fixed before close out of a FY as FBMS will not allow close out to occur if any accounts have a negative balance. The Fire Management Branch (FMB) will also be monitoring accounts balances.

Carryover recovery is funding that becomes available throughout the year when a region de-obligates a transaction from a prior year, i.e., any fiscal year prior to the current fiscal year. Regions will be responsible for expending these funds in the Fuels Management (Fuels) and Preparedness accounts only. The recovery funding from a source year that is over two FY old will be available to the region until August 1st of the current FY. Any carryover recoveries funding remaining in those prior FY accounts after August 1st will be cleaned up by the FMB. For example, on September 30, 2017 (FY 2017) Region X had a carryover recovery balance of \$20,000 in FY 2015 funding (15X). This funding is now available for use by the FMB.

Carryover recoveries made in the Emergency Stabilization and Burned Area Rehabilitation accounts are centrally monitored and managed by the Headquarters, FMB, for reprioritization and/or redistribution.

FireCode and FBMS Codes

In order to track all expenditures related to specific FWS wildfires, fire severity activities, or burned area rehabilitation activities, the Service utilizes the Fire Management Information System (FMIS), hosted on the Environmental Conservation Online System (ECOS) platform.

A new WBS accounting string must be generated in the Service's FBMS system for each suppression incident, which is done through FMIS once a fire code is generated through the interagency FireCode system. The FMIS record includes the request to generate and activate the accounting string in FBMS through an automatic email sent to the WBS helpdesk.

Step by Step Process for Activities that use FireCode:

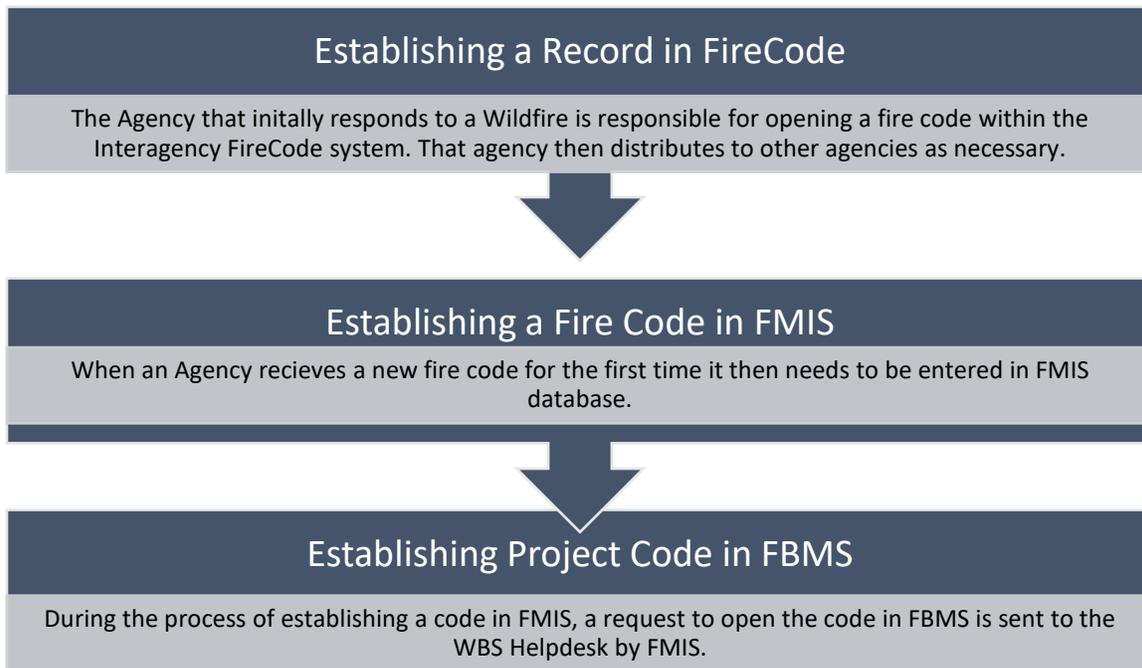
1. User checks FireCode.gov to see if a fire code has been opened for the incident.
2. User checks FMIS/ECOS to see if a WBS has already been opened:
https://ecos.fws.gov/josso/signon/login.do?josso_back_to=https://ecos.fws.gov/fmis/josso_security_check&josso_partnerapp_id=fmis
3. If no WBS has already been opened, the user will create the fire report in FMIS; enter fire code in appropriate field and answer "yes" when prompted in the "Open an Account Code" in FMIS. A WBS accounting string will be opened so that expenses can be charged against it. Turn around is usually within 24 hours.

There are separate business rules on how project codes are developed depending on the type of funding. Please see the appropriate funding section to see business rules for using project codes with that type of funding.

For more detailed guidance on establishing codes in FireCode and FMIS, please refer to the *Fire Code Training for FWS* in Section 6, References, item E and to the [Interagency Incident Business Management Handbook](#).

B. FBMS Codes

The Financial and Business Management System (FBMS) uses Master Data which contains information that can easily be broken down to track where funding is being spent. Below is a breakout of the core Master Data used with in FBMS. For more detailed information please see FBMS's Inside FWS page on [Master Data](#).



Fund

The Fund references the Fiscal Year (FY) appropriation that makes the funds available and indicates the activities that can be carried out. The first three characters within a Fund will reference the source year in which the funding was originally appropriated. This is also called the Partial Fund. For example, a fund that starts with “19X” means the funds were originally appropriated in Fiscal Year (FY) 2019. There are also instances where there are no limitations on what year the funding is used in. These Funds simply have an X's where the year identifiers

normally would be. Funding from these accounts can come from reimbursable agreements or collections.

Type of Funding	Partial Fund	Availability
Two Year Funding	178	This funding became available in FY17 as indicated by the first two characters and remains available until FY18 as identified by the third character.
Source Year Funding	17X	This funding was Appropriated in FY17 and remains available until expended.
No Source Year	XXX	Used for reimbursables or funding that the source year is not tracked.

Full Fund				
17XF1125PR				
Types of Funding	Partial Fund	Agency	Treasury Symbol	Type of Funding
Fire	17X	F	1125	PR
Resource Management	178	F	1611	MD

- Partial Fund – See above
- Agency – Always F for Fish and Wildlife Service
- Treasury Symbol – Identifies the fund’s Treasury Account Symbol
- Types of Funding – Distinguishes type of funding. Funding types for Fire are:

Type of Fire Funding	Identifier
Preparedness	PR
Suppression	SU
Fuels Management	HR
Burned Area Rehabilitation	BA

As indicated above, each fire fund also identifies the major account it is associated with. For example, 17XF1125SU ends in SU to identify that it is Suppression specific funding.

Fund Centers

The Fund Center identifies where funding is available. Each station’s Fund Center is unique so that funds and expenditures can be attributed to that unit. Fund Center is often used interchangeably with Cost Center since each Fund Center has an identical Cost Center and vice

versa. The difference between the two is the Cost Center is where the expense is charged against and the Fund Center is where the funding is allocated.

Cost/Fund Center			
FF09REXMPL			
Agency Identifier	Regional Identifier	Program Identifier	Station Identifier
FF	09	R	EXMPL

Agency Identifier – FWS will always be FF

Regional Identifier – Will be 01-10 based on the corresponding regions (JAO is 10)

Program Identifier – Each program within FWS has their own letter for the Program Identifier. Some of the Program Identifiers can be found below.

Station Identifier – This is what unit will be charged. This varies by region.

Some examples of Program Identifiers can be found below:

Program Identifiers			
R	Refuges	M	Migratory Birds
F	Fish and Aquatic Conservation	G	General
E	Ecological Services	X	External Affairs
S	Science Applications	I	International Affairs

Work Breakdown Structures (WBS)

The Work Breakdown Structure identifies what specific funding is being used. The WBS has five components that allow you to identify which funding will be used.

WBS					
FF.F3100009EXMPL or FXRS126109EXMPL					
Type of Funding	Agency Identifier	Project Type	Subactivity/Functional Area	Regional Identifier	Project Code
Fire	F	F	F31000	09	EXMPL
Resource Management	F	X	RS1261	09	EXMPL

Agency Identifier – FWS will always be F
 Project Type – For Fire Funding the project type will always be F. For Resource Management, X is used for generic project type.
 Subactivity – This indicates what appropriated funding is being used.
 Regional Identifier – Will be 01-10 based on the corresponding regions, or 00 for national codes.
 Project Code – A five-digit code that indicates what project the expense will be charged against.

Budget Object Codes (BOC)

Additionally each expenditure is classified by the Budget Object Code (BOC) also known as the commitment item. A BOC labels each transaction to identify what the funding was used for. This aids in reporting costs such as travel, supplies, fuel, etc. Each year the Department’s Budget Object Class Team reviews a list and makes changes as necessary. For more information and a current list of the BOC’s please visit the [Department’s BOC website](#).

C. Payroll Accrual

At the end of each fiscal year the Division of Financial Management (DFM) initiates a payroll accrual. This accrual holds back the estimated funding to make sure that the Service can make payroll without over-expending. DFM usually starts accruals three pay periods before the end of the year. It uses that pay period as a template and projects out how much funding will be needed to cover payroll. When the next pay period is posted, the first accrual is reversed and a new accrual is created based off of that pay period to accrue enough funding to cover payroll through the end of the year. This continues until the end of the year.

On the next page is a table provided from DFM in FY18 as an example. The most up to date payroll accrual information can be found in the [FBMS End of Year Close Guidance](#).

Notice that each accrual is reversed before the next accrual is created.

Example: FY18 Year-End Labor Accrual Process				
Accrual Number	Accrual Date	Based on Pay Period	Percent Used	Reverse Accrual Date
1	Thursday 08/30/2018	2018-18	300%	Monday 09/10/2018
2	Tuesday 09/11/2018	2018-19	200%	Thursday 09/20/2018
3	Friday 09/21/2018	2018-20	100%	Tuesday 10/09/2018

For most Resource Management programs this does not typically cause problems. However, for Fire it is more complicated, due to the fact that many employees are on fire assignments during year end. Please be cognizant that you may have had an employee on a fire assignment when the accrual was created. Therefore their salary will not accrue under their normal account and will need additional base funding to cover their pay when they return from assignment. Starting in FY 2017 any Suppression funding (F20000, F21000, F22000) will no longer be part of payroll accruals.

For Additional information regarding Year End Closeout Guidance please the [FBMS Inside FWS page](#).

D. Fire Account Salary Guide

Employee's Base Salary Funding Source: Preparedness					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Base 8/Travel	Station/Zone	FF.F10000##BASE0	F10000	##	BASE0
Training - Salary/Travel	Station/Zone	FF.F10000##BASE0	F10000	##	BASE0
Wildfire Suppression:					
Base 8	Station/Zone	FF.F100000Z2ZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ = FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Station/Zone	FF.F10000##ZZZZ0	F10000	##	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F21000##ZZZZ0	F21000	##	ZZZZ = FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Station/Zone	FF.F100000Z2ZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ = FireCode followed by a 0
FWS Project Implementation:					
Non-WUI Base 8	Station/Zone	FF.F10000##NZZZZ	F10000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI-Base 8 (WUI)	Station/Zone	FF.F10000##WZZZZ	F10000	##	W followed by ZZZZ=FMIS Project Code
WUI-Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8	Station/Zone	FF.F10000##ZZZZ0	F10000	##	ZZZZ0 Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Station/Zone or RO	FF.F31000##ZZZZ0	F31000	##	
Employee's Base Salary Funding Source: Fuels Management					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Non-WUI: Base 8/Travel not associated with any project work	Station/Zone	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8/Travel not associated with any project work	Station/Zone	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Wildfire Suppression:					
Base 8	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ= FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Station/Zone	FF.F21000##ZZZZ0	F21000	##	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F21000##ZZZZ0	F21000	##	ZZZZ= FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ= FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	Station/Zone	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8	Station/Zone	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8 - for project funded personnel (Seasonals & career seasonals outside their planned budget days)	Station/Zone or RO	FF.F31000##ZZZZ0	F31000	##	ZZZZ0 Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Station/Zone or RO	FF.F31000##ZZZZ0	F31000	##	
Employee's Base Salary Funding Source: Split/Fuels Management					
For Base time, Serverity, and Project Implementation please see the above sections based on the activities you are doing at the current time.					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8	Station/Zone	FF.F100000Z2ZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ = FireCode followed by a 0

Employee's Base Salary Funding Source: Any Non-Fire Funding Source					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8	Station/Zone	FF.F200000ZZZZ0	F20000	00	ZZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000ZZZZ0	F20000	00	ZZZZ=FireCode followed by a 0
FWS Short and Long Term Severity:					
Base 8	Station/Zone	FF.F21000##ZZZZ0	F21000	##	ZZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F21000##ZZZZ0	F21000	##	ZZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Station/Zone	FF.F210000ZZZZ0	F21000	00	ZZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F210000ZZZZ0	F21000	00	ZZZZ=FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	Station/Zone	XXXXXXXX##NZZZ	Employee's Regular Base 8	##	N followed by ZZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8	Station/Zone	XXXXXXXX##WZZZ	Employee's Regular Base 8	##	W followed by ZZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Host Station	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Since the FWS is not allocated funding for interagency assists it will be necessary for the assisting unit to ensure the proper financial mechanism is in place to cover any costs, i.e./ reimbursable agreement.					
Administratively Determined/EFF Fire Funds					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
FWS Project Implementation: NE 300 hrs per year					
Non-WUI: All salary/travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: All Salary/Travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
FWS Short Term Severity:					
Salary/Travel	Hiring Unit	FF.F21000##ZZZZ0	F21000	##	ZZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Salary/Travel	Hiring Unit	FF.F210000ZZZZ0	F21000	00	ZZZZ=FireCode followed by a 0
Wildfire Suppression (FWS Fire):					
Salary/Travel	Hiring Unit	FF.F20000##ZZZZ0	F20000	##	ZZZZ=FireCode followed by a 0
Training/Instructor (Hours do not include travel time):					
Training - NTE 80 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
Instructor - NTE 120 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
For details on other appropriate expenditures please refer to the Fire Business Guide					
NOTE: If a charge occurs before a WBS is activated you should charge to the appropriate temporary account, i.e., FF.F200000TEMPO, FF.F100000TEMPO, or FF.F3100000TEMPO. This is a default code only. Once the wildland fire WBS is activated in FBMS/QuickTime, you will need to reallocate the charges.					
NOTE: For any interagency RX assists - assisting unit should ensure that funding exists to cover these type of activities. If fuels funding exists, then the appropriate project code found in section 9.A of the FWS Fire Business Guide should be utilized depending on the bureau the FWS is assisting. If no FWS Funding exists for these type assists, then units must ensure that the appropriate financial mechanism is in place to exchange funds, i.e. Reimbursable agreement. The project code above should be used within the reimbursable WBS.					

CHAPTER 10: HEALTH AND SAFETY

A. Boot Stipends

The payment of a one-hundred dollar stipend per year is authorized for employees holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards described in the *Interagency Standards for Fire and Fire Aviation Operations*. This authorization includes permanent full-time, term, career conditional, pathways, temporary, collateral duty, and casual employees hired using the Administratively Determined (AD) hiring authority. *For information regarding AD boot stipends please see the next section.*

The Unit's Fire Management Officers (FMOs) are responsible for:

- Determining who is eligible for the stipend.
- Offering the stipend to all eligible employees including ADs.
- Tracking who receives the boot stipend each calendar year.

To ensure that duplicate payments are not made, supervisors of transferred employees should check with the employee's previous home unit before issuing the annual stipend.

The boot stipend payment is considered a taxable fringe benefit. The taxed amount of the boot stipend will be a separate line item on the payroll report. Currently the amount is \$7.65.

Federal Employees' Boot Stipend

For Permanent Full Time Employees (PFT), Term, Career Seasonal, Pathways, and Temporary Employees fill out FWS Form [3-206](#) and return it to the Interior Business Center (IBC). Use the employee's home unit for the cost center and the appropriate WBS below based on the employee's base salary. For collateral duty employees whose base salary is non-fire funded, use the appropriate WBS based on activity performed. If the home unit does not receive fire funding then it should be charged to the FMO's unit.

Funding Type	WBS
Preparedness	FF.F100000FFBT0
Fuels - WUI	FF.F3100000WFFBT
Fuels – Non-WUI	FF.F3100000NFFBT

For additional information regarding boot stipends please visit the Fire Management [SharePoint](#).

Administratively Determined Boot Stipends

Personnel hired under the (AD) authority who qualify will receive the stipend at time of payment following their first fire assignment in an IQCS qualified position that meets the requirements listed above. Beginning in FY 2017 the Casual Payment Center (CPC) will automatically pay boot stipends to any casual hire who qualifies. AD boot stipends will be charged to their home unit and the appropriate WBS listed below:

Funding Type	WBS
Emergency Stabilization	FF.F2200000ADBTO
Fuels - WUI	FF.F3100000WADBT
Fuels – Non-WUI	FF.F3100000NADBT
Preparedness	FF.F1000000ADBTO
Severity	FF.F2100000ADBTO
Suppression	FF.F2000000ADBTO

If the CPC cannot determine which of the approved WBS to use they will contact the FMB for clarification.

Boot Stipend Payments

Boot Stipends are paid to employees through the Federal Personnel and Payroll System (FPPS). Due to limitations of FPPS there is not the correct fields to enter a line of accounting that the boot stipend should be charged. Therefore, it will charge to the default line of accounting for the employee's assigned FFPS station. To mitigate the impact on the field, FMB coordinates with Denver Finance to run a report of these charges. The report is then distributed through regional Fire Budget Analysts to get corrections for the region. The region has the option to utilize this or to redistribute the charges manually.

B. Fire T-Shirts

FWS Uniform guidelines apply to all programs. Funding of Nomex pants and the FWS uniform t-shirt is allowed (at the discretion of the line officer), along with other NWCG standard personal protective equipment, to ensure fire readiness. (Non-uniform t-shirts, ball caps, or other clothing items may not be purchased with government funds, unless as authorized by FWS policy and/or directive.) Fire shirts are not to be used for Pickleball.

C. Medical Exams

The Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) Policy Memorandum 2016-014 pertaining to requirements for arduous firefighters can be found at <https://elips.doi.gov/elips/0/doc/4499/Page1.aspx>. Medical exams performed under this policy are paid for by a Departmental agreement. Exceptions in which a station may pay for medical exams outside of the Departmental Agreement includes:

- Specific medical testing is requested by the agency to assist with a medical qualification determination. Please contact your Regional Fire Management Coordinator for prior approval of payment for any additional testing.
- Whenever there is a reasonable concern, based on objective evidence, about an employee's continued capacity to meet any of the physical or medical requirements of the position, a Fitness for Duty Examination may be ordered. Fitness for duty examinations may be ordered through the Servicing Human Resource Officer or Wildfire Safety Program Manager to provide medical information on the specific health issue in question to determine whether an individual can still perform the duties of their job safely.

If a field station is paying for medical exams not covered in the Departmental Agreement, they should be paid for out of the employee's base funding. Only exams for AD/Casual Hires can be charged against Suppression funds. For additional information on Medical Exams please see the [Medical Standards Memo](#).

Section 2: Fire Timekeeping

CHAPTER 11: SUPPRESSION INCIDENTS

A. FWS Guidance on the DOI Base 8 Funding Policy for Suppression

This section provides direction for applying the DOI Base 8 funding policy when employees normally funded by the fire preparedness, fuels management, emergency stabilization, burned area rehabilitation, and non-fire programs when they are assigned to wildfire suppression incidents. It is imperative that employees follow the guidance below when charging to a Fire Suppression Activity. Deviating from this guidance will result in inaccurate costs attributed to an incident.

In the examples below FIRE = Fire Code.

Employees Funded by Fire Preparedness Program (*i.e.*, *FFF1000000*): Employees funded with fire preparedness funds will continue to charge their regular base 8 hours to the fire preparedness program when they are assigned to a wildfire suppression incident (including initial attack, *i.e.*, *FF.F1000000FIRE0*). Overtime, premium pay, etc., will be charged to the appropriate fire suppression cost code (*i.e.* *FF.F2000000FIRE0*)

Note: Each fire code entered into FMIS opens both a Preparedness WBS and a Suppression WBS. No additional Steps need to be taken to open a Preparedness code for each fire code.

Employees Funded by Fuels Programs (*FFF.F31000*): Employees whose base eight (8) hours are funded with fuels program funds:

- Fully (Fuels) funded: employees will charge to their normal fuels account for base eight hours unless they are working on wildfire incidents, at which time they will charge their base 8 hours to the suppression account (*i.e.* *FF.F2000000FIRE0*).
- Split (Preparedness/Fuels) funded: employees will charge to their normal fuels account for base eight hours when working on fuels projects, and will charge to the preparedness account (*i.e.*, *FFF1000000FIRE0*) for base eight hours when working on wildfire incidents. Overtime and premium pay will be charged to suppression accounts for split funded employees.

Managers should ensure employees are charging to the appropriate fund (Fuels or Preparedness) in relation to the work being performed at the home unit e.g. fuels season. Reference OWF Memorandum 2019-006, *Funding of Base Salaries for Personnel Assigned to Wildfire Incidents*

Employees Funded by Emergency Stabilization (ES), Burned Area Rehabilitation (BAR) (i.e.,FF.F22000): Employees funded with ES/BAR funds will charge their regular base hours and any overtime or premium pay to the fire suppression program (i.e. FF.F2000000FIRE0) when they are assigned to a wildfire suppression incident.

Employees Funded by Non-Fire Programs: Employees funded with non-fire program funds will charge their regular base 8 hours and any overtime or premium pay to the fire suppression program (i.e. FF.F2000000FIRE0) when they are assigned to a wildfire suppression incident, including initial attack.

The examples above do not notate Cost Centers. Stations should always charge to their own Cost Center when coding Base 8 and/or premium pay unless otherwise directed. See Chapter 9, Subparagrah D: 2019 Fire Account Salary Guide.

B. Assignment Schedules

Tour of Duty

Most employees have an 8-hour workday (basic and flexible tours), while others have either a 9 or 10-hour work day (compressed tours). Be sure to document the specific incident work schedules in QuickTime.

Single-Day Assignment

Usually no changes are made in an individual's regularly assigned tour of duty when the emergency incident assignment, including travel, is contained within one calendar day (0001 to 2400 hours). All compensable hours are covered under FLSA and Title 5 U.S.C. provisions.

Multi-Day Assignments and Spot Change

Employees remain on their current tour of duty through the first day of an incident assignment, which may include all travel or a combination of travel and work at the incident. At 0001 hours on the second continuous day of the incident assignment, the employee "spot changes" to a **first 8, 9, or 10-hour** schedule for the duration of the incident as shown below:

WORK SCHEDULE	SPOT CHANGE
First 40 or Regular	First 8
5-4/9	First 9 (or 8)
4-10's	First 10
Maxi flex (No matter what schedule you work within maxi flex)	First 8

Consequently, employees remain on their new spot change schedule through the last day of work associated with the incident. Travel days to/from the assignment are compensated under the normal "official" administrative workweek and not the "spot changed" incident work schedule.

To communicate to the timekeeper, it is suggested to document "spot change" schedule on CTR.

When posting time for an employee that has been spot changed, the employee or timekeeper should click on the remarks tab and select "Employee working under temporary tour of duty change" and document date of spot change. Select "Emergency response activities" and add the name of the fire, fire code, and any relevant remarks.

Regularly Scheduled Work, Overtime, and Night Pay Differential

This applies to GS employees for fire suppression activities **only**; for non-fire incidents please refer to your Bureau-specific policy.

This “temporary assignment to a different daily tour of duty” aka “Spot Change” becomes the employee’s regularly scheduled hours for the duration of the assignment unless the schedule is changed by the supervisor/incident commander. Saturday and Sunday are included in this new schedule.

A temporary assignment to a different daily tour of duty is distinguished from a period of irregular or occasional overtime work and may be assigned before OR during the administrative workweek. Under these circumstances, once an employee spot changes to the new schedule (see “Multi-Day Assignments and Spot Change” paragraph above), the employee is eligible for the night pay differential beginning on the first official full day under the “spot change” schedule, which is in addition to overtime, Sunday or holiday pay. (See Appendix D, References and Resources, “Night Pay Differential”.)

Crossing Time Zones

When traveling from one time zone to another (both to and from an incident assignment), time should be recorded in the clock hours of the first time zone until off shift for the day. The next work shift is recorded in the new time zone.

Compensation for Travel

Travel to and from an incident is compensable because it results from an event which could not be scheduled nor administratively controlled by agency management. Time starts when employee leaves home to report to an incident, unless employee first reports to their duty station. In that case, this would be considered normal home to work travel and is not compensable. Travel would start when the employee leaves their official duty station.

Compensation does not begin at the time of notification by dispatch if received outside of normal working hours, and any time spent at the employee’s residence preparing for the assignment is not compensable.

Travel interruptions exceeding two hours domestic; 3 hours international (i.e., air travel delays) where employees are free to sleep, eat, or to a limited degree pursue personal activities are considered non-compensable.

Waiting time of more than three hours should be noted in Block 11 of the Crew Time Report or OF-288. All travel time should be recorded using the time zone of departure.

If the employee has completed their daily tour of duty, excess hours of travel are compensated as overtime. When on incident travel, compensation can only be via overtime (pay codes 110 or 113), not travel comp time unless specifically requested in writing by the employee to their supervisor.

Fair Labor Standards Act (FLSA)

Please refer to the Interagency Incident Business Management Handbook, Chapter 10, Page 10-28 for guidance. <http://www.nwcg.gov/pms/pubs/iibmh2/pms902.pdf>

Work/Rest, Length of Assignment, and Days Off

The intent of the work/rest, length of assignment, and days off guideline is to manage fatigue and provide flexibility for Incident Commanders and Agency Administrators managing initial attack, extended attack, and large fires. For the purposes of this guide, “Agency Administrator” refers specifically to the representative of the organization managing the land where the incident occurs.

Work/Rest - To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for personnel. Reference: IIBMH, Chapter 10, 10-16.

- The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

Length of Assignment - Standard assignment length is 14 days, exclusive of travel from and to the home unit, with possible extensions as identified below. Time spent in staging and pre-position status counts toward the 14-day limit, regardless of pay status, for all personnel including incident management teams.

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Extensions need to be approved by the employee’s supervisor and incident supervisor. Reference: IIBMH, Chapter 10, page 10-16.

Paid Days Off - There are two types of paid days off in relation to emergency response assignments.

Mandatory Paid Days Off - After completion of a 14 day assignment and return to the home unit (exclusive of travel), two mandatory days off will be provided (2 after 14).

Days off must occur on the calendar days immediately following the return travel in order to be charged to an incident. If an assignment is extended, two mandatory days off will be provided prior to the 22nd day of the assignment.

Employees are not compensated for a day off occurring at the home unit or on an incident if the day off falls on a scheduled day off or on a holiday.

Compensation on a paid day off cannot exceed the base hour requirement. The base hour requirement is met by any hours recorded in a calendar day, e.g., work, travel, administrative leave, etc.

If necessary, to reduce fatigue, the Type 1 or Type 2 Incident Commander (IC), or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements. For Type 3, 4, and 5 incidents, additional paid days off should be the exception. However, if necessary, the Agency Administrator may authorize days off with pay.

Code a paid day off occurring on a regular workday to Pay Code (PC) 061, which will populate the generic Administrative Leave Functional Area. Timekeeper will enter “paid day off authorized for (month/day)” in QuickTime payroll remarks.

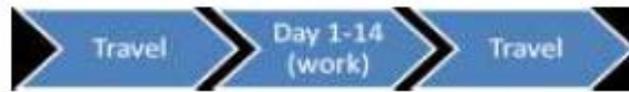
Management Directed Days Off - Supervisors must manage work schedules for initial attack, dispatch and incident support personnel during extended incident situations. During periods of non-routine or extended activity, these employees will have a minimum of one day off in any 21-day period. Reference: IIBMH, Chapter 10, 10-17.

A management-directed day off occurs only on a regular government employee’s normal workday while at the home unit. Required days off for all employees are non-compensable when they occur on the employee’s scheduled day(s) off or on a holiday.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be coded to Pay Code 061. These cannot be charged to incident funds.

Timekeeper will enter “paid day off authorized for (month/day)” in QuickTime payroll remarks.

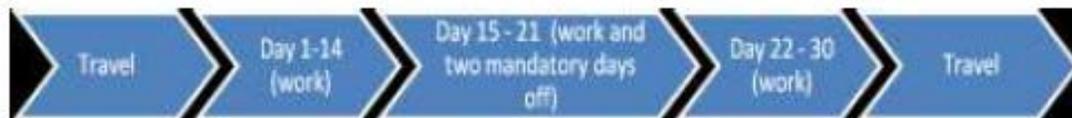
- 14 Day Scenario



- 21 Day Scenario



- 30 Day Scenario



Required Documentation

Regional Offices and field stations are responsible for following established procedures to ensure:

- Adequate documentation of time worked in support of emergency incidents, including initial attack.
- Supervisor review/verification of all employee time records.
- Proper application of overtime and special pay regulations (e.g., night differential, hazard pay, environmental differential).
- The signed OF-288 and/or CTR are retained in the home units Time & Attendance files per records management requirements.

All time associated with firefighting must be supported by some type of authorization signed by the incident supervisor. This type of documentation includes 1) OT/Haz/etc. requests, approved by the supervisor in QuickTime, 2) the Crew Time Report (CTR) signed by the incident supervisor, or 3) the Emergency Firefighter Time Report (OF-288) signed by the incident supervisor.

Employees on incident assignments away from their home units are responsible to submit the original Emergency Firefighter Time Report, OF-288, or a Crew Time Report (CTR) to their home station through their supervisor for processing of T&A and related payroll deductions. The employee's supervisor approves time not posted at the incident or work that is not documented on a CTR or OF-288, such as travel time or MAC group representation.

Note: In order to get QuickTime entries processed by the submission deadline at the end of a pay period, timekeepers may use a CTR or unsigned draft OF-288 to enter and/or validate time entries into the QuickTime system. In this situation, it is the individual's responsibility to provide a final signed OF-288 to the timekeeper as soon as possible following the assignment, and the timekeeper shall review the signed OF-288 to ensure it matches the documentation previously provided. If there are discrepancies, an amended timesheet will need to be generated.

The home station timekeeper, or employee if they are posting time into QuickTime, codes incident time per the DOI Time and Attendance Guide, the IIBMH, FWS Service Manual 225 FW 7, and this reference guide.

Changes: Timekeepers entering time from a **signed** OF-288 may not question the time submitted or make any changes other than to correct mathematical errors. When OF-288s, or other agency pay documents have an authorized signature, it certifies that the required documentation is accurate and on file at the incident, and no further documentation is required for pay purposes.

Time is recorded on an OF-288 using military time. Each workday involves a 24-hour period, and each day starts and stops at midnight. Every day (Sunday through Saturday) is considered a workday during an incident until the incident is over or the employee is officially released from the incident. Time may be recorded in 15-minute, 30-minute, 45-minute, and one-hour increments.

OF-288s and/or CTRs will have fire related activities identified as follows:

- a) Regular time – by military hours – no initial shown.
- b) Travel time – by military hours – initial “T”
- c) Hazardous Duty time – by military hours – initial “H”
- d) Environmental Duty time – by military hours – initial “E”

CHAPTER 12: POSTING TIME IN QUICKTIME

The Department of Interior's (DOI) National Business Center, Federal Personnel Payroll Systems and Services Directorate, provides support and maintenance for the QuickTime automated time and attendance (T&A) system software. QuickTime is a web-based T&A system that allows employee entry of time, as well as traditional timekeeper data entry. The system provides extensive editing to ensure that data meets relational edits and regulatory requirements. T&As must be validated and certified through electronic signatures before updating and producing payroll interface files. The system also provides built-in audit trails and management controls, however, it is important to keep the appropriate required documentation for all Fire assignments.

A. Base Time

Pay Code 010, Regular Time – This is used to record the regularly scheduled tour of duty hours an employee worked during the basic work week, excluding compensable meal breaks.

Per the IIBMH, Chapter 10, 10-18, meal breaks are compensable only if all of the following are met:

- Fire is not controlled.
- 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.
- The compensable meal break is approved by the supervisor at the next level and is documented on the CTR. If the OF-288 does not show a lunch break, the timekeeper may not add one.

Ordered Standby - Ordered standby is limited to those times when employees are held by direction or orders at a specific location, fully outfitted, and ready for assignment. The hours may be paid as Base or Overtime.

Pay Code 020, Annual Leave Used – This is to record hours of annual leave used that are to be charged against the employee's accrued annual leave balance.

Pay Code 030, Sick Leave Used – This is used to record hours of sick leave used that are to be charged against the employee's accrued sick leave balance.

- A regular government employee who has been determined by their incident supervisor to be unable to perform work due to non-work related illness is placed in leave status, e.g., sick, annual, or leave without pay, if the day is within the individual's weekly tour of

duty at the home unit. If outside the individual's weekly tour of duty, the individual is not entitled to compensation.

- Casuals are not entitled to sick leave. They are guaranteed 8 hours for each day held by the incident. Management has the option to pay the guarantee or return them to their point of hire.

Pay Code 050, Holiday Not Worked – This is to record hours paid to the employee for all federally declared holidays. The employee will claim hours based on their normal work schedule.

Pay Code 051, Holiday Worked – This is used to record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay. This must be used in conjunction with 050 or the employee will only receive the premium part of the pay and not receive the base pay. If employee is on an alternative work schedule, a minimum of 2 hours and not more than 9 or 10 hours, depending upon the employee's schedule, may be recorded using Pay Code 051 (see example 4 in Chapter 7: Scenarios).

Pay Code 060, Administrative Leave – This is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. This includes time off given by the Director in advance of a holiday.

Pay Code 061, Weather and Safety Leave

Use Pay Code 061 to code mandatory days off, or Management directed days off occurring on an employee's regularly scheduled workday, such as weather-related closures. If used for days off following a fire assignment, these days are coded to suppression. For weather situations not related to an incident, normal funding is used.

- From Personnel Bulletin NO: 18-04, Weather and Safety Leave, para 12:

Post-Incident Rest and Recuperation. Consistent with established DOI-U.S. Department of Agriculture interagency policy as documented, for example, in the "Interagency Incident Business Management Handbook," employees who have completed a 14-day assignment responding to a wildfire or other hazardous incident may be granted two paid days off as a rest/recuperation period to mitigate the safety risks of extreme fatigue, when the two days immediately following such assignment would otherwise be their regular workdays. If granted, the two-day rest/recuperation period will be recorded as weather and

- For full document see: [Personnel Bulletin 18-04 Weather and Safety Leave](#).

B. Premium Pay – Overtime, Night Pay, Holiday Pay, Sunday Pay

Pay Code 110, Overtime Regular – This is used to record overtime hours performed outside the basic 40-hour workweek. Use Pay Code 110 to record wildland fire suppression activities for all **non-exempt** employees. Non-exempt employees are always non-exempt regardless of the incident position to which assigned. Exempt employees will use pay code 110 for overtime hours when working on an all-hazards (non-fire) incident.

Pay Code 113, Premium Pay for Work in Connection with “emergency suppression” activities – Public Law 106-558, amended by Public Law 107-20 dated December 21, 2000, provides true time and a half to exempt employees involved in fire suppression activities. Pay Code 113 is used to record overtime hours performed outside the basic 40 hour workweek for exempt employees while assigned to direct or indirect emergency fire suppression activities only, regardless of the duties performed (to include FEMA wildland fires).

- This also applies to employees involved in the preparation and approval of emergency stabilization plans. The overtime provisions apply only during the initial emergency assessment period until the emergency stabilization plan is submitted for approval, or 21 days after fire containment (whichever is less).
- **Note:** This overtime pay provision does not apply to personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or all-hazards incidents.

Pay Code 120, Overtime, Holiday – Holiday Overtime is the result of work performed on a holiday that does not fall within the employee’s regular tour of duty. Overtime work performed on a holiday is paid at the same rate that the employee receives for overtime work on other days. Intermittent employees are eligible for Holiday Overtime after completing 8 hours of regular work on a holiday.

- Example: An employee who normally works 8 hours Monday through Friday works for 10 hours on a holiday: The first 8 (or normal) hours would be coded using 050 -“Holiday Not Worked” and 051 -“Holiday Worked”; and the additional two hours as 120 “Overtime Holiday” only.

Pay Code 121, Overtime, Sunday – Overtime work performed on a Sunday is paid at the same rate that the employee receives for overtime work on other days. This code should only be used by wage-grade intermittent employees, which are eligible for Sunday Overtime after completing 8 hours of regular work on a Sunday.

Pay Code 130, Night Pay Differential – Payment employees receive for regularly scheduled hours worked, including regularly scheduled overtime and time spent on Continuation of Pay (COP) light duty, between 1800 hours and 0600 hours. An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty. Night pay differential is paid to regular (GS) government employees at a rate of 10% of their base pay, not the overtime rate. Night pay **can** be paid in addition to overtime, Sunday, or holiday pay. See 5 CFR 550.122 (para c and d).

The number of night pay differential hours claimed per day is limited to the number of normal daily hours worked at the employee's home station. For example, an employee on a straight 8 schedule at their home unit can only claim 8 hours of night pay differential per day; an employee on a 5/4/9 schedule can claim 9 hours night pay differential on their regular days of work, but none on their normal day off, as there are no base hours on that day.

“Night pay is paid for regularly scheduled work performed at night. This generally means work scheduled before the beginning of the administrative workweek. However, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek. Night pay is paid in addition to overtime, Sunday, or holiday premium pay.” From OPM Fact Sheet: Night Pay for General Schedule Employees (See Section 6, References, Item F).

General Schedule (GS) government employees deployed to a fire incident who have been spot changed to a first 8, 9, or 10 hour tour of duty are entitled to night differential pay on both base and overtime hours worked between 1800 and 0600 starting the first full day of the new schedule. This is only night hours included in the new schedule, not extra hours added day by day.

- Example: If an employee receives instruction that their work schedule will be 0600 hours to 2200 hours each day, the employee is eligible for overtime pay from 1430 hours (assuming a “first eight” and ½ hour lunch break is taken) to 1800 hours, and overtime **and** night pay from 1800 hours to 2200 hours.

However, shifts that are extended on a day-by-day basis are considered irregular/occasional overtime and are not eligible for night differential (for either base or overtime hours).

Example: If an employee is on a 0600 hours to 2200 hours schedule and is directed to work from 2200 hours to 0000 hours for two nights, the employee is entitled to overtime on those additional hours but is not entitled to night pay differential.

The coding of night-pay differential/overtime does not apply during periods of travel time to/from an incident or periods of time an employee is in travel status, when the employee is officially checked out, or when demobilized from the incident. Travel days are based on the employees permanent “official” administrative work schedule.

Wage Grade (WG) employees are entitled to differentials based upon shift work or shift code, they are not eligible for Night Differential. For more information, refer to DOI Time and Attendance Guide, Pay Field “SC”, page Intro – 5.

Pay Code 140, Sunday Premium Worked – Sunday Premium is pay at a rate of 25% of the base pay for both GS and WG employees for non-overtime work performed between midnight Saturday and midnight Sunday. Employees who are entitled to Sunday Premium are **only** those whose regular basic tour of duty at their home unit includes Sunday as part of their basic workweek. These employees retain the Sunday Premium on the incident as long as they perform work on Sunday. Personnel spot changed on an incident do not qualify for Sunday Premium pay.

C. Hazardous Duty/Environmental Differentials

(Pay Codes 090-098)

- 090 Environmental/Hazard Differential
- 091 Environmental/Hazard Differential Not Worked
- 092 Environmental/Hazard Differential Overtime Worked
- 093 Environmental/Hazard Differential Overtime Non Worked
- 094 Environmental/Hazard Differential Sunday Overtime
- 095 Environmental/Hazard Differential Sunday Overtime Not Worked
- 096 Environmental/Hazard Differential Holiday
- 097 Environmental/Hazard Differential Holiday Not Worked 1
- 098 Environmental/Hazard Differential Sunday Premium 2

Definition and criteria for entitlement to hazardous pay is covered in the IIBMH (chapter 10), the DOI Time and Attendance Guide (Appendix B) and 5 CFR 550.901 through 907 (GS employees) and 5 CFR 532.511 and 513 (WG employees).

The Hazard Pay Differential is not considered a type of Premium pay; it falls in a category by itself and therefore can be combined with Premium pay such as overtime. From 5CFR 550.907: “Hazard pay differential is in addition to any additional pay or allowances payable under other statutes.”

The justification for hazard pay must be documented and meet a valid definition for hazard pay.

General Schedule Employees (GS)

General Schedule (GS) employees are eligible for hazard pay, computed at the percent applicable to the work being performed, when performing firefighting on uncontrolled fires, climbing above

50 foot structures, tree climbing, low level flying, groundwork beneath hovering helicopters, and work in rough and remote terrain. *This does not include personnel engaged in logistical support, service and non-suppression activities.* (From the IIBMH, Appendix B, Hazard/Environmental Pay Matrix.)

The above conditions are typically rated at 25% of base rate of pay, which is indicated in Column E in QuickTime as a “V”; in determining hazardous duty and environmental differentials (percentage rates) for other types of exposure, see 5 CFR 532, Subpt. E, App. A. Once the percentage rate has been identified, refer to the DOI Time and Attendance Guide, Appendix B to find the appropriate environmental/hazard (EH) indicator to be entered on the Time and Attendance Record.

GS personnel on a suppression incident will record the regularly scheduled tour as usual, i.e. 010, 110 (non-exempt) or 113 (exempt) as usual, with no hazard indicator in Column E. In addition record all hours to be paid to the environmental/hazard to the appropriate pay code in the 090-098 series, with the applicable Hazard indicator (usually “V”) in column E of these rows. See Examples 1 and 2 below.

In situations when personnel are using their normal WBS coding, then the 090-098 series is NOT used, and the Hazard indicator (V) is inserted in Column E on the QuickTime lines with 010, 110, etc. Do not use the 090 pay code series on the same days you code the T&A with alpha hazard and regular pay codes when using home unit/regular accounting codes. See Example 4 below.

GS employees receive hazardous pay in addition to the base rate of pay for all hours in a pay status on the day when hazardous duty is performed. (Example: A GS employee works in a hazardous situation for one hour and regular non-hazardous duty for the remaining hours of their scheduled tour. The employee will receive an additional 25% of their base salary for all hours worked that day.) 5 CFR 550.905

A GS employee working through 2400 hours into the next day is entitled to hazard pay differential for all hours worked for those two (2) calendar days, only if exposed to the hazard before and after 2400 hours.

Pilots (GS-2182) operating aircraft in flight and Full-Time Smokejumpers (GS-0462) performing parachute jumps do not receive hazard pay. This hazard pay has already been considered in the classification of these positions. If they are performing other than authorized hazardous duties as outlined in their “official” position descriptions, they are eligible.

Prevailing Rate (Wage Grade) Employees

Receive a 25% environmental differential for either: All hours in a pay status for a day in which they are: 1) fighting a fire on the fire line; 2) participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or

extinguishing wildfires; OR actual exposure time to the environmental conditions listed in Appendix G, page 39. See 5 CFR 532.511.

Same as GS employees above, a WG employee working through 2400 hours into the next day is entitled to hazard pay differential for all hours worked for those two (2) calendar days, only if exposed to the hazard before and after 2400 hours.

The environmental differential must be documented with a reason for hazard and the number of hours working under the hazardous conditions.

Timekeepers will use the appropriate Pay Code(s) per the Environmental/Hazard pay chart on page 67. Note that there may be times when an employee will receive multiple environmental hazard codes for the same day.

For suppression incidents, do not use a "V" with base hours (010) coding rather than coding "090-098", it will charge the hazard pay to base 8 funding rather than suppression funds. See Example 3 below.

Do not use the 090 pay code series on the same days you code the T&A with alpha hazard and regular pay codes.

Note: A "Y" (the other option is "N" for no) should be entered as the Environmental/Hazard Duty indicator code in FPPS so that hazard pay will be processed when an employee completes their QuickTime. This usually becomes an issue when a collateral duty firefighter goes on a wildfire assignment, but without the "Y" in FPPS they won't be paid hazard pay, thus leading to additional QuickTime amendments. QuickTime must also indicate that the employee is eligible for Environmental/Hazard.

All pay entitlements, e.g., regular time, overtime, hazard pay, will be charged to the recorded cost structure (common account number) of the regular or overtime hours.

When recording hazard pay, show the category of hazardous exposure, e.g., firefighting, rough terrain, hover hookup, on a CTR, SF-261. The Incident Time Report, OF-288, should show an "H" for the on-shift hours (GS) and "E" (WG). Quick reference guides for selecting the correct Hazard Code based on the pay code used; and for selecting the correct Alpha Hazard Indicator can be found on the following pages:

Hazard Pay Code Indicators

Pay Code	Description	Hazard Code
010	Regular Hours	090
040	Comp Time Earned	092
045	Religious Comp Time Earned	092
048	Comp Time Earned Callback	092
050	Holiday Not Worked	097
051	Holiday Worked	096
055	Holiday Callback	096
110/113	Overtime – Regular unscheduled	092
111	Overtime Callback	092
140	Sunday Premium	098

Environmental/Hazard Pay Chart

Env/Hazard (E/H) Pay Code	Applicable Regular Pay Codes	When To Use	Who
090– E/H Differential	010, 012, TRN	To pay E/H entitlement for regular hours the employee actually worked,	GS or WG
091– E/H Diff. Not Worked	020, 024, 025, 02F, 030, 034, 038, 03F, 041, 043, 050, 060, 061, 068, 069, 06A, 070, 072, 074, 081, 083, 085, 08A, 08B, 08F, 08S, 160, 162, 164, 166, 168, 16A - 16L, 16N, 16Q, 16S, 16U, 16W, 16Y, 211, 213, 215, 218, 231, 30C, AFA, AFB, AFF, AFS, ALR, BOU, FFF, FFI, LS1, LS3, LSA, LSB, LSF, LSS, PFA, PFB, PFF, PFS, SFA, SFB, SFS, VFA, VFB, VFF, VFS	To pay E/H entitlement for “non-worked” hours when the situation calls to pay the entitlement for all regular hours in a pay status. This includes entitlement for holiday not worked.	GS or WG
092– E/H Diff. Overtime Worked	040, 045, 048, 110, 111, 11U, 116, 118, 119, 120, 124, 125, 127	To pay E/H entitlement for WG employees’ OT/Comp Time hours. This code MUST be used for WG in order for the correct OT hazard hourly rate to be calculated and paid. GS employees may be coded using 092 or 090 for their OT/Comp hazard hours. The calculated rate is the same for them.	WG and GS
093– E/H Diff. Overtime, Not Worked	049, 112, 12A, 128	Code is system-generated for OT or Comp callback hours not posted.	GS / WG

094– E/H Diff. Sunday Overtime	121, 122	To pay E/H entitlement for WG employees for hazard OT performed on a Sunday. The calculation will be the same if you code 094 or 092.	WG
095– E/H Diff. Sunday Overtime Not Worked	123	Code is system-generated for OT hazard to be paid for all hours in pay status when there is also leave coded.	GS / WG
096– E/H Diff. Holiday	051, 055	To pay E/H entitlement to WG employees on a holiday worked. GS employees are not entitled to E/H on holiday worked hours, only holiday not-worked (091) hours.	WG NOT GS
097– E/H Diff. Holiday Not Worked	052	Code is system-generated for holiday hazard callback hours not posted.	WG
098– E/H Diff. Sunday Premium	140	To pay E/H entitlement on Sunday premium hours. Not allowed for GS employees.	WG NOT GS

Full Environmental/Hazard chart can be found in the CFR 550-903, Appendix A to Subpart I:
<https://www.gpo.gov/fdsys/pkg/CFR-2002-title5-vol1/pdf/CFR-2002-title5-vol1-part550-subpartI-appA.pdf>

Environmental/Hazard Pay Differential for Conditions Chart

This chart combines information from the CFR charts and is NOT all-inclusive of Env/Haz pay authorities; links to full authorities are located in the Reference section WG – 5 CFR 532, Subpt. E, App.A; GS – 5 CFR 550, Subpt. I, App. A

Env/Hazard Description for CTR/Fire Time Sheet	GS	WG	Description	%	Code
				Paid	
Firefighting	X		Participating as a member of a firefighting crew in fighting forest and range fires on the fireline <i>before the fire is controlled</i> . This does not include personnel engaged in logistical support, service and non-suppression activities.	25%	V
Firefighting		X	High Degree – fighting forest and range fires on the fireline Low Degree – All other firefighting All Hours in pay status	25% 8%	V R
Flying, Limited Control Flight	X		Flights undertaken <i>under unusual and adverse conditions</i> , e.g., extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns, <i>which threaten or severely limit control of the aircraft</i> . Hazard pay is not authorized for situations such as flying passengers from a work center to a location to fix equipment when there are no adverse conditions that threaten or severely limit the aircraft. NWCG-IBC Memo Limited Control Flights – Hazard Pay, dated May 31, 2017: Limited Control Flights eligibility: Individuals, except GS-2181 pilots, who are onboard the aircraft participating in wildland fire and all-hazard aviation missions. Flight profiles that warrant the consistent approval of hazard pay differential include the following: -Plastic Sphere Dispenser missions. (Helicopter) -Toe-In, One-Skid, Step-Out, Hover-Exit missions. (Helicopter) -Rappel, Short-Haul, Hoist, Fast Rope, External Sling Load. (Helicopter) -Para-Cargo, Cargo Freefall, Cargo Letdown missions. (Helicopter or Fixed-Wing) -Wheeled operations on unprepared landing areas. (Fixed-Wing) -Low-Level flight (Search & Rescue, GPS, Mapping, Infrared, Intelligence Gathering, etc.). (Helicopter or Fixed-Wing) -To be considered a low-level flight, the mission must require performance of a substantial part of the flight, other than landing or taking off, at altitudes of less than 500 feet AGL (above ground level) in daylight, or at less than 1000 feet at night. -Landing at unimproved landing area when hazardous conditions exist. (Helicopter) Examples: Uneven/sloped touchdown pad, Hover Out-Of-Ground Effect conditions, maximum performance take-off/landing, etc. -Ski-Landings, Water-Landings, Backcountry Airstrip-Landings. (Fixed- Wing) -Elevated Platform, Vessel, Snow or Water Landings. (Helicopter) -Other flight profiles that inadvertently encounter extreme weather, maximum load, limited visibility, moderate turbulence(as defined by the FAA in AIM	25%	V

			7-1-23), or low level flights involving fixed or tactical patterns. (Helicopter or Fixed-Wing)		
Flying-Low Level Flight		X	Low-level flights in small aircraft including helicopters at altitude of 150 meters (500 feet) and under in daylight and 300 meters (1,000 feet) and under at night when the flights are over mountainous terrain, or in fixed-wing aircraft involving maneuvering at the heights and times specified above, or in helicopters maneuvering and hovering over water at altitudes of less than 150 meters (500 feet). Document Actual hours of exposure	100%	M
Ground Work Beneath Hovering Helicopter	X		Participating in ground operations to attach an external load to a helicopter hovering just overhead.	25%	V
Ground Work Beneath Hovering Helicopter		X	Ground work beneath hovering helicopter. Participating in operations to attach or detach external load to helicopter hovering just overhead. Document Actual hours of exposure	15%	F
Work in Rough and Remote Terrain	X		Working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches.	25%	V
Exposure to hazardous weather or terrain.		X	Exposure to dangerous conditions of terrain, temperature and/or wind velocity, while working or traveling when such exposure introduces risk of significant injury or death to employees; such as the following: <ul style="list-style-type: none"> - Working on cliffs, narrow ledges, or steep mountainous slopes, with or without mechanical work equipment, where a loss of footing would result in serious injury or death. - Working in areas where there is a danger of rock falls or avalanches. Document Actual hours of exposure	25%	H
Height Work	X		Working on any structure of at least 15 meters (50 feet) above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity.	25%	V
High Work		X	Working on any structure of at least 30 meters (100 feet) above the ground, deck, floor or roof, or from the bottom of a tank or pit. Working at a lesser height if the footing is unsure or the structure is unstable. Document Actual hours of exposure	25%	H
Burned Area Emergency Response (BAER) – Assessment or Implementation	NA	NA	Does not meet the definition of firefighting for hazard pay eligibility; however, other hazard pay criteria listed above may apply.		
Prescribed Fire	NA	NA	Does not meet the definition of firefighting for hazard pay eligibility; however, other hazard pay criteria listed above may apply.		

Explosive or incendiary materials	X		Explosive or incendiary materials which are unstable and highly sensitive.	25%	V
Explosive or incendiary materials		X	Explosive or incendiary materials-high degree hazard. All operations involving firefighting on an artillery range or at an ammunition manufacturing plant or storage area, including heavy equipment operators, truck drivers, etc. All Hours in pay status	8%	R

* Wage Grade only

D. Coding Incident Pay in QuickTime Scenarios

Notes:

- Timekeepers will need to add information in the remarks section including:
 - Check box for “LB – Emergency Response (OPM approved) biweekly max waiver granted”
 - Check box for “AW – Employee is working under a temporary tour of duty change”
 - Add in “Message to Payroll”: “Wildland fire suppression assignment” and “Spot changed to 1st eight effective mm/dd/year.”
- Although all scenarios may have night differential, it is only shown in a few scenarios for brevity reasons.
- Exempt employees code overtime hours to pay code 113 for suppression incidents ONLY; Non-Exempt employees code overtime hours to 110.

Scenarios:

Scenario #1: Exempt employee (Fuels funded) working on a wildland fire incident which includes night pay.

Scenario #2: Exempt employee (Preparedness funded) working on a wildland fire incident with hazardous duty and night pay.

Scenario #3: Non-Exempt GS employee (Preparedness funded) with overtime and hazard pay.

Scenario #4: Wage grade employee working on a wildland fire incident which includes hazardous duties and overtime.

Scenario #5: Non-exempt employee (Fuels funded) working on a wildland fire incident which includes hazardous duty.

Scenario #6: GS employee working on a holiday during a wildland fire incident.

Scenario #7: Exempt employee working an all-hazards incident as non-exempt.

Scenario #8: GS employee working at home unit or under normal cost structure which include hazardous duties.

Scenario #9: What NOT to do when coding hazard pay!

Scenario #1: Exempt employee (fuels funded) on a working on a wildland fire incident which includes night pay.

Exempt employees use pay code 113 on a fire suppression incident regardless of whether they are assigned in an exempt or non-exempt position.

Smokey T. Bear is a GS-11 exempt employee funded by Fuels (FFF31000), working a maxi-flex schedule and his normal tour of duty is Monday to Friday 0800 hours to 1630 hours. November 25th - 29th, Smokey was assigned to the Bear wildland fire incident on the Boise District as a Plans Section Chief – T2 (PSC2). As support personnel, Smokey doesn't qualify for hazard pay.

Smokey arrived at the fire on Saturday and was briefed that his new tour of duty for the duration of his assignment would be 0600 hours to 2130 hours daily with a ½ hour lunch break.

Beginning Sunday (the first full day of the assignment), Smokey is authorized night pay differential for all hours worked between 1800 hours and 0600 hours as they are regularly scheduled hours for the duration of the assignment.

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00	08:00	08:00			FFF2000000XXXXX0	19X	FF09R22000				
<input type="radio"/>	113	15:00	07:00	07:00	07:00	07:00	07:00	15:00		FFF2000000XXXXX0	19X	FF09R22000				
<input type="radio"/>	130	03:30	03:30	03:30	03:30	03:30	03:30	03:30		FFF2000000XXXXX0	19X	FF09R22000				
<input type="radio"/>																

REMARKS page

Special Pay Calculations

DE - Death of Employee.

LB - Emergency Response (OPM approved) biweekly max waiver granted

HF - Fegli to be calculated at a higher rate

AW - Employee is working under a temporary tour of duty change

4D - Daily withholding proration for FEHB and FEGLI

Advanced Leave

Annual ALC

Sick ALC

Message to Payroll

Scenario #2: Exempt employee (Preparedness funded) working on a wildland fire incident with hazardous duty and night pay.

Base hours are coded to preparedness, FFF1000000XXXXX0
 Overtime hours are coded to suppression: FFF2000000XXXXX0.
 All hazard pay is coded to suppression: FFF2000000XXXXX0.

Hazard duty is coded the same for both exempt and non-exempt employees.

Uses 113 for overtime.

The OF-288 will show an “H” by the hours for GS employees. The timekeeper will use pay codes 090-098 and place a “V” in the Environmental Hazard “E” column of the QuickTime screen.

Hazard option: differentiates between 090 for base hours and 092 for overtime hours

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Control	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00	08:00	08:00			FFF1000000XXXXX0	19X	FF09R22000			
<input type="radio"/>	113	14:00	06:00	06:00	06:00	06:00	06:00	14:00		FFF2000000XXXXX0	19X	FF09R22000			
<input type="radio"/>	090		08:00	08:00	08:00	08:00	08:00			FFF2000000XXXXX0	19X	FF09R22000			V
<input type="radio"/>	092	14:00	06:00	06:00	06:00	06:00	06:00	14:00		FFF2000000XXXXX0	19X	FF09R22000			V
<input type="radio"/>	130	04:00	04:00	04:00	04:00	04:00	04:00	04:00		FFF2000000XXXXX0	19X	FF09R22000			

Scenario #3: Non-Exempt GS employee (Preparedness funded F10000) with overtime and hazard pay.

Base hours are coded to preparedness, FFF1000000XXXXX0
 Overtime hours are coded to suppression: FFF2000000XXXXX0.
 All hazard pay is coded to suppression: FFF2000000XXXXX0.

Hazard duty is coded the same for both exempt and non-exempt employees.

Uses 110 for overtime.

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Control	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00	08:00	08:00			FFF1000000XXXXX0	19X	FF09R22000			
<input type="radio"/>	110	15:00	07:00	07:00	07:00	07:00	07:00	15:00		FFF2000000XXXXX0	19X	FF09R22000			
<input type="radio"/>	090		08:00	08:00	08:00	08:00	08:00			FFF2000000XXXXX0	19X	FF09R22000			V
<input type="radio"/>	092	15:00	07:00	07:00	07:00	07:00	07:00	15:00		FFF2000000XXXXX0	19X	FF09R22000			V

Scenario #4: Wage grade employee working on a wildland fire incident which includes hazardous duties and overtime.

Wage-grade employees are not entitled to night pay differential, as they receive shift differentials.

WG employees do however receive an environmental pay differential for either: all hours in a pay status for a day in which they are: 1) fighting a fire on the fire line; 2) participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing wildfires; OR actual exposure time to the environmental conditions listed in 5 CFR 532.511.

The OF-288 will show an “E” in column E of the payroll screen.

Wage grade employees MUST differentiate the codes: 090 for base hours and 092 for overtime hours.

In this scenario the employee started hazardous duties at noon.

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00	08:00	08:00									
<input type="radio"/>	110		07:00	07:00	07:00	07:00	07:00									
<input type="radio"/>	090		04:00	04:00	04:00	04:00	04:00									V
<input type="radio"/>	092		07:00	07:00	07:00	07:00	07:00									V
<input type="radio"/>																

Scenario #5: Non-exempt employee (Fuels funded) working on a wildland fire incident which includes hazardous duty.

Non-exempt employee (Fuels funded) working on a wildland fire incident with hazardous duties. (Hazard duty is coded the same for both exempt and non-exempt employees)

Frank Flares is a GS 8 non-exempt employee, working a 5/4/9 schedule and his normal tour of duty is week 1 Monday, Tuesday, Thursday, Friday 0700 hours to 1630 hours and Wednesday 0800 hours to 1630 hours; week 2 Monday-Thursday 0700 hours to 1630 hours. On March 29th through April 4th Frank is assigned to the Flare Up wildland fire incident on the Boise District as a Crew Boss (CRWB).

The following example illustrates QuickTime coding from the OF-288. Note the circled H after the hours worked indicates hazard hours need to be paid.

Scenario #6: GS employee working on a holiday during a wildland fire incident.

When an employee is required to work on a holiday, both pay code 050 and code 051 must be entered. If not, the employee will receive the premium part of the pay and not receive the base pay. In this instance the employee is funded by preparedness.

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00		08:00			FFF1000000A5BC0	19X	FF09R22000				
<input type="radio"/>	113		06:00	06:00	06:00	06:00	06:00	14:00		FFF2000000A5BC0	19X	FF09R22000				
<input type="radio"/>	050					08:00				FFF1000000A5BC0	19X	FF09R22000				
<input type="radio"/>	051					08:00				FFF1000000A5BC0	19X	FF09R22000				
<input checked="" type="radio"/>	130		03:00	03:00	03:00	03:00	03:00	03:00		FFF2000000A5BC0	19X	FF09R22000				

Scenario #7: Exempt employee working an all-hazards incident as non-exempt.

When assigned to an all-hazards incident where an exempt employee works 20% or more of the workweek in a non-exempt position, code ALL overtime hours, regardless of activity, to pay code 110, and add on the remarks page in “Message to Payroll” “non-exempt for week 1 and/or 2”.

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00	08:00	08:00			FFF1000000A5BC0	18X	FF09R22000				
<input checked="" type="radio"/>	110	14:00	06:00	06:00	06:00	06:00	06:00	14:00		FFF2000000A5BC0	18X	FF09R22000				
<input type="radio"/>																
<input type="radio"/>																

Scenario #8: GS employee working at home unit or under normal cost structure when performing hazardous duties.

If required to perform hazardous duties at the home unit or if charging to the normal cost accounting structure, the alpha Environmental/Hazard Indicator can be recorded on the time sheet with the normal Pay Code under which the hazard work was performed, e.g., Pay Code 010 for regularly scheduled time and Pay Code 110 for overtime, etc., for the number of hours actually worked under the hazardous condition.

The codes (usually “V”) are entered in QuickTime in the Env/Haz column “E”. The system will automatically generate the proper pay entitlement based on the recorded alpha Hazard Code for actual exposure time (Wage only), or ALL hours in pay status for the day of exposure for GS employees. In this example an employee worked in hazardous conditions on Monday and Tuesday.

Select	Hrs	Sun 05/12	Mon 05/13	Tue 05/14	Wed 05/15	Thu 05/16	Fri 05/17	Sat 05/18	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010				08:00	08:00	08:00			FFF3100009WBASE	19X	FF09R22000				
<input checked="" type="checkbox"/>	010		08:00	08:00						FFF3100009WBASE	19X	FF09R22000				V
<input type="checkbox"/>																
<input type="checkbox"/>																

Scenario #9: What NOT to do when coding hazard pay!

Do not use the 090 pay code series on the same days you code the T&A with regular pay codes and the appropriate alpha Hazard Indicator. In the example below an employee has worked under hazardous conditions on Monday and Tuesday. The “V” has been placed in both the 010 row AND the 090 row – **IXNAY!** If working at home unit or under normal default accounting, use 010 with the “V” in Column E; if working on a suppression incident use the 090 series and the “V”.

Select	Hrs	Sun 05/12	Mon 05/13	Tue 05/14	Wed 05/15	Thu 05/16	Fri 05/17	Sat 05/18	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="checkbox"/>	010				08:00	08:00	08:00			FFF3100009WBASE	19X	FF09R22000				
<input type="checkbox"/>	010		08:00	08:00						FFF3100009WBASE	19X	FF09R22000				V
<input type="checkbox"/>	090		08:00	08:00						FFF3100009WBASE	19X	FF09R22000				V
<input checked="" type="checkbox"/>																

NO! BAD DOG!
 Don't use the V on
 both lines!

CHAPTER 13: GENERAL

Maximum Earning Limitation

The Code of Federal Regulations (CFR 550.105(a)) limits General Schedule employee's bi-weekly pay to the greater of the maximum step of a GS-15 Step 10 or Level V of the Executive Schedule. The maximum salary includes all overtime, comp time, Sunday premium and night differential pay. Hazardous duty pay is not included.

The bi-weekly maximum earnings limitation is waived for employees working in support of emergency wildland fire suppression activities. In order to qualify for the bi-weekly maximum earnings limitation waiver, an employee's overtime work must be charged to wildland fire, Emergency Stabilization and Burned Area Rehabilitation (ES/BAR), Severity, or wildland fire suppression funds tied to the support of suppression operations; the overtime work must be recorded on a timesheet utilizing pay code 113, and approved by an appropriate supervisor.

The annual maximum earnings limitation rule limits General Schedule employee's basic and premium pay to the annual salary of the greater of the maximum step of a GS-15 grade level, including locality and/or special salary rate pay or level V of the Executive Schedule (5 CFR 550.106(c)(1)). Annual maximum earnings limitation can NOT be waived.

For Wildland fire suppression activities, exempt GS employees who use Pay Code 113 are automatically exempt from the biweekly limitation on pay. For All-Hazard incidents, a Memorandum signed by the head of an agency (or designee) must be issued for each incident waiving the limitation. This Memorandum may not be delegated to a lower level.

Injury Leave – Continuation-of-Pay (COP)

Continuation-of-pay (COP) rates are established according to Federal Employee Compensation Act (FECA) regulations. Directions for coding the OF-288 are found in the IIBMH Chapter 10, 10-77. For Office of Workers Compensation Program (OWCP) technical direction on coding OWCP lost time, coordinate with your local compensation specialist. The compensation specialist is responsible for verifying the continuation-of-pay rate and that other compensation disability reporting requirements are met.

OF-288s will be received by the home station with any CA-1 (injury) or CA-2 (illness) documentation completed during the incident assignment.

Administratively Uncontrollable Overtime (AUO)

Administratively Uncontrollable Overtime, Pay code 810, is a form of premium pay in which the hours of duty cannot be controlled administratively and which require substantial amounts of irregular or occasional overtime work (e.g. Refuge Law Enforcement). This is distinguished from a fire assignment, where the employee is temporarily assigned to a new daily tour of duty.

CHAPTER 14: 2019 FIRE ACCOUNT SALARY GUIDE

Employee's Base Salary Funding Source: Preparedness					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Base 8/Travel	Station/Zone	FF.F10000#BASE0	F10000	##	BASE0
Training - Salary/Travel	Station/Zone	FF.F10000#BASE0	F10000	##	BASE0
Wildfire Suppression:					
Base 8	Station/Zone	FF.F100000Z2ZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ = FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Station/Zone	FF.F10000##ZZZZ	F10000	##	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F21000##ZZZZ	F21000	##	ZZZZ = FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Station/Zone	FF.F100000Z2ZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ = FireCode followed by a 0
FWS Project Implementation:					
Non-WUI Base 8	Station/Zone	FF.F10000##NZZZ	F10000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI-Base 8 (WUI)	Station/Zone	FF.F10000##WZZZ	F10000	##	W followed by ZZZZ=FMIS Project Code
WUI-Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8	Station/Zone	FF.F10000##ZZZZ	F10000	##	ZZZZ Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Station/Zone or RO	FF.F31000##ZZZZ	F31000	##	
Employee's Base Salary Funding Source: Fuels Management					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Non-WUI: Base 8/Travel not associated with any project work	Station/Zone	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8/Travel not associated with any project work	Station/Zone	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Wildfire Suppression:					
Base 8	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ= FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Station/Zone	FF.F21000##ZZZZ	F21000	##	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F21000##ZZZZ	F21000	##	ZZZZ= FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ= FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	Station/Zone	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8	Station/Zone	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8 - for project funded personnel (Seasonals & career seasonals outside their planned budget days)	Station/Zone or RO	FF.F31000##ZZZZ	F31000	##	ZZZZ Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Station/Zone or RO	FF.F31000##ZZZZ	F31000	##	
Employee's Base Salary Funding Source: Split/Fuels Management					
For Base time, Severity, and Project Implementation please see the above sections based on the activities you are doing at the current time.					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8	Station/Zone	FF.F100000Z2ZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ = FireCode followed by a 0

Employee's Base Salary Funding Source: Any Non-Fire Funding Source					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F200000Z2ZZ0	F20000	00	ZZZZ=FireCode followed by a 0
FWS Short and Long Term Severity:					
Base 8	Station/Zone	FF.F21000##Z2ZZ0	F21000	##	ZZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F21000##Z2ZZ0	F21000	##	ZZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Station/Zone	FF.F210000Z2ZZ0	F21000	00	ZZZZ=FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	Station/Zone	XXXXXXXX##NZZZ	Employee's Regular Base 8	##	N followed by ZZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Station/Zone	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8	Station/Zone	XXXXXXXX##WZZZ	Employee's Regular Base 8	##	W followed by ZZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Host Station	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Since the FWS is not allocated funding for interagency assists it will be necessary for the assisting unit to ensure the proper financial mechanism is in place to cover any costs, i.e./ reimbursable agreement.					
Administratively Determined/EFF Fire Funds					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
FWS Project Implementation: NE 300 hrs per year					
Non-WUI: All salary/travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##NZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: All Salary/Travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##WZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
FWS Short Term Severity:					
Salary/Travel	Hiring Unit	FF.F21000##Z2ZZ0	F21000	##	ZZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Salary/Travel	Hiring Unit	FF.F210000Z2ZZ0	F21000	00	ZZZZ=FireCode followed by a 0
Wildfire Suppression (FWS Fire):					
Salary/Travel	Hiring Unit	FF.F20000##Z2ZZ0	F20000	##	ZZZZ=FireCode followed by a 0
Training/Instructor (Hours do not include travel time):					
Training - NTE 80 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
Instructor - NTE 120 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
For details on other appropriate expenditures please refer to the Fire Business Guide					
NOTE: If a charge occurs before a WBS is activated you should charge to the appropriate temporary account, i.e., FF.F200000TEMPO, FF.F100000TEMPO, or FF.F3100000TEMPO. This is a default code only. Once the wildland fire WBS is activated in FBMS/QuickTime, you will need to reallocate the charges.					
NOTE: For any interagency RX assists - assisting unit should ensure that funding exists to cover these type of activities. If fuels funding exists, then the appropriate project code found in section 9.A of the FWS Fire Business Guide should be utilized depending on the bureau the FWS is assisting. If no FWS Funding exists for these type assists, then units must ensure that the appropriate financial mechanism is in place to exchange funds, i.e. Reimbursable agreement. The project code above should be used within the reimbursable WBS.					

Section 3: Incident Business

CHAPTER 15: PERSONNEL

A. Incident Training and Qualifications

Description

This section outlines the steps necessary to obtain an Incident Qualification Card (Red Card) and designating availability in the Resource Ordering and Status System (ROSS).

Guidance/Authorities

Wildland Fire Qualifications System Guide (PMS 310-1)
Federal Wildland Fire Qualifications Supplement
DOI Incident Positions Qualification Guide

Process

Mobilization to support incident management requires adherence to agency and interagency guidance, training, and documentation to become qualified in specific positions. Minimum requirements for incident management positions can be found in the guidance and authorities listed above. Individuals interested in incident support will also need to establish communication with a training officer (typically a local or regional fire manager).

1. **Open a position task book.** Position task books (PTBs) are documents that detail the performance expectations and outcomes for an incident management position. This includes documentation for individual experience as a trainee; trainer documentation and feedback on performance, and ultimately a record of achievement that supports full qualification in a position. Position task books can be initiated before attending required training, but must be completed before becoming fully qualified. Process includes:
 - a. Go to the NWCG task book site <https://www.nwcg.gov/publications/position-taskbooks> and download the task book for the incident position.
 - b. Fill out the front page and obtain supervisors signature.
 - c. Provide a copy to unit/regional Training Officer.
 - d. Training Officer issues an incident qualification card (Red Card), which is re-issued annually. The position is noted as a trainee (ex. BUYM-T) until all requirements for the position have been met.

- e. The Red Card is always taken to an incident; the Task Book only needs to be taken until all tasks are completed and has been signed off by the incident supervisor and approved by the home unit.
 - f. Once the task book is completed and all required training is complete, provide documentation to the Training Officer, who will issue a new Red Card removing the trainee status.
 - g. For detailed information on the Task Book, see PMS 310-1, pp. 8-13.
2. **Take appropriate training.** Training requirements for each position can be found in PMS 310-1 or the Federal Wildland Fire Qualifications Supplement. Buying Team Member (BUYM) and Buying Team Leader (BUYL) positions are located in the Supplement.
- a. The basic courses of IS 100, 200, 547, 700, and 800 are available on the FEMA Emergency Management Institute website <https://training.fema.gov/emicourses/>.
 - b. Other Emergency Management courses can be found on the FEMA Emergency Management Institute website <https://training.fema.gov/is/crslist.aspx>.
3. **Getting Trainee Assignments.** There are at least two common ways to get incident assignments and experience as a trainee. Geographic area priority trainee lists maintained by Geographic Area Training Representatives (GATRs) and as a member of an incident management team.

For the priority trainee list:

- a. Priority trainee lists are specific to each GACC, and each list has a POC who coordinates the ranking (usually by percentage of task book completion) and availability of trainees on the list.
- b. Priority lists are compiled in the off-season, typically winter or spring; send a request to the employee's Training Officer to be placed on the priority trainee list.
- c. As incidents occur, the POC goes down the list to fill assignments.

To apply for incident management teams as a trainee:

- a. Incident management teams (IMTs) typically have a pre-fire season application process that begins in the late fall or early winter; send a request to the employee's Training Officer for details about the application period.
- b. IMTs typically accept nominations for trainees for command and general staff and unit lead positions with some variation based on team position shortages and needs.
- c. Once accepted as an IMT trainee, the employee will need to work with the IMT supervisor to determine availability for assignments. IMTs typically

request a higher level of commitment for number of assignments than that of the Priority Trainee List.

4. **Sign up in ROSS.** Check with the local dispatch center to see if a NAP account should be created. If so, send a request through the employee's Training Officer to create an account in ROSS.
 - a. Once access is granted, go to the ROSS "Login to Web Status" portal where the employee has the option to change their availability status, dates not available, local or national assignment, and location options. Once listed as "available", the employee is assumed to be available for a minimum of two weeks not including travel.
 - b. The employee is responsible to change the availability status to "unavailable" if not able to accept a fire assignment. If a NAP account is not created, contact the local dispatch center and ask them to post availability status.

5. Go forth and conquer!

Contacts

National Training Specialist:

Vacant as of 2/3/19
U.S. Fish and Wildlife Service
Wildland Fire Training
3833 South Development Ave.
Boise, ID 83705
Tel: 208-387-5986

Exhibits found at the end of the chapter:

15-A-1: Finance and Administration, Dispatch Flowcharts

B. Incident Travel – Federal Employees

There are some variances between regular travel and incident travel that are explained in this section.

Guidance/Authorities

- NWCG Standards for Interagency Incident Business Management Handbook (Yellow Book)
- U.S. Fish and Wildlife Service Temporary Duty Handbook

Availability and Resource Order Process

- Individuals may only travel to a suppression or all-hazards incident if a Resource Order has been issued.
- The local dispatch center will receive a request for a resource either as a position request or as a “by name” request.
- If your status in ROSS is “unavailable”, you will typically not be contacted for an assignment. If a team leader requests you by name, the dispatch center may call you even if your status is unavailable and ask if you wish to accept the assignment. If you are able to respond, you will need to status yourself as “available” so that the dispatch center can fill the request; or work with your local dispatch center to show yourself as available.
- The dispatch center will forward you a copy of the Resource Order which contains reporting instructions and contact information.

Arranging Travel

Each GACC may have a different procedure for arranging travel. Example: currently the Great Basin has shifted from travel being arranged by dispatch to travel being arranged by the home unit.

- If the dispatch center is making traveling arrangements, a travel authorization does not need to be completed prior to traveling to an incident as long as a resource order has been issued. Both the authorization and voucher are completed following the assignment, within current travel guidance.
- If the dispatch agency is not making the travel arrangements, the individual will need to book travel through Concur and create an authorization; or if flights are needed immediately, call the Duluth travel reservation number at 855-847-6398.
- Rental cars - Each GACC has its own rental car program, however a new national rental car program established by the USFS should be fully implemented in FY19. All agencies are allowed to use it, however discussions are ongoing on how the USFS will bill agencies for payment. More detailed information to follow as the procedure is finalized, however the new website is up and running:
<https://sites.google.com/a/firenet.gov/nerv/home>

First Time Out – What to Expect, What to Take; Tips and Tricks

- If traveling by air, obviously you won't be able to take all the comforts of home, but it is acceptable to have excess baggage fees for a second checked bag.
- If traveling by rental car, take several bottles of water and some food in case the ICP isn't up and running for a few days.
- No matter how hot, always take a beanie – especially late in the season.
- Make sure to take your task book if you are a trainee, and everyone should always have their red card.
- If it is your first assignment and you are not located at the ICP, ask your section chief or team leader to take you to at least one daily briefing.
- Plan on being self-sufficient for several days until the supply chain gets up and running: pens, stapler, tape, sticky notes, calculator, scissors, Kleenex.
- A small battery- or USB- operated desk fan can be a lifesaver!
- While in camp, long pants below the ankle (no spandex), closed toe shoes (boots or tennis shoes preferred), and shirts that cover the shoulders (no tank tops) should be worn.

Lodging and Meals When on an Incident

- If the assignment requires personnel to stay off-site away from camp, normal lodging and per diem rates apply.
- If staying at the Incident Command Post (ICP) and meals are provided, then this is shown in Concur that “actual lodging” is selected and rate is \$0.00; and under M&IE select “meals provided” and the rate is automatically set to \$5.00.

Travel and Overtime

Personnel traveling to and from an incident, including Severity and Emergency Stabilization Rehabilitation, are authorized overtime on travel days when exceeding 8 hours. Travel overtime should be coded to Pay Code 113; however, Night Pay Differential is NOT authorized on travel days. An employee is not required to use travel comp time instead of overtime; however, it is allowed for an employee to choose it as long as the request is in writing to the supervisor. (See Exhibit B-1).

Selecting Modes of Transportation

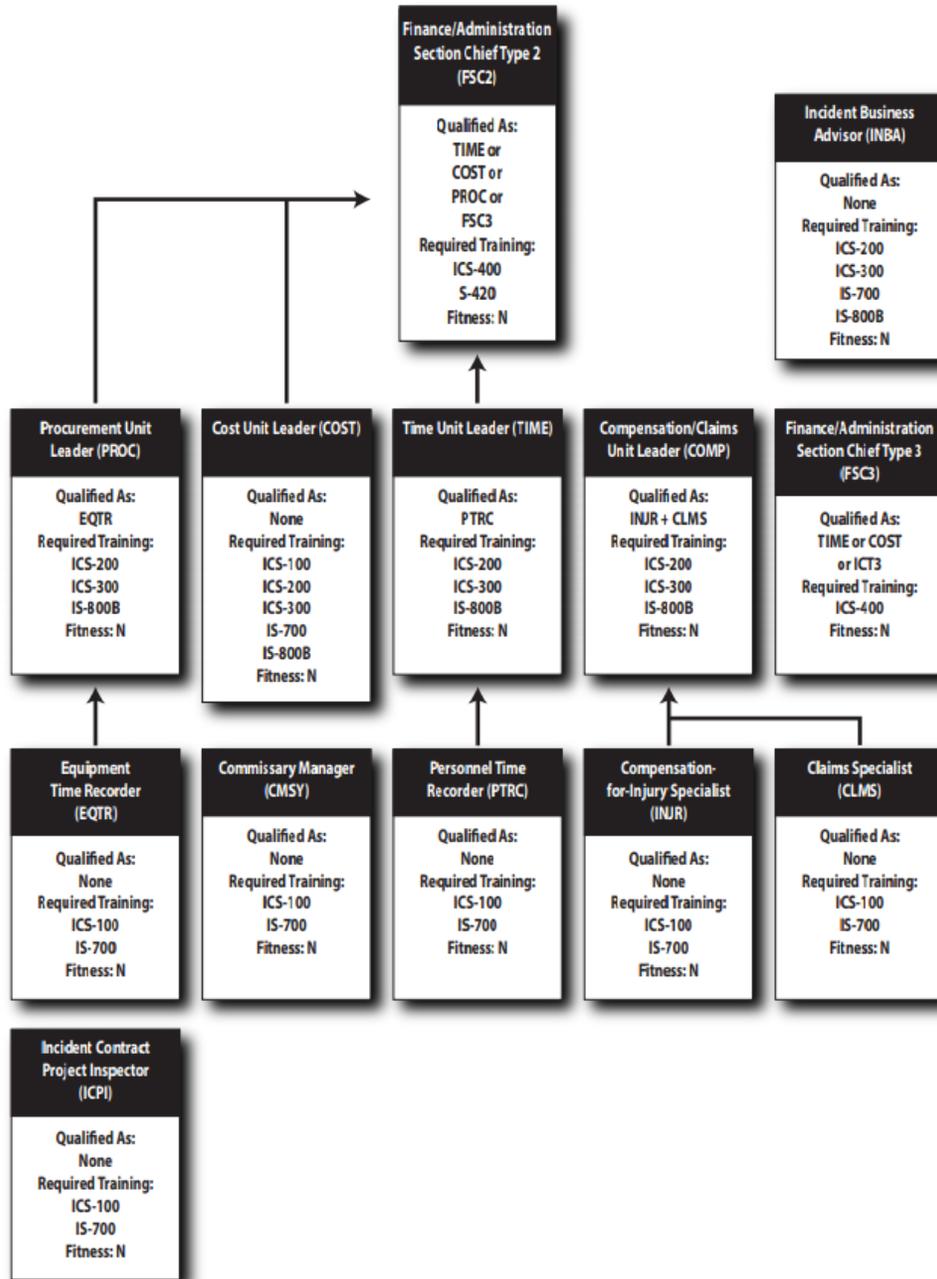
If an individual wishes to travel using an alternate mode of transport (POV) or an alternate ending point to take leave, a FWS Form 3-2387 Cost Comparison form must be completed and signed by the supervisor prior to travel, then uploaded into the Concur travel authorization..

Exhibits found at the end of the chapter:

15-B-1: Overtime During Travel

Exhibit 15-A-1: Finance and Administration, Expanded Dispatch Flowcharts

FINANCE & ADMINISTRATION



Note: Buying Team Member (BUYM) and Buying Team Leader (BUYL) are not included in the flowchart as these positions are not in PMS 310-1. They are listed in the Federal Wildland Fire Qualifications Supplement, pp. 68-69.

DISPATCH

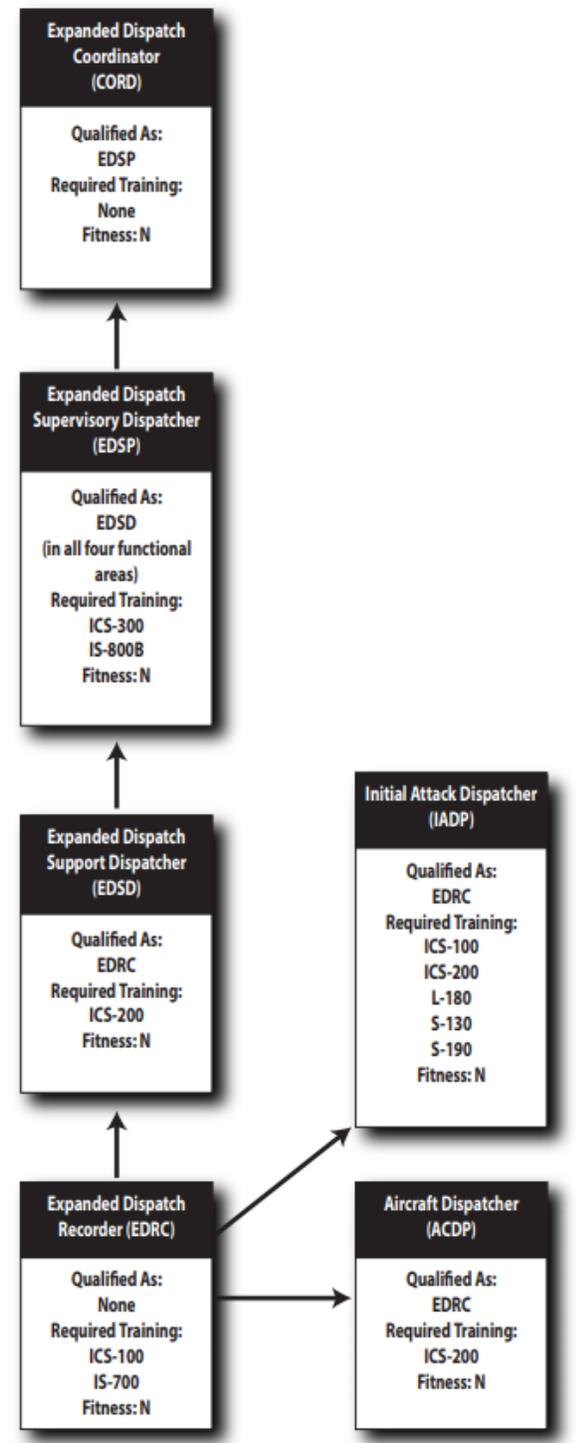


Exhibit 15-B-1: Overtime During Travel

“All travel to an emergency incident is compensable because it results from an event which could not be scheduled nor controlled administratively by agency management” (5 CFR 550.112.(g)(2)(iv)). Employees will receive overtime pay if travel exceeds eight hours. Travel Comp may be used, but only if requested by the employee in writing and noted in the “Remarks” section of QuickTime.

USFWS Service Manual 225 FW 7, Exhibit 2:

Exhibit 2
225 FW 7
Page 1 of 2

Paying Overtime when on Travel

Type and General Information	Nonexempt Employees	Exempt Employees
A. Travel Outside of Duty Hours within the Limits of the Official Duty Station (The official duty station is the geographic area surrounding a 50-mile radius of an employee's regular work site.)	<ul style="list-style-type: none"> • May receive overtime pay for travel if the travel directly relates to a specific job assignment and extends the employee's normal tour of duty. • For example, an employee's normal work day is from 8 a.m. to 4:30 p.m. and the employee must attend a meeting 20 miles from the office from 3 p.m. to 5 p.m. The employee will receive overtime pay for the time spent in the meeting from 4:30 p.m. to 5 p.m. and compensation for travel time back to the office. 	<ul style="list-style-type: none"> • May be eligible for overtime pay for overtime work, but not eligible for overtime pay for the travel time. • For example, an employee's normal work day is 8 a.m. to 4:30 p.m. and the employee must attend a meeting 20 miles from the office from 3 p.m. to 5 p.m. The employee may receive overtime pay for the time in the meeting between 4:30 p.m. to 5 p.m., but she will not receive compensation for travel time back to the office.
B. Temporary Duty Travel (TDY) Outside of Duty Hours Away from the Official Duty Station*	<ul style="list-style-type: none"> • May receive overtime pay for officially ordered travel (TDY) during non-duty hours if they: <ul style="list-style-type: none"> -Must work during travel (e.g., driving a Government vehicle as part of a work assignment); -Travel as a passenger on a 1-day assignment away from the official duty station; or -Travel as a passenger on an overnight assignment on a day(s) that is not a regularly scheduled workday that corresponds to the employee's regular working hours. 	<p>May receive overtime pay for officially ordered travel (TDY) during non-duty hours under any one of the following conditions:</p> <ul style="list-style-type: none"> • The travel involves working while traveling or is incident to the work (e.g., driving a loaded truck, driving an empty truck back to the point of origin); • The employee travels under arduous or unusual conditions (e.g., travel on rough terrain or under extremely severe weather conditions); or • The travel results from an event that management could not schedule or control administratively (e.g., training offered by a private firm, a job-related court appearance required by a court subpoena).
C. Requirements and Benefits that Pertain to All Employees	<p>(1) When a manager offers an employee one mode of transportation but allows him or her to use an alternative mode, or when an employee travels at a time or route other than the one the manager selected, the employee receives credit for the lesser of either:</p> <p>(a) The actual travel time, or</p> <p>(b) The estimated travel time that the employee would have used if he/she had taken the transportation the manager selected.</p>	

07/19/10

PERSONNEL

Type and General Information	Nonexempt Employees	Exempt Employees
	<p>(2) When an employee's travel involves two or more time zones, the employee must use the time zone from the point of first departure for the workday to determine whether he/she gets paid overtime for travel.</p> <p>(3) We do not pay employees for normal commuting time between their residences and duty stations, even if it's for an employee assigned to a temporary duty station. (See 225 FW 7, section 7.19 for information about compensatory time when traveling.)</p> <p>(a) During a temporary assignment, the temporary lodgings are the employee's residence.</p> <p>(b) If an employee chooses not to stay in temporary lodgings for personal reasons, daily commuting is not hours of work.</p>	

*Supervisors should consider scheduling events in the middle of the week so that an employee may travel to and from the event during duty hours. A supervisor may not adjust an employee's regularly scheduled administrative workweek solely to include travel hours that would not otherwise be considered hours of work.

CHAPTER 16: ACQUISITION

A. Acquisition Methods

Purchases shall be made by the most efficient method possible as long as they adhere to the Federal Acquisition Regulations (FAR). Therefore first seek your resources through the required resources, such as; GSA, small business, etc.

- National Fire Cache System- dispatch places the order
- National contracts- dispatch places the order (example; Mobile Food Services, once head count reaches 150 people for 72 hours)
- Incident BPA's (I-BPA's) - off the Dispatch Priority List (DPL) - dispatch places the order. The DPL is set up through a preseason competitive solicitation process in the Virtual Incident Procurement Repository (VIPR).
- Local purchases- either assigned buying team members (BUYT) or non-assigned support positions, i.e. local purchase card holders. All are required to maintain proper documentations described in their charge card training as well as any agency requirements. They MUST also adhere to the micro-purchase thresholds. And NO split purchasing.
- Emergency Equipment Rental Agreements (EERA's) - Contracting Officers or Contracting Specialists must approve and sign the agreement.

Note: EERA's may NOT be awarded unless all competitive agreements (VIPR) are exhausted or unavailable for date and time needed. Note: EERA's are good for that incident only. In other words, they may not be lend/leased and they may not use their EERA agreement on any other assignment.

B. Incident Payments

Description

This section includes procedural information on making incident payments and purchases.

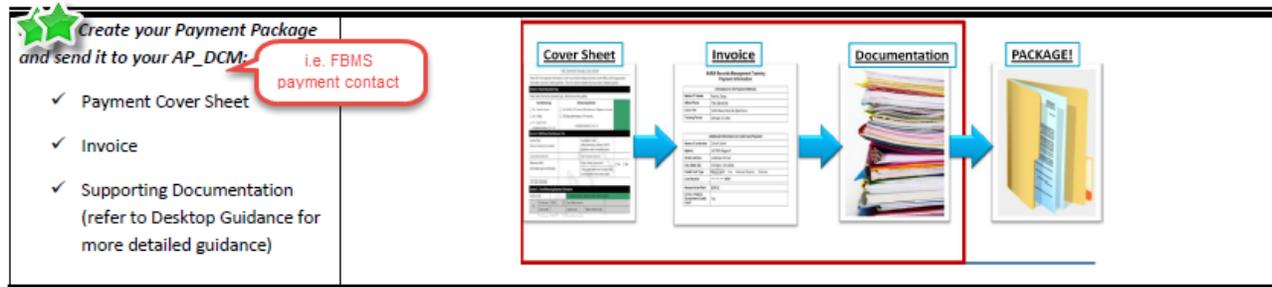
- The Service does not have a central payment processing point, therefore all vendor payment packages for an incident with USFWS jurisdiction should be returned to the individual refuge from the IMT/ICP. If the station is unable to process the payment, coordination with the Regional Office should be made to either assist with the payments or to collaborate with an NPS Review, Audit, and Payment (RAP) Team. Please coordinate with the FMB prior to utilizing the RAP Team.
- All incident payments, including USFS VIPR contract payments, are submitted to Denver Finance through FBMS as a “Manual Non-Referencing” payment and are routed through the normal Non-IPP invoice contacts for each region. (See chart under “Contacts” section).
- Incident payments may be from purchases, commercial rentals, Emergency Equipment Rental Agreements, Incident Blanket Purchase Agreements, National Emergency Rental Vehicle (NERV) program or USFS national contract (VIPR) payments. VIPR payments SHOULD NOT be sent to the USFS Albuquerque Service Center; they are also processed as non-referencing payments.
- Invoices from cooperators when there is no agreement in place or the Service is not a signatory: Contact the Branch of Fire Management Incident Business Lead who will coordinate with other agency personnel to make the payment.

Guidance/Authorities

These documents may be found on the Branch of Fire Management SharePoint site under “Administration”: <https://fishnet.fws.doi.net/regions/9/nwrs/fire/IB/SitePages/Home.aspx>

- FBMS AP-01: Manual Payment Processes and Procedures
- FBMS ACQ-05 – Payment Terms and Invoice Addresses
- DOI Integrated Charge Card Policy
- US FWS Service Manual 301 FW 4 (Contracting)
- US FWS Service Manual 261 FW 3 (Payments)
- FBMS Guide: Tips to AP_DCM Users for Submitting Manual Non-Referencing Payment Packages

Process



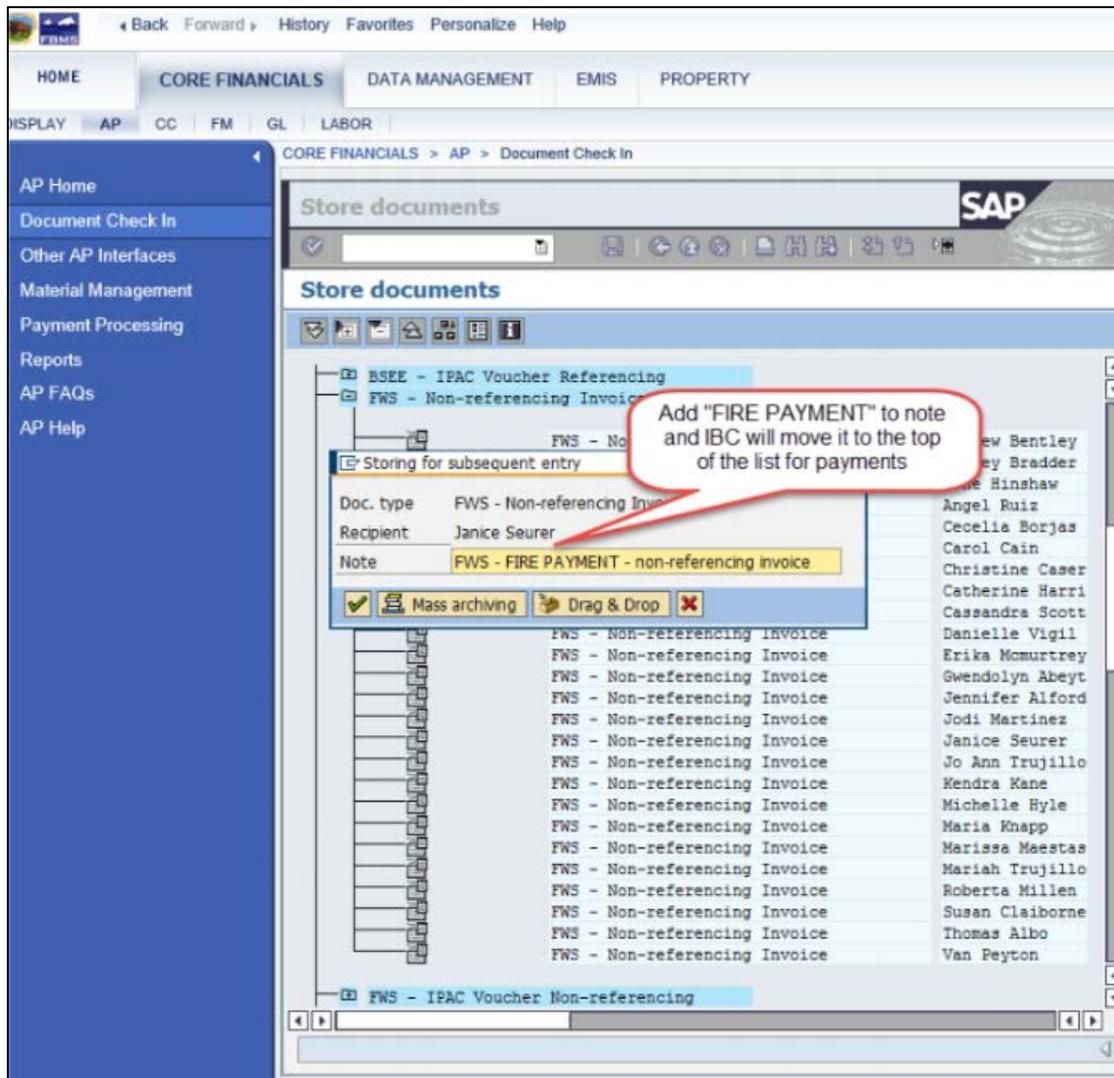
- Upon receipt of invoice, determine if charges are valid and supported by adequate documentation.
- Use Vendor look-up function in FBMS to determine if vendor is in the system. If not, requests for an FBMS vendor number can be submitted two ways:
 - Prepare and submit an FBMS Vendor Request Form to obtain an FBMS vendor number.
 - If the vendor is in SAM.gov send an e-mail request to the FBMS help desk (fbms_helpdesk@ios.doi.gov) and provide them the DUNS number in order to obtain an FBMS vendor number.
- Once the FBMS vendor number has been provided, prepare the NBC Cover Sheet and include all required information as per below:

All Payment Packages must include: (From FBMS Technical Bulletin #AP-01, Attachment A)

- Completed NBC Payment Package Cover Sheet (non-referencing)
 - Invoice must include: name of Fire/Unit, Contact Name and phone number, Cost Center, WBS, Fund, and the agreement number (if applicable).
 - Incident: Mickey Mouse Complex Fire – Disney NWR
 - Contact: Donald Duck (208) 555-5555
 - Cost Center: FF01RGDI00
 - WBS: FF.F2000000XXXX0
 - Fund: XXX
 - Agreement # ID 40181-5-K015 (example only)
- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
 - Copy of current, signed Cooperative Fire Protection Agreement (CFPA) with all signatures and any modifications.
 - Copy of current, signed Operating Plan (OP) (if required by the CFPA).
 - Supporting documentation required per the agreement (this varies between agreements).

- Cooperative Fire Protection Agreement (CFPA): Agreements do NOT get interest on payments.

When entering into FBMS, add “Fire Payment” into the “Note” area as shown below.



SUBMITTING AN INVOICE FOR PAYMENT
(Completed by local unit administrative or budget personnel)

- ⇒ Stamp the invoice with the date received
- ⇒ Prepare the payment package cover sheet
(Each invoice must have its own payment cover sheet)
- ⇒ Assemble all required documentation according to type of payment listed above
- ⇒ Scan the package into an electronic file
- ⇒ Log into **FBMS**
- ⇒ Click the **“Core Financials”** tab
- ⇒ Click **“AP”**
- ⇒ Click **“Document Check In”**
- ⇒ Scroll down to **FWS – Non Referencing Invoice**
(Unless the payment is under a contract or MO, then choose “Referencing Payment)
- ⇒ Select the appropriate individual (the same contact as normal non-referencing payments)
- ⇒ When the **“Storing for Subsequent Entry”** box pops up, **in the space for notes add “FIRE PAYMENT”** and the IBC will expedite processing.
- ⇒ Click the green check mark
- ⇒ In the **“Look Up Document”** box, browse and select the electronic file you created
- ⇒ Click **“Open”**
- ⇒ A Work Item Number will appear at the bottom of the screen, write it down on the top of your cover page.
- ⇒ **Close** the document box
- ⇒ That’s all there is to it!

Blanket Purchase Agreement (BPA):

- Original invoice (signed invoice or receiving report)
- Evidence of receipt (a full signature, by an individual other than the ordering official).
- Copy of BPA (including list of "authorized persons").
- Include a running total of what has been expended to date.

Emergency Equipment Rental Agreements (EERA), OF-294 and Incident Blanket Purchase Agreement (I-BPA):

- Original Invoice, whether in the form of an Emergency Equipment Use Invoice with signatures (Form OF-286) or original commercial vendor invoice. Commercial invoices must contain the contract/agreement number, resource order number, job code, date services received, signature of receiving official and title of receiving official.
- Copy of EERA agreement, OF-294, or Incident Blanket Purchase Agreement, SF-1449.
- Copy of Resource Order Form ICS 259-9 (Evidence of Order), recommended but not required.
- Emergency Shift Ticket (OF-297), vendor provided daily work sheet, or other document provided by incident, recommended but not required.
- Emergency Equipment Fuel and Oil Issue, OF-304, (if deductions are made) or a log with approving official's legible signature.
- Vehicle/Heavy Equipment Inspection Checklist (OF-294) (Pre- and Post-Use), recommended but not required.
- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to the payment (if applicable).

Land Use and Facility Rental Agreements:

- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
- Copy of the Land Use Agreement (signed).

Memorandum of Understanding (MOU):

- Original signed invoice complete with fire number, date, and incident name/location.
- Evidence of receipt (a full signature, by an individual other than the ordering official).
- Copy of current MOU with all signatures.
- Annual Rate Plans must be provided with invoice.

C. The National Emergency Rental Vehicle (NERV) Program

Vehicle Rental

As of May 1, 2019 the NERV Blanket Purchase Agreement (BPA) is available for use on incidents where one of the following needs are present:

- The vehicle is anticipated to be traveling off the maintained road.
- The renter needs a 4x4 SUV or pickup to meet the needs of the assignment.
- The vehicles needed will be managed by ground support or the Buying Team and utilized by multiple resources.
- The renter is not self-sufficient or able to procure the vehicle needed for assignment through the agency standard travel reservation system.

Whenever possible, if a normal rental vehicle is needed, the standard reservation procedure through Concur should be utilized.

Ordering and Payment Process

NERV vehicles are reserved utilizing the website at <https://sites.google.com/a/firenet.gov/nerv/home>, and clicking on “New NERV Request”

- Be sure to read the appropriate area-specific SOP located on the left side menu for any additional guidance.
- After a NERV rental has been returned to Enterprise, the traveler will return the NERV payment package cover sheet and all supporting documentation to NERV@fs.fed.us. Additional details can be found on the NERV website. Once that package has been submitted the NERV office will invoice the appropriate agency.

All NERV invoices are centrally billed and not taxed. The USFS has administrative oversight of the program and will receive all invoices and documentation, prepare invoice packages for each agency and send to the AO, FWS Fire Management Branch. The AO will coordinate with the appropriate region for payment. Payments will be submitted through FBMS as a non-referencing payment in the same manner as incident vendor payments.

The USFS will settle and pay all claims.

Tire Repair and Replacement

Tire repairs and tire replacements: for vehicles in possession of the USDA Forest Service for BPA rentals under the NERV agreement:

- Firestone/Bridgestone auto shops are the preferred vendors. Alternatively, the USDA Forest Service may use their preferred tire repair and replacement resources with the following guidelines.
 - Tire repairs must meet the standards detailed in the Rubber Manufacturers Association guidelines: https://rma.org/sites/default/files/prp_wallchart1111_0.pdf
 - Tire replacements must comply with the U.S. Tire Manufacturers Association recommendations: <https://www.ustires.org/replacing-tires>

- Replacement tires must:
 - Be the same size, load index, and speed rating designation as recommended by the vehicle or tire manufacturer
 - Not be of a different size or load-carrying capacity than what was originally specified

- Replacing fewer than four tires:
 - When replacing only one to three tires, they must be the same size, load index, and speed rating recommended by the vehicle manufacturer
 - Enterprise (NERV vendor) may determine it necessary to replace tires that were repaired or replaced while in the possession of the USDA Forest Service.
 - Enterprise reserves the right to charge the cost of tire replacement to the USDA Forest Service when tire replacements are necessary.

- Examples of scenarios that will require Enterprise to replace tires:
 - Damage (including flat tire, missing chunks of tread, or damage to sidewall)
 - Improper repair or replacement (according to Rubber Manufacturers Association guidelines for tire repairs or U.S. Tire Manufacturers Association recommendations for tire replacements)

D. Charging Purchases to a Type 3 to Type 5 Fire

The responsible AA or FMO will assign a micro-purchaser to handle procurement for the incident. If there are no refuge/hatchery micro-purchasers available or there are incident orders to fill that exceed the authority of the assigned micro-purchaser, the AA or representative will contact the Administrative Officer (AO) or other budget personnel and request assistance for someone to be assigned to do incident purchasing. If available, some purchasing may be possible through the regional office acquisitions team.

The AO or FMO will be responsible for locating and assigning local purchasing support for the incident or placing an order with the dispatch center for a Purchasing Agent of a buying team if there are no host unit personnel available.

Policies Related to Fire Purchases

NWCG Standards for Fire & Fire Aviation Operations (Red book)

- Chapter 11 – Incident Replacement of Government Property
“Specialty or non-cache items originally provided by the home unit through the use of preparedness funds will be replaced by the home unit funds if the loss is due to normal wear and tear...Cache items that are not available at the incident may be authorized for restocking at the home unit via an authorized Incident Replacement Requisition.”

NWCG Standards for Interagency Incident Business Management Handbook (IIBMH)

- Chapter 20, #25 – Unique Items
“Normal purchasing restrictions apply to emergency incident operations. However, special circumstances exist which may necessitate the acquisition of unique items, e.g., copy machines, facsimile machines...Incident agency procedures will be followed.”
- Chapter 35, #4 – Damage/Loss
“The individual responsible for or assigned the property is responsible to document loss or damage on the Property loss or Damage Report, OF-289...The individual, supervisor, and witness document facts and circumstances on the form. The Incident Commander or Logistics Section Chief shall review, sign, and take any follow-up actions. All reports of loss or damage must be submitted to the incident agency.” For FWS guidance, see Service Manual, 310 FW 6, *Report of Survey and Boards of Survey*.

National Interagency Mobilization Guide

- Chapter 20 – Incident Replacement of NFES Items
“IMTs will approve all requests for replacement of equipment and supplies...If there is insufficient time for the Supply Unit to obtain replacement requests before demobilization of the resource, an Incident Replacement Requisition (NFES #1300) will be completed and forwarded to the servicing cache, who will then forward it to the requesting unit’s servicing cache for processing.”

Wildland Fire Purchasing Reminders

- Purchase authority; contact your AOPC for authority to lift daily purchase cap (allowed for emergency incidents only).
- Keep a log! You must send dispatch a copy of your log nightly and you will need a copy for the doc box.
- Keep required documents for a wildland fire doc box as well as your own purchasing records/purchase log, (copies of) RO’s, receipts, and waybills.
- Contract Officers/Specialists are needed for any purchases beyond a micro-purchasers threshold, as well as, Land Use Agreements, Emergency Equipment Rental Agreements (EERA’s), and set up and payment of local BPAs.

Credit Card Roles and Purchasing

DOI has recently undergone a transition to a new credit card vendor with separate cards for each business type, i.e. travel, purchase, and fleet. The Service made the decision not to provide a separate card for crew chief/emergency purchasing, so individuals who will be responsible for purchasing crew meals on incidents should continue to request the “emergency” option for a higher purchase threshold as in the past.

Incident Purchases from Fuel Vendors

The Fuel Tender agreement requires the fuel vendor to accept purchase cards. Due to circumstances you may or may not have a fuel vendor who accepts purchase cards. The provisions are written to accommodate fuel vendors who do accept purchase cards and those that do not. They read as follows:

- Contractors shall be able to accept all major purchase cards for payment of fuel and provide receipts for sales at the incident.
- Should circumstance preclude the vendor from using the purchase card system the following shall apply: If the camp location precludes use of purchase cards, the Contractor shall complete Emergency Equipment Fuel and Oil issue tickets, OF-304, and reconcile with the finance section on a daily basis.
- No payment will be made for refueling trucks (either bringing fuel to the dispensing truck or driving the truck to the bulk plant) or spill containment requirements.
- Fuel trucks shall have multi-fueling capability with two separate nozzles, one for gas and one for diesel.
- Fuel prices will be established at the current local commercial rate.
- All federal and state requirements shall be met when dealing with hazardous materials.

If the Fuel Vendor accepts purchase cards, the following apply:

- Fuel vendors who accept purchase card transactions hired under an I-BPA are required to accept major purchase cards as payment directly from the customer at the incident. These guidelines are to clarify policy for the fuel vendor’s acceptance of purchase cards as well as the customers (Government, interagency partners, cooperators, contractors) use of them as a replacement for the Emergency Equipment Fuel and Oil Issue, OF-304. This process is a change from the previous method where the fuel vendor issued an OF-304 to the customer and was reimbursed at the incident on its Emergency Equipment Use Invoice, OF-286.

- Contractors will no longer have their fuel purchases deducted from their OF-286 and will be responsible for paying for their own fuel at the time of purchase. Government employees, interagency partners and cooperators will be required to use purchase cards to purchase fuel. Fuel vendors will be responsible for tracking their own transactions and issuing receipts to the customers while the Incident Management Team will be responsible for tracking and paying for “Exception” fuel purchases only (see below).

Exception Fuel Purchases

- Refrigerated trailer fill-ups
- Rental vehicles not covered below in number 2
- Line fuel
- Generators
- Light towers
- Miscellaneous ICP equipment
- Government owned vehicles if the WEX fleet cards are not accepted

Exhibits found at the end of the chapter:

16-A-1: Tips for Submitting Non-Referencing Payment Packages

16-A-2: Step-by-Step Instructions for Cover Sheet

16-A-3: EERA Payment Package Content Checklist

16-A-4: Contacts

Exhibit 16-A-1: Tips for Submitting Non-Referencing Payment Packages



Tips to AP_DCM Users for Submitting Manual Non-Referencing Payment Packages

FBMS Users who have the AP_DCM role should refer to this document when submitting manual non-referencing payment packages. This information will assist users in:

- Selecting the correct transaction code
- Choosing the correct BOC

The majority of this information is in Technical Bulletin AP-01, which is available on [InsideFWS>FBMS>Business Process Guidance>Accounts Payable](#).

Transaction Code “KR” vs “YL”

There are three non-referencing transaction codes from which to choose:

- KR - Vendor Invoice
- KU - Utility
- YL - Local Travel

The **YL transaction code** should be selected for **Local Vicinity Travel - including Mileage Reimbursement**. During Document Check-In, users should select **FWS Travel Voucher** for local vicinity travel including mileage reimbursement. By selecting FWS Travel Voucher, the user will be able to select from the list of Travel Techs. FWS encourages you to select one of the following two IBC Travel Leads as listed in the “IBC Points of Contact for Payments.” The “IBC Points of Contact for Payments” can be found at Inside FWS via this link: https://inside.fws.gov/media/fbms/Video/IBC%20POCs%20for%20Payments_v2%20FY2015-2014_11_21.docx

The IBC Travel Leads will forward the payment package workflow to an available Travel Tech.

It is important for the user to **separate out Local Vicinity Travel from other payment / reimbursement requests**. This will ensure that Local Vicinity Travel packages can be processed using the correct document type “YL.”

BOCs

Often, field users do not enter the correct BOC on payment packages. The IBC AP Tech should not change the BOC. However, when the AP Tech recognizes that the BOC is obviously incorrect, they are instructed to contact the user and, with the user's approval, they will change the incorrect BOC to the correct one. Occasionally, users simply forget to change the BOC that is on the template. And, other times, users do not know which BOC to use. Below is a list of commonly used BOCs for non-referencing manual payment packages. PLEASE NOTE that this list is not comprehensive, and you may need to consult the full list of BOCs on [InsideFWS>FBMS>FBMS Basics>Codes You Need to Know](#).

Exhibit 16-A-2: Step-by-Step Instructions for Cover Sheet

IBC Payment Package Cover Sheet – All Payments Except FA, Reportable Utilities and Mixed Utilities Step by Step Instructions							
<p>All fields are required unless otherwise noted. Failure to complete the payment package correctly will result in delays and may result in the form being returned to you.</p> <p>Use this Payment Package Cover Sheet (PPCS) to submit invoices for:</p> <ul style="list-style-type: none"> • Non-utility and non-Financial Assistance related payments and reimbursements. • SF- 1164 or SF-182. • Utilities that do NOT require Energy cost and consumption data reporting. Invoice examples: <ul style="list-style-type: none"> ○ Water usage at a National Fish Hatchery, which is exempt from Energy/Utility reporting (<u>unless the invoice includes any reportable utility costs</u>). If the invoice includes any reportable water/utilities, use the <i>Reportable Utilities and "Mixed" Utilities PPCS</i>. ○ Sewer, trash, recycling, and landfill (<u>unless the invoice includes any reportable utility costs</u>). If the invoice includes any reportable water/utilities, use the <i>Reportable Utilities and "Mixed" Utilities PPCS</i>. <p>Use the IBC Payment Package Cover Sheet - Reportable Utilities and "Mixed" Utilities for utilities that require Energy cost and consumption data reporting. Information on reportable versus not reportable energy/water can be found in the instructions for the IBC Payment Package Cover Sheet - Reportable Utilities and "Mixed" Utilities. If you have an invoice for energy/water, and you need to determine if any of the invoice is reportable, please review this guidance.</p>							
<p>Step 1: Complete Section 1 – Invoice Document Type (required)</p> <p>This is a required section. All users have to mark one of the payment types that apply.</p> <p>Select "Non-Referencing Payment: Vendor Invoice." One example: Invoices for payments under the micro-purchase threshold where the vendor does not accept charge card. Also, select this option when entering a payment package for non-referencing utility invoices that do NOT require Energy cost and consumption data reporting (trash pickup, sewer, National Fish Hatchery water utility bills, etc.).</p> <p>Select "Non-Referencing Reimbursement" for payments (reimbursements) to employees and volunteers. For examples of PPCSs filled in for SF-1164s, see page 12 of this document.</p> <p>Select "Referencing Payment" when referencing an MO</p>	<table border="1"> <thead> <tr> <th colspan="3">Section 1: Invoice Document Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Non-Referencing Payment: Vendor Invoice (Complete Section 2, 3 & 6. For foreign vendors, also complete Section 5)</td> <td><input type="checkbox"/> Non-Referencing Reimbursement: 1164s for employees, Form 3-2373 for volunteers (Complete Sections 2, 3 and 6)</td> <td><input type="checkbox"/> Referencing Payment (Complete Sections 2, 4 & 6. For foreign vendors, also complete Section 5)</td> </tr> </tbody> </table> <p>Note: For Non-Referencing Payment Types, complete Sections 2, 3 and 6.</p> <p>For Referencing Payments, complete Sections 2, 4, and 6.</p> <p>For Payments to foreign vendors, complete Section 5 and Sections 2, 3, 4, and 6 as applicable.</p>	Section 1: Invoice Document Type			<input type="checkbox"/> Non-Referencing Payment: Vendor Invoice (Complete Section 2, 3 & 6. For foreign vendors, also complete Section 5)	<input type="checkbox"/> Non-Referencing Reimbursement: 1164s for employees, Form 3-2373 for volunteers (Complete Sections 2, 3 and 6)	<input type="checkbox"/> Referencing Payment (Complete Sections 2, 4 & 6. For foreign vendors, also complete Section 5)
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<p>Version Date: April 15, 2016</p> <p style="text-align: right;">Page 1</p>							

<p>or a PO that is IPP exempt. Also, select this option when entering a payment package for referencing utility invoices that do NOT require Energy cost and consumption data reporting (trash pickup, sewer, National Fish Hatchery water utility bills, etc.)</p>																													
<p>Step 2: Complete Section 2 – Basic Information (required)</p> <p>All fields in Section 2 must be completed, which include the following:</p> <ul style="list-style-type: none"> ✓ Invoice Date: Date on the invoice. For SF-1164, this is the date the claimant signs the SF-1164, box 10 of the SF-1164. ✓ Acceptance Date: Date the goods/services were accepted. For SF-1164, this is the last date in box 6, column a. ✓ Invoice Received Date: Log Date, date you received the invoice. For SF-1164, this is the date the approver signs the SF-1164, box 8 or 9 of the SF-1164. ✓ Total Payment Amount ✓ Reference Field: Invoice Number/Tracking Number. If a vendor invoice does not contain an invoice tracking number, enter the period of performance end date and a short description of the good/service. Example: 04052016trash. For SF-1164, this information is from box 2. If box 2 of the SF-1164 is not filled in, enter information which would assist the recipient in identifying the payment / 	<table border="1"> <thead> <tr> <th colspan="4">Section 2: Invoice Basic Data</th> </tr> </thead> <tbody> <tr> <td>Invoice Date: (Date on invoice from vendor)</td> <td></td> <td>Acceptance Date: (Date goods/services received)</td> <td></td> </tr> <tr> <td>Invoice Received Date:</td> <td></td> <td>Total Payment Amount:</td> <td>\$</td> </tr> <tr> <td>Reference Field: (Information goes to the recipient's bank) Vendor payment # Invoice number Reimbursement = voucher number</td> <td></td> <td>Is this a Land Acquisition?</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td></td> <td></td> <td>Alternate Banking: (if applicable)</td> <td>ABA ACCT</td> </tr> <tr> <td>Invoice / Reimbursement Period of Performance Start Date:</td> <td></td> <td>Invoice / Reimbursement Period of Performance End Date:</td> <td></td> </tr> <tr> <td colspan="4">Text Field: (Optional)</td> </tr> </tbody> </table> <p>Text Field Naming Convention: FXERO1203XXXXXXXXCP14 F = Fish & Wildlife Service Vendor Name = first 4 characters Invoice issue calendar year (2-digit) Invoice issue calendar month (2-digit) Invoice #, region #, customer #, or some other # (optional) If construction payment (other than final construction payment), add CP14 at the end of the invoice name (note that final construction payments are PP30) If accelerated payment, add ACCP – at the end of the invoice name</p>	Section 2: Invoice Basic Data				Invoice Date: (Date on invoice from vendor)		Acceptance Date: (Date goods/services received)		Invoice Received Date:		Total Payment Amount:	\$	Reference Field: (Information goes to the recipient's bank) Vendor payment # Invoice number Reimbursement = voucher number		Is this a Land Acquisition?	<input type="radio"/> Yes <input type="radio"/> No			Alternate Banking: (if applicable)	ABA ACCT	Invoice / Reimbursement Period of Performance Start Date:		Invoice / Reimbursement Period of Performance End Date:		Text Field: (Optional)			
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Invoice / Reimbursement Period of Performance Start Date:		Invoice / Reimbursement Period of Performance End Date:																											
Text Field: (Optional)																													
<p>Version Date: April 15, 2016</p> <p style="text-align: right;">Page 2</p>																													

deposit. Examples may include Marchmeetingmilereimb, or the end of the PoP date and what the recipient is being reimbursed for - example: 03312016boots

- ✓ **Is this a Land Acquisition (Realty transaction)?** Yes or No. Please check "No" if this is not a land acquisition payment.
- ✓ **Alternate Banking information for Land Acquisitions:** Include ABA number and Account number. This field is only applicable to Land Acquisition payments, and only when the land acquisition payment is going to an alternate bank account.
- ✓ **Period of Performance Invoice Start/End Date:**
 - **For Goods:** Same as the Acceptance Date.
 - **For Services:** The Start Date is the first day of the invoice's billing period. The end date is the last day of the invoice's billing period. The end date and acceptance date should be the same.
 - **For SF-1164:** Use the earliest date from Section 6, Column a, of the SF-1164 as the Start Date. The last date from Section 6, Column a, on the SF-1164 should be used as the end date and the acceptance date.
- ✓ **Text Field:** OPTIONAL – follow Regional guidelines. (suggested use - the naming convention as identified to the right).

Step 3: Complete Section 3 – Non-Referencing Payment information (required for Non-Referencing Payment ONLY. For Referencing Payments, complete section 4)

The following fields are required for each line item:

- ✓ **Vendor Code**

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- ✓ **Additional lines required (see next page):** Select this box if you are entering additional lines on the second page of the form.
- ✓ **GL Account:** Provide only the BOC code. See Pages 9-11 of this document for a list of commonly used BOCs. Note: This is not a comprehensive list of BOCs but is a list of BOCs most commonly used when submitting a PPCS.
- ✓ **Line Dollar Amount:** Amount to be paid using the provided accounting information. Note: For SF-1164, this amount should be the same as the amount found in the Total Amount Claimed box in section 7 if the Cost Center, Partial Fund, WBS (or Work Order), and BOC are the same for all amounts claimed in section 6.
- ✓ **Cost Center:** Identify who is incurring the expenses. If entering a Work Order, you do not need to include the Cost Center; it will be derived from the Work Order.
- ✓ **Partial Fund:** Identify which fund is to be charged. If entering a Work Order, you do not need to include the Partial Fund; it will be derived from the Work Order.
- ✓ **WBS (Work Breakdown Structure) or Work Order:** Enter the specific project / work order.

Section 3: Non-Referencing Payment Information						
Vendor Code:			<input type="checkbox"/> Additional lines needed (see next page)			
10	GL Account:	6100.	0	Line Dollar Amount:	\$	
	Cost Center:			Partial Fund:	WBS or Work Order:	
20	GL Account:	6100.	0	Line Dollar Amount:	\$	
	Cost Center:			Partial Fund:	WBS or Work Order:	

Step 4: Complete Section 4 – Referencing Payment Information (for Referencing Payments only; for Non-Referencing Payments complete Section 3.)

- ✓ **Referencing Document #:** Enter the PO or MO number you are referencing.

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<ul style="list-style-type: none"> ✓ Additional lines required (see next page): Select this box if you are entering additional lines on the second page of the form. ✓ Referencing Line #: The PO / MO line you want to draw down. ✓ Line Dollar Amount: The amount you want to draw down from the line. 	<table border="1"> <tr> <th colspan="4">Section 4: Referencing Payment Information</th> </tr> <tr> <td colspan="2">Referencing Document Number: <i>(Purchase Order or Miscellaneous Obligation)</i></td> <td colspan="2"><input type="checkbox"/> Additional lines needed (see next page)</td> </tr> <tr> <td>Referencing Line Number:</td> <td></td> <td>Line Dollar Amount:</td> <td>\$</td> </tr> <tr> <td>Referencing Line Number:</td> <td></td> <td>Line Dollar Amount:</td> <td>\$</td> </tr> <tr> <td>Referencing Line Number:</td> <td></td> <td>Line Dollar Amount:</td> <td>\$</td> </tr> </table>	Section 4: Referencing Payment Information				Referencing Document Number: <i>(Purchase Order or Miscellaneous Obligation)</i>		<input type="checkbox"/> Additional lines needed (see next page)		Referencing Line Number:		Line Dollar Amount:	\$	Referencing Line Number:		Line Dollar Amount:	\$	Referencing Line Number:		Line Dollar Amount:	\$																																				
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<p>Step 5: Complete Section 5, and Section 5 (continued) only if applicable.</p> <p>ITS Information:</p> <p>Select "No" if this is not a payment to a foreign vendor, which will be paid via Treasury's International Treasury Services (ITS).</p> <p>Select "Yes" if this is a payment to a foreign vendor, which will be paid via ITS.</p> <p>For guidance on foreign vendors paid via ITS, see: https://inside.fws.gov/media/fbms/Video/Non-Financial%20Assistance%20Non-Travel%20Related%20Foreign%20Vendor%20Payment%20Tips%20V1%20-%202015_06_24.pdf</p> <p>U.S. Correspondent Bank Information:</p> <ul style="list-style-type: none"> ✓ US Correspondent Bank: Enter the name of the US bank that provides services on behalf of a foreign financial institution. ✓ SWIFT: Enter the SWIFT code of the US Correspondent Bank. The SWIFT code can be 8 or 11 characters. ✓ Bank Location (city/state): Enter the Correspondent 	<table border="1"> <tr> <th colspan="2">Section 5: ITS Information (Only complete this section for payments to foreign vendors)</th> </tr> <tr> <td>ITS Payment (only applicable for payments to foreign vendors paid via ITS), complete the information in Section 5 (continued on next page below) if you check "yes."</td> <td style="text-align: right;">C Yes <input type="radio"/> No <input checked="" type="radio"/></td> </tr> </table> <table border="1"> <tr> <th colspan="4">Section 5 (continued): ITS Information (only applicable for payments made to foreign vendors via ITS).</th> </tr> <tr> <th colspan="4">Section 5A: U.S. Correspondent Bank Information</th> </tr> <tr> <td colspan="2">U.S. Correspondent Bank (Intermedia Bank)</td> <td colspan="2">SWIFT</td> </tr> <tr> <td>Bank Location (city/state):</td> <td>ABA Number</td> <td colspan="2">Transit Number</td> </tr> <tr> <th colspan="4">Section 5B: Recipient Bank Information</th> </tr> <tr> <td colspan="4">Recipient Bank:</td> </tr> <tr> <td>Branch code (if applicable):</td> <td colspan="2">SWIFT</td> <td></td> </tr> <tr> <td colspan="4">Recipient Account Number:</td> </tr> <tr> <td colspan="4">Recipient Name / Account Title:</td> </tr> <tr> <td colspan="4">Bank Location (full Address for Canada (City, Province/State, Country):</td> </tr> <tr> <td>Recipient Financial Contact Name:</td> <td colspan="2">Email:</td> <td></td> </tr> <tr> <th colspan="4">Section 5C: Agency Identifier</th> </tr> <tr> <td colspan="4">Treasury Account Symbol / Business Event Type Code (TAS/BETC):</td> </tr> </table>	Section 5: ITS Information (Only complete this section for payments to foreign vendors)		ITS Payment (only applicable for payments to foreign vendors paid via ITS), complete the information in Section 5 (continued on next page below) if you check "yes."	C Yes <input type="radio"/> No <input checked="" type="radio"/>	Section 5 (continued): ITS Information (only applicable for payments made to foreign vendors via ITS).				Section 5A: U.S. Correspondent Bank Information				U.S. Correspondent Bank (Intermedia Bank)		SWIFT		Bank Location (city/state):	ABA Number	Transit Number		Section 5B: Recipient Bank Information				Recipient Bank:				Branch code (if applicable):	SWIFT			Recipient Account Number:				Recipient Name / Account Title:				Bank Location (full Address for Canada (City, Province/State, Country):				Recipient Financial Contact Name:	Email:			Section 5C: Agency Identifier				Treasury Account Symbol / Business Event Type Code (TAS/BETC):			
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Section 5C: Agency Identifier																																																									
Treasury Account Symbol / Business Event Type Code (TAS/BETC):																																																									

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<p>Bank's location.</p> <ul style="list-style-type: none"> ✓ ABA Number: Enter the Correspondent Bank's ABA number. ✓ Transit Number: Enter the Correspondent Bank's Transit Number <p>Recipient Bank Information:</p> <ul style="list-style-type: none"> ✓ Recipient Bank: Enter the name of the recipient bank. ✓ Branch code (if applicable): Enter the Branch Code of the recipient bank, if applicable. ✓ SWIFT: Enter the SWIFT code of the recipient bank. ✓ Recipient Account Number: Enter the recipient' account number. ✓ Recipient Name / Account Title: Enter the recipient' name or the title on the recipient's account. ✓ Bank Location (Full Address...): Enter the full address of the recipient bank. ✓ Recipient Financial Contact Name: Enter the name of a person that can answer questions concerning the banking information for the recipient. ✓ Email: Enter the email address of the person that can answer questions concerning the banking information for the recipient. <p>Agency Identifier:</p> <ul style="list-style-type: none"> ✓ Treasury Account Symbol / Business Event Type Code (TAS / BETC): Enter the TAS and BETC. The BETC should be "DISB." 	
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<p>Step 6: Complete Section 6 – FWS Payment Point of Contact Information</p> <p>All fields for Section 6 should be completed. By signing this form, you have ensured that the goods and/or services have been received and invoice is authorized to pay.</p> <ul style="list-style-type: none"> ✓ Employee Name ✓ Region Number: Used by IBC to determine the right region if re-route is necessary. ✓ Email: Enter your email address. ✓ Phone Number: Enter your phone number. ✓ Employee Signature: You MUST sign the form in order for the payment to be processed. Electronic / Digital signatures are accepted. ✓ Cover Sheet Completion Date ✓ Comments: Enter any information you believe would be helpful to the AP Technician in processing your payment or that you feel would be important for your own research purposes. <p>If you are submitting a utility invoice where the utilities are exempt from Energy cost and consumption reporting, a statement should be included in the comments section advising that the utility is exempt from Energy cost and consumption reporting. For example: <i>This is a water bill for a National Fish Hatchery, which is exempt from Energy cost and consumption reporting.</i> Entering this comment will help ensure that your payment package is processed timely.</p> <p>Information on reportable versus not reportable</p>	<table border="1"> <tr> <th colspan="4">Section 6: FWS Payment Point of Contact Information</th> </tr> <tr> <td colspan="4"><i>Goods/Services have been received and invoice is authorized to pay.</i></td> </tr> <tr> <td>Employee Name:</td> <td></td> <td>Region Number:</td> <td></td> </tr> <tr> <td>Email:</td> <td></td> <td>Phone Number:</td> <td></td> </tr> <tr> <td>Signature:</td> <td></td> <td>Cover Sheet Completion Date:</td> <td></td> </tr> <tr> <td>Comments:</td> <td colspan="3"></td> </tr> </table>	Section 6: FWS Payment Point of Contact Information				<i>Goods/Services have been received and invoice is authorized to pay.</i>				Employee Name:		Region Number:		Email:		Phone Number:		Signature:		Cover Sheet Completion Date:		Comments:			
Section 6: FWS Payment Point of Contact Information																									
<i>Goods/Services have been received and invoice is authorized to pay.</i>																									
Employee Name:		Region Number:																							
Email:		Phone Number:																							
Signature:		Cover Sheet Completion Date:																							
Comments:																									

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<p>energy/water can be found in the instructions for the <i>Reportable Utilities and "Mixed" Utilities Payment Package Cover Sheet</i>. If you have an invoice for energy/water, and you need to determine if any of the invoice is reportable, please review this guidance.</p>	
<p>Step 6: Create your Payment Package and send it to your AP_DCM who will send it to your AP Tech.</p> <p>For SF-1164s for local vicinity travel, the AP_DCM should send the payment package to a POC named in the TRAVEL PAYMENTS (Local Vicinity – including Mileage Reimbursement) section of the IBC Points of Contact for payments document found at https://inside.fws.gov/go/post/FBMS-BP_AP:</p> <p>Include the following in your Payment Package:</p> <ul style="list-style-type: none"> ✓ Payment Cover Sheet ✓ Invoice ✓ Supporting Documentation (refer to Desktop Guidance for more detailed guidance) 	

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Exhibit 16-A-3: EERA Payment Package Content Checklist

Required:

Original Emergency Equipment Use Invoice, OF-286

- Must be signed and dated by both the Contractor/Vendor and Receiving Officer.
- Attach your calculator tape verifying invoice total.
- Verify that blocks 1-33 are filled in and accurate.
- Verify that all information from the shift ticket is transferred correctly to the use invoice.

Original Emergency Equipment Shift Tickets, OF-297 (Pink Copy)

- Each shift ticket must be signed and dated by Contractor and Receiving Officer.
- Verify that blocks 1-19 are filled in and accurate.
- Match shift ticket dates with invoice dates.
- Verify that shift ticket information is the same as that on the invoice.

Emergency Equipment Rental Agreement, OF-294

- Signed and dated by Contractor/Vendor and Contracting Officer.
- Verify that the equipment on Use Invoice is listed on current agreements.
- Verify Contractor information is legible, including phone numbers so we have numbers to call if there are any question.
- DUNS number must be included.

Emergency Equipment Fuel and Oil Tickets, OF-304

- Each ticket must be signed and dated by Contractor/Vendor and Receiving Agent.
- Verify quantity and unit price.
- Verify that the equipment which is either receiving or dispensing fuel/oil is the same as that listed on all other documents in the payment package...(shift tickets, invoice and agreement.)
- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions to or deductions from the payments.

Preferred but not required:

- Copy of the Resource Order

Two examples of how our office utilizes the resource order are as follows:

If we have an agreement for multiple engines that are at the same unit price, at the same fire we can differentiate by the individual resource order number. When the field offices contact either AOC or the NOC with questions on a particular Emergency Equipment Use Invoice, the payment package is identified by the resource order number.

Exhibit 16-A-4: Contacts

Non-IPP invoices (packaged by the Regions / Programs and scanned into FBMS)

FWS Region	IBC Contact Name	Phone #	Email Address
1	Michelle Hyle	303-969-5655	michelle_hyle@ibc.doi.gov
2	Andrew Bentley	303-969-5740	andrew_bentley@ibc.doi.gov
3	Danielle Vigil	303-969-5220	danielle_m_vigil@ibc.doi.gov
4	Kendra Kane	303-969-5733	kendra_s_kane@ibc.doi.gov
5	Janice Seurer	303-969-5771	janice_f_seurer@ibc.doi.gov
6	Anne Hinshaw	303-969-5211	anne_hinshaw@ibc.doi.gov
7	Anne Hinshaw	303-969-5211	anne_hinshaw@ibc.doi.gov
8	Michelle Hyle	303-969-5655	michelle_hyle@ibc.doi.gov
HQ	Janice Seurer	303-969-5771	janice_f_seurer@ibc.doi.gov

FIRE INCIDENT PAYMENTS and EMERGENCY EQUIPMENT RENTAL AGREEMENT (EERA) PAYMENTS

FWS Region	IBC Contact Name	Phone #	Email Address
All	Janice Seurer	303-969-5771	janice_f_seurer@ibc.doi.gov
All	Karen Moore	303-969-5770	Karen_A_Moore@ibc.doi.gov

Payment packages for fire payments should be submitted through FBMS and will be routed to the same individuals as all other non-IPP invoice payment packages. Contact the individuals above if you have questions concerning fire payments.

CHAPTER 17: GENERAL INFORMATION

A. Lend Lease

Description

An agreement between IMTs to allow for the use of assigned resources **from one incident to another incident** for a short-term mission (generally not to exceed one to three operational periods; validated each day by Operations).

The lend/lease of resources fill a critical short term operational need between large incidents. This allows Incident Commanders (ICs) to share resources, to increase efficiencies, and to simplify process. The process defined below is not intended for use on small incidents or IA where e-ISuite is not utilized.

Guidance

A resource maybe shared with another incident for up to four days and then they must report back to their original incident.

Resource Order numbers will remain the same throughout all the Lend/Lease incidents for tracking purposes. It is the Finance Section's responsibility to verify that the correct resource order and fire codes are entered on the OF-286s. Equipment involved in a Lend/Lease situation should be mobilized and demobilized from the original fire to which they were assigned.

Process

- **ROSS** - Resources are **not reassigned** in ROSS. Resource remains assigned to the initial incident. (No resource order will be generated so no new resource number). Incident Dispatch/Expanded Dispatch is not required to make any edits on the initial resource order to track lend/lease resources.
 - If an incident is within 2 – 3 days of demobilizing; resources from that incident should be reassigned and not use the lend/lease strategy.
- **Inspections** - Lend/lease contract resources previously inspected by sending incident should **not be re- inspected** by receiving incident.
- **E-ISuite** – Resource will **not** be moved in I-Suite:
 - **Sending Incident** will continue to post time in their database. A new incident will be added to the database so that costs are accurately captured for both incidents. In the remarks block of the Of-288 or OF-286, note that the resource was lend/lease. This will serve as the documentation for use of multiple incident codes on the invoice.
 - **Receiving Incident** will add an e-ISuite COST entry: “Resource on loan from XX Incident”. If there is a need to have individual lend/lease resources listed in the database so they can be assigned on the IAP the COST has the option to enter each resource separately.

- Capturing Costs - Finance Chiefs will coordinate to ensure costs are included in the receiving incident database as a line item, **not actual posted time**. The estimated system rates can be used if actuals are not available.
 - When a resource is lent to another Federal agency, the lending agency will not bill for the resource which utilized the lend/lease resources.
- Length of assignment - will not be affected by lend/lease – all days count toward the original assignment length.
- Demobilization – The sending incident is responsible to collect all documentation and process the final invoice to demob the resource.
- Hard Copy Documents - all original documents (Shift tickets, CTRs, etc.) will be sent to sending incident.
 - Lend/Lease File – Both the send and receiving incidents will set up a file for the lend/lease resources. At a minimum it should contain the following:
 - A list of the resources (Resource Order#; vendor name; dates of use; etc.)
 - Aircraft Use Summary sheets (if used)
 - Copy of the Of-286/Of-288 (optional; this would be provided to the receiving incident at the end of the lend/lease period. Although it would be very beneficial for documentation purposes it may not always be possible to accomplish.)
- Aviation – The Aircraft summary reports will document all lend/lease activities and will include a cost breakdown by Incident code. A copy of these summary reports can be provided to the State to support any bills associated with the lend/lease resource. COST should make a duplicate copy of any lend/lease summary reports and keep them in a separate file in the COST documentation section of the final fire package.
- Communication between IMTs is key!
 - The IC makes the final decision on whether or not to participate in a lend/lease strategy. It is their responsibility to ensure that the information is shared with their Command and General staff.
 - Finance chiefs must coordinate with each other and with their team to ensure costs are accurately captured; time is posted and all documentation is provided to the sending incident.
 - Operations need to ensure that Finance is informed when the lend/lease ends so that all the documentation can be forwarded to the sending incident in a timely manner.
- See example scenario on next page

Example Scenario: FS Incident Loans Three Crews to State Incident

Application	FS incident (sending)	State incident (receiving)
ROSS	Crews stay assigned to FS incident	
e-ISuite– Data Steward	Add State Incident to database	
e-ISuite – RESOURCES		If resources check in, do not add resource to database Resources are added to the database by Finance (COST) see instructions below
e-ISuite – TIME	Post time to State incident added to database upon crews return. In remarks of OF-286 or OF-288 note that this is a Lend/lease resource	Do not post any time and have crews take back CTRs or Shift tickets to FS incident
e-ISuite – COST		Coordinate with FSC/COST of FS Incident Option 1: Add a single line item “Resource loan from XX Incident” Enter a total daily cost for all the resources which can be obtained from the FS incident Option 2: Add a line for each resource. Example for name could be ABC dozer and “Resource loan from XX Incident” should be added in remarks. Enter daily cost for each resource which can be obtained from the FS incident
Injuries	Assist as needed to make sure documentation is forwarded and completed	Fill out appropriate forms to capture event, ask FS incident for assistance for federal resources, if needed

Note: When the lending incident enters the accounting code for the receiving incident into e-ISuite, the system will generate two OF-286 invoices and another column of time on the OF-288. The lending incident will submit **ALL** pay documents through their payment system. The lending incident is responsible for any payments made to the vendors. If necessary, the lending incident agency will submit a bill to the receiving incident agency through standard billing processes.

B. Significant Wildland Fire Review

Information to come in Final 2019 Version.

C. Critical Incident Stress Management (CISM)

The Interagency Critical Incident Stress Management Program has many resources available for managers and employees to help individuals affected by potentially traumatic events which are outside their normal work experience. More information can be found at the following links:

NIFC GACC website: <https://gacc.nifc.gov/cism/>

FWS SharePoint: <https://fishnet.fws.doi.net/regions/9/nwrs/fire/IB/SitePages/CISM.aspx>

D. Line of Duty Death

Information on dealing with fatality situations can be found in the *U.S. Fish and Wildlife Service Line of Duty Death Handbook*, <https://www.fws.gov/policy/LODD.pdf>

Section 4: Agreements

CHAPTER 18: TYPES OF AGREEMENTS

A. Overview

Description

This section describes the different types of agreements which are used to establish operational guidelines between all cooperative efforts at the national, geographical, and local levels. The contents of an agreement generally include: legal authority, scope and reason, and responsibilities.

Guidance/Authorities (For a complete listing of Authorities see Section 6)

- DOI Inter-Intra Agency Agreement Handbook
- Service Manual 264 FW 1, Cost Recovery and Cost Allocation – Policy and Responsibilities
- US FWS Service Manual 264 FW 2, Reimbursable and Inter/Intra-agency Agreements – Policy and Procedures
- FBMS Technical Bulletin # ACQ-04, Guidance on Inter-Agency and Intra-Agency Agreements for Headquarters

Types of Agreements

Although there are several types of cooperative agreements, there are four that are most commonly used in wildland fire. They include:

- Interagency Agreements – between federal agencies at various levels. These can include Intra/Inter-Agency Agreements, Reimbursable Agreements, Inter/Intra-Agency Travel Agreements, and Inter/Intra-Agency Personnel Agreements.
- Cooperative Fire Protection Agreements – outline the terms and conditions for sharing resources and processing reimbursement between fire-fighting entities. The most common types of these agreements are between federal agencies and a state or local fire service organization (county, city, rural, fire district, or volunteer fire department).
- Memorandums of Understanding – outline a relationship between the parties and have no financial or monetary component to the agreement.
- Mutual Aid Agreements – agreements between entities at any level for the purpose of sharing resources. Normally, they are without the exchange of funds if the sharing of resources occurs over one or two operational periods.

Master Agreements

- *The Master Interagency Agreement for Wildland Fire Management* (there is only one) is a federal to federal interagency agreement and is the over-arching agreement which provides the basis for cooperation between the Department of the Interior (BIA, BLM, NPS, FWS) and the Department of Agriculture (USFS). It is a 5-year agreement with the current agreement running from 2017-2022.
- *The Master Cooperative Wildland Fire Management and Stafford Act Response Agreement* (there are many) are Cooperative Fire Protection Agreements between the Department of Interior and Department of Agriculture (Federal agencies) and states, tribal governments, and other Federal entities such as DHS-FEMA. The use of “Stafford Act Agreement” usually refers to state agreements.
 - This Master Agreement covers events that are, or may become, declared as emergencies or major disasters that occur under the auspices of a Presidential Declaration of Emergency or Major Disaster under the Stafford Act, which **may include wildland fire and non-wildland fire emergencies** or major disasters. These events also require a coordinated response by an appropriate combination of state and tribal entities, along with the Federal Agencies.
 - Each agency creates cooperative agreements with non-federal entities using the template provided by NWCG. A new version of the template was released in 2018: <https://www.nwcg.gov/executive-board/partners-agreements>

Examples of Current National Level Agreements in Place

- *Interagency Agreement between BLM and NOAA for meteorological services*; For an FWS incident, BLM will pay the invoices for Incident Meteorological Services (IMET) but will provide support documentation to FWS for approval prior to payment (usually coordinated with the Branch of Fire Management). If an invoice is received by a field station please forward to the Branch.
- *Federal Reimbursable Agreement USFS/DOI and the FAA*; for air traffic control services and temporary mobile airport traffic control towers.
- *Master Participating Agreement Between USFWS and The Nature Conservancy (TNC)*; this Participating Agreement (PA) establishes a collaboration framework and recognition of fiscal exchange ability, but is not a funds obligation document. POC is Ed Christopher, Deputy Chief, NWRS Branch of Fire Management.
- *Canada/United States Reciprocal Forest Fire Fighting Arrangement*; Facilitates mutual assistance in wildland fire between Canada and the US. For assistance with international payments please contact the Branch of Fire Management.

- Military Interdepartmental Purchase Request (MIPR): usually coordinated with the Branch of Fire Management, these agreements are used in conjunction with the FWS-USAF program.
- Service First Agreement – Service First (SF) provides the authority for all offices and agencies in both the Department of the Interior (DOI) and the Department of Agriculture (USDA) to collaborate and enhance fulfillment of the Department's missions through stewardship, operational efficiency, and customer service. The authority is a tool, not a mandate, and has built-in flexibility to allow the Departments to tailor its application to individual situations and varying field circumstances.

Other Types of Agreements

- Land Use Agreements - These agreements are negotiated on the ground during an incident.
- Protection Agreement - Can be used in place of an MOU – a non-funds obligation document.

Implementing Documents

Two types of documents associated with agreements are called “implementing documents”, and they apply to only some of the agreements. The main types of agreements outline WHAT the involved parties do, but the implementing documents specify HOW the involved parties will do it.

- **Operating Plans** - The operating plan specifies in detail how the agreement is implemented, and allows for the sharing and compensation of resources. Operating plans are reviewed and updated as necessary to incorporate changes to operating procedures.
- **Cost Share Agreements** - The development of a cost share agreement is determined by the cooperative agreement. The cooperative agreement may also specify what the cost sharing will be based upon, such as resources, supplies, and services. **Compliance with the cooperative agreement is what drives the cost share agreement.**

What the what? Putting it all together:

- Interagency federal agreements—have operating plans but not cost share agreements because they do not exchange funds.
- Cooperative fire protection agreements—have both an operating plan and a cost share agreement.
- MOUs—may have an operating plan incorporated into the actual MOU document but do not have a cost share agreement. However, at the time of an incident, if the fire crosses jurisdictional boundaries, a cost share agreement may be created prior to the end of the incident.
- Mutual aid agreements—do not have either of the implementing documents because they act as their own implementing document.

Examples of how the Agreements and Implementing Documents Interact

- Example of Land Use -
 - A cooperative agreement between federal agencies and a state may provide the authority for exchange of protection areas.
 - The operating plan would identify the specific land parcels on which the agencies are exchanging protection.
- Example of Sharing Resources
 - A cooperative agreement may allow sharing of resources with reimbursement.
 - The operating plan may then outline specific resources by type, dispatching procedures, and reimbursement rates.
- Example of Sharing Cost
 - A cooperative agreement may outline methods for cost sharing on a multijurisdictional incident.
 - The cost share agreement is then prepared identifying cost share arrangements for the specific incident. The cost share agreement is considered to be a supplemental agreement to the cooperative agreement between the involved parties.

Types of Cooperative Agreements	
Interagency Agreements	Examples
Agency-level agreements specify the relationships and financial arrangements between federal agencies.	The national agreement between the U.S. Department of the Interior and the U.S. Department of Agriculture (USDA) is an interagency agreement. (Master Interagency Agreement for Wildland Fire Agreement).
Bureau-level agreements are agreements between or among the units within departments.	Agreements between the Bureau of Land Management (BLM), the Bureau of Indian Affairs, the Fish and Wildlife Service, and the National Park Service (NPS) are bureau-level agreements because these bureaus are all within the Department of the Interior.
Area agreements are those between or among geographic areas or regions.	An example of an area agreement would be the agreement in Region four between Eastern Great Basin and Western Great Basin to expedite getting resources to incidents.
Local agreements may exist between or among: <ul style="list-style-type: none"> • Forests • Districts • Parks • Reservations • Refuges 	An example of an agreement between a national park and the BLM is an example of a local agreement.
Agreements with tribes	Tribes are authorized under the Indian Self-Determination and Education Act to assume the functions normally accomplished by the federal government. Before tribal employees or resources are used to support federal, state, or local disaster response, an agreement must be in place to reimburse the tribe.
Cooperative Fire Protection Agreements	Agreements outlining the relationships between firefighting entities and the terms and conditions for sharing resources. The most common types are those agreements between federal agencies and state and local fire service organizations.
Memorandums of Understanding (MOUs)	
MOUs outline the relationship between the parties and have no financial component to the agreement.	Type 2 crew agreements, training contractor provider, lumber Companies and landowner associations are examples of MOUs.
Mutual Aid Agreements	
Agreements between entities at any level for the purpose of sharing resources. Normally, these agreements are without the exchange of funds if the sharing of resources occurs over one or two operational periods.	An example of a mutual aid agreement between the Bureau of Land Management and a rural fire department allows one organization to aid the other with resource sharing.

Exhibits found at the end of the chapter:

18-A-1: 264 FW 1, *Exhibit 1 Authorities and Guidance for Cost Recovery for Cost Recovery, Reimbursables, and Inter/Intra-agency Agreements*

B. Intra-Agency Agreements

Description

An agreement between FWS and a DOI agency/bureau where money is outgoing to another DOI bureau to obtain products or services. Procedures in this section also apply to Intra-Agency Travel Agreements. Intra-Agency agreements are obligated via a Miscellaneous Obligation (MO) regardless of the dollar amount.

Procedure (Responsibilities vary by region)

- Requesting program (Buyer) completes the DOI Form 3-2366 (or 3-2368 for travel agreements). Intra-agency agreements and Intra-agency travel agreements may be signed by Project Leaders and supervisors. See 264 FW 2 for signatory levels.
- A statement of work must be submitted along with the 3-2366 and should include budget information. For travel, a description and purpose of the travel along with estimated travel costs.
- The signed agreement is sent to the person responsible for obligating funds in FBMS.
- A Miscellaneous Obligation (MO) is created in FBMS
 - BOC 253G is used for intra-agency agreements and intra-agency travel agreements.
 - Period of performance dates must be added in FBMS.
 - When creating an MO; in the “Item Overview” section, **the “Item Category” column defaults to “standard” - always change this to “service”**. If it is not created as a “service”, every time an IPAC is processed, it will pull the remaining funds out of the account.
- Once the MO is created, add the MO document number to the agreement and send to the appropriate parties.
- Use the “Change MO” transaction in FBMS to upload the agreement, SOW, and any other relevant documentation.
- Intra-agency payments are made by the Intra-Governmental Payment and Collection (IPAC) system through the IBC in Denver. They do not require entry of a good receipt (GR) or service entry sheet (SES) to record an IPAC payment.

For detailed instructions on creating/changing an MO, go to:

[https://inside.fws.gov/go/post/FBMS-BP AP](https://inside.fws.gov/go/post/FBMS-BP_AP), see section “User Guides”.

C. Inter-Agency Agreements

Description

An agreement between FWS and another Federal agency outside of the Department of Interior where money is outgoing to obtain goods or services. Inter-agency agreements are processed through the Contracting office as a Program Purchase Request. The requesting program office may use either the DOI Form 3-2366 or the form provided by the selling Federal agency, such as the Dept. of Treasury IAA Form (700b) or a Department of Defense Military Interdepartmental Purchase Request (MIPR).

Procedure (Responsibilities vary by region)

- Prepare the appropriate form and obtain signatures from both parties.
- Draft a detailed SOW including budget information.
- Complete and submit a PPR via the SharePoint PPR Processing Site. The signed form along with any additional supporting documentation should be attached to the PPR.
- A Requisitioner will create a funded purchase request (PR) in FBMS with a User Product Code of R4080200.
- As with regular contracts, the PR will be routed to the appropriate parties for approval and obligated by a CGS Contracting Officer in PRISM.

D. Reimbursable Agreements

Description

A Reimbursable Agreement is an inter/intra-agency agreement where FWS is **receiving** money for services provided – we are the Seller, or “Servicing Agency”.

Authorities

- Intra-agency agreement within DOI: 31 S.C. 1535 (Economy Act)
- Inter-agency agreement between DOI and USFS specifically: Service First Initiative (P.L., 106-291, Sect. 330)
- Inter-agency agreement with other Federal partners: Reciprocal Fire Protection Act of 1955 (69 Stat. 66; 42 U.S.C. 1856)
- Stafford Act Authority

Agreement Procedure (This procedure may vary by region):

Creating a new agreement:

- Send an email to the FWS POC requesting a new WBS accounting string for the agreement and include:
 - Amount
 - Region
 - Fund
 - Fund Center
 - Project Title
- POC will reply to email request above with a new WBS string, which goes into the “Job Number” line on the 3-2058, Reimbursable Agreement Data Form.
- In conjunction with the partner agency, prepare and sign an Intra/inter-agency Agreement. See Exhibit 1 – DOI Form 3-2366, Intra-Agency Agreement (within DOI). For Inter-agency agreements, use Dept. of Treasury Form 7600B.
 - We are the “Servicing” Agency
 - ALC: 14-16-0006
 - BPN (DUNS): 151157950
 - TAS: 14.14X1125.16
 - BETC for Requesting agency = DISB; for Servicing agency = COLL
 - Fill in all relevant information
- Have all parties sign the document – must be signed by Deputy AD or higher.
- Once the agreement is signed by both parties, fill out the 3-2058, Reimbursable Agreement Data Form, with all required information. (Exhibit 2 – Sample 3-2058.)

- Check the “Initial Submission” box in the upper right hand corner.
 - If it is an intra-agency agreement within DOI, the line “Cite the FWS Reimbursable Program Authority Used” will be: 31 S.C. 1535 (Economy Act).
 - If it is an Inter-Agency Agreement between DOI and the USFS: Service First Initiative (P.L., 106-291, Sect. 330).
 - Obtain information from the “Buying” office to complete the Billing Information section (ALC, DUNS and TAS).
 - Obtain signature of supervisor or manager for the 3-2058.
- Send 3-2058, 7600B and copy of IAA to FWS DFM contact.
 - DFM POC will send a response once the money has been transferred into our account.

Modifying an Existing Agreement

1. Same procedure as for a new agreement except:
 - a. Submit email request to DFM POC referencing original agreement number and WBS string and include the IAA modification and a new 3-2058.
 - b. For the 3-2058:
 - i. Check the “For Modification” box
 - ii. Reference the IAA number and WBS code from original submission
 - iii. All other information is the same except for dollar amounts and dates.
 - c. For the 7600B:
 - iv. Item #25 Order Action – check the “Modification” box
 - v. All information same except for dollar amounts and dates
2. Submit the 3-2058, 7600B, and IAA to DFM POC.

Billing Procedure

To recover costs incurred on a suppression incident, Form DI-1040, Bill for Collection, should be prepared and attached to the billing package, which should include at a minimum:

- Agency name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Inclusive dates
- Name of incident and incident number
- Appropriate incident number and State and Federal accounting code

- Summary cost reports generated by the agency to support the billing, including applicable cost share agreements. Additional documentation may be required depending on what is specified in the agreement and/or operating plan.
- Resource order
- DUNS Number

Suppression Billing Guidance

- Federal Billings - Federal Agencies will not bill each other for fire suppression support. Federal Agencies will submit bills for their reimbursable costs to the Associations or States whenever state agencies are the Protecting Agency and a billing is appropriate.
- State or Association Billings: When one of the States or Associations is the Supporting Agency and the fire is within their respective state, the State or agency will bill the Protecting Agency for reimbursable costs when a billing is appropriate. Anytime the States respond to a Federal Agency fire outside of their respective state the State will bill all applicable costs to the Jurisdictional Agency. Operating Plans will include billing location information.
- Billing Estimates and Time Frames - Upon request, each Agency to this Agreement will provide an estimate, prior to the end of the requesting agency's fiscal year, of any reimbursable claims that they intend to make. Absent a written extension of time granted by the reimbursing agency, the final itemized bill should be submitted within 120 days of the end of the suppression action.
- Costs to Include - Reimbursable costs that should be included are those costs associated with operations and support, ordered on a resource order by or for an incident. Such costs may include but are not limited to:
 - Costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the incident.
 - Cost of equipment in support of the incident.
 - Operating costs for support equipment such as fuel for camp generators.
 - Aircraft, airport fees, and retardant costs.
 - Agency-owned equipment and supplies lost, damaged, or expended.
 - Cost of reasonable and prudent supplies expended in support of the incident.
 - Charges for state controlled resources such as inmate crews, National Guard Resources, and county and local resources.
 - Additional support dispatching and warehousing that can be easily charged directly to an incident.
 - Trainees as identified in the Delegation of Authority.

- **Items that are not normally reimbursed** and remain the responsibility of the Jurisdictional Agency are:
 - Rehabilitation costs (does not include suppression repair)
 - Non-expendable property
 - Tort and accident claims
 - Other costs that cannot be easily charged directly to a single incident. Reimbursement of these costs requires additional discussion between the agencies.
 - Any agency specific work, services, or items that are outside the jurisdictional agency's standards. These items should be negotiated, documented, and signed by the Agency Administrators for the respective Agencies involved.

- Indirect Costs - See Sub-chapter "I: Indirect/Overhead Rates" for more information.

Processing Payments Received

Electronic Funds Transfer (EFT) - The States shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S.

Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible.

A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

- The payment recipient does not have an account at a financial institution, or
- EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving the check, or
- The payment recipient has a physical or mental disability, or a geographic, language, or literacy barrier.

In order to receive EFT payments, the States shall register in the System for Award Management ([SAM](#)) and follow the instructions on line. For assistance, contact the SAM Assistance Center at (855) 411-6803 or (888) 299-8266 Help Desk.

Funds (check or money order) which are not transferred via IPAC - (Intra-Governmental Payment and Collections System) are to be deposited via Pay.gov (Regional Collections Form, see Appendix H) and mailed to current lockbox address on the next page:

Mailed Correspondence
U.S. Fish and Wildlife Service
Cost Accounting Section
P.O. Box 272065
Denver, CO 80235

FedEx Delivery
U.S. Fish and Wildlife Service
Cost Accounting Section
7333 W. Jefferson Avenue, Suite 300
Lakewood, CO 82035
Phone (303) 984-6800

Contacts

For monies coming in to the FWS, transactions are handled by FWS DFM in Denver, CO

FWS Department of Financial Management (DFM) Manager: Patrick Coe, 303-984-6870	Branch Chief: Vacant
Financial Operations Branch	Supervisor: Mike Honnick, 303-984-6817
Cost Accounting Section	Financial Specialist: Sheryl Ritter
POC for Fire Branch	Sheryl Ritter@fws.gov, 303-984-6841

Exhibits found at the end of the chapter

- 18-D-1: Sample reimbursable Agreement Data Form 3-2058
- 18-D-2: DOI Form 3-2366, Intra-Agency Agreement (within DOI)
- 18-D-3: Reimbursable Agreement Reference Sheet

E. Land Use Agreements

Description

A Land Use Agreement is an incident specific negotiated agreement on the ground between the designated agency representative and the private entities for use of land, water, facilities, etc.

Process

A Land Use Agreement form is created once the terms and conditions are negotiated with the land/property owner. See Reference Section D for the form.

Exhibits found at the end of the chapter

18-E-1: Land Use Agreements Checklist and General Guidance

F. Cost Share Agreements

Description

A cost share agreement is an implementing document to an existing cooperative fire management agreement and documents the financial responsibility for resource costs **for a specific incident when a non-federal agency is involved**. A cost share agreement is required when cooperative fire suppression goes beyond initial attack, mutual aid, or whenever there is a need for one, and is negotiated on-the-ground.

The objective of the cost share agreement is to establish and document the cost proration and basic organizational structure of specific fires. If incident agency personnel do not have the knowledge and experience to develop a cost share agreement, they may request assistance from the Incident Management Team (IMT) and/or the Incident Business Advisor (INBA).

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. IBAs will often help advise the AA and IMT in this process.

Offset Protection Agreements can affect the settlement of final costs. IMTs should verify with the incident agency the existence of any Offset Protection Agreements. REVIEWERS – Is this still valid information?

See the IIBMH, Chapter 80, Cost Share Agreements for more detailed information.

G. State Agreements

Some states are party to wildfire protection compacts. For example, the Northeastern states are part of the Northeastern Forest Fire Protection Compact.

Description

State agreements are fire protection cooperators agreements, used to exchange funds with a State via Cooperative Agreement and Operating Plan.

Coordination

If an invoice is received from a state for suppression services it should be handled in the following way:

- The invoice should be submitted to the regional contact of the billing state.
- The regional contact reviews the master agreement and coordinates with the incident's region regarding the requirements of the agreement.
- The incident's AA or FMO will approve the state's invoices. Payments cannot be made until this approval is received.
- The regional contact of the billing state will pay the invoice unless the NPS RAP team has already been assigned to the incident. If the invoice is a significant amount please check with the Fire Management Branch, Budget Officer to ensure there are adequate suppression funds available.

Procedure (Responsibilities vary by region)

Agreement Process

- Agreements and operating plans are created within the regional guidelines.
- The agreement and operating plan should provide the guidance for items to be billed.

Billing Process:

- Create a report to show all fire codes and expenses for the states in your region. (See State Billing SOP on page 198). Utilize these figures when totaling costs to be billed.
- If payment is being made TO a state where a cooperative agreement is in place, this is processed as a Referencing Payment in FBMS.

- If payment is being RECEIVED from a state (or other type of cooperator), a Bill for Collection (DI-1040) is prepared by the collecting office and forwarded to the state office.

H. Department of Defense Agreements

Agreements with DoD entities are being utilized to conduct Prescribed Fire activities on military installations by FWS personnel. This program is coordinated through the Fire Management Branch, and agreements under this program are executed through a Military Interdepartmental Purchase Request (MIPR).

This cooperation benefits the Service in its ability to enhance and conserve fish, wildlife, and plants and helps the Air Force sustain the use of the land for military purposes while implementing and environmental program that will enhance the ecosystems under its stewardship.

I. Military Activation

Description

The Department of Defense (DoD) is reimbursed for all its costs associated with incident support.

Authority

The interagency agreement between the DoD and Department of Agriculture (USDA) and Department of the Interior (DOI) provides the authority for military involvement on wildland incidents; the MOU (which is found in the National Interagency Mobilization Guide) identifies how the DoD will participate in terms of its responsibilities, policies, and operational procedures.

Protocols

Protocols for activating, billing, and reimbursing the military can be found in the Military Use Handbook, NFES 2175. This handbook discusses how agencies will interact with the military and what type of documentation agencies need to provide.

Protocols for activating and using Mobile Airborne Fire Fighting System (MAFFS) units when additional air support resources are necessary are found in the National Interagency Mobilization Guide.

J. Payments When no Agreement is in Place

When FWS receives an invoice from a state or local entity where there is no agreement in place, the unit will contact the Administrative Officer, Fire Management Branch. The AO will coordinate with the other DOI agencies to determine if another DOI agency has an agreement and if so, request that agency make payment.

Exhibit 18-A-1: 264 FW 1, Exhibit 1 Authorities and Guidance for Cost Recovery for Cost Recovery, Reimbursables, and Inter/Intra-agency Agreements

Authorities and Guidance for Part 264, Cost Recovery, Reimbursables, and Inter/Intra-agency Agreements

You must include the legal authorities that allow the U.S. Fish and Wildlife Service (Service) to enter into reimbursable and inter/intra-agency agreements in the agreement. Unless an authority explicitly covers both the ordering (buyer) agency and the performing (seller) agency, each agency must have its own authority to enter into the agreement. There are two categories of authorities—Financial and Resource (Program). You must reference at least one authority from each category in an agreement.

Financial Authority. These are authorities that allow the Service to accept the funds and to have them deposited and credited to a Service account. You must cite one of these authorities in the agreement. If you do not cite one of the following financial authorities, reimbursements will be deposited into the General Fund of the U.S. Treasury as “miscellaneous receipts.” Following is a list of financial authorities that may be applicable for most agreements.

Financial Authorities

Authority	Summary
This list of authorities is not exhaustive. There may be other authorities more appropriate for employees to cite as the legal authority for an agreement.	
A. Appropriations Act for the Department of the Interior and Related Agencies	Beginning in Fiscal Year 1999 , annual appropriations act language for the Resource Management account authorizes us to enter into reimbursable agreements with private entities. The Director has delegated limited authority.
B. Appropriations Act for the Department of the Interior and Related Agencies, 2000 (Public Law 106-113)	Authorizes the Service to: (1) Credit the Resource Management account for any advance payment received under reimbursable agreements with private entities; and (2) Carry out reimbursable work for state, local, and tribal governments without advance payments under certain circumstances (see sections 1.10 and 1.11 of 264 FW 1).
C. The Economy Act of 1932, as amended (31 U.S.C. 1535)	(1) Authorizes agencies to purchase goods or services from other Federal agencies and major organizational units within the same agency. (2) Does not allow a Federal agency or Bureau/Office to receive a profit when providing goods or services. (3) Stipulates that the seller must obligate funds within the period of availability of the buyer’s appropriation. That is, the seller must either properly obligate the funds against a procurement contract (or other agreement under authority other than the Economy Act) or complete the work internally before the funds expire. An exchange of funds under the Economy Act does not extend the availability of

Authority	Summary
This list of authorities is not exhaustive. There may be other authorities more appropriate for employees to cite as the legal authority for an agreement.	
	<p>funds beyond the amount Congress provided in the applicable appropriations act.</p> <p>(4) Any restrictions, limitations, or requirements on the availability of appropriations to the Federal agency that exchanges the funds are also binding to the Federal agency that receives the funds.</p> <p>(5) The Federal agency that exchanges the funds remains responsible and accountable to Congress for the funds.</p> <p>(6) Provides both the authority for the ordering (buyer) agency to enter into the agreement and the performing (seller) agency to accept the funds.</p> <p><i>*Refer to the Department's Inter/Intra Agency Agreement Handbook for full definition.</i></p>
<p>D. Intergovernmental Cooperation (31 U.S.C. Subtitle V, Chapter 65, Sections 601-608)</p>	<p>(1) Authorizes the head of any Federal agency to provide reimbursable specialized or technical services to state and local governments.</p> <p>(2) The government agency requesting specialized services must pay salaries and all other identifiable direct and indirect costs of performing such services.</p>
<p>E. Intergovernmental Personnel Act (5 U.S.C. 4104)</p>	<p>Permits the temporary assignment of personnel between Federal agencies, state and local governments, tribes or tribal organizations, institutions of higher education, and other eligible organizations. Assignments are for specific work beneficial to the state, local government, tribe, or other eligible organizations and the Federal agency concerned.</p>
<p>F. Service First (Public Law 106-291; 43 U.S.C. 1703)</p>	<p>(1) To facilitate the sharing of resources under the Service First initiative, the Secretaries of the Interior and Agriculture may transfer funds and reimburse each other with funds on an annual basis, including transfers and reimbursements for multi-year projects.</p> <p>(2) The authority may not be used to circumvent requirements and limitations imposed on the use of funds.</p> <p>(3) For work with Service First partners (National Park Service, Bureau of Land Management, and U.S. Forest Service). Both parties:</p> <p style="padding-left: 40px;">(a) Have mutually agreed to waive overhead,</p>

01/02/18

FINANCE

Supersedes Exhibit 1, 264 FW 1, 09/24/2015

Authority	Summary
This list of authorities is not exhaustive. There may be other authorities more appropriate for employees to cite as the legal authority for an agreement.	
	<p>(b) Have signed a joint November 2006 Memorandum of Understanding (MOU), and</p> <p>(c) Are in compliance with requirements in the 9/17/2007 memorandum, "Indirect Cost Recovery Policy for Service First Agreements."</p>
G. Title V of the Independent Offices Appropriation Act (IOAA) of 1952 (31 U.S.C. Subtitle VI, Chapter 97, Section 9701)	<p>(1) Authorizes the head of a Federal agency to prescribe regulations establishing the charge for a service, resource, or product the agency provides.</p> <p>(2) Charges are subject to the policies of the President and must be fair and based on the cost to the Government, the value of the service or product to the recipient, and other relevant facts.</p>

Resource or Program Authority. In addition to a financial authority, a resource or program authority is also required for the Service to perform the work specified in the reimbursable agreement. It must answer the question, "Is this project part of the Service's mission?" Some of the more common authorities cited for reimbursable work are listed below.

Resource (Program) Authorities

Authority	Summary
This list of authorities is not exhaustive. There may be other authorities more appropriate for employees to cite as the legal authority for an agreement.	
A. Anadromous Fish Conservation Act (16 U.S.C. 757a-757g, as amended)	Authorizes the Secretaries of the Interior and Commerce to enter into cooperative agreements with the states and other non-Federal interests for conservation, development, and enhancement of anadromous fish, including those in the Great Lakes, and to contribute up to 50 percent as the Federal share of the cost of carrying out such agreements.
B. Endangered Species Act of 1973 (16 U.S.C. 1531-1544, 87 Stat. 884), as amended	Protects endangered and threatened species from becoming extinct. A species or subspecies is endangered if it is "in danger of extinction throughout all or a significant portion of its range."
C. Fish and Wildlife Act of 1956 (16 U.S.C. 742a-c, 742e)	The Secretary may request and secure the advice or assistance of any department or agency of the Government in carrying out the provisions of this Act.
D. Fish and Wildlife Coordination Act (16 U.S.C. 661-667e)	<p>(1) The amendments enacted in 1946 require us to consult with the fish and wildlife agencies of states where the "waters of any stream or other body of water are proposed or authorized, permitted or licensed to be impounded, diverted . . . or otherwise controlled or modified" by any agency under a Federal permit or license.</p> <p>(2) We consult with states to prevent the loss of and</p>

01/02/18

FINANCE

Supersedes Exhibit 1, 264 FW 1, 09/24/2015

Authority	Summary
This list of authorities is not exhaustive. There may be other authorities more appropriate for employees to cite as the legal authority for an agreement.	
	<p>damage to wildlife resources.</p> <p>(3) The amendments authorize the transfer of funds to the Service to conduct related investigations.</p>
E. Foreign Assistance Act of 1961 (P.L. 87-195)	Precludes the need for an advance when performing work for a foreign government.
F. Marine Mammals Protection Act (16 U.S.C. 31)	Protects all marine mammals, including cetaceans (e.g., whales, dolphins, and porpoises), pinnipeds (e.g., seals and sea lions), sirenians (e.g., manatees and dugongs), sea otters, and polar bears within the waters of the United States.
G. National Wildlife Refuge System Administration Act (16 U.S.C. 668dd)	<p>Allows the Service to:</p> <p>(1) Enter into contracts with any person or public or private agency to provide public accommodations on refuges when, and in such locations, and to the extent that the Secretary determines will not be inconsistent with the primary purpose for which the affected area was established;</p> <p>(2) Accept donations of funds and to use such funds to acquire or manage lands or interests within the Refuge System;</p> <p>(3) Acquire lands or interests by exchange or remove acquired lands;</p> <p>(4) Subject to standards established by the Director, enter into cooperative agreements with state fish and wildlife agencies for the management of programs on a refuge; and</p> <p>(5) Issue regulations to carry out this Act.</p>
H. Oil Pollution Act (33 U.S.C. 2701 et seq.)	Provides authority for Federal, state, and tribal natural resource trustees to work together to identify and quantify injuries resulting from the release of oil spills. Trustees then determine the appropriate measures to restore injured resources and may recover the costs associated with the restoration from responsible parties. We may use funds we recover from responsible parties without further appropriation to restore, replace, or acquire the equivalent of injured resources.
I. Sikes Act (16 U.S.C. 670a-670o)	(1) Allows the Departments of the Interior and Defense to cooperate with each other and with state agencies in planning, developing, and maintaining fish and wildlife resources on military reservations throughout the United

01/02/18

FINANCE

Supersedes Exhibit 1, 264 FW 1, 09/24/2015

Authority	Summary
This list of authorities is not exhaustive. There may be other authorities more appropriate for employees to cite as the legal authority for an agreement.	
	States. (2) An amendment enacted August 8, 1968 (P.L. 90-465) authorizes a program for development of outdoor-recreation facilities.
Digest of Federal Resource Laws of Interest to the U.S. Fish and Wildlife Service is available on the Service website . <i>Please note: Not all of the resource laws listed on the website will apply to your agreement. You must research to ensure you select the appropriate one.</i>	

Guidance Documents. These documents provide important guidance and policy information related to entering into reimbursable and inter/intra-agency agreements.

Guidance Documents

Document	Summary
This list of guidance documents is not exhaustive.	
A. House Report 106-222 and Senate Report 106-99	The House and Senate Committees on Appropriations established specific conditions for us to use the authority to incur obligations and expenditures in advance of receiving payments under reimbursable agreements with state, local, and tribal governments. The Director must approve all agreements with advance obligational authority.
B. Office of Management and Budget (OMB) Circular No. A-11, Preparation, Submission and Execution of the Budget	Provides guidance on reimbursements for providing goods and services between Federal agencies, reimbursements between Federal agencies and non-Federal entities, and advance payments from public (non-Federal) entities.
C. OMB Circular A-25, User Charges	Provides guidance on all Federal activities that convey special benefits to recipients beyond those accruing to the general public.
D. OMB Circular A-45, Rental and Construction of Government Quarters	(1) Sets policy that executive agencies must use in establishing and administering rental rates and other charges for Government-furnished quarters located within the United States, the District of Columbia, and the territories and possessions of the United States. (2) Provides guidance for the cost recovery of indirect costs associated with rent and utility bills.
E. OMB Circular A-97, Specialized or Technical Services for State and Local Governments	Provides rules and regulations permitting Federal agencies to provide specialized or technical services to state and local units of government under Title III of the Intergovernmental Cooperation Act of 1968.

01/02/18

FINANCE

Supersedes Exhibit 1, 264 FW 1, 09/24/2015

Document	Summary
This list of guidance documents is not exhaustive.	
F. Statement of Federal Financial Accounting Standard (SFFAS) #4 "Managerial Cost Accounting Concepts and Standards for the Federal Government"	States that full cost recovery should be incorporated into inter-agency agreements.

Exhibit 18-D-1: DOI Form 3/2058, Reimbursable Data Form

REIMBURSABLE AGREEMENT DATA FORM			
			<input type="checkbox"/> INITIAL SUBMISSION <input type="checkbox"/> FOR MODIFICATION
Agreement Information	Project Title: _____		Sales Order #: _____
	Cite the FWS Reimbursable Program		
	Fund: _____	WBS: _____	Cost Center: _____
	Start of Work Date: _____	Completion Date: _____	
	Customer Name: _____		TIN: _____
	Customer Reference No./P.O.: _____	Total Us. Authorized Amount: _____	Total Authorized Burden Amount: _____
	Amount Authorized in this Agreement: 0.00	0.00	0.00
	Amount Authorized / Fiscal Year: _____	Billed Amount: 0.00	Off rate: 0 %
	Amount Authorized / Fiscal Year: _____	0.00	0 %
	Amount Authorized / Fiscal Year: _____	0.00	0 %
Amount Authorized / Fiscal Year: _____	0.00	0 %	
Amount Authorized / Fiscal Year: _____	0.00	0 %	
Amount Authorized / Fiscal Year: _____	0.00	0 %	
Modification Information	The Agreement is Modified Effectively _____		Modification No: _____
	To: Increase: _____	Decrease: _____	The Amount By: Planned _____
	Change the: _____	Start of Work Date to: _____	Completion Date to: _____
Contact Information	USFWS Project Manager _____		
	Name: _____	Address Line _____	
Billing Information	BILLING INFORMATION FOR DIVISION OF FINANCIAL MGT/DENYER OPERATIONS		
	Agency Location Code (ALC): _____	DUNS #: _____	
	TAS: _____	BCTC: DISB	
	APPLICABLE COSTING/SUPPORT CODE IS: _____		
	IF APPLICABLE, THE APPROVED EXCEPTION TO _____		
	IS ATTACHED. OTHERWISE, THE STANDARD OVERHEAD RATE IS: 0 IPA / SERF _____		
Approvals	Signature of USFWS Official: _____		
	Name and Title (typed/printed): _____ Date: _____		
	To be completed by Regional Budget and Finance Office		
	Concurrence: _____ Signature: _____		
	Name and Title (typed/printed): _____ Date: 4/26/2018		
Cost Acct	Name of USFWS Requesting Office: _____ Phone #: _____		
	Regional Table Review: Core Financials/Display/Custom Reports/ REPORT 410 OR _____		Signature and Date: _____
	Customer #: _____	Functional Area: _____	Type: _____

Exhibit 18-D-2: DOI Form 3-2366, Intra-Agency Agreement (within DOI)

UNITED STATES DEPARTMENT OF THE INTERIOR INTER/INTRA-AGENCY AGREEMENT (IAA)									
Buyer has work performed		Seller to perform work as described herein for the agency named in item 6a.		1. Period of Performance		START		END	
SEE INSTRUCTIONS ON PAGE 2									
2. Common Document No.		3. Check appropriate box		Original		Modification No.			
4. Under the authority of (Check one)		Working Capital Fund (WCF)		Other (Buyer must cite authorities from Seller):					
43 U.S.C. 1701 et seq., (FLPMA)		Department of the Interior Appropriation Act for FY		31 U.S.C. 1535 (the Economy Act)					
5. Description of Work (If more space is needed, attach additional sheets):					Project Title:				
BUYER					SELLER				
6a. Agency:		6b. Agency:		U.S. Fish and Wildlife Service					
Address:		Address:							
City:		City:		State:		Zip:			
Administrative POC:		Administrative POC:							
Email:		Email:							
Phone:		Phone:		Fax:					
Technical POC:		Technical POC:							
Email:		Email:							
Phone:		Phone:		Fax:					
ACCOUNT DATA									
7. Agency Location Code		7a.		7b.		14-16-0006			
8. DUNS Number FSN		8a.		8b.		151157950			
9. Treasury Account Symbol (TAS)		9a.		9b.		14.14X1125.16			
10. Standard General Ledger		10a.		10b.					
11. Cost Structure/Account		11a.		11b.					
DOI only		Fund:		DOI only		Fund:			
		Functional Area:				Functional Area:			
		Cost Center:				Cost Center:			
		WBS:				WBS:			
12. Business Event Type Code		12a.		12b.		COLL			
13. Requisition Number for Buyer/Project Account for Seller		13a.		13b.					
14. Contract Line Number for Buyer/Proposal Number or other data for Seller		14a.		14b.					
15. Buyer provide Expiration of Funding Source (Date or indefinite)		15a.		15b.		NOTE: Seller, ensure project completion by this date. (Seller must not incur additional costs). See Block 15a.			
16. Amount Obligated by Buyer					17. Bill To (Name and Address, including zip code of Finance Office):				
a. Initial or current obligation				Name:					
b. Modification Amount (Check one)				Address:					
<input type="radio"/> Increase <input type="radio"/> Decrease				City:		State:		Zip:	
c. Total obligation:									
18. Billing for Federal Agencies and DOD will be processed via IPAC.									
Billing will be done:		<input checked="" type="radio"/> Bi-weekly		<input type="radio"/> Monthly		<input type="radio"/> Quarterly		<input type="radio"/> In advance	
Upon Approval, this agreement constitutes an obligation against the Buyer requesting the work, or authority to proceed with work by the Seller for the agency named agency in anticipation of reimbursement.									
19. Approved for Buyer:					19. Approved for Seller:				
[Signature]					[Signature]				
(Contracting Officer or other Authorized Signature) *other only for WCF					(Seller's Authorizing Signature)				
19a. Name (Type):				20a. Name (Type):					
19b. Title:				20b. Title:					
20c. Date:				20c. Date:					

FLPMA is BLM only

If Service First or other, check box and quote authority underneath

7b, 8b and 9b are always the same

A reimbursable will always be "COLL"

HQ - Chief, Fire Branch; Regions - RFMC or Regional Director

Print

3-2366 05/16

Exhibit 18-D-3: Reimbursable Agreement Reference Sheet

Reimbursable Agreement Reference Sheet		
FIRST QUESTION: Do I have a reimbursable agreement?	ANSWER: If someone is paying FWS to do something (incoming money), then you have a reimbursable agreement!	
Basic Steps for a Reimbursable Agreement		
What Happens?	Who Does It?	How Long Does it Take?
Agreement is negotiated; terms and conditions are settled.	The originating office doing the work negotiates the agreement.	This is the longest part of the process. It can take a few weeks to a year.
Agreement is reviewed for technical accuracy. This may take multiple drafts and involve further negotiation.	The regional reimbursable contact.	Allow two weeks for review; if we can do it faster, we will.
Agreement is signed by the ARD (cannot be signed at a lower level).	The originating office will get it signed and returned to the cooperator for their signature.	Allow two weeks for signature; if we can do it faster, we will.
Cooperator signs agreement and returns it to the Team.	Cooperator's authorizing official will sign it.	Depends; some cooperators sign within a day or two, some take weeks.
Agreement is ready to be set up!	The originating office will complete forms and send to the Denver Finance Center (DFC) for set up.	Allow one week for set up; if we can do it faster, we will.
Office Fund Target (OFT) is loaded into FBMS and sent to all offices receiving funds.	The originating office.	Allow two days for the OFT; if we can do it faster, we will.
You're ready to start work and charge to your agreement!		
Important Tips		
A reimbursable agreement is not a pot of money, like resource management funds. It is an agreement to pay our costs to the agreement limit.		
FWS receives no payment until DFC invoices the cooperator for expenditures plus indirect costs.		
Invoices can ONLY be issued by DFC, though the primary office may need to provide additional reporting or backup to the cooperator.		
Reimbursable agreements have indirect costs charged to them. Check with the originating office to see which indirect applies to your agreement.		

If any part of the agreement is sub-contracted out, the subcontract must NOT extend beyond the period of performance of the reimbursable agreement.	
Non-federal cooperators must pay in advance, but there are some exceptions; check with the originating office for more details.	
Special permission is needed to enter into a reimbursable agreement with a private entity, which may add significant time; check with your Regional Fire Budget Analyst for more details.	
When sending your agreement package to Denver Payment Center, be sure to include a completed acceptance memo, the unsigned agreement, and a detailed budget.	
FAQ	
Question:	Answer:
Do I really have to add indirect costs to my agreement? How do I calculate the indirect costs?	Yes, you really do. Check with the 264 FW 1 to see which indirect applies to your agreement and how to calculate it. (Please see Chapter 3 of the Reimbursable Agreements Desk Reference Manual.)
How do I charge to my agreement?	When you receive your OFT, it will have a unique WBS (cost code) that you can charge to.
I'm a project leader, can I sign the reimbursable agreement for FWS?	No, signature authority on reimbursable agreements is only delegated down to the ARD level, but no further.
Can we begin work on the project before the agreement is signed by both parties?	No. If work is begun before the agreement is fully signed, those costs are the responsibility of that office. The only exception: Operations and Maintenance agreements (typically for fisheries facilities) that have a signed Letter of Intent in place. Check with the Team for more details.
What do I do if my fund status shows a negative number in the Current Available Funds/Balance column?	You'll either need to move direct charges out, or work with the cooperator to modify the agreement to add more funds.

Exhibit 18-F-1, Land Use Agreements Checklist and General Guidance

LAND USE AGREEMENTS CHECKLISTS & GENERAL GUIDANCE

GENERAL:

- These guidelines are not applicable in all situations, it is recommended to consult with local Fire CO's/IBMA's/local personnel prior to initiating new agreements to ensure that an agreement is needed (one may already be in place)
- All rates are negotiable and subject to variability depending on the location. Ensure that local considerations are factored into the negotiation process and not only personal historical knowledge.
- Ensure the point of contact have authority to enter into the agreement such as the owner, superintendent, or official designee by the owner.
- Usage area: be specific for the area use and write the agreement so that it is scalable for the incident. Instead of writing lump sum for all the facilities maybe breakout the buildings or area pricing so that if the incident grows or shrinks the agreement does not have to be rewritten.
- Rates: consider how the agreement will be paid at the end of the incident. The pricing is important to reflect a scalable incident, breakdown the rate when appropriate to reflect sections like gym, cafeteria, parking, facilities. For potentially long duration fires identify a cap or max amount that can be paid under the agreement.
- Restoration what is the extent the government is responsible and who will perform the work. (bark, mulch, sawdust, gravel, carpet, etc)
- Long term compaction effects on the land being used. (Crops, reseeded)
- Noxious weeds consideration, is it an issue and how will it be managed.

SCHOOLS, FAIRGROUNDS OR OTHER RELATED FACILITY

- Consumables- such as paper towels, toilet paper, soap (who will supply)
- Janitorial services
- Supplemental stuffing (such as maintenance or janitorial) who will pay for OT and is that included in the rate
- Additional equipment such as copiers,
- Will the kitchen being used
- Keys, Access
- Security requirements (for school/facility)
- Sleeping Areas
- Availability- is the facility going to be used for other events
- AC/Heater operational or available
- Athletic field use, where are sprinkler system
- Reduce / increase costs when camp changes (i.e. from Type I – II – III) (reduce number of classrooms needed, area needed, buildings needed, etc.)

DIPPING SITES/PONDS

- How will gallons be tracked, price for paying or replenishment
- Rate should reflect if there are pumps involved
- Who owns the water (some states it belongs to the government)

Rev: 02/2018

CAMP/HELIBASE

- Access – roads, gates, security (how will the site be secured)
- Property Impact
- Are improvements need to have the area useable to purpose

AIRPORTS

- Facilities Usage (except for federally funded runways, towers)
 - Check other FAA restrictions
- Landing Fee
- Fuel Fee (If Contractor provided flowage fees may be applicable)
- Security
- Parking
- Availability of the site for the duration of the incident
- Water/Electricity/Phones are these existing or does it need to be brought in
- Portable Retardant Bae
- Hours of Operation
- Check with Air Ops for further concerns

LAND/FACILITY RESTORATION CONSIDERATIONS

(Items for COs to consider – not all items apply to every agreement)

- Loss of crop/pasture – how many seasons
- Re-seeding / de-compaction requirements
- Noxious Weeds Abatement and Survey
- General clean-up (trash removal, final janitorial service, floor waxing, etc)
- Re-sod of athletic fields
- Reconditioning floors (of gyms, carpet replacement, etc. and who will perform work)
- Pumping of septic systems (feasible to use system, or rely solely on port-a-potties?)
- Mending fences damaged during incident

CONSIDERATIONS FOR DETERMINING RATE

- Private Campgrounds – what are average receipts / revenues for similar time period
- Historical record of rates for use in local area – local rangers may be good source
- Facilities – if facility is abandoned from normal use, consider revenue lost for the activities
- Fairgrounds – were there any events cancelled or rescheduled to make them available?
- Cost of relocating and feeding of stock
- Are there vacant facilities held by other agencies that may be available?
- Consider a not to exceed rate commensurate with property value
- Sources of market research:
 - banks
 - real estate offices
 - local employees
 - local agency lands offices
 - newspapers
 - historical rates from previous incidents

Rev: 02/2018

CHAPTER 19: INDIRECT OVERHEAD RATES

Description

Indirect costs are expenditures we incur as part of providing a product or service to another entity, even if those costs cannot be specially identified as a result of providing the good or service through agreement. The Service recovers these costs by applying a percentage of the amount of the agreement. The percentage is determined based on the activity being performed in the agreement.

Agreements that comply in terms of the Master Interagency Agreement for Wildland Fire Management may be eligible for a zero indirect rate due to a clause within the agreement. In order to obtain the zero percent indirect rate approval must be obtained from the Fire Budget Officer and the Service's Division of Financial Management.

The Reimbursable Agreement sub activities that are eligible for exemption from overhead rates are: F69000, and F69100.

Activities and/or agreements not exempt:

- Agreements with the Department of Defense (DOD);
- Joint Fire Science Projects (JFSP). The normal pass-thru rate will be applied to these agreements. These agreements are with the BLM as they are the "holder" of the JFSP funding account.
- Non-Fire management activities and reimbursable agreements established under other sub activities, i.e., the 1971 subaccount. Service Manual 264 FW1 policy applies.

Guidance/Authorities

FWS Service Manual 264 FW 1, *Cost Recovery and Cost Allocation – Policies and Procedures*

FWS Service Manual 264 FW 2, *Reimbursable and Inter-/Intra-Agency Agreements – Policy and Procedures*

Procedure for Approval

- Regions must complete the 3-2058 and Use of D-11 0% Indirect Overhead Rate Exception checklist along with a copy of the agreement to the Fire Budget Officer.
- Approval will be made via email based on conditions outlined in the Master Interagency Agreement for Wildland Fire Management.
- If approved, the Fire Budget Officer will forward the package to the Service's Division of Financial Management for final approval.

- A signed copy of the exception checklist must be attached to the 3-2058 when submitting the reimbursable to Denver Finance Center to establish the Reimbursable agreement.

Regions will be responsible to monitor costs and balances of the agreement through normal fiscal procedures.

Exhibits found at the end of the chapter:

19-1: Indirect Rates for Wildland Fire Agreements Memo

19-2: Use of D-11 0% Indirect Overhead Rate Exemption Form

19-3: Commonly Used Indirect Cost Recovery Rate Structure

Exhibit 19-1: Indirect Rates for Wildland Fire Agreements Memo



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/ANRS/NRCP-FM.068514

AUG 20 2018

Memorandum

To: Regional Refuge Budget Chiefs
From: Chief, Division of Budget, Performance, and Workforce 
Subject: Indirect Rates for Wildland Fire Agreements

The U.S. Fish and Wildlife Service (Service) assesses reimbursable agreements an indirect rate to cover the administrative costs of processing such agreements. Indirect rates are governed by Service Manual Chapter 264 FW 1. These rates are established by the Division of Financial Management (DFM) within Headquarters based on types of agreements and all applicable laws. These rates are reviewed and updated biennially. Per 264 FW 1, only the Director of the Service has the authority to approve exceptions to the indirect rate policy.

Recently there has been conflicting information regarding available code D-11, Wildland Fire Agreements. This memo is intended to clarify the current policy. DFM was able to provide 1) clarification on the current policy; and 2) provided an interpretation on language in the Master Interagency Agreement for Wildland Fire Management (Master Agreement) concerning indirect rates.

1) Current Policy

The Service's policy does not currently allow for a blanket zero percent indirect cost using code D-11 for *all* Wildland Fire Agreements as it has in the past. The standard indirect rate of 22 percent applies to all agreements using D-11 unless they receive prior approval from the Fire Budget Officer and DFM representative to use zero percent.

2) Language from the Master Agreement

"One of the benefits of using Service First authority is that it allows the agencies to not assess indirect costs. By not assessing indirect costs this allows all the costs to go directly to the project thus increasing the efficiency of the project. Therefore, indirect costs will not be assessed by any of the partnering agencies for activities related to this Agreement conducted under Service First."

It was determined, that due to language above in the Master Agreement, signed by the Acting Director, a reimbursable that falls under the terms of the Master Agreement is eligible for zero percent indirect rate for the life of the current Master Agreement. Anyone who wishes to use D-

D-11 for indirect rate must document in what capacities that it falls under that agreement. In order to create a standardized approach to this documentation, a checklist has been developed to aid in the process (Attachment 1). This documentation must be approved by the Fire Budget Officer and a DFM representative in order to be applicable, per 264 FW 1 Exhibit 4.

The Master Agreement includes only Service First partners, which include all bureaus and offices within the U.S. Department of Interior and the U.S. Department of Agriculture per P.L. 113-76, Sec. 430. Therefore the D-11 exemption is only applicable to Federal Agencies and does not apply to other partners.

For additional information, please contact Gillian Fay, Fire Budget Officer (208) 387-5536 or Sara Randolph, Budget Analyst (703) 358-2129.

Attachment

Exhibit 19-2: Use of D-11 0% Indirect Overhead Rate Exemption Form

Use of D-11 0% Indirect Overhead Rate Exception

Purpose:

This document is to confirm if a Wildland Fire Reimbursable Agreement is eligible to have a 0% Indirect Cost Rate on Reimbursable agreements.

Background:

Indirect Overhead Rate Exception D-11 states:

"we may use a 0% rate for certain wildland fire reimbursable agreements where the statement of work meets the conditions of the Interagency Agreement for Wildland Fire Management and is with one or more of the partner agencies (BLM, Bureau of Indian Affairs, NPS, or USFS)."

The Master Interagency Agreement for Wildland Fire Management (Master Agreement) states:

"indirect costs will not be assessed by and of the partnering agencies for activities related to this Agreement conducted under Service First"

Determination:

If an agreement is with a Federal partner included in the Master Agreement and the reimbursable agreement falls within the criteria of the Master Agreement then it is eligible for 0% indirect rate for the life of the current master agreement (Fiscal Year 2022). The following sections help document the eligibility of the agreement to receive 0% indirect rate. This form is required to be signed by the Fire Budget Officer and a Headquarters', Division of Financial Management Representative.

Section 1: Conditions for Reimbursable Agreement (must meet each criteria)

- Is in accordance with applicable laws, regulations, and procedures.
- Services requested will be outlined in separate agreement or other arrangements are made in writing by representatives of the involved agencies and shall be independently authorized by appropriate statute authorities and signatures.
- Falls under one of the following activities:
 - Mobilization of State Wildland Fire Suppression Resources – Reciprocal/Cooperative Wildland fire Protecting Agreements
 - Preparedness
 - Fuels
 - Wildland Fire Risk
 - Resilient Landscape
 - Burned Area Rehabilitation
 - Critical Incident Stress Management (CISM)

Use of D-11 0% Indirect Overhead Rate Exception

Note: Emergency Wildfire Suppression, Emergency Stabilization and Severity are not allowed activities.

Section 2: Activities Covered (must select at least one activity covered by the *Interagency Agreement for Wildland Fire Management*)

- Prevention of human caused fires
- Investigation of human caused wildfires
- Training of personnel that meets standards
- Preparedness
- Fuel Management
- Wildfire Response
- Burned Area Rehabilitation/Burned Area Emergency Rehabilitation
- Development and exchanges of technology and databases
- Development and distribution of cost information
- Wildland fire research, administrative/management studies, and technology development and transfer
- Coordinating assistance to rural communities to mitigate wildfire risk
- Emergency support function activities under the National Response Framework
- Identification and establishment/maintenance of interagency wildland fire management and resources
- Development of local geographical, and national operating and mobilization plans
- Other (please provide a detailed description of activities and how it relates to the Interagency Agreement for Wildland Fire Management in Section 3.

Description or Reimbursable Activity:

Concurrence to use 0% Indirect Rate:

Gillian Fay, Fire Budget Officer

Branch of Fire Management

Division of Financial Management

Exhibit 19-3: Commonly Used Indirect Cost Recovery Rate Structure

Rates effective October 1, 2016.

Please note that this is not an all-inclusive list Indirect Cost Recovery Rate, rather those that apply to Fire. For a full list please see [264 FW 1](#).

TYPE OF RATE	CODE	DESCRIPTION	RATE
Standard Rate	S	The standard rate applies to reimbursable agreements in which Service personnel perform the activities in leased facilities. The rate covers costs for leased space, payroll / personnel / finance systems, phones, Regional office support, contracting / procurement activities, and information system infrastructure.	22%
Standard Rate for Service-owned Facilities	D-1	This rate applies to reimbursable agreements in which Service personnel in Service-owned facilities perform the activities, or in cases where a hosting agency or partner provides space for staff. This rate covers costs for payroll / personnel / finance systems, phones, Regional office support, contracting / procurement activities, and information system infrastructure.	17%
Pass-Through	D-2a	A pass-through agreement is a funding mechanism used to direct funding or payment to external entities. Funds are received from one party and passed on to another party. Agreements should reflect obligation activity within Budget Object Classes (BOCs) 25 (Contracts), 32 (Land and Structures), and 41 (Grants, Subsidies, and Contributions). Costs outside of these BOCs may not exceed five percent of the agreement's fiscal year expenditures. If these costs exceed five percent, the agreement must be separated into two Financial and Business Management System (FBMS) project numbers with a pass-through component and a component receiving the standard rate. accordance with Office of Management and Budget (OMB) Circular A-25	6%

TYPE OF RATE	CODE	DESCRIPTION	RATE
Service First Agreements with the Bureau of Land Management (BLM), U.S. Forest Service (USFS), or the National Park Service (NPS)	D-9	If approved by the Regional Director or the Assistant Director – Business Management and Operations in Headquarters, Service First agreements that do not exceed \$25,000 may receive a 0% rate. For Service First agreements exceeding \$25,000, regular indirect cost rates apply.	0% - 22%
Special Approved Reduced Rate	D-10	We may use a special approved reduced rate when the Director signs an exception to policy (FWS Form 3-2208) authorizing a <u>lower overhead rate</u> . Also see Exhibit 3.	0% - 22%
Wildland Fire Agreements	D-11	Standard rate, although we may use a 0% rate for certain wildland fire reimbursable agreements where the statement of work <u>meets the conditions of the Interagency Agreement for Wildland Fire Management</u> and is with one or more of the partner agencies (BLM, Bureau of Indian Affairs, NPS, or USFS). The agreement must be sent to the Budget Office of the Service's Interagency Fire Center and the Division of Financial Management in Headquarters for <u>concurrence to ensure conditions are met</u> .	0% - 22%
Intra/Inter-agency Personnel Agreements (IPAs)	Z	We use a 0% rate when personnel are detailed to other bureaus or agencies where there are no additional costs incurred <u>for space, phones, etc.</u> An SF-50 or OF-69 must document the agreement.	0%
International Technical Assistance Program (ITAP)	Z	For ITAP with the Department of the Interior.	0%
Intra/Inter-agency Travel Agreements and Award Agreements	Z	<ul style="list-style-type: none"> We <u>do</u> charge a full standard rate when personnel travel on behalf of other bureaus or agencies (non-ITAP). We <u>do not</u> apply an indirect rate to Inter/Intra-agency Award Agreements.	0% - 22%
Agreements for Emergency Appropriations	Z	We use a 0% rate for emergency supplemental functional areas.	0%

- Distribution of recovered standard indirect costs (22%) for FY 2015, 2016, 2017, and 2018 remains as follows:
 - The Servicewide account – 8%
 - Regional office – 6%
 - Regional program – 3%
 - Regional program leased space recovery – 5%
- For the pass-through rate (6%), the Servicewide account receives 2% and the Regional office receives 4%
- Distribution of the spill response and NRDAR rate (26.5%) as follows:
 - The Servicewide account – 7.5%
 - Regional office – 6%
 - Regional program – 13%
- Distribution of the RESTORE of the Gulf Coast States Act pass-through rate (4.3%) as follows:
 - The Servicewide account – 1%

Section 5: Administratively Determined (AD) Hires

CHAPTER 20: HIRING AD PERSONNEL

All referenced links can be accessed on the Branch of Fire Management SharePoint site under the section “AD Hires”.

Guidance/Authorities

- Department of Interior Administratively Determined Pay Plan for Emergency Workers
- NWCG Standards for Interagency Incident Business Management
- Casual Payment Center (CPC) guidance.
- <https://fishnet.fws.doi.net/regions/9/nwrs/fire/IB/SitePages/Home.aspx>

A. Hiring/Approval Official Roster

An individual must be on the FWS Hiring/Approval Official Roster maintained by the CPC prior to hiring AD personnel. To be added to the roster, send the FWS Hiring/Approving Official Request form by email to reah_reedy@fws.gov. The current roster and the request form are located on the SharePoint site as noted above.

B. When to Hire Administratively Determined Employees

AD Personnel may be hired:

- To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources unless brought under immediate control.
- To provide emergency assistance to States under formalized agreements.
- To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

Considerations

- AD hiring is purely temporary in duration and must be terminated when other employment methods can be initiated.
- Insure circumstances of hire meet guidance in Section D of DOI AD Pay Plan (provide support to ongoing incident, preposition resources, hire personnel during unusually dry periods or local very high fire danger, temporarily replace assigned fire resources, attend/instruct emergency training, carry out ES work where there is immediate danger to loss of life or property, to hire casuals for prescribed fire projects authorized by congressional funding within the wildland fire operations account, and etc.).
- Insure conditions of hire meet guidance of Section E of DOI AD Pay Plan.
- Casuals hired under this plan must meet minimum physical fitness standards, security, and qualification requirements as established by agency policy. Hiring units shall use the Single Resource Casual Hire Information Form (PMS 934), per agency policy. In addition, casuals are required to complete agency-specific health and medical screening requirements for certain positions prior to being hired.
- Ensure Boot Stipend is offered in accordance to the USFWS memo FMB190006: 2019 Guidance for Office of Wildland Fire Coordination Policy Memorandum 2011-2, Department of Interior Fire Boot Stipend dated 12/14/2018.
- This authority cannot be used to circumvent other hiring authorities, such as temporary 1039 appointments or career seasonal appointments.
- Casuals under this Pay Plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or perform any other financial responsibilities to or for the company or contractor on an incident. If such working conditions exist on an incident or other workplace, the casual employee must immediately disclose any relationship with the company or contractor to the Agency Administrator, Incident Business Advisor, or Finance/Administration Section Chief for immediate action.
- Hiring units shall adhere to agency-specific policy on hiring relatives as casuals.
- Insure AD pay rates are applied based on Section F (Position Classification) of DOI AD Pay Plan.
- The agency administrator or designee has the final authority to accept or reject any person hired under this Pay Plan.

Hiring Unit Responsibilities

- Refer to the current DOI AD Pay Plan for the AD positions and their pay levels.
- All necessary forms can be found here: https://www.nifc.gov/programs/cpc_forms.html
- Overage of hours – Casual hires have a limit of the number of hours they can work each season without a waiver, which is 1039.

C. Hiring Process

The following forms are filled out at time of hire:

- I-9, Employment Eligibility Verification Form (must be completed every 3 years)
- W-4, Employee's Withholding Allowance Certificate
- Incident Behavior Form
- Single Resource Casual Hire Form
- State or Tribal Tax Form (if applicable)
- Direct Deposit Form or EFT Waiver
- FEHB Conditional Offer.

The I-9, Incident Behavior Form, and Single Resource Casual Hire Form are retained at the home unit for seven years.

The W-4, State or Tribal Tax Form, Direct Deposit Form or EFT Waiver, and the FEHB Conditional Offer form are sent to the Casual Payment Center at time of hire.

D. Sending Payment Documentation to the CPC

The CPC now allows AD employee timesheets and batch memos to be emailed as an alternate to sending by FedEx, allowing AD employees to be paid a few days sooner and saving on FedEx charges.

Electronic signatures are accepted on the batch memos that are generated through a PIV card.

Once the CPC receives the emailed packet, a confirmation email verifying the documents were received will be sent to the hiring unit for tracking purposes.

However, please note the following conditions:

- Any documents containing PII (SSNs, personal addresses, personal phone #s, DOB, etc.) can be emailed to the DOI Casual Payment Center **AS LONG AS** the BisonConnect email system is being used to and from another DOI agency. If a hiring unit has an electronic deposit form or W-4 that needs to be included with the batch memo and OF-288, these forms can be emailed.
- For documents containing PII that are being sent outside of the Bison Connect system, the packet needs to be submitted through FedEx or through a secured fax machine.
- Documents being sent outside of the BisonConnect system that do NOT contain PII (OF-288s, batch memos, conditional offer of FEHB forms) can still be emailed to the CPC.
- **AS A REMINDER: DO NOT USE PERSONAL EMAIL ACCOUNTS TO EMAIL ANY FORMS CONTAINING PII TO THE CASUAL PAY CENTER (or anywhere else!)**

Casual Pay Center Contact Information

The DOI Casual Payment Center is located at the National Interagency Fire Center in Boise, ID. Their website contains all relevant information pertaining to Casual Hires, and they are also available through email at CasualPay@blm.gov or by telephone at 877-471-2262. Hours of operation are 8:00am to 4:00pm MST Monday through Friday. For detailed information, please see the exhibits section on the next page.

Exhibits found at the end of the chapter

5-C-1: Sample OF-288

5-C-2: Casual Payment Process

5-C-3: Casual Travel Reimbursement Process

5-C-4: Health Benefits for Casuals Hiring Unit Guidance

5-C-5: Information Sheets for the Agency Official

5-C-6: Information sheets for the Casual Hire

Exhibit 5-C-1: Sample OF-288



OF-288 Sample for DOI Agencies

Employee Common Identifier:

Ensure ECI is entered correctly in *Block 2*.

Hired At:

Ensure *Block 1* is entered with Unit Identifier.

Casual Information:
Ensure full legal name is legible in *Block 5*.

Fire name and fire code: Ensure Incident Name and Fire Code (*Blocks 8 & 10*) in full cost string match (per FireCode System).

Time Posting Columns:
 ♦ Post hours in military time.
 ♦ Post time in 15 minute increments.
 ♦ If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0000.
Example in Column A Hours - Lines 2 & 3.

Firefighter Classification & Rate:
List AD Position Code and Class in *Blocks 12 & 13* per the AD Pay Plan.

Rate may be left blank.
 ♦ Column A: Example for THSP Position (See *block 19*).
 ♦ For Exception Positions, a copy of the Description of Duties is required for payment.

Cost Accounting Code: Enter Project Number.
 *May also be shown in the *Remarks* section.

INCIDENT TIME REPORT															1. Hired At (e.g., ID-BOF)			
2. Employee Common Identifier 123456		3. Type of Employment (X One) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other			4. Hiring Unit Name (e.g., Ranger District) Rosebud Agency								5. Hiring Unit Phone Number		7. Hiring Unit Fax Number			
5. Name (First, Middle, Last) Joseph Andrew Fireline															6. Hiring Unit Phone Number		7. Hiring Unit Fax Number	
Column A			Column B			Column C			Column D			C						
8. Incident Name Lights Out			8. Incident Name Mortar Creek			8. Incident Name Foothills			8. Incident Name Butte									
9. Incident Order Number (e.g., ID-BOF-000123) SD-RBA-000040			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)									
10. Fire Code (e.g., B2C5) G9N1			10. Fire Code (e.g., B2C5) G70E			10. Fire Code (e.g., B2C5) J99E			10. Fire Code (e.g., B2C5) G59P									
11. Resource Request Number (e.g., O-33)			11. Resource Request Number (e.g., O-33)			11. Resource Request Number (e.g., O-33)			11. Resource Request Number (e.g., O-33)									
12. Position Code (e.g., FFT2-T) THSP AD-C			12. Position Code (e.g., FFT2-T) WHHR AD-E			12. Position Code (e.g., FFT2-T) FFT2 AD-C			12. Position Code (e.g., FFT2-T) CAMP AD-A									
13. AD Class			13. AD Class			13. AD Class			13. AD Class									
14. AD Rate			14. AD Rate			14. AD Rate			14. AD Rate									
15. Home/Hiring Unit Accounting Code AAAAD4430 AF2001010 999900 AF.SPG9N10000.00000			15. Home/Hiring Unit Accounting Code LLBD00400 LF2000000 HU0000 LFSFG70E0000			15. Home/Hiring Unit Accounting Code FF02R2B000 FFF2000000J99E0			15. Home/Hiring Unit Accounting Code PPP4W4W0000 PPF2000SP85 WW0000 PFFSG59P016001									
Mo Day Start Stop Hours			Mo Day Start Stop Hours			Mo Day Start Stop Hours			Mo Day Start Stop Hours									
04 04 1000 1200 2.0			04 05 1200 2400 12.0			04 06 0000 0700 6.0			04 06 1215 1445 2.5									
Year 2016			Year 2016			Year 2016			Year 2016									
16. TotalHours 22			16. TotalHours			16. TotalHours			16. TotalHours									
17. Total Hours (all columns): 22																		
18. Commissary and Travel																		
18a. Month			18b. Day			18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)			18d. Reimbursement			18e. Deduction			18f. Firecode			
04			04			Socks			\$20.00			G9N1						
Total			\$			\$ 20.00												
19. Remarks COL A: Camp Crew Squad Boss																		
20. Employee Signature Either signed or "unavailable for signature"																		
21. Time Officer Signature Tammy Firekeeper																		

Year: May be left blank. If indicated ensure year is the calendar year the work dates correspond to.

For Payment Center use only
For use by the CPC. Please leave this block blank.

Commissary/Travel: Corresponds to the date of transaction.

Signatures:
Ensure the **original** Time Officer signature (or signature stamp) is complete in *Block 21*. Employee signature (casual) either signed or "unavailable for signature" in *Block 20*.

* Note: Columns above have been separated by each DOI agency (BIA, BLM, FWS and NPS) to better outline agency specific example codes.

Exhibit 5-C-2: Casual Payment Process

Casual Payment Center A Service First Organization Casual Payment Process

HIRING OFFICIAL

1. The Casual Payment Center will use the W-4 address for the payment and correspondence address. Please make sure the name and SSN that you verify for the I-9 is the same information on all forms. All names and SSN's are verified by the Social Security Administration monthly.
2. Provide the casual with state tax forms for completion (if the Federal W-4 is utilized for both State and Federal write "State & Federal" on the W-4).
3. Provide the casual with Direct Deposit Information, Direct Deposit Form, or EFT Waiver if qualified.
4. Document any M&IE and/or POV mileage entitlements for qualifying casuals on the Approving Official Batch Memo or the Travel Worksheet if applicable.
5. Follow the OF-288 Audit Procedures.

Submit in the following order to the Casual Payment Center:

- Approving Official Memo (with a list of casuals included)
- Audited OF-288 with the original Time Officer signature
- Travel Worksheet (if applicable)
- Federal W-4
- State Tax form (if applicable)
- Tribal Exemption form (if applicable)
- Direct Deposit Form or EFT Waiver
- FEHB Conditional Offer

To expedite payment please overnight documents to the Casual Payment Center:

NATIONAL INTERAGENCY FIRE CENTER
CASUAL PAYMENT CENTER MS 270
3833 S DEVELOPMENT AVE. BOISE ID 83705-5354
PHONE: 877-471-2262 FAX: 208-433-6405

The following hiring documents are not retained at the CPC and will be returned to the Hiring Unit:

Originals of I-9s, Crew Time Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms.

CASUAL

1. **The W-4 address will be the official mailing address.** If forms are incomplete or filled out incorrectly, they will be returned to the casual without updating their profile information.
2. The bank information that you provide is used for payment until you notify the CPC of payment destination changes.
3. Review timesheets thoroughly before signing.

CASUAL PAYMENT CENTER

1. Maintain Federal W-4, State Tax, Tribal Exemption, and Direct Deposit/EFT Waiver Forms, FEHB Conditional Offer, and Travel Worksheets in the casual's payment file.
2. Maintain a copy of the Exception Position's description of duties documentation with the OF-288.
3. Process payment to the casual within 5 business days of receipt.
4. Notify hiring unit when there are questions on timesheets received.
5. Notify hiring unit by email when payment has processed if requested on the Approving Official Memo.
6. Respond to all inquiries concerning casual payments, lost checks, unemployment/social security, employment verifications, W-2 requests, ECI requests, deceased casuals, and garnishments.

*Feel free to call us with questions at the number listed above, or visit our website at
https://www.nifc.gov/programs/programs_PaymentCenter.html*

Updated: 4/2017

Exhibit 5-C-3: Casual Travel Reimbursement Process

**Casual Payment Center
Casual AD
Travel Reimbursement Process**

HIRING OFFICIAL

The Approving Official (AO) will determine which method of reimbursement is appropriate for casual employee travel expenses (through CGE or OF-288) and if appropriate, submit to the CPC for processing.

TRAVEL REIMBURSEMENT PROCESS

Under terms of the Casual Hire Travel Expense Reimbursement Waiver, casual employees may claim the following travel expenses on the OF-288 form:

- Privately Owned Vehicle (POV) mileage;
- Incidental expenses; and
- Maximum of 15 meals per emergency incident.

The CPC staff will validate, as accurate, the allowable per diem rate and mileage rate claim on each reimbursement form/request and process the OF-288 for payment. They will work with the hiring location to ensure the casual's pay on the OF-288 is not delayed pending travel reimbursement issues. When travel issues cannot be resolved, (e.g. there are lodging or other receipts that need to be paid through CGE), the CPC will remove the travel claims from the OF-288 and process only the casual's payroll.

HOW TO SUBMIT TRAVEL EXPENSE REIMBURSEMENTS

BATCH MEMO: As part of the batch approval process, the AO will certify that the OF-288s are accurate, appropriate, and legal for payment. An Incidental Expenses (IE) box has been added to the batch memo indicating all casuals submitted in the batch should be reimbursed for incidental expenses. Starting and Ending Dates should be completed by AO. The CPC will then add dates and totals to each OF-288 in the batch.

*****Please note IE reimbursement payments will be made to the corresponding fire code as indicated by date on the OF-288. For example, columns A & B have fire code J7PW, and column C has fire code J7LN, the IE reimbursement will be applied to the dates and fire code in columns A & B (J7PW) and the dates and fire code in column C (J7LN).***

Attached are the forms necessary for processing casual hire payrolls as follows:
Number of OF-288s in Batch: _____
Number of Casual Names submitted (attach list): _____
(For Crews attach Crew Manifest)

Incidental Expenses: Pay \$5 a day for all casuals listed: Starting Date ***Ending Date***
***** Provide only if no other expenses are incurred *****

**Casual Payment Center
Casual AD
Travel Reimbursement Process**

OF-288: Within *Box 18. Commissary and Travel* on the OF-288, incidental expenses can be indicated along with applicable dates and any POV reimbursement mileage. Ensure the applicable dates for IE are indicated on the first OF-288 only. It is not necessary to document travel reimbursements on each OF-288.

18. Commissary and Travel					
18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)	18d. Reimbursement	18e. Deduction	18f. Firecode
8/12	8/24	Travel reimbursement \$5 IE,			
Total			\$	\$	

TRAVEL WORKSHEET: A Travel Worksheet can be attached to either the Batch Memo (crew reimbursement) or an OF-288 (individual reimbursement). When listing crew names, only indicate ECI number if you have ADs with the same or similar last names, or common names.

Print Traveler First and Last Names with Signatures and ECI Numbers	A. CANTON	L. EISNER	P. EDDY	S. FARLAND	JT LOMAN					
	K. MESSNER	BOB SMITH (12345)	C. THOMS	M. THURMAND	M. VALDEZ (123456)					
	C ULIBARRIE									
DATES of TRAVEL (From/To):		8/11-8/25/16	Start Location (city, state):	SLC, UT	End Location (city, state):	SLC, UT				
TYPE OF TRAVEL:		<input checked="" type="checkbox"/> Mission (Fire)	<input type="checkbox"/> All-Hazard							
Date mm/dd/yy	Location (City/State)	Charge Code (for Fire only 4 digit fire code required)	*PER DIEM ALLOWANCE			POV MILEAGE				
			Meals NOT PROVIDED by the GOVERNMENT (mark "X")			Incidental Rate	Total Allowance	# Miles	Mileage Rate	Total
Breakfast	Lunch	Dinner	(Limit of 15 meals per incident)							
8/11/16	Cascade, ID	I7PW				5.00	\$5.00			
8/12/16	Cascade, ID	I7PW				5.00	\$5.00			
8/13/16	Cascade, ID	I7PW				5.00	\$5.00			
8/14/16	Cascade, ID	I7PW				5.00	\$5.00			
8/15/16	Cascade, ID	I7PW				5.00	\$5.00			
8/16/16	Cascade, ID	I7PW				5.00	\$5.00			
8/17/16	Cascade, ID	I7PW				5.00	\$5.00			
8/18/16	Lewiston, ID	I7LN				5.00	\$5.00			
8/19/16	Lewiston, ID	I7LN				5.00	\$5.00			
8/20/16	Lewiston, ID	I7LN				5.00	\$5.00			
8/21/16	Lewiston, ID	I7LN				5.00	\$5.00			
8/22/16	Lewiston, ID	I7LN				5.00	\$5.00			
						TOTAL	\$60.00		TOTAL	\$0.00
I am certifying that all travel costs are true and correct, and meet the requirements of the Federal Travel Regulations.								TOTAL TRAVEL \$ 60.00		
Approving Official signature: <u>John Timekeeper</u>										
Comments:										

Exhibit 5-C-4: Health Benefits for Casuals Hiring Unit Guidance

HEALTH BENEFITS FOR CASUALS HIRING UNIT GUIDANCE

To further the goal of providing affordable health insurance to federal employees, the United States Office of Personnel Management (OPM) has issued a final rule modifying coverage under the Federal Employees Health Benefits (FEHB) Program to include certain temporary, seasonal, and intermittent employees who are identified as full-time employees. This regulation makes FEHB coverage available to eligible casuals.

Hiring Unit: Each year the hiring official will include and require each casual to complete the Conditional Offer of Federal Employee Health Benefits Form at the time of hire, providing notification of the government's intent to offer coverage. The casual will complete the form indicating whether they wish to enroll or decline the offer. If the casual elects to enroll, the casual will be contacted when eligible and provided with documentation to enroll. If the casual elects to decline coverage, their declination will be recorded and no further contact will be made. *The Conditional Offer of Federal Employee Health Benefits Form will be submitted to the Casual Payment Center (CPC) for processing.*

Eligibility: Casuals become eligible for benefits once the casual has worked 130 hours per month for 90 consecutive days.

The CPC will contact the casual directly via phone call/email/letter notifying them of eligibility and coverage options.

To enroll the casual, the Health Benefits Election Form (SF-2809) will be completed and sent to the CPC. If the casual is eligible and fails to return the SF-2809 within 60 days of eligibility, the choice will be recorded as a declination of enrollment. Premiums will be based on coverage options chosen and will vary by plan; however, generally the casual would pay approximately 30% and the agency approximately 70%.

Coverage: Initially, the casual will have coverage for 28 days (2 federal pay periods) beginning on the first day of the following pay period after the CPC receives a completed Health Benefits Election Form (SF-2809).

- After 28 days, coverage ends and will automatically switch over to the free 31-day extension of coverage, unless
 - ✓ The casual has been ordered to a new assignment and has contacted the CPC to continue health benefits, or
 - ✓ The casual elects to cancel coverage by completing Part F-Cancellation of FEHB of the SF-2809. This form should be submitted to the CPC.
- When casual employment ends and during the 31-day extension, the casual may choose to contact their health plan and convert the insurance plan to an individual contract, or
 - ✓ The casual can enroll in **Temporary Continuation of Coverage (TCC) to continue the coverage through an FEHB plan.** TCC is available to eligible former employees for up to 18 months following the end of employment. The casual is then responsible for the full premium amount (government and enrollee share) plus a 2% administrative fee.
- If the casual works any time after health benefits have been terminated within the calendar year, the casual can re-enroll by submitting a new Health Benefits Election Form (SF-2809) to the CPC.

Payment Premiums: Premiums will be based on coverage options chosen and will vary by plan; however, generally the casual would pay approximately 30% and the agency approximately 70%.

The Federal Personnel Payroll System (FPPS) will automatically calculate and deduct the premium from the casual's first time and attendance payment each month. When there is not a pending payment, a bill for collection will be created and mailed to the casual. The casual will forward the payment to IBC for processing of the bill for collection.

References

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/2016/>

https://www.nifc.gov/programs/programs_PaymentCenter.html

FEHB FAST FACTS FOR CASUALS

What is the FEHB Program?

The Federal Employees Health Benefits Program (FEHB) provides comprehensive health insurance. Casual employees can choose from fee-for-service (FFS) plans, health maintenance organizations (HMOs), consumer-driven health plans (CDHPs) or high deductible health plans (HDHPs). For more information on the types of plans under FEHB, reference www.opm.gov/insure/health/planinfo/types.asp.

What are some important things I should know?

- There is no waiting period or pre-existing condition limitations.
- Each plan contracts with doctors and hospitals (known as a provider network). Your doctor may participate in one or more provider networks.
- You will reduce your out-of-pocket costs by visiting doctors and hospitals that contract with your plan. Visit your plan's website to determine which providers participate in the plan's network.

How do I enroll?

Once you have qualified for benefits by having worked 130 hours per month for 90 consecutive days, you must complete the Health Benefits Election Form (SF-2809). Contact the Casual Payment Center (CPC) for details. You will have 60 days from the date of eligibility to enroll.

Do I have to decide right away?

If you elected to receive coverage by indicating "*I elect...*" on the FEHB Conditional Offer form during sign-up, and become eligible, the CPC will contact you and provide the Health Benefits Election Form (SF-2809) to enroll. You will become eligible once you have worked 130 hours per month for 90 consecutive days. If you the employee, fails to return the SF-2809 within 60 days of eligibility, the choice will be recorded as a declination of enrollment.

How long do I have Health Benefits?

Initially you will have coverage for 28 days (2 casual pay periods) beginning on the first day of the following pay period after the CPC receives a completed Health Benefits Election Form (SF-2809). If you are still working or have been ordered to a new assignment you will be responsible for contacting the CPC before day 28 to continue health benefits. If you have not contacted the CPC before day 28, your coverage will switch over to your free 31-day extension of coverage. After the 31-day extension of coverage your health benefits will end. If you work at any time after your health benefits have terminated within the calendar year, you can reenroll by submitting a new Health Benefits Election Form (SF-2809) to the CPC.

How much do I pay?

What you pay is based on the plan and option you choose. Premiums are shared by you and your Federal agency during your time of hire. Premiums vary by plan, but generally you pay approximately 30% and your agency pays approximately 70%.

Casuals can discuss health insurance premiums with the Casual Payment Center or find more information on the OPM website at <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/2016/>.

How do I pay for coverage?

Your share of the health plan premium will be deducted from your casual payment. When there is no payment in process, you will receive a bill for collection and a debt will be set up in the payroll system. You will be required to make payment for your portion of the premium.

Do I have to pay for my coverage with pre-tax dollars?

Your share of the health plan premium will be paid with pre-tax dollars unless you complete a Federal Employees Health Benefits Program (FEHB) Premium Conversion Waiver/Election Form.

What enrollment types are available?

The OPM website at <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/2016/> will provide more detailed information based on your local coverage options.

What happens after my employment ends?

When your 28 days of coverage or employment ends, you have a 31-day extension of coverage under the plan. During that period, you can contact your health plan company and convert the insurance plan to an individual contract, or you can enroll in **Temporary Continuation of Coverage (TCC) to continue the coverage through a FEHB plan**. TCC is available to eligible former employees for up to 18 months following the end of employment. You are then responsible for the full premium amount (Government and enrollee share) plus a 2% administrative fee.

Where can I go for more details or additional information?

- Casual Payment Center at: 877-471-2262 – or – https://www.nifc.gov/programs/programs_PaymentCenter.html
- OPM website at: www.opm.gov/insure/health

Exhibit 5-C-5: Information Sheets for the Agency Official

 <h1 style="margin: 0;">AGENCY INFORMATION SHEET</h1> 	
WATCH OUT SITUATIONS	
<p>BOOT STIPEND</p> <p>The payment of a \$100.00 per year stipend is authorized for casuals holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency. The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).</p> 	<p>DUPLICATE HOURS</p> <p>When submitting OF-288s, ensure there are no duplicated hours. The most common mistake is of a clerical nature (e.g. same time submitted for same day).</p> <p style="text-align: right;"><i>Reminder!</i></p> <p>Start/Stop time must be in military time, in fifteen minute increments, and the month/day must be complete on the OF-288.</p>
<p>TIME OFFICER AND APPROVING OFFICIAL SIGNATURE</p> <p>There must be a Time Officer (TO) Signature on all submitted OF-288s.</p> <p>There must be a signature on submitted batch memos that follows Agency specific guidelines in regards to the Approving Official (AO) list requirements. For all agencies, the AO list is maintained at the National Level, and sent to the CPC when updated.</p> <p>If the AO or the TO Signature is missing your Agency will be called.</p> 	<p>CALENDAR YEAR HOURS</p> <p>The AD Pay Plan designates limits for training, instructor, and hazardous fuels hours (excluding travel) per calendar year. Maximum training hours may differ for each agency.</p> <ul style="list-style-type: none"> • Training "should not exceed" 80 hours • Instructor "not to exceed" 120 hours • Hazardous Fuels "no greater than" 300 hours <p>If time submitted for Instructor or Hazardous Fuels hours is over the limit for the calendar year, the time will be referred back to the Agency. For prescribed fire projects, the AD Pay Plan does not authorize mechanical or chemical reduction projects.</p> 
<p>GUARANTEE / COP HOURS</p> <p>Casuals assigned to an incident at their point of hire are not entitled to guarantee hours on normal days off. This is considered off-shift time and is non-compensable.</p> <p>COP is available for a maximum of 45 days. It begins the first day after the day of injury and ends when the casual leaves the incident, the original length of commitments ends, or when the casual is released back to duty, whichever occurs first. COP is not given for occupational disease or illness. Indicate "COP" in the start/stop columns and record a maximum of 8 in the hours column for each full day of disability.</p> 	<p>STATE TAXES</p> <p>State taxes must be withheld for the state in which the casual is hired, unless a reciprocal agreement is in place for that state. The casual can request withholding for another state by submitting the appropriate state form. Acceptable forms that may be used to update state taxes:</p> <ul style="list-style-type: none"> • Specific State Tax form • W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but the tax information will be updated). • Tribal Exemption form • State Tax Removal form 
<p>ADDRESS UPDATES</p> <p>In order to receive a Treasury check casuals must be a registered owner of the PO BOX. If the casual is using direct deposit, the account must be in their name. Mailing address for correspondence cannot be updated from a direct deposit form.</p>	<p>SOCIAL SECURITY NUMBER (SSN)</p> <p>To work under the AD Pay Plan, the SSN is required. This applies to US citizens as well as non-resident aliens.</p> <p>The Casual's name and SSN on hiring documents should match the name on the Social Security Card to eliminate delays in payment. The OF-288 timesheets should be submitted to the CPC using the ECI identified below.</p> 
<p>EMTs and ENOP</p> <p>Emergency Medical Technicians (EMT) can take a pack test but may not oversee the pack test. Engine Operator (ENOP) is not an approved position title for BIA. If time is submitted for an ENOP by BIA, payment cannot be processed and will be referred back to the Agency.</p> 	<p>MANDATORY EFT</p> <p>The U.S. Treasury has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account.</p> 
<p>EXCEPTION POSITIONS</p> <p>When submitting time for an exception position, ensure the Agency required description and approval is complete with Position Title and AD Class. Please submit with each payment to be processed.</p>	
<p>EMPLOYEE COMMON IDENTIFIER (ECI)</p> <p>The 10-digit ECI is to be used in lieu of the SSN on all OF-288 timesheets submitted to the CPC for payment.</p>	
<p>Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705 Toll Free: (877) 471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@blm.gov</p> <p>Find forms and other valuable information at: http://www.nifc.gov/programs/programs_PaymentCenter.html</p> 	

Exhibit 5-C-6: Information Sheets for the Casual Hire

Casual Hire Information Sheet				
<p>Payment Processing at the CPC</p> <p>When the CPC receives the OF-288 from the Agency/Region, it takes up to 5 business days to process in our office. If there are questions on your timesheet needing clarification from your Agency, the process may take longer. Once processed, allow up to 5 business days to receive a Direct Deposit payment or up to 10 business days through the US mail for a Treasury Check (with EFT Waiver). You may call to inquire about the status of your payment at any time. It would be helpful if you could provide your Agency's batch number to help us track your payment within our office.</p> 	<p>To Update your Information</p> <p>In order to change your name, address, taxes, direct deposit, or any other information pertaining to your profile, we need your signed consent (we cannot take the information over the phone). You can obtain the needed forms from your agency or from our website listed above.</p> <p> Note: Vendor Payment forms and voided checks are not acceptable for Direct Deposit information. The information must be written on the Direct Deposit form.</p> 	<p>Mandatory EFT</p> <p>The U.S. Treasury (31 CFR Part 208) has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account.</p> <p>If you cannot get a bank account, you have two options:</p> <ul style="list-style-type: none"> • Obtain an Electronic Transfer Account (ETA) https://eta-find.gov/eta –or • Complete an Electronic Funds Transfer (EFT) waiver request. <p>You may apply for a waiver if an EFT would impose a hardship because of your inability to manage an account at a bank due to:</p> <ul style="list-style-type: none"> • Mental impairment, -or- • Live in a remote location lacking the infrastructure to support electronic financial transactions. 	<p>Direct Deposit</p> <p>Ensure the Direct Deposit form SF-1199A is completed correctly with the information required:</p> <ul style="list-style-type: none"> • Name of person entitled to payment (this is you) • Social Security Number/Claim number/Payroll ID (we must have your SSN to process your request) • Type of account, (choose only one, checking or savings) • 9 digit routing number • Account number • Certification (sign and date) <p>Note: In the event your Direct Deposit has not been received within 5 business days of the payment processed date, contact our office to verify the account information.</p> 	<p>Check Mail Address</p> <p>If you have an EFT Waiver, and are requesting payment to go to a physical mail address, ensure the address you provide can receive mail.</p> <p>If you have a Post Office box, your name must be listed as an owner of the box to receive mail. Contact your local Post Office if you are unsure.</p> <p>Note: In the event your Treasury Check has not been received within 10 business days of the payment process date, contact our office to verify the payment destination on file.</p> <p>If it is determined the payment is a Lost Check, Treasury requires us to wait 30 days to track the missing payment to allow for adequate delivery time by the US Postal Service.</p>
<p>W-4 Federal Tax</p> <p>The following information must be complete and legible for processing. If information is incomplete or illegible, the form may be sent back to you or your agency without updating your profile.</p> <ul style="list-style-type: none"> • Your name exactly as it is on your Social Security Card • Your complete 9 digit Social Security Number • Complete mail address including city, state & zip (this must be an address that can receive mail) • Marital status • Number of exemptions (if you are claiming) • Additional dollar amount (optional) • Sign and date the form (to claim exempt, the signature date must be of the current year for processing) <p>Note: If you are exempt, you must indicate your marital status (Block 3) and write EXEMPT (Block 7). If block 7 is filled out, then block 5 must be left blank.</p>	<p>State Taxes</p> <p>State taxes must be withheld from the state in which you are hired, unless there is a reciprocal agreement in place for that state. You may request withholding for a second state, by submitting the appropriate state form. Keep in mind that your current tax information is printed on every Wage and Earning Statement. Please review this information and call us, or your agency, if you need to make corrections.</p> <p>Acceptable forms that may be used to update state taxes:</p> <ul style="list-style-type: none"> • Specific State Tax form • W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but tax information will be updated). • Tribal Exemption form • State Tax Removal form <p>All requested information on a Tribal Exemption form must be legible, complete, the form signed, dated</p> 	<p style="text-align: center;">Boot Stipend</p> <p>The payment of a \$100.00 per year stipend is authorized for casuels holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency.</p> <p>The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).</p> 		
<p>For Federal or State Tax questions, please see your tax consultant.</p>				
<p>Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705 Toll Free: 877-471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@blm.gov</p> <p>Find forms and other valuable information at: http://www.nifc.gov/programs/programs_PaymentCenter.html</p>				
<p>Ensure the information on the forms you submit to the CPC are legible, correct, signed and dated!</p>				

Section 6: References

A. Fire Acronyms

AD	Administratively Determined
APT	Administrative Payment Teams
BAR	Burned Area Rehabilitation
CAM	Cost Allocation Methodology (Replaced with User-Pay Cost Share Methodology)
CAS	Cost Accounting Section
CWPP	Community Wildfire Protection Plan
DOI	Department of Interior
ES	Emergency Stabilization
FBMS	Financial and Business Management System
FMB	Fire Management Branch
FMO	Fire Management Officer
FMIS	Fire Management Information System
FOR	Fixed Ownership Rate
FTE	Full-Time Equivalent
GACC	Geographic Area Coordination Center
IAA	Intra/Inter Agency Agreement
IBA	Incident Business Advisor
IBC	Incident Business Committee
IBAER	Interior Burned Area Emergency Response Coordinators
IIBMH	Interagency Incident Business Management Handbook (Yellow Book)
IMT	Incident Management Team
JFSP	Joint Fire Science Programs
PL	Preparedness Level

NFDRS	National Fire Danger Rating System
NFLT	National Fire Leadership Team
NFPORS	National Fire Plan Operations and Reporting System
NIFC	National Interagency Fire Center
NWCG	National Wildfire Coordinating Group
OWF	Office of Wildland Fire (DOI)
RAWS	Remote Automated Weather Station
RFMC	Regional Fire Management Coordinator
ROSS	Resource Ordering Status System
SC	Staffing Class
WBS	Work Breakdown Structure
WCF	Working Capital Fund
WFM	Wildland Fire Management
WUI	Wildland-Urban Interface

B. Glossary

Accounting Code – Agency-specific accounting data. Each agency assigns a specific accounting code to an incident. Example of a FWS accounting code for suppression: 15X FF09R00000 FF.F2000000FIRE0. If responding to another agency's incident FWS employees would still use FWS accounting code.

Administrative Workweek – Period of seven consecutive calendar days designated in advance by the head of a department (5 U.S.C. 6101(a)).

Assignment – The time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

Base Hours – The number of hours in a daily tour of duty.

Basic Workweek – Refers to the scheduled workweek of the employee (individual) at the home unit.

Crew Time Report (CTR) – SF-261, documents time for all crews and overhead. Incident supervisor certifies CTR for each operational period.

Environmental Differential – An additional pay entitlement for Wage Grade employees for irregular or intermittent work involving unusual hazard which could result in serious injury or death; or exposure to an unusually severe physical hardship or working condition.

Exempt employee – Occupies a position designated as exempt. Exempt positions are not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). For categories of position Exempt or Excluded from FLSA see 5 CFR 551.201.

Fire Codes – Unique codes assigned for each size class fire, trespass fires, billable/reimbursable fires, and fires of suspicious origin (arson).

FireCode – A web-based system that allows users to generate standard interagency fire incident codes for wildland fire suppression, and fire use. Users of the FireCode System include BIA, BLM, USFS, NPS, and FWS.

Fire Management Information System (FMIS) – An FWS web based computer system used to activate all wildfire codes. With the correct prompts, codes are then automatically opened in FBMS and QuickTime. If a code is not available in FBMS or QuickTime, contact your Fire Management Officer to get it added to FMIS.

Guaranteed Hours – All employees are guaranteed at least 8, 9, or 10 hours (depending on their established daily tour of duty) of pay each day while assigned to an emergency. Exception: When personnel are required to take a mandatory day off which falls on their normal day off, there will be no pay compensation.

Hazard Pay – A pay differential for classified employees (GS) for irregular or intermittent work which exposed the employee to an unusual hazard, and could result in serious injury, or death; or exposure to an unusually severe physical hardship or working condition. The additional percentage (25%) is paid for ALL hours in pay status on the day of exposure.

Irregular or Occasional Overtime Work – Overtime work that is not part of an employee's regularly scheduled administrative workweek. CFR 550.103

Length of Assignment – Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extension of up to 14 additional days.

Management Directed Days Off – Supervisors must manage work schedules for initial attack, dispatch and incident support personnel during extended incident situations. During periods of non-routine or extended activity, these employees will have a minimum of one day off in any 21-day period. Reference: IIBMH, Chapter 10, 10-19.

Mandatory Days Off – After completion of a 14-day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). During an incident, if the assignment is extended, mandatory days off are applied before the 22nd day.

Meal Period – A meal period is a break allowed for meals and is only compensable when work is actually being performed. *Compensable meal period is the exception, not the rule.*

Military Time – Consecutive, numbered hours based on a 24-hour day. Midnight is the cutoff time between days, i.e., one minute after midnight is 0001, midnight is 2400.

Nightwork – Nightwork has the meaning given that term in 5 CFR 550.121 (regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m.), and includes any nightwork performed by an employee as part of his or her regularly scheduled administrative workweek.

Non-exempt employee – Occupies a position designated as non-exempt. Non-exempt positions are covered by the minimum wage and overtime provisions of FLSA.

On Call – Employee will be in on-call status if he or she is allowed to leave a telephone number or to carry an electronic device for the purpose of being contacted, even though the employee is required to remain in a reasonable call-back radius. On call time is non compensable.

Off Shift – Non compensable time, e.g., eating, sleeping, or other activities of a personal nature.

Ordered Standby – When an employee has been directed or ordered to be in ready status (fully outfitted, awaiting imminent departure) at an assembly point, staging area, or other location and is awaiting departure. 5 CFR 551.431(a) (1) states: “An employee is on duty, and time spent on standby duty is hours of work if, for work-related reasons, the employee is restricted by official order to a designated post of duty and is assigned to be in a state of readiness to perform work with limitations on the employee's activities so substantial that the employee cannot use the time effectively for his or her own purposes.” The hours may be paid as Base or Overtime.

Pay Period – The two week period used to compute pay.

Prevailing Rate (Wage Grade) Employees – Employees who are compensated under the Federal Wage System. They are frequently referred to as wage grade or wage system employees (WG / WL / WS).

Regular Government Employees – General schedule and prevailing rate employees are included in this category. Includes all those people hired under authorities other than the pay plan for emergency firefighters.

Regular Overtime Work – Overtime work that is part of an employee’s regularly scheduled administrative workweek.

Regularly scheduled administrative workweek – For a full-time employee, the period within an administrative workweek that the employee is regularly scheduled to work. 5 CFR 610.111

Regularly scheduled work – Work that is scheduled before the beginning of an employee’s administrative workweek. Full definition from 5 CFR 610.102: means work scheduled before the beginning of the administrative workweek under an agency’s procedures for establishing workweeks in accordance with §610.111.

Severity – Suppression funds used to increase the level of pre-suppression capability and fire preparedness when predicted or actual burning conditions exceed those normally expected. Short and long term severity codes for FWS are assigned by the FWS Branch of Fire Management annually or as needed. When the FWS assists other DOI agencies, the severity number provided by the requesting agency will be used. Contact the appropriate regional office for severity codes as necessary.

Spot Change – A regular government employee’s normal daily tour is “spot changed” on the second continuous day of an incident to where the first 8, 9, or 10 hours worked are base hours. Any time worked over the base hours are paid at the appropriate overtime rates. The spot change ends when the employee is released from the incident.

Temporary assignment to a different daily tour of duty – This temporary change in a daily tour of duty within the employee’s regularly scheduled administrative workweek is **distinguished from a period of irregular or occasional overtime work** in addition to the employee’s regularly scheduled administrative workweek. (Differentiates between scheduled and irregular hours for night pay differential, which is paid on scheduled hours.

Time Record – Time is recorded at the incident on a Crew Time Report (CTR), or on an OF-288, Emergency Firefighter Time Record. This is an official time record.

Travel – Time spent in transit from one location to another, and while awaiting transit to or from an incident.

Tour of Duty (TOD) – The hours of a day (a daily tour of duty) and the days of an administrative workweek (weekly tour of duty) that constitutes an employee’s regularly scheduled administrative workweek. CFR 550.103

Work/Rest ratio – For every two hours of work or travel, employee should be provided one hour of sleep and/or rest.

C. Links to Resources

THIS SECTION STILL IN PROGRESS

ROSS:

<https://famit.nwcg.gov/applications/ROSS>

FEMA Emergency Management Institute:

<https://training.fema.gov/is/crslist.aspx>

National Wildland Fire Training courses and schedules:

<https://nationalfiretraining.nwcg.gov//>

Bi-Weekly Caps on Premium Pay

<http://www.opm.gov/oca/pay/index.asp>

CONCUR Travel Login

<https://cge.concursolutions.com/default.asp>

DOI Time and Attendance Guide (version 3.10, effective December 2016)

<http://www3.ibr.doi.gov/services/hr/payroll/manuals/docs/TARefrenceGuide.pdf>

DOI All-Hazards Supplement:

<http://www.doi.gov/emergency/upload/DOI-BusinessSupplement-FINAL-23SEP14.pdf>

Eastern Area Coordination Center (EACC) AD Frequently Asked Questions:

https://gacc.nifc.gov/eacc/management_admin/incident_business/documents/AD_Frequently_Asked_Questions_Guide.pdf

FireCode

www.firecode.gov

FMIS Login

<https://systems.fws.gov/fmis/>

Interagency Incident Business Management Handbook, NWCG Handbook 2,

NWCG PMS902

http://www.nwcg.gov/pms/pubs/iibmh2/pms902_201208.pdf

Incident Management Records – NWCG

<http://www.nwcg.gov/policies/records/index.html>

QuickTime Login

<https://qtime.nbc.gov/proweb/qtime1552/login>

Interagency Standards for Fire and Aviation Operations 2015

http://www.nifc.gov/policies/pol_ref_redbook.html

NWCG Standards for Fire and Fire Aviation Operations (Red book)

NWCG Standards for Interagency Incident Business Management (Yellow book)
Geographic Area and Agency supplements

National Interagency Mobilization Guide

National Interagency Buying Team Guide

DOI Inter-Intra Agency Agreement Handbook

FWS Fire Management Handbook, and other Incident Business related guidance listed in Reference Section F.

FBMS Business Process Guidance

<https://inside.fws.gov/go/post/FBMS-BP>

Wildland Fire Qualification System Guide:

<https://www.nwcg.gov/publications/310-1>

Federal Wildland Fire Qualifications Supplement:

<https://www.nwcg.gov/sites/default/files/publications/federal-wildland-fire-qualifications-supplement.pdf>

DOI Incident Positions Qualification Guide (IPQG)

<https://www.doi.gov/sites/doi.gov/files/uploads/IPQG-2015-10.pdf>

Position task books:

<https://www.nwcg.gov/publications/position-taskbooks>

D. Forms

THIS SECTION STILL IN PROGRESS

CREATE LIST

Land Use Agreement Form

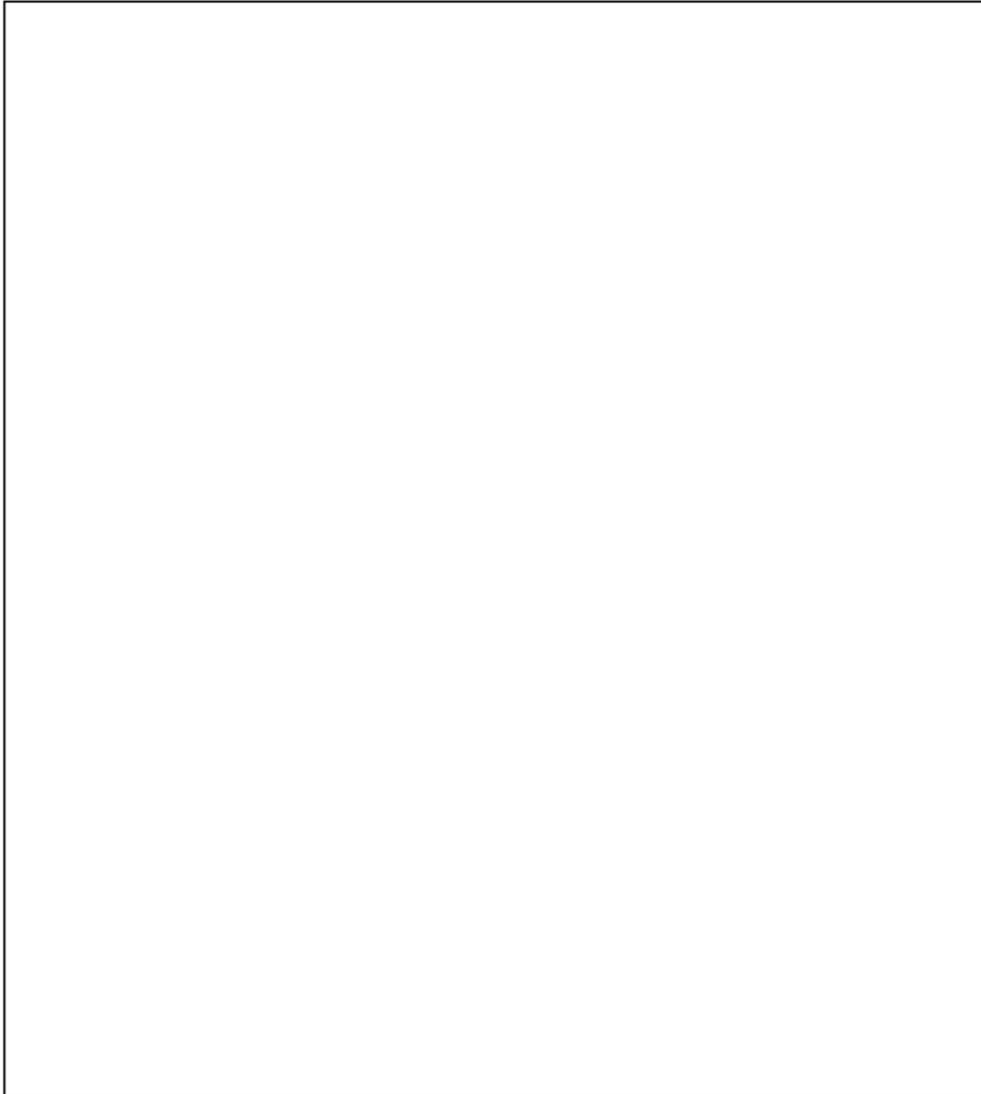
Sample Inter-Agency Agreement

Feb 2011

EMERGENCY FACILITIES & LAND USE AGREEMENT

INCIDENT AGENCY (name, address, phone number)		Page ____ of ____	
		AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT AGREEMENT NUMBER	
		EFFECTIVE DATES a. beginning	b. ending
OWNER (name, address, phone number-include day/night/cell/fax)		INCIDENT NAME:	
DUNS:		INCIDENT NUMBER:	
EIN/ISSN:		RESOURCE ORDER NUMBER:	
PAYMENT ADDRESS: Same as above, or _____		JOB CODE (P#) AND OVERRIDE:	
TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)			
<input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> LARGE BUSINESS <input type="checkbox"/> SMALL DISADVANTAGED OWNED <input type="checkbox"/> WOMEN OWNED <input type="checkbox"/> HUBZONE <input type="checkbox"/> SERVICE DISABLED VETERAN			
The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as _____			
<u>DESCRIPTION OF LAND/FACILITIES:</u> Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable. _____ _____ _____			
County: _____ State: _____ Township: _____ Range: _____ Section: _____			
<u>ORDINARY WEAR AND TEAR:</u> Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.			
<u>RATE:</u> For each month that the land/facilities are used, the Government will pay the rate of \$ _____ per month. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$ _____, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.			
<u>UTILITIES AND SERVICES:</u> (check only one)			
<input type="checkbox"/> The above rate includes utility charges for the following: <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> TOILET SUPPLIES <input type="checkbox"/> JANITORIAL SERVICES & SUPPLIES <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> SEPTIC SERVICE <input type="checkbox"/> EXISTING TELECOMMUNICATIONS			
<input type="checkbox"/> The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: \$0: _____			
<u>RESTORATION:</u> Restoration beyond ordinary wear and tear. (check only one)			
<input type="checkbox"/> The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: _____			
<input type="checkbox"/> The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.			
<u>ALTERATIONS:</u> The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.			
<u>ORAL STATEMENTS:</u> Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.			
<u>CONDITION REPORTS:</u> A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties ; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.			
<u>OTHER:</u> Describe in detail:			
<u>TERMS AND CONDITIONS:</u> See attachment.			
<u>CHECKLIST(s):</u> See attachment.			

Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



ADDITIONAL CLAUSES:

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

OWNER / OWNER'S AGENT SIGNATURE:	DATE:	CONTRACTING OFFICER'S SIGNATURE:	DATE:
PRINT NAME AND TITLE:	PRINT NAME AND TITLE:		
PHONE NUMBER (if different from Owner's)	PHONE NUMBER:		

PRE-USE INSPECTION: Description or photos (no digital) or condition immediately prior the Government's occupancy. Refer to attached checklist.

Owner/Agent: _____ (Print Name)	Government Agent: _____ (Print Name)
Signature: _____	Signature: _____
Date: _____	Date: _____

POST-USE INSPECTION: Description of photos (no digital) or condition immediately following the Government's occupancy.

TOTAL AMOUNT DUE \$ _____

RELEASE OF CLAIMS STATEMENT: Contract release for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from ~~any and all~~ claims arising under this agreement except as reserved in remarks.

REMARKS:

Owner/Agent: _____ (Print Name)	Government Agent: _____ (Print Name)
Signature: _____	Signature: _____
Date: _____	Date: _____

**FEDERAL ACQUISITION REGULATION (FAR) CLAUSES
EMERGENCY FACILITIES AND LAND USE AGREEMENT**

**52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items).
(Jan 2011)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

- (i) [52.222-3](#), Convict Labor (June 2003) (E.O. 11755).
- (ii) [52.222-21](#), Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).
- (iii) [52.222-26](#), Equal Opportunity (Mar 2007) (E.O. 11246).
- (iv) [52.222-50](#), Combating Trafficking in Persons (Feb 2009) ([22 U.S.C. 7104\(g\)](#)).
- (v) [52.225-13](#), Restrictions on Certain Foreign Purchases (June 2008) (E.o.s. proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- (vi) [52.233-3](#), Protest After Award (Aug 1996) ([31 U.S.C. 3553](#)).
- (vii) [52.233-4](#), Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

- (i) [52.204-10](#), Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) ([31 U.S.C. 6101 note](#)).
- (ii) [52.232-1](#), Payments (Apr 1984).
- (iii) [52.232-8](#), Discounts for Prompt Payment (Feb 2002).
- (iv) [52.232-11](#), Extras (Apr 1984).
- (v) [52.232-25](#), Prompt Payment (Oct 2008).
- (vi) [52.233-1](#), Disputes (July 2002).
- (vii) [52.244-6](#), Subcontracts for Commercial Items (Jan 2011).
- (viii) [52.253-1](#), Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

- (i) [52.222-19](#), Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)
- (ii) [52.222-20](#), Walsh-Healey Public Contracts Act (Oct 2010) ([41 U.S.C. 35-45](#)) (Applies to supply contracts over \$15,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).
- (iii) [52.222-35](#), Equal Opportunity for Veterans (Sep 2010) ([38 U.S.C. 4212](#)) (applies to contracts of \$100,000 or more).
- (iv) [52.222-36](#), Affirmative Action for Workers with Disabilities (Oct 2010) ([29 U.S.C. 793](#)). (Applies to contracts over \$15,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause,

United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(v) [52.222-37](#), Employment Reports on Veterans (Sep 2010) ([38 U.S.C. 4212](#)) (applies to contracts of \$100,000 or more).

(vi) [52.222-41](#), Service Contract Act of 1965 (Nov 2007) ([41 U.S.C. 351, et seq.](#)) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vii) [52.223-5](#), Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) [52.223-15](#), Energy Efficiency in Energy-Consuming Products (DEC 2007) ([42 U.S.C. 8259b](#)) (Unless exempt pursuant to [23.204](#), applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP) will be—

(A) Delivered;

(B) Acquired by the Contractor for use in performing services at a [Federally-controlled facility](#);

(C) Furnished by the Contractor for use by the Government; or

(D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.)

(ix) [52.225-1](#), Buy American Act—Supplies (Feb 2009) ([41 U.S.C. 10a-10d](#)) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

(A) Is set aside for small business concerns; or

(B) [Cannot](#) be set aside for small business concerns (see [19.502-2](#)), and does not exceed \$25,000).

(x) [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003). (Applies when [the payment will be made by electronic funds transfer \(EFT\)](#) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999). (Applies when [the payment will be made by EFT](#) and the payment office does not use the CCR database as its source of EFT information.)

(xii) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. App. 1241](#)). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at [47.504\(d\)](#).)

(2) Listed below are additional clauses that may apply:

(i) [52.209-6](#), Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010) (Applies to contracts over \$30,000). (Not applicable to subcontracts for the acquisition of commercially available off-the-shelf items).

(ii) [52.211-17](#), Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iii) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247) (Applies to contracts greater than \$25,000 that provide for the provision, the service, or the sale of food in the United States.)

(iv) [52.247-29](#), F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) [52.247-34](#), F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) *FAR* [52.252-2](#), *Clauses Incorporated by Reference* (Feb 1998). This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

(d) *Inspection/Acceptance*. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights—

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) *Excusable delays*. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) *Termination for the Government's convenience*. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed

prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

E. FireCode Training

The FireCode system has been established in response to Congressional direction to standardize fire incident financial coding across all Federal National Fire Plan agencies. A work group of fire operations and budget and finance representatives from the Forest Service and the four Interior firefighting bureaus (BLM, FWS, BIA, NPS), chaired by the Office of Wildland Fire guided the development of system. The system has been designed to work in each bureau's financial system to produce reports promptly when requested.

Currently, the FireCode system will only be used for wildfire suppression activities (appropriate suppression responses, not prescribed fires or rehabilitation actions).

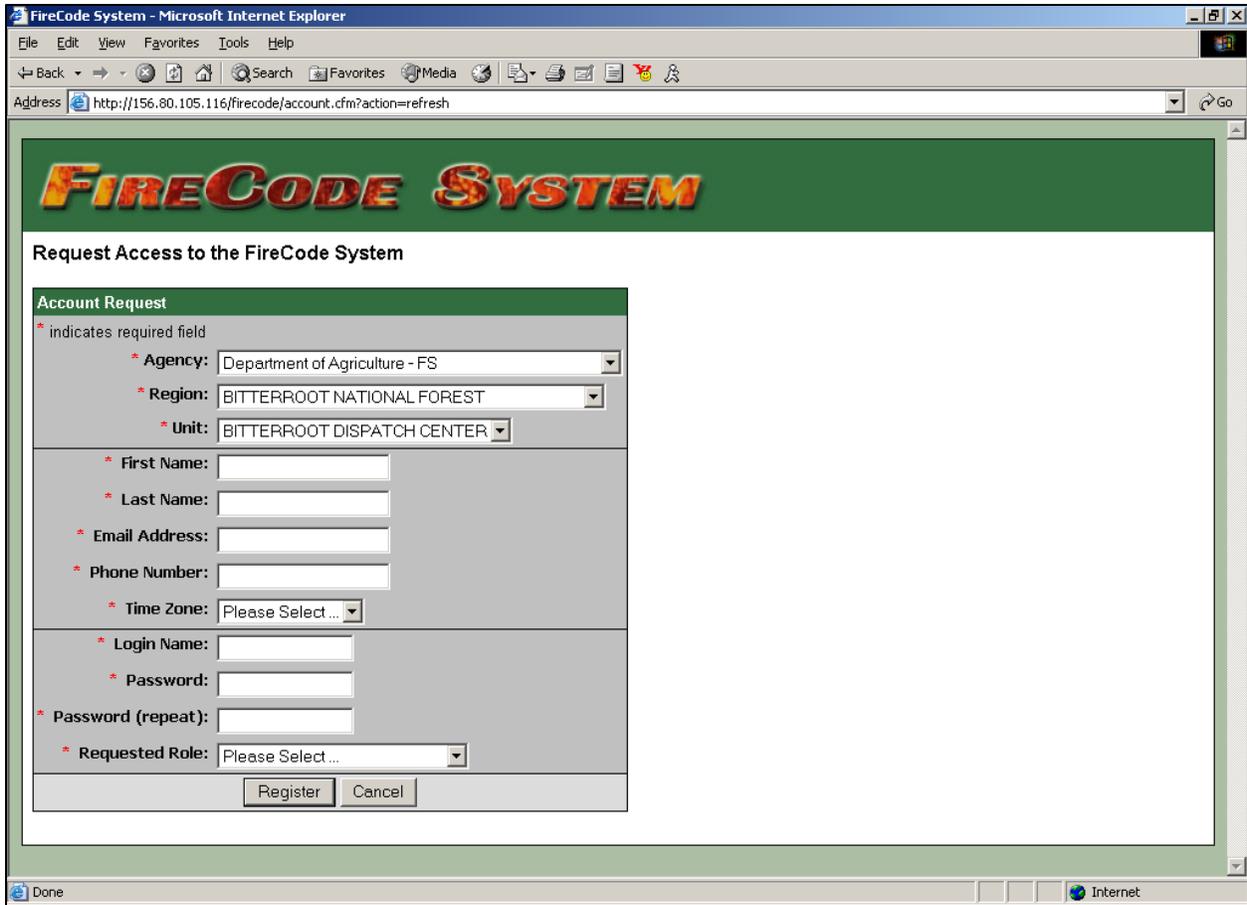
Current guidance found in the FWS Fire Management Handbook for step-up or severity request authorizations and assists, and for prescribed fires will continue to be followed. The project codes assigned for these types of incidents/activities will be all alpha or all numeric so as to prevent duplication of project codes assigned by the FireCode system which will be alpha-numeric.

The following procedures are FWS specific and to be used when assigning a FireCode number for a wildland fire incident and to establish the FireCode as a project number in the Financial and Business Management System (FBMS).

FireCode Access and Use

Prior to use of the system, individuals will request access to FireCode online. A consideration for access to FireCode should be those individuals who would normally access a project/account code for an incident. Typically Regional Fire Management Coordinator (RFMC) or dispatch, if the RFMC is unavailable, is responsible for opening a FireCode. This varies by region, but most users should only have read access and cannot establish codes.

The requests will be approved by a designated agency Administrator. Contact your Regional Fire Management office for a list of those individuals.



Wildfires on FWS-owned Land

1. FWS personnel would be the primary initial attack agency (host).
2. FWS representative with access capability, i.e., Fire Program Tech, FMO, AFMO, etc. will log into the FireCode system and enter the required information.

FIRECODE SYSTEM

Welcome to the USDA/DOI FireCode System!

To login, please enter your login name and password below.

Login	
Login Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

If you do not have a FireCode account, please [register](#) here.

FIRECODE SYSTEM

Request Access to the FireCode System

Account Request	
* indicates required field	
* Agency:	<input type="text" value="Department of Agriculture - FS"/>
* Region:	<input type="text" value="BITTERROOT NATIONAL FOREST"/>
* Unit:	<input type="text" value="BITTERROOT DISPATCH CENTER"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Email Address:	<input type="text"/>
* Phone Number:	<input type="text"/>
* Time Zone:	<input type="text" value="Please Select ..."/>
* Login Name:	<input type="text"/>
* Password:	<input type="password"/>
* Password (repeat):	<input type="password"/>
* Requested Role:	<input type="text" value="Please Select ..."/>
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

3. A four character alpha-numeric code will be system generated.
4. The four character code must be manually input into the Fire Management Information System (FMIS) as a separate action.
5. The FMIS will prompt you to activate this code into the FBMS Answer Yes.
6. Use the organization (station) code of the wildfire location.
7. FWS personnel will provide the FireCode to the local zone dispatcher.

If after hours on FWS-owned Land

1. FWS will contact local zone dispatch.
2. The local zone dispatch will issue a FireCode and provide the system generated code based on Unit ID – Resource Unit Identifier of the FWS station.
3. FWS representative will manually input the FireCode into FMIS to initiate the code being opened in FBMS by next business day.

Assisting Another Federal Agency on Wildfire

1. The host agency will provide the FireCode to all interagency resources. This code will also be part of the resource order initiated through Resource Ordering Status System (ROSS).
2. A FWS representative, at the local level, will manually input the FireCode into FMIS to initiate the code being opened in FBMS by next business day.

F. Policy and Guidance

THIS SECTION STILL IN PROGRESS

1st page will contain list of all documents

Section 1, Chapter 5.A Fuels Management:

- DOI Inter-Intra Agency Agreement Handbook
- Service Manual 264 FW 1, Cost Recovery and Cost Allocation – Policy and Responsibilities
- US FWS Service Manual 264 FW 2, Reimbursable and Inter/Intra-agency Agreements – Policy and Procedures
- FBMS Technical Bulletin # ACQ-04, Guidance on Inter-Agency and Intra-Agency Agreements for Headquarters



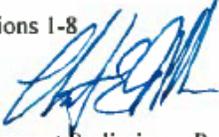
United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705



Refer to: FMB190000

October 12, 2018

Memorandum

To: Fire Management Coordinators, Regions 1-8
From: Chief, Branch of Fire Management 
Subject: Update of the FY 2019 Fuels Management Preliminary Program of Work

Fiscal Year 2019 fuels reduction projects were entered and prioritized at the local and regional levels in the National Fire Plan Operations Reporting System (NFPORS) during September 2018. Projects, including treatments and activities, followed the direction from memorandum *Development of Preliminary Program of Work (PPOW) FY 2019*.

As per FY19 Spend Plan guidance issued by the Office of Wildland Fire (OWF) (two attachments), Bureaus are being directed to update fiscal project planning closer to that of the appropriated FY18 budget. In addition, this memo outlines policy for funding through the initial continuing resolution (October 1, 2018 to December 7, 2018).

Therefore, Regions should now take the following steps in NFPORS:

- 1) Treatments and activities originally approved (locally) in September (based on the FY18 appropriated amount) need updating by entering a Regional approval date of October 12, 2018 (10/12/18) in NFPORS. This will indicate spend plan projects for FY19.
- 2) Of those approved, indicate priorities to be focused on during the CR by entering a Regional approval date of October 11, 2018 (10/11/2018). This should be based on 15% of last year's allocation and indicate those spend plan projects identifying CR priorities.

This will result in all projects/treatments with a local approval date of 07/02/2018 of having a regional approval date of either 10/11/2018 indicating implementation during the CR, or 10/12/2018, noting implementation at FY18 appropriated amount. Updates should be finalized in NFPORS before October 25, 2018.

The Branch of Fire Management will submit spend plans as directed in the attached memos accordingly, based on your updated NFPORS inputs. As noted in the original PPOW memo, budgetary tracking in NFPORS should account for all project expenditures, hence 60% of your fuels allocation. Furthermore, when an additional CR is enacted and once the FY19 appropriation is approved by Congress and the Bureau allocation is determined, additional guidance will be issued to adjust and finalize the FY19 program of work.

Please notify Tate Fischer, Fuels Management Specialist at 208-387-5941 or tate_fischer@fws.gov when this update has been completed. Additional questions regarding this memo or its attachments should also be directed to his attention.

Attachments

Section 1, Chapter 5.A Fuels Management:

FMB180011 Fiscal Year 2018 126X Financial Tracking for Fuels Management



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705



Refer to: FMB180011

January 30, 2018

Memorandum

To: Fire Management Coordinators, Regions 1-8
From: Chief, Branch of Fire Management 
Subject: Fiscal Year 2018 126X Financial Tracking for Fuels Management

On February 4, 2016, the Chief of the National Wildlife Refuge System issued memorandum *Financial Tracking for Fire Management* (Attachment 1). This memorandum requested that any non-fire funded personnel supporting the fire program utilize specific Work Breakdown Structures (WBS) for the related fire project. The purpose of this guidance was to facilitate the tracking of how much non-fire funding is being expended in support of the fire program. The intent of this direction is still valid and critical. This information is of significant interest not only to the Service, but also to the Office of Wildland Fire, Department of the Interior, Office of Management and Budget, and others.

This memorandum solidifies the necessity for Regional fire and fuels staff to work with appropriate refuge system and financial managers to identify 126X accounts that would typically fund collateral duty employees contributing to hazard fuels reduction. In Fiscal Year 2018, it is expected that these WBS strings are established at any refuge having a priority fuels project funded for this year, where contributed costs are incurred. This can be done in the following manner (e.g.):

Fire and non-fire staff at a refuge in Region 4 are planning to conduct a prescribed fire with a WBS code of W1501. Fire staff would charge their working time to FF.F3100004W1501, while non-fire staff would charge their working time to FX.RS126104W1501.

In an effort to avoid negative balances on reports, charges are being redistributed to other fund codes with funds available. It is fully expected the non-fire costs charged to a WBS code will result in a negative (red) balance on expenditure reports. Redistributing charges to prevent negative balances on the project expense lines is problematic and unintentionally undermines the Chief's intent to determine the true cost of fuels projects. Moving charges should be avoided unless it's to correct an error.

Once the appropriate 126X accounts have been identified and established, please e-mail Tate Fischer, National Fuels Management Specialist (tate_fischer@fws.gov), detailing the specifics of those 126X WBS strings. He will then coordinate with Budget and Planning staff to ensure appropriate tracking mechanisms are in place. We appreciate your assistance in better reflecting the true cost of conducting our Fuels Management program.

Attachment



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/ANRS-NRCP-FM/062189

FEB 04 2016

Memorandum

To: Regional Chiefs, National Wildlife Refuge System

From: Chief, National Wildlife Refuge System

Subject: Financial Tracking for Fire Management

The U.S. Fish and Wildlife Service's (Service) Fire Management appropriation, specifically prescribed fire funding, has been declining for several years. Many regions have supplemented their fire allocations with non-fire funds like 126X and their fire staffing with collateral duty employees. It is this support that has allowed the Service to meet its fuels and prescribed fire goals across our landscapes. Currently the Service has no way to determine how much non-fire funding is being expended in support of the fire program.

Over the past year, the Office of Management and Budget, Department of the Interior, Office of Wildland Fire, and others have shown significant interest in documenting non-fire contributions to fire programs. As a result, we have created project codes to track expenditures on prescribed fire activities using both fire and non-fire funds.

Each fire project has a specific Work Breakdown Structure (WBS) project code. The existing business rule of no cross billing between programs is still valid. However, in order to document non-fire contributions, we are requesting that any refuge, endangered species, or other funding source used to support the fire program utilize the fire project codes to track expenditures.

For example, the fire and non-fire staff at Merritt Island National Wildlife Refuge are planning to conduct a prescribed fire with a WBS project code of W1501. Fire staff would charge their working time using FF.F3100004W1501, while non-fire staff would charge their working time to FX.RS126104W1501. Supplies, gasoline, and other similar expenditures would also be charged to this WBS.

Business rules for the Fire Management Program and WBS development were recently sent out to the Fire Management Coordinators. They have been attached here so you may review the expectations for Fire Management.

Questions regarding this memorandum should be directed to the Fire Branch Budget Officer, Gillian Fay, at 208-387-5536, gillian_fay@fws.gov or Deputy Chief Division of Budget, Performance, and Workforce, David Robinson, at 703-358-2262, david_c_robinson@fws.gov

Section 2, Chapter 3.B Premium Pay

Guidance on Night Pay Differential

From *OPM Fact Sheet: Night Pay for General Schedule Employees*: Night pay is paid for regularly scheduled work performed at night. This **generally** means work scheduled before the beginning of the administrative workweek. **However**, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek.

From 5 CFR 550.122 - Computation of night pay differential (page 579):

(c) *Relation to overtime, Sunday, and holiday pay.* Night pay differential is in addition to overtime, Sunday, or holiday pay payable under this subpart and it is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

(d) *Temporary assignment to a different daily tour of duty.* An employee is entitled to a night pay differential when he or she is temporarily assigned during the administrative workweek to a daily tour of duty that includes night work. This temporary change in a daily tour of duty within the employee's regularly scheduled administrative workweek is distinguished from a period of irregular or occasional overtime work in addition to the employee's regularly scheduled administrative workweek.

From OPM Handbook on Alternative Work Schedules – Night Pay:

3. An employee is entitled to night pay for any non-overtime work performed between 6 p.m. and 6 a.m. during designated core hours.

Note: An employee who performs regularly scheduled overtime work at night is also entitled to night pay.

From DOI Time and Attendance Guide - 5.2 Night Differential (page 5-4):

130, Night Differential: Payment employees receive for regularly scheduled hours worked, including regularly scheduled overtime and time spent on COP light duty, between 6 p.m. and 6 a.m. An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty.

From Service Manual 225 FW 7 Premium Pay – 7.22 Do employees receive premium pay for working at night?

Employees who perform regularly scheduled work between the hours of 6 p.m. and 6 a.m. receive a night differential of 10% of their basic rate of pay.

Employees are not entitled to the night pay differential while attending training unless the training is scheduled during night hours because situations that they must learn to handle occur only at night.

We add night pay differential to overtime, Sunday, or holiday premium pay.

NWCG Interagency Time Unit Field Guide

<https://www.nwcg.gov/sites/default/files/publications/TimeUnitFieldGuide.pdf>

Exhibit ____: OPM Fact Sheet on Night Pay

<p>U.S. OFFICE OF PERSONNEL MANAGEMENT</p> <hr/> <p>PAY & LEAVE PAY ADMINISTRATION</p> <h3>Fact Sheet: Night Pay for General Schedule Employees</h3> <p>Description</p> <p>Night pay is a 10 percent differential paid to an employee for regularly scheduled work performed at night. It is computed as a percentage of the employee's rate of basic pay (including any applicable locality payment or special rate supplement).</p> <p>Employee Coverage</p> <p>An individual who meets the definition of "employee" in 5 U.S.C. 5541(2) is covered by the night pay provisions, including employees under the General Schedule.</p> <p>Note: Prevailing rate (wage) employees are covered by a separate night shift differential authority. (See 5 U.S.C. 5343.)</p> <p>Regularly Scheduled Work</p> <p>Night pay is paid for regularly scheduled work performed at night. This generally means work scheduled before the beginning of the administrative workweek. However, night pay is also paid for night work on a temporary assignment to a different daily tour of duty during the administrative workweek.</p> <p>Night Work Hours</p> <p>Generally, night work must be performed between the hours of 6 p.m. and 6 a.m., including night work under a compressed work schedule. For posts located outside the United States, the head of an agency may designate a time after 6 p.m. and before 6 a.m. as the beginning and end, respectively, of night work to accommodate the customary hours of business in the locality. (See also "Flexible Work Schedules," below.)</p> <p>Relation to Other Premium Pay</p> <p>Night pay is paid in addition to overtime, Sunday, or holiday premium pay.</p> <p>Relationship to Basic Pay</p> <p>Night pay is not basic pay for any purpose.</p> <p>Relationship to Leave</p> <p>An employee is entitled to night pay for paid leave only when the total amount of paid leave during a biweekly pay period is less than 8 hours.</p> <p>Paid on Holidays</p> <p>An employee is entitled to night pay when excused from night work on a holiday or another nonworkday (does not apply to AWS nonworkdays).</p> <p>Flexible Work Schedules</p> <p><small>https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/night-pay-for-general-schedule-employees/</small></p> <p style="text-align: right;"><small>1/2</small></p>
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United States Department of the Interior



In Reply Refer To:
FWS/ABHC/HR/065850

FISH AND WILDLIFE SERVICE

5275 Leesburg Pike, MS: BPHC
Falls Church, VA 22041-3803



JUL 18 2017

Memorandum

To: All Fish and Wildlife Service Employees

From: *for* Assistant Director, Budget, Planning, and Human Capital *Russell G. Gaudin*

Subject: Guidance on Night Pay Differential

This memorandum serves to provide clarification of the usage of DOI "QuickTime" Pay Code 130, Night Pay Differential on fire suppression incidents.

The interagency community recently issued clarification permitting night pay differential in addition to overtime while participating in fire suppression activities. This memo serves as U.S. Fish and Wildlife Service (Service) guidance related to night pay differential for Service incident responders assigned to fire suppression incidents. The Headquarters Division of Human Resources supports the attached clarifying guidance to ensure consistency throughout the Service's Regional Offices and with other Departmental Bureaus.

This information is not new guidance but clarification of existing laws and regulations, and will be distributed electronically to all Service Regional Offices. Refer to the attachment "Night Pay Differential Clarification for Fire Suppression Activities" for specific guidance.

This guidance is effective at time of issuance and is not intended to require retroactive adjustments.

If you have any questions, please contact Cecilia King, Service Classification and Compensation Manager, Division of Human Resources at (703) 358-1928; or Reah Reedy, Administrative Officer, Fire Management Branch at (208) 387-5736.

Attachment: Night Pay Differential Clarification for Fire Suppression Activities



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



JUN 21 2017

Refer to:
FWS/ANRS/NRCP-IM 065850

Memorandum

To: Regional Refuge Chiefs, Regions 1-8

Thru: ^{for} Assistant Director, Budget, Planning, and Human Capital

From: ^{Acting} Chief, National Wildlife Refuge System

Subject: Guidance on Night Pay Differential

This memorandum serves to provide clarification of the usage of DOI "QuickTime" Pay Code 130, Night Pay Differential on fire suppression incidents.

The interagency community recently issued clarification permitting night pay differential in addition to overtime while participating in fire suppression activities. This memo serves as U.S. Fish and Wildlife Service (Service) guidance related to night pay differential for Service incident responders assigned to fire suppression incidents. The Headquarters Division of Human Resources supports the attached clarifying guidance to ensure consistency throughout the Service's Regional Offices and with other Departmental Bureaus.

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Attachment: Night Pay Differential Clarification for Fire Suppression Activities

Cc: Regional Human Resource Specialists Regions 1-8
Fire Management Coordinators Regions 1-8

Date: 18 July 2017

Night Pay Differential Clarification for Fire Suppression Activities

Clarification of the U.S. Fish and Wildlife Service Memorandum FWS/ANRS/NRCP-FM/065850:
Guidance on Night Pay Differential

1. General Schedule (GS) government employees deployed to a fire incident who are eligible for a spot tour of duty change using the guidance in the Interagency Incident Business Management Handbook (IIBMH) to a first 8, 9, or 10 hour tour of duty are entitled to night pay differential pay on both base and overtime hours worked between 1800 hours and 0600 hours starting the first full day of the new schedule. This includes only night hours designated in the new schedule, not extra hours added day by day. *Examples include extended attack and team assignments of more than one calendar day.*
2. If an employee has an official change to his/her work week schedule to a night shift, then night pay differential (for both base and overtime hours) is appropriate. *An example would be a dispatcher assigned by a supervisor to work the night shift at his/her home unit.*
3. If an employee is assigned to support fire activity as part of a temporary change to his/her tour of duty, and that temporary change includes hours between 6 pm and 6 am for more than one day, night differential is appropriate (for both base and overtime hours) starting the first full day of the new assignment. *An example would be an employee deployed to support a fire for multiple days as a driver, cache worker, dispatcher or other support role.*
4. Deployment to a fire incident is a temporary assignment to a different daily tour of duty and the work schedule becomes the employee's regularly scheduled hours for the duration of the assignment unless the schedule is changed by the supervisor/incident commander. Saturday and Sunday are included in this new schedule.
5. A temporary assignment to a different daily tour of duty is distinguished from a period of irregular or occasional overtime work and may be assigned before OR during the administrative workweek.
6. Advance notification of a change in the administrative tour-of-duty is not necessary when employees are assigned to a temporary tour-of-duty for fire incidents.
7. Shifts that are extended on a day-by-day basis are not eligible for night pay differential (for either base or overtime hours).
8. For both GS and WG employees, the completed and signed incident timesheet, Optional Form-288, "Incident Time Report" (also referred to as "Emergency Firefighter Time Report"), serves as the official management control for documentation and compensation of hours worked on an incident. If the OF-288 is not available at the time the QuickTime entry is due, any approved fire timekeeping document is acceptable for recording night pay differential (i.e. OF-288, Crew Time Report (CTR), Field Time Report, etc.). *It is not*

necessary to provide additional documentation to show that the night pay differential hours were scheduled or to show a "standard shift."

9. The total night pay differential hours for the calendar day (both base and overtime) should be coded in QuickTime to the incident using the "130" pay code. The number of night pay differential hours claimed per day is limited to the number of normal daily hours worked at the employee's home station. For example, an employee on a straight 8 schedule at their home unit can only claim 8 hours of night pay differential per day; an employee on a 5/4/9 schedule can claim 9 hours night pay differential on their regular days of work, but none on their normal day off, as there are no base hours on that day.
10. The coding of night-pay differential/overtime does not apply during periods of travel time to/from an incident or periods of time an employee is in travel status, when the employee is officially checked out, or when demobilized from the incident. Travel days are based on the employees permanent "official" administrative work schedule.
11. For wage-grade employees, night-shift differential means the differential paid for work performed when the majority of a prevailing rate employee's regularly scheduled non-overtime hours fall between 1500 hours and 0800 hours. It is computed as a percentage of the employee's rate of basic pay.
12. This change becomes effective on the date of signature on DTS Memorandum FWS/ANRS/NRCP-FM/065850 and actions to retroactively change time prior to this date are not appropriate.

Questions about these clarifications for incident assignments should be directed to your Regional Fire Management staff.

Section 4.I, Indirect/Overhead Rates (currently on page 161)

Indirect Rates for Wildland Fire Agreement

G. List of Authorities

THIS SECTION IN PROGRESS

Fish and Wildlife Coordination Act, 16 U.S.C. 661 et seq., and the Fish and wildlife Act of 1956, 16 U.S.C. 742a et seq.

National Wildlife Refuge System Administration Act (16 U.S.C. 668dd et sec.)

Wyden Amendment, 16 U.S. Code 18 Section 1011, Public Law 104-208 Watershed and Restoration Enhancement Agreements

H. Regional Resources

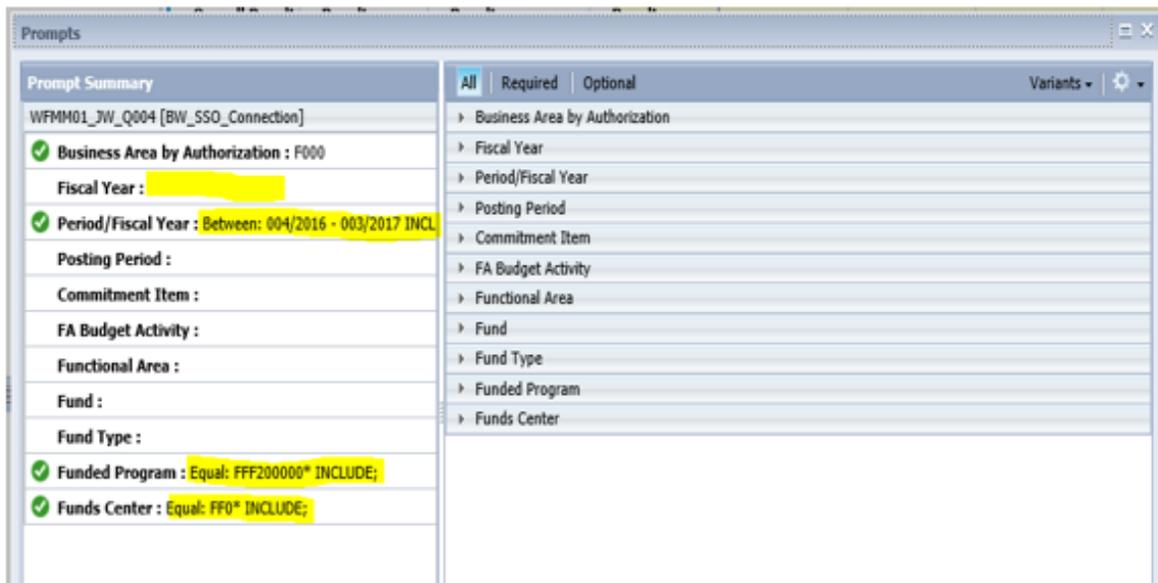
This procedure has been developed by Amy Kamen, Region 6, to determine Suppression cost by state. For more information please contact, Amy_Kamen@fws.gov.

Run report in Firecode.gov and download to excel

- Click “view reports” on the right hand side.
- Click “fire codes issued by Unit Generated”
- Enter dates (usually a calendar year)
- Created by Agency select ALL
- Created by Unit delete field
- Created for Agency select state/county & local (check both!)
- Created for Unit leave blank.
- Click Filter
- Download to Excel. Sheet will be named Generated...
- Copy all of the fire codes only. (Shift;Control; down arrow)
- Paste into a new sheet and name it Fire Code.
- Use the Trim formula to take off extra space that firecode puts on.
 - In column B cell A type =TRIM(A2)
 - Copy formula down
- Create new column with header in C1 that reads Fire Code. ***Header in this column must match the header in the column that will be created for EMIS fund status report below!***
- Copy the TRIM column and past into C2 (Control;Shift;down arrow). Excel will now be able to read this as text without spaces.

Run report in EMIS and download into excel

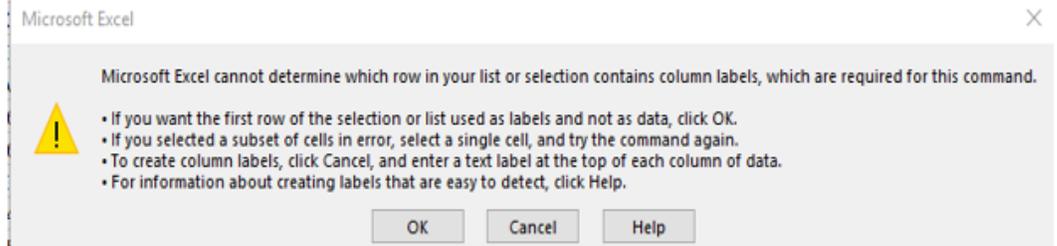
- Run a Field Fund Status Report
 - See image for prompts
 - Note that there is no FY as you would typically run report by calendar year.
 - Note that you must add the calendar year in period/fiscal year field Jan is the 4th month in the FY and Dec is the 3rd month in the following FY.
 - Run the report wide open for all suppression expenses. Do this by using an asterisk.
 - Run wide open for all fund centers. If the state that was supported is in your region then you will collect for that fire even if the expenses are from another region.



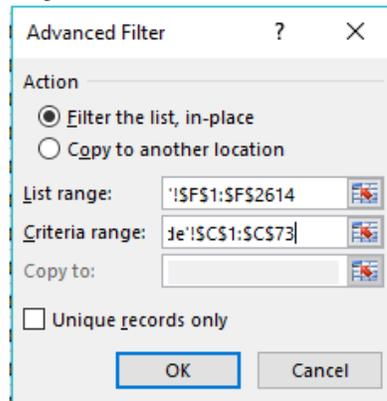
-
- Make sure that you check and clear any filters within your fund status report.
- Export to excel.
- Copy and paste from the header down (Shift:Control:End) and paste into the same workbook, but in a new sheet as the fire code report and name it FFS.
- Insert three rows after the WBS
- In the first column enter the formula =RIGHT(Cell LEN(Cell)-10). This will separate the WBS and leave you with the project code portion. Copy the formula down.
- In the next column enter the formula =LEFT(Cell LEN(Cell)-1). This will spate the zero from the project code and leave you with only the fire code. Copy the formula down.
- In the third column copy and paste the fire codes. This leaves the information as text and not as a formula.
- Enter Fire Code as the header for this column. ***It must be exactly the same as the header in in your Fire Code sheet so you may want to copy and paste to be sure.***

Filter

- Go to the Data tab of your tool bar and click advanced in the Filter section.
- If you get an error click OK.



- Click within the List range field then click the header in the Fire Code column only and hit Control;Shift;down arrow.
- Then click in to the Criteria range field. Once there click the Fire code sheet tab, then click the Fire Code header and copy. (Control;Shift;down arrow)
- Keep the Action as Filter the list in-place and **do not** click the Unique records only box. Click OK.



This will retrieve all of the Firecodes and expenses for the states that you run through this process. This is a pretty quick way to figure out what fires regions should bill for.