2020 BLM Standards for Fire Business Management Digest of Changes

- Changed page numbering to sequential numbering scheme.
- Page 2 (lines 19 & 20) & Page 117 (lines 6-8): Clarified that employees should code to their home organization code while on severity, as well as suppression assignments.
- Page 7 (lines 1-8): Revised overtime section to clarify pay cap for non-fire overtime.
- Page 20 (lines 10-38): Revised boot stipend processing instructions. Due to financial system limitations, the requirement to include the WBS LFSPB00T0000 for regular government employees when filing for the $100 boot stipend, has been eliminated. The submission address was also changed.
- Page 34 (lines 27-29): Clarified that the Casual Payment Center (CPC) will accept electronically-submitted (email) documents from within the DOI network.
- Page 39 (lines 9-19): Form SF-1164 has been updated to OF-1164. Do not use form SF-1164.
- Page 40 (lines 17-31): Defined Camp Rate and Grocery Rate.
- Chapter 4: Revised this chapter due to the implementation of eCOMP.
- Page 56 (lines 23-25): Added a section on allowable gratuity when purchasing meals with the Fire Emergency Card.
- Chapter 7: Removed most of the generic property information and focused the language on fire property.
- Pages 101 and 102: Updated the definitions for LF460 and LF470 to reflect new state assist collections guidance.
- Chapter 10: Removed outdated direction regarding required documentation when assigned to an all-hazard incident.
- Page 134 & 135: Re-wrote the State Assist Collections section to reflect new guidance.

BLM Standards for Fire Business Management

U.S. Department of the Interior
Bureau of Land Management

2020

April 2020

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United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Fire and Aviation
3833 S Development Ave
Boise, Idaho 83705-5354
http://www.nifc.gov

April 28, 2020

In Reply Refer To:
9210 (FA-400) I

EMS Transmission: 05/01/2020
Instruction Memorandum, No. FA IM-2020-018
Expires: 09/30/2021

To: State and Center Directors

From: Assistant Director, Fire and Aviation

Subject: Bureau of Land Management (BLM) Standards for Fire Business Management

Program Area: Fire and Aviation Management

Purpose: This instruction memorandum issues the 2020 *BLM Standards for Fire Business Management*.

The BLM Standards for Fire Business (Orange Book) has been updated for 2020. The Orange Book provides a consolidated location to find BLM specific fire business policy, regulations and best practices.

Attached is a digest of changes for 2020.

Administrative or Mission Related: Administrative

Policy/Action: The *BLM Standards for Fire Business Management* states, references, or supplements policy for BLM wildland fire business management.

The *BLM Standards for Fire Business Management* is available at:
http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html

Timeframe: Effective immediately.

Budget Impact: None

Background: In 2012, the BLM Fire and Aviation Fire Leadership Team tasked the BLM Fire Business Management Group with development of the *BLM Standards for Fire Business Management.*

Manual/Handbook Sections Affected: *Interagency Standards for Fire and Fire Aviation Operations*.

Coordination: This instruction memorandum has been coordinated with the BLM Fire Leadership Team and the BLM Fire Operations Group.

Contact: David Burley, Program Analyst, Division of Budget and Evaluation, Fire and Aviation, (208) 387-5420.

Attachment
1- Digest of Changes for 2020 (1p)

Distribution:
BLM_FA_FLT
David Burley (FA-400)
BLM_FA_FBMG
BLM_FA_FOG
BLM_FA_FATE

TABLE OF CONTENTS

INTRODUCTION 1
Document Purpose 1
Document Scope 1
Review, Updates, Request for Change 1
CHAPTER 1 PERSONNEL 1
References 1
General Guidelines 1
Coding Base-8 Hours 2
Guidance on Earning, Using and Paying Overtime and Compensatory Time 3
Responsibilities 3
Types of Overtime 3
Compensatory Time Off Earned During Official Travel (5 CFR 550.1404) 8
Compensatory Time 8
Credit Hours 9
Hazard Pay Documentation 10
Pay Codes In Quicktime 10
Base Time 10
Overtime 12
Differentials 14
HC 140, Sunday Premium Worked 17
Injury Leave – Continuation of Pay (COP) 17
Other Key Points 18
Boot Stipend 19
Qualifications 19
Procedures for Authorizing Payment of Boot Stipend 20
Administration 21
Quick Time 21
OF-288, Emergency Time Report 21
Commissary 21
e-ISuite Enterprise Account Management 22
Federal Appointment Authorities 22
Definitions 24

Incident Assignments 27
CHAPTER 2 CASUAL HIRES 31
References 31
BLM AD Pay Guidance 31
Proper Application of the AD Pay Plan 31
Hiring Unit Responsibilities 33
Hiring Forms 34
Electronic Funds Transfer (EFT) waivers 34
Federal/State Taxes 35
Travel 35
Federal Employee Health Benefits 36
Exception Positions 36
Hiring of Relatives 36
Incident Business Reviews 36
Payment Procedures for Casuals Hired Under the AD Pay Plan 37
Who Do I Call? 37
CHAPTER 3 TRAVEL 39
References 39
OF-1164 – Claim for Reimbursement for Expenditures on Official Business 39
Authorizations 39
Temporary Duty Receipts 39
Defining Meals Provided by the Government: 40
Per Diem and Lodging When Less Than 50 Miles 41
Lodging and Meals When on Incident 41
Conventional and Non Conventional Lodging Fees 42
What Is Required for In-Excess Lodging 42
Use of Unauthorized Web-Based Travel Services 43
Common Carrier Cash Payments 43
Airline/ Lodging Food Purchases 44
First Class Procedures 44
Per Diem Reduction After 30 Day Assignment 44
Selecting Modes of Transportation 45
Rental Cars 45
CHAPTER 4 WORKERS COMPENSATION 47

References 47
SMIS/ECOMP 47
The Employee's Role 47
The Supervisor's Role 48
Key Terms 53
CHAPTER 5 CHARGE CARDS 55
References 55
Training 55
Card reconciliation documentaion 55
Fire Emergency Card 55
Fire Specific Documentation 57
Split Purchases 57
Crew Shirts 57
Purchase of Promotional Items 57
Critical Incident Stress Management Services 58
Non-Monetary Awards 59
Firefighter Charge Card Cheat Sheet 60
BLM Charge Card Documentation for Fire & All-Hazard Purchases 61
CHAPTER 6 ACQUISITION 65
References 65
Incident Payment Procedures 65
Agreement Identification 65
Incident Number/Cost Code Information 65
Vendor Signature on the Incident Payment Invoice 65
Payment for the First and Last Day Assigned to an Incident 66
Contents of Incident Payment Packages 67
Final Review of the Incident Payment and Land Use Agreement Payment Packages 68
Obtaining Automated Clearinghouse Information (ACH)/Other Forms of Emergency Payment 68
Payments Processed by Other Finance Offices 70
Accounts Payable Fire Team Contacts: 70
Retardant Payments 70
Incident Contracting Authorities and Procedures 71
Service and Supply Plan 71
Land Use Agreements 71

Emergency Incident Purchase Order 71
Numbering Scheme 71
Convenience Checks 72
Federal Procurement Data System-Next Generation (FPDS-NG) Reporting 72
Warrant Authorities 72
Department of Interior Emergency Warrants 72
Training – Authorization, Agreement and Certification of Training (SF-182) 72
References 72
Procurement of Training Services 73
Use of the Training Authorization Form 73
CHAPTER 7 PROPERTY MANAGEMENT 75
REFERENCES 75
Employee Responsibility for Government Personal Property 75
Sensitive Items 76
Minimally Acceptable Security Precautions 76
Sensitive Equipment 76
Use of Government-owned Property Restricted to Official Purposes 76
Management Controls for Government Property 77
System-Controlled Property 77
Locally-Managed Property 77
Incident Procured Property 77
Property Records 78
Disposal Process 78
Rental or Loan of Bureau-owned Equipment 78
Government Property Provided to a Contractor 78
IdentificatioN 79
Fire Tools 79
Roles and Responsibilities 79
Government Purchase Card Holder 79
Official Use of Motor Vehicles and Motor Equipment 79
Domicile of Vehicles 80
Passengers in Government Provided Motor Vehicles/Equipment 80
Accident Reporting and Investigation 81
Board of Survey (BOS) 83

CHAPTER 8 FUND CODE HANDBOOK 85
References 85
Chapter Purpose 85
Chapter Objectives 85
Budget Object Class Codes and Definitions 85
BLM Subactivity List 85
Program Elements List 86
Subactivity: LF100 – Wildland Fire Preparedness 87
Subactivity: LF200 – Suppression Operations 90
Subactivity: LF210 – Severity 92
Subactivity: LF220 – Emergency Stabilization 93
Subactivity: LF230 – Emergency Suppression – FY18 94
Subactivity: LF231 – Suppression - FS FY19 95
Subactivity: LF310 – Fuels Management 96
Subactivity: LF320 – Burned Area Rehabilitation 98
Subactivity: LF330 – Fire Deferred Maintenance & Capital Improvement 99
Subactivity: LF340 – Joint Fire Science 100
Subactivity: LF460 – Fire Assistance Collections 101
Subactivity: LF470 – Preparedness Assistance Collections 102
Subactivity: LF561 – Fire Assistance Reimbursable - Suppression 103
Subactivity: LF571 – Fire Assistance Reimbursable - Preparedness 104
Subactivity: LF581 – Training Publications 105
Subactivity: LF690 – Fire Program Reimbursements 106
Subactivity: LF691 – All-Risk Reimbursements 107
Subactivity: L5310 – Repair of Damaged Lands (O&C) 108
Subactivity: L5320 – Repair of Damaged Lands, Public Domain 110
BLM Organization Codes 111
CHAPTER 9 BLM FIRE CODING GUIDELINES 113
References 113
Chapter Purpose 113
Chapter Objectives 113
Deactivating Fire Codes 113
National Reviews 113
Correct Review Findings 113

Incident-Specific Codes 114
Appropriate Use of Incident-Specific Codes 114
Multiple-Incident Support Codes 115
Appropriate Use of Multiple-Incident Support Codes 115
Review of Support Code Use 116
National and State Director Severity 117
National Severity 117
Requesting Fire Severity from Fire and Aviation 117
Short-Term Severity 118
Pre-Positioning Funds 119
National Preposition Funding 119
State Discretionary Preposition Funding 119
Special Use Codes 120
LFSP99990000 120
LFSP44440000 121
LFSP77770000 121
LFSPTIME0000 121
LFSPB00T0000 121
LFSPAZA10000 121
Backfill 122
Appropriate Timeframes for Charging to a Fire Code 122
CHAPTER 10 ALL HAZARD GENERAL 123
References 123
Point of Contact 123
Coding Base-8 and Overtime 123
Hazard Pay and Environmental Differentials 124
Bi-weekly Maximum Earnings Limitation 124
Emergency Workers (Casuals/AD) 124
Work/Rest, Length of Assignment, and Days Off 125
Cache Items 125
Purchase of Accountable/Sensitive Property 125
Charge Card Purchases (Micro-Purchasing) 125
Documentation 125
CHAPTER 11 CLAIMS 127

References 127
Department of the Interior Manual 127
BLM Manual 127
Military Personnel and Civilian Employees' Claims Act of 1964 127
Contract Disputes Act of 1978 127
NWCG Standards for interagency Incident Business Management(SIIBM) 128
Filing a Tort Claim 128
Filing an Employee Claim 128
Filing a Contract Claim 130
CHAPTER 12 MANAGING TRESPASS COLLECTIONS AND STATE ASSIST 131
References 131
Fire Trespass Collections 131
Managing Fire Trespass Collections 131
State Assist Collections 134
Protection Assistance Collections Authority 134
Collections Offices 136
Cooperator Payments 136
CHAPTER 13 POST WILDFIRE ACTIVITIES 137
References: 137
CHAPTER 14 BILLING AND PAYMENTS 141
IMET Billing and Payment Process 141
State Bills for Out of State Fires 141

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INTRODUCTION

DOCUMENT PURPOSE

The BLM Standards for Fire Business Management provides fire business guidelines, policy, and procedures consolidated into one document for fire personnel to find answers to their questions. This will reduce the number of instruction memoranda (IMs)/information bulletins (IBs) that are created every year to reissue policies and procedures year after year.

DOCUMENT SCOPE

The BLM Standards for Fire Business Management states, references, or supplements policy for BLM fire business management. Original source policy is stated or referenced throughout this document. This document attempts to quote verbatim, rather than to paraphrase, policy that is stated elsewhere and limits duplication of source policy when a reference will suffice.

Best practices and examples are highlighted in medium grey throughout the document.

REVIEW, UPDATES, REQUEST FOR CHANGE

The *BLM Standards for Fire Business Management* is updated annually. Proposed changes and updates to this document will be managed through the BLM Fire Business Management Group (FBMG).

A list of current FBMG members can be found at **http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/FBMG_Group.html**.

NIFC	David Burley	(208) 387-5420	MT	Sarah Lee	(406) 896-2915
AK	Aleshia Purcell	(907) 356-5794	NM	Susan Haggerty	(505) 954-2193
AZ	Tony Beard	(602) 417-9299	NV	Brenda DeBerg	(775) 861-6574
CA	Vanessa Kobilis	(916) 978-4446	OR	Becky Slick	(503) 808-6319
CO	Kerry Jacobson	(303) 239-3958	UT	Karren Haslam	(801) 539-4248
ES	Vacant	(601) 919-4661	WY	Kayla Davin	(307) 775-6054
ID	Billie Hopkins	(208) 373-3852			

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CHAPTER 1
PERSONNEL

REFERENCES

- The DOI Payroll Manual: http://go.usa.gov/cAgqY
- The BLM Payroll Manual: http://web.blm.gov/internal/wo-500/directives/dir-manu/1400-550.pdf
- Code of Federal Regulations (CFR) Title 5 Administrative Personnel: https://www.ecfr.gov/cgi-bin/text-idx?SID=02b06ec5ef2777871f9e1db65f836b8c&mc=true&tpl=/ecfrbrowse/Title05/5tab_02.tpl
- NWCG Standards for Interagency Incident Business Management (SIIBM): https://www.nwcg.gov/sites/default/files/publications/pms902.pdf
- Office of Personnel Management (OPM): http://www.opm.gov/oca/pay/html/comp.htm

GENERAL GUIDELINES

State/field offices are responsible for establishing procedures to ensure:

- Adequate documentation of time worked in support of emergency incidents, including initial attack.
- Supervisor review/verification of employee time records for adherence to and documentation of the established work/rest policy.
- Proper application of overtime and special pay regulations (e.g., night differential, hazard, exempt employee working in a non-exempt position).
- Employees on off-unit incident assignments are responsible to submit the original Emergency Firefighter Time Report (OF-288), to their home unit through their supervisor for processing of T&A and related payroll deductions. The supervisor approves travel time not posted at the incident. Overtime associated with firefighting or ESF-4 activities must be supported by some type of overtime authorization (e.g., Crew Time Report (CTR), OF-288, or other Overtime Authorization Form) signed by the supervisor.
- The home unit timekeeper, or employee if they are posting time into QuickTime, codes incident time per the Federal Personnel/Payroll System (FPPS) T&A Pay Codes Manual, National Business Center Client Interface Manual, the National Wildfire Coordinating Group (NWCG) Standards for Interagency Incident Business Management (SIIBM), and this guidance.
- When an employee works on a wildland fire or all hazard incident, they must have either a signed OF-288 or similar locally approved document filed with their timekeeper to document the time charged to the incident. The original time documentation is retained in T&A files, per records management requirements.
- When an assignment occurs at the end of a pay period requiring an interim OF-288 to be sent into an employee's home unit timekeeper, an employee and incident timekeeper signature is not required. The final timesheet from the incident will have signatures and be kept in the employee file.

- 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.
- The OF-288s, Emergency Firefighter Time Reports, will have fire related activities identified as follows:
    - Regular time – by military hours – no initial shown.
    - Travel time – by military hours – initial "T"
    - Hazardous Duty time – by military hours – initial "H"
    - Environmental Duty time – by military hours – initial "E"

- Per 5 CFR 550.804, an agency may authorize pay, allowances and differentials for up to 6 years prior to the date of the administrative determinations that an employee is entitled to back pay.
- *Fire time recorded on CTR should also use the same initials to identify work activities.*

Timekeepers who are recording duty hours from the OF-288 onto the T&A may not make any changes to "clock" time; however, corrections may be made to any addition or subtraction errors on the "time" totals.

Employees should charge to their own 10-character cost center when coding to suppression, and severity unless otherwise specifically directed.

CODING BASE-8 HOURS

The BLM follows the base-8 funding policies presented below.

Employees Funded by Fire Preparedness Program (LF1000000.HT0000)

Preparedness employees continue to charge their regular base-8 hours to the fire preparedness program and work breakdown structure (WBS) when they are assigned to a wildfire suppression incident, including initial attack (LF1000000.HU0000 LF.SP.XXXX0000). Overtime and premium pay is charged to fire suppression functional area and (WBS) (LF2000000.HU0000 LF.SP.XXXX0000) as per Office of Wildland Fire IM, OWF 2019-006 Coding of Base Salaries for Personnel Assignment to Wildfire Incidents.

Note: In the examples, XXXX=Fire Code.

Employees Funded by Hazardous Fuels Reduction, Emergency Stabilization, Burned Area Rehabilitation and Non-Fire Programs

All non-preparedness employees' charge their regular base-8 hours and any overtime or premium pay to the fire suppression program (LF2000000.HU0000. LF.SP.XXXX0000) when they are assigned to a wildfire suppression incident.

Questions should be addressed to the state incident business lead or national incident business lead when the state lead is not available. A list of BLM state incident business leads can be found at http://web.blm.gov/internal/FBMG contacts.

GUIDANCE ON EARNING, USING AND PAYING OVERTIME AND COMPENSATORY TIME

The following provides guidance on issues related to earning, using, and paying overtime and compensatory time for BLM employees, both those who are covered by the Fair Labor Standards Act (FLSA) (status designation non-exempt), as well as those that are not covered (status designation exempt).

In locations where there are applicable collective bargaining agreement provisions that conflict with this guidance, the collective bargaining agreement takes precedence.

RESPONSIBILITIES

BLM supervisors and managers are responsible for:

- Establishing the hours of duty and work schedules for their employees and being cognizant of the hours being worked by all their employees and whether they are covered (non-exempt) under FLSA. The employee's FLSA designation is very important, as the actual work performed by the employee determines whether they are entitled to overtime compensation and/or compensatory time.
- Taking positive steps to ensure employees are not performing work outside their regular tour of duty unless the immediate supervisor or higher-level management have ordered/authorized the work to be done at that particular time. Information on the employee's Position Description Cover Sheet (OF-8) should identify the position's FLSA designation, or the servicing human resources office can provide this information.
- Scheduling work to ensure that the mission and functions of the organization are carried out efficiently and effectively.
- Authorizing and approving overtime or compensatory time in advance before the work is performed. The overtime or compensatory time may be authorized either in writing (preferred) or verbally.
- Distributing overtime equally among employees (collective bargaining agreements should be consulted to determine if this subject is addressed).
- Overtime may be directed as necessary. Failure to work directed overtime may result in disciplinary action. An employee is required to work overtime when ordered, unless the manager determines that the health or efficiency of the employee may be impaired or circumstances make it impossible for the employee to work overtime.

TYPES OF OVERTIME

Callback Overtime

Paid when an employee is required to return to the place of employment or travels directly to a temporary duty location that is outside their regularly scheduled tour of duty, outside their scheduled time off for a holiday, or on a scheduled non-workday. Any callback overtime is unscheduled work and considered to be "irregular and occasional". Overtime work continuous with the exempt employee's scheduled hours of work is not callback overtime. In other words, overtime is paid for the actual time when an employee is called in to begin working earlier than the employee's start time or is asked to continue working at the end of the employee's scheduled

workday. The employee's manager must explicitly order and approve any overtime work that will occur at a non-work site.

Irregular or Occasional Overtime

Work scheduled after the start of the administrative work week for which the supervisor did not know the work would be required prior to the start of the administrative work week.

Example: an exempt employee's regular work schedule is the traditional Monday through Friday, eight hours a day. On Monday morning, the supervisor is notified of an emergency assignment and informs the exempt employee that overtime must be worked on Wednesday of the same week to meet the deadline. This meets the criteria for irregular or occasional overtime, as it was scheduled after the start of the administrative work week and the supervisor did not know it would be required.

Another Example: a non-exempt engine crew is working their regularly scheduled shift, 9:00 – 18:00 and is called to an incident at 17:00. They begin working their irregular overtime at 18:00. Pre-approval to work the overtime is not required in emergency situations. However, the employees are responsible to notify their supervisor and ensure time documents are completed.

Regularly Scheduled Overtime

Work scheduled before the start of the administrative work week. Overtime is also regularly scheduled if the supervisor or manager knew or should have known in advance of the administrative work week the overtime work would be required.

Compensated Telephone Availability

When an exempt or non-exempt employee is required to remain available by telephone or by other electronic device during certain off-duty hours and does not have to stay at home, but must leave a telephone number so they may be called to perform emergency work and respond in a reasonable length of time, s/he is not paid for the time spent in a telephone status. The employee will be paid for actual time worked when the employee receives a call while on scheduled telephone availability and provides guidance without having to report to the work location. The employee only receives callback overtime when required to report to the work location to perform work.

Standby Status

An employee who is required to perform standby duty by remaining at or within the confines of a designated duty location for longer than ordinary periods of time for work-related reasons, not performing actual work but remaining ready to perform actual work when the need arises, is considered to be on duty. Time spent on standby duty is considered hours of work when an employee is restricted to a designated post of duty AND must be in a state of readiness to perform work AND activities are so limited an employee cannot use the time for personal reasons.

Suffered or Permitted Overtime

A non-exempt employee is entitled to compensation for overtime work that is "suffered or permitted" by management. "Suffered or permitted" overtime work occurs when a non-exempt employee works outside of their approved traditional or Compressed Work Schedule (CWS)

hours: (a) without the request or approval of a supervisor, AND (b) the work benefits BLM; AND (c) the supervisor knew the work was performed, or had reason to believe the work was performed; AND (d) the supervisor could have prevented the work from being performed. Any "suffered or permitted" overtime is considered irregular and occasional.

Overtime Pay for FLSA Exempt Employees Engaged in All Emergency "Wildland Fire Suppression" Activities

Employees whose regular and recurring work is determined to be FLSA exempt are to be paid at a rate equal to one and one half (1.5) times their hourly rate of basic pay when they are engaged in emergency wildland fire suppression activities (including standby, preposition and severity). Wildland fire suppression activities, for this purpose, do not include prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, training in support of casuals, fire plan monitoring or any non-wildland fire incident activities.

The FLSA exempt employees performing emergency wildland fire suppression work are to code their overtime hours to Hours Code (HC) 113 - Fire Fighter Overtime Regular Unscheduled. For coding guidance see page 1-13.

Earning overtime under this provision does not affect the maximum earnings limitation rule that limits employee basic and premium annual pay to the greater of GS-15 Step 10 (Locality Rate) or Level V of the Executive Schedule.

Overtime Pay for FLSA Exempt Employees Engaged in "Non-Wildland Fire" Emergency Work:

Emergency work for purposes of determining entitlement to non-wildland fire emergency work overtime, is work in response to a temporary condition that poses a direct threat to human life or safety, serious damage to property, or serious disruption to the operations of an activity, as determined by the employing agency (5 CFR 551.104). Example: include but are not limited to hurricanes, floods, tornadoes, earthquakes and search and rescue operations. During the period of the agency-determined emergency, if the exempt employee's primary duty (over 50% of employee's work) is determined to be non-exempt for a work week, the employee becomes non-exempt for that work week and is entitled to FLSA overtime pay for all overtime hours during that work week (5 CFR 551.211).

The FLSA exempt employees performing agency-determined non-wildland fire emergency work are authorized to be changed as non-exempt in the automated timekeeping system for the work week in which they perform over 50% non-exempt emergency work and are to code the respective overtime hours for that work week to HC 110 - Regular Overtime.

Overtime for a FLSA Exempt Employee

Work time that is officially ordered and approved in excess of 40 hours in an administrative work week, 80 hours in a pay period, or hours in excess of a full-time employee's scheduled tour of duty. Paid leave is considered hours of work when determining overtime entitlement. Overtime for FLSA exempt employees on a traditional work schedule is hours of work that are officially ordered and approved and in excess of the basic work requirement. This applies to both full- and part-time FLSA exempt employees on traditional schedules, as well as all FLSA exempt intermittent employees.

Overtime for FLSA Non-exempt Employee

Work time that is officially ordered and approved or "suffered or permitted" (where applicable) hours of work in excess of the basic work requirement for a full-time employee's scheduled tour of duty. Paid leave is considered hours of work when determining overtime entitlement.

Overtime for FLSA non-exempt employees on a traditional work schedule is hours of work that is officially ordered and approved or "suffered or permitted," and in excess of eight hours in a day or 40 hours in an administrative work week. This applies to both full and part-time FLSA non-exempt employees on traditional schedules as well as all FLSA non-exempt intermittent employees.

Overtime for FLSA non-exempt employees on CWS is hours of work that is officially ordered and approved or "suffered or permitted." Overtime for part-time employees on CWS is hours of work that is officially ordered, approved or "suffered or permitted" and is in excess of the number of hours for the basic work requirement for a full-time employee on that type of work schedule.

Overtime for FLSA non-exempt employees on Flexible Work Schedule is hours of work that is officially ordered and approved and is in excess of the number of hours required for the basic work requirement (not including credit hours, when applicable). Hours of work that are officially ordered in advance (in writing) that are in excess of the basic work requirement are "overtime hours" and will be compensated as such (or as compensatory time if the employee so elects). Overtime for part-time employees on a flexible work schedule is hours of work that is officially ordered and approved in excess of the number of hours required for the basic work requirement of a full-time employee on that type of schedule. Credit hours worked are not overtime hours and cannot be compensated at the overtime rate or converted to compensatory time.

Other Premium Pay While Working Overtime

See OPM fact sheets at https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/#url=Fact-Sheets for more information.

Night Differential

An employee whose work is regularly scheduled between 6:00 p.m. and 6:00 a.m. is paid night differential (10% of rate of basic pay) for base and overtime hours actually worked. Night differential is not paid for irregular or occasional overtime.

Holiday Premium Pay

Holiday premium pay (100% of rate of basic pay) is paid only for hours included in the employee's basic work week. Overtime worked on a holiday is not applicable to holiday premium pay and paid at the appropriate overtime rate.

Sunday Premium Pay

Sunday premium (25% of rate of basic pay) is paid only for hours included in the employee's basic work week. Overtime worked on a Sunday is not applicable to Sunday premium pay and paid at the appropriate overtime rate.

Overtime Computation

Overtime is paid in 15-minute increments.

For each employee whose rate of basic pay exceeds the rate for GS-10, step 1 the overtime hourly rate is equal to the greater of (a) 1.5 times the applicable minimum hourly rate of basic pay for GS-10, step 1; or (b) the employee's hourly rate of basic pay.

For each employee whose rate of basic pay does not exceed the rate for GS-10, step 1, the overtime hourly rate is 1.5 times his or her hourly rate of pay.

For fire and all hazards assignments see the overtime tables beginning on page 13.

Overtime While In Training

The BLM restricts the payment of overtime (and other premium pay) to an employee while attending training. This restriction includes any work an instructor may order an employee to perform outside of the classroom and outside of the hours of training.

Generally, the law prohibits paying overtime hours to employees who are attending training, except under certain circumstances (cited in 5 CFR 410.402 (b), and 551.423 (a) (2),).

Overtime While In Official Travel Status

The DOI's Personnel Bulletin Number 08-01 (https://www.doi.gov/sites/doi.gov/files/elips/documents/departmental_policy_on_compensatory_time_off_for_official_travel.pdf), established a policy for employees to earn, on an hour-for-hour basis, either overtime compensation or time off for time in a travel status away from the employee's official duty station when the travel time is not otherwise compensable. It is DOI's policy, that travel on behalf of the DOI must be accomplished during normal business hours. Deviations from standard itineraries should be noted and approved by managers in advance of the travel. The employee is required to document travel times during periods when they are not otherwise compensated.

It is the BLM's policy to compensate non-exempt employees' overtime pay for the time they spend in a travel status outside their normally scheduled hours when the activities are for the benefit of and under the control or direction of the agency.

A non-exempt employee is entitled to receive overtime pay for travel if the travel directly relates to a specific job assignment and extends his/her normal tour of duty.

Example: A non-exempt employee's normal workday is 7:30 a.m. until 4:00 p.m. and s/he must attend a meeting 30 miles from the office from 2:30 p.m. until 4:30 p.m. The employee is entitled to receive overtime pay for the time spent in the meeting from 4:00 p.m. until 4:30 p.m. and additionally for the travel time back to the office.

A non-exempt employee is entitled to receive overtime pay for official travel during non-duty hours if they: must work during travel (e.g., driving a government vehicle as part of a work assignment); travel as a passenger on an 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 their regular working hours.

COMPENSATORY TIME OFF EARNED DURING OFFICIAL TRAVEL (5 CFR 550.1404)

BLM offices must track and manage granted and earned compensatory time off for travel time separately from other forms of compensatory time. All employees must use accrued compensatory time off for travel earned while travelling by the end of the 26th pay period after the pay period during which it was earned, or it will be forfeited, except in the following cases:

In rare cases, the BLM Director may grant an exception based on exigency of government business. If an employee fails to use his or her compensatory time off for travel earned under 5 CFR 550.1403(a) by the end of the 26th pay period after the pay period it was earned, the BLM Director, at his or her sole and exclusive discretion, may extend the time limit for using such compensatory time off for travel up to an additional 26 pay periods.

If an employee has been called to active duty or placed on the long-term rolls for an on-the-job injury and later returns to service with the DOI, the compensatory time off for travel will be re-credited and the employee will be obligated to use all the compensatory time by the end of the 26th pay period following the pay period in which the employee returns to duty, or such compensatory time off for travel will be forfeited.

COMPENSATORY TIME

See OPM website at http://www.opm.gov/oca/pay/html/comp.htm for additional information on compensatory time.

General

Compensatory time is a substitute for monetary overtime. A manager cannot grant compensatory time for work that does not qualify as overtime work.

Compensatory time is granted for an equal amount of overtime work performed. Managers and supervisors have the discretion to order and approve compensatory time for exempt employees in increments appropriate to business requirements.

Compensatory time, instead of overtime for non-exempt employees, may be granted at the employee's request. The authorization for compensatory time in lieu of overtime is subject to the following limitations: any employee has the option to elect compensatory time instead of payment for irregular or occasional overtime; and an employee on a Flexible Work Schedule (FWS) has the option to elect compensatory time in lieu of paid overtime for regularly scheduled overtime. For situations in which an employee has the option to elect compensatory time in lieu of paid overtime, the election is solely at the employee's discretion. Managers and supervisors should avoid the appearance of coercing employees into requesting compensatory time. Approval to elect compensatory time in lieu of paid overtime must be done in advance of working the overtime. Those employees who choose compensatory time in lieu of emergency fire overtime must negotiate with their supervisor prior to taking an assignment and document the request the approval in writing and filed with the timekeeper.

Note: For Exempt employee's compensatory time is considered premium pay and is included in the annual pay cap calculations.

Management may require that compensatory time be provided instead of payment for an equal amount of irregular and occasional overtime work for an exempt employee whose rate of basic pay is greater than a GS-10, step 1. The decision to pay compensatory time is management's discretion.

Compensatory time, instead of overtime, may also be granted at the request of an exempt employee, subject to the following limitation: any employee has the option to elect compensatory time instead of payment for irregular or occasional overtime; and an employee on a FWS has the option to elect compensatory time in lieu of paid overtime for regularly scheduled overtime. An employee on a traditional schedule or CWS cannot be authorized compensatory time in lieu of regularly scheduled overtime pay, even if requested by the employee.

General rules on the use of compensatory time off:

- Employees and managers have a shared responsibility for ensuring use of compensatory time as soon as practicable. Compensatory time off earned must be used by the end of the 26th pay period after the pay period during which it was earned. If a non-exempt employee does not take the earned compensatory time off within 26 pay periods, transfers to another agency or separates from Federal service, then s/he will receive payment for the unused compensatory time at the overtime rate in effect when earned. If an exempt employee does not take the earned compensatory time off within 26 pay periods, transfers to another agency (outside the DOI) or separates from Federal service, then s/he will lose the compensatory time.
- Generally, accrued compensatory time should be used before annual leave is approved, unless the use of accrued compensatory time will result in the forfeiture of use-or-lose annual leave.
- Compensatory time cannot be used to offset advanced leave.
- Employees who move to another bureau within the DOI will have their compensatory time balance transferred to the gaining bureau.

Change in FLSA Status

An employee's unused compensatory time is subject to the policy or regulations under which it was earned, regardless of his/her current FLSA designation.

Approval

Deputy Directors, Assistant Directors, State Directors and Center Directors have the authority to identify and approve hours which will be creditable toward the accrual of compensatory time. This authority may be further delegated, at their discretion, to the lowest managerial level practicable that serves the interest of the organization.

CREDIT HOURS

Credit hours are hours of work in excess of the basic work requirement and worked at the employee's option. Credit hours are only available to BLM employees under FWS. Employees may not earn credit hours on a traditional or Compressed Work Schedule (CWS). Employees must request and receive management approval before working credit hours. Credit hours cannot

be granted for overtime worked. Employees receive their regular pay, not overtime pay or compensatory pay, when credit hours are liquidated.

For more information, refer to https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/credit-hours-under-a-flexible-work-schedule/.

HAZARD PAY DOCUMENTATION

In order to provide proper documentation in support of the entitlement to hazard/environmental pay differentials, BLM employees should notate on Crew Time Reports (SF-261) and/or other supporting documentation (including OF-288s or locally approved timesheet) the duty performed that supports the entitlement. While providing documentation that the fire is "uncontrolled" could be considered additional documentation, it alone does not adequately support the entitlement to hazard/environmental pay differential.

Further reference regarding Hazard Pay qualifications can be found at:

GS Employee References:

- SIIBM Chapter 10
- 5 CFR 550.901 through 550.907 and Appendix A (www.ecfr.gov)
- 5 CFR 532.511 and 513

Prevailing Rate Employee (WG, WS & WL) References:

- SIIBM Chapter 10
- 5 CFR 532.511 and Appendix A (www.ecfr.gov)

A document that provides describing proper documentation of hazard pay for CTRs and fire time sheets can be found at https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html.

PAY CODES IN QUICKTIME

Following are HC related to wildland fire and non-fire emergency incidents. For specific definitions on pay codes refer to definitions earlier in this chapter.

BASE TIME

HC 010, Regular Time

This is used to record the regularly scheduled tour of duty hours an employee worked during the basic work week.

- Maximum Hours Per Day - Do not record more than 8 hours of regularly scheduled duty hours per day, unless the employee is working an approved alternate work schedule. Then enter 9 or 10 hours, as applicable.

- Meal Period - Compensable meal period is the exception, not the rule. A meal period is only compensable when work is being performed and documented on a crew time report, OF-288 or other locally approved fire time report.
- 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. Employees are not entitled to standby for time spent eating when actual work is not being performed, nor when free to rest, eat, or pursue activities of personal nature (i.e., mobilization/demobilization center).

HC 020, Annual Leave Used

This is used to record hours of annual leave used that are to be charged against the employee's accrued annual leave balance.

HC 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.

An employee who has been determined to be too sick to perform work is entitled to guaranteed regular hours on the first day of the illness. On the second day the employee is placed on sick leave if the day is within the employee's basic work week at the home unit. If the second day of illness occurs on the employee's regular non-scheduled workday day, no pay is given for that day.

HC 040, Compensatory Time – Earned

Compensatory time earned is time off with pay in lieu of overtime pay. Authorized compensatory time is earned in 15 minute increments.

HC 041, Compensatory Time – Used

This is used to record compensatory hours used. Compensatory time off may be taken in minimum periods of 15 minutes or multiples thereof.

HC 046, Compensatory Time Off for Travel – Earned

This is used to record the hours of compensatory time off for time spent by an employee in travel status away from the employee's official duty station when such time is not otherwise compensable. Authorized compensatory time is earned in 15 minute increments.

HC 047, Compensatory Time Off for Travel – Used

Authorized compensatory time off for travel is used in 15 minute increments.

HC 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.

HC 051, Holiday Worked

This code is to record hours worked for all federally declared holidays.

HC 59A, Commissary Charges

This code is used to post commissary charges for personal items charged at an incident. Commissary charges are documented in Section 13 of the OF-288. Payroll deductions for commissary items are processed using Form 1340-15, Timekeepers/Quarters, Meals, Commissary Adjustment Notice. It is the responsibility of the employee to ensure the Form 1340-15 is completed and the original forwarded to the DOI National Business Center (DOI-NBC), D-2663. A copy should be retained in the employee's T&A file.

HC 061, Weather and Safety Leave

This is used to record hours of paid absence authorized for Weather and Safety purposes which is not charged to annual leave, sick leave, or compensatory time. Use HC 061 to code days off occurring on a regular workday at the home unit following a 14 day assignment and/or management directed days off. Employees are not compensated for a day off occurring at the home unit or on the incident that falls on a scheduled day off or on a holiday. See DOI Personnel Bulletin No: 18-04 at https://www.doi.gov/sites/doi.gov/files/elips/documents/weather_and_safety_leave.pdf

OVERTIME

HC 110, Overtime Regular

This is used to record overtime hours performed outside the basic 40-hour work week. Use HC 110 to record wildland fire suppression activities for all non-exempt employees.

HC 110 is also used for recording overtime hours for an exempt employee working in support of non-fire emergencies (e.g., hurricanes, floods, earthquakes, etc.), and their primary duties are non-exempt for over 50 percent of the employee's work. Reference the SIIBM (chapter 10).

HC 111, Callback Overtime

This overtime is paid at the same rate as the rate of regular overtime for the employee.

HC 113, Overtime Exempt Employees

Premium pay for work in connection with emergency suppression activities. The HC 113 is used to record overtime hours performed outside the basic 40 hour work week for those exempt employees assigned to emergency wildland fire suppression activities to include Federal Emergency Management Act (FEMA) wildland fires and severity assignment.

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).

This overtime pay provision does not apply to personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, training in support of casual hires, or to overtime incurred in conjunction with any non-fire incident (e.g., hurricanes, earthquakes, floods, or other non-fire presidential declarations).

FIRE SUPPRESSION INCIDENT

Home Unit Position	Position on Incident	Overtime Code	Overtime Pay Rules	QuickTime Remarks
Exempt	Exempt	113*	Title V	N/A
Exempt	Non-Exempt**	110*	FLSA	**"Exempt as Non-Exempt" – select appropriate week(s) AND "Emergency Response Activities" (lifts bi-weekly pay cap)
Non-Exempt	Exempt	110	FLSA	"Emergency Response Activities" (lifts bi-weekly pay cap)
Non-Exempt	Non-Exempt	110	FLSA	"Emergency Response Activities" (lifts bi-weekly pay cap)

*Public Law 106-558 provides for exempt employees of the FS and DOI, who have their overtime hourly rate capped at GS-10, Step 1, or their base rate of pay whichever is greater to be paid at an overtime rate equal to one and one-half times their hourly rate of base pay **when engaged in emergency wildland fire suppression activities**. Use of QuickTime code 113 allows exempt employees to receive the proper overtime rate for performing exempt duties while on a fire incident. The bi-weekly pay cap is automatically lifted with the use of code 113.

**Non-Exempt duties must be performed at least 50 percent of each work week. A list of exempt and non-exempt can be found in the SIIBM (chapter 10 exhibit 12).

OTHER INCIDENTS (i.e., Hurricane, Tornado, Flood)

Home Unit Position	Position on Incident	Overtime Code	Overtime Pay Rules	QuickTime Remarks***
Exempt	Exempt	110	Title V	N/A
Exempt	Non-Exempt*	110	FLSA	**"Exempt as Non-Exempt" – select appropriate week(s)
Non-Exempt	Exempt	110	FLSA	N/A
Non-Exempt	Non-Exempt	110	FLSA	N/A

**Non-Exempt duties must be performed at least 50 percent of each work week. A list of exempt and non-exempt can be found in the SIIBM (chapter 10 exhibit 12).

***The bi-weekly pay cap may only be lifted when authorized. Authorization is generally issued in memo format at the Department level. If the cap is lifted, check the "Emergency Response Activities" block under "Special Pay Considerations" in the Remarks section of QuickTime.

REGULAR OVERTIME WORK
(including prescribed fire)

Home Unit Position	Overtime Code
Exempt	110
Non-Exempt	110

DIFFERENTIALS

HC 090-098, Hazard Pay

General Schedule (GS) employees are eligible for hazard pay, computed at the percent applicable to the work being performed typically 25 percent of the base rate for all hours in pay status, 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. Timekeepers should consult the DOI Time and Attendance Guide (page 3-1) for the proper codes. Definition and criteria for entitlement to hazardous pay for a GS employee is covered in the SIIBM (chapter 10) and 5 CFR 550.901 through 907. The justification for hazard pay must be documented and meet a valid definition for hazard pay. An individual who works on a fire until mid-day then returns to the office for the remainder of the day should charge all associated hazard pay hours to the fire.

- GS employees – the OF-288 will show an "H" by the hours. The timekeeper will use HC 090 and place a "V" in the Environmental Hazard "EH" section of the QuickTime screen for all hours in pay status.
  Example: 090 V LF2000000 HU0000 LFSP_ _ _ _0000

Note: Do not use a "V" with base hours (010) coding rather than coding "090", it will charge the hazard pay to base 8 funding rather than suppression funds.

Wage Grade (WG) employees are entitled to environmental differential pay. The rate is computed at the percent applicable to the work being performed. Refer to DOI Time and Attendance Guide Chapter 5 Appendix B, Environmental and Hazard General Information. Criteria for entitlement to environmental differential for WG employees are covered in the SIIBM and 5 CFR 532.511, https://www.govinfo.gov/content/pkg/CFR-2012-title5-vol1/pdf/CFR-2012-title5-vol1-sec532-511.pdf. The amount of environmental differential shall be paid for which the working condition or hazard all, multiplied by the rate of a WG 10 step 2. The environmental differential must be documented with a reason for hazard and the number of hours working under the hazardous conditions. WG are paid for actual hours or all hours in pay status for numerous hazards. Refer to the CFR for direction.

- WG employees – the OF-288 will show an "E." The timekeeper will need to place a "F/H/V/M" (depends on the hazard) in the "EH" section of the QuickTime screen. Timekeepers will use the appropriate Pay Code(s) per the table below. Note that there may be times when an employee will receive multiple environmental hazard codes for the same day.

  Example: 090 H LF2000000 HU0000 LFSP_ _ _ _0000

  Pay Codes 090 Environmental/Hazard Differential
  091 Environmental/Hazard Differential Not Worked
  092 Environmental/Hazard Differential Overtime Worked
  093 Environmental/Hazard Differential Overtime Not 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
  098 Environmental/Hazard Differential Sunday Premium

Note: 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.

Documentation of Hazard Pay for Crew Time Reports and Fire Time Sheets

The table below is NOT ALL-Inclusive of hazard pay authorities; reference the CFR's for additional information

Hazard Description for CTR/Fire Time Sheet	GS 'V'	WG	Description	% Paid	Env Code
Firefighting uncontrolled fire	X		Participating as a member of a firefighting crew on the fire line, fighting forest and range fires *before the fire is controlled*. **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	25%	V
Flying – Limited Control Flt	X		Individuals, except pilots, who are participating in limited control flights. - Limited Control Flight – Flights undertaken *under unusual and adverse conditions*, e.g., extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns, *which threaten or severely limit control of the aircraft*. Hazard pay for flying activities is related to the use of the aircraft, not the work of the occupants. 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.	25%	V
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
Hover Hookup	X		Participating in ground operations to attach an external load to a helicopter hovering just overhead. **Wage System – document actual hours of exposure**	25%	F
Hover Hookup		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
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: - 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
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%	H
High 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)	NA	NA	The assessment or implementation of BAER 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.		

HC 130, Night Differential (GS employees only)

For temporary assignments/changes in hours made during the administrative workweek to a different tour of duty, an employee is entitled to a night differential for a daily tour of duty that includes night work. Advance notification (before the start of the work week) of a change in the administrative tour-of-duty is not necessary when employees are assigned to a temporary tour-of-duty.

In accordance with 5 CFR 550.122, Temporary Assignment to a different tour of duty and 5 CFR 610.121 Establishment of work schedules, within the BLM, when an employee is temporarily changed to a different tour of duty in the middle of an administrative workweek, the change will become effective and eligible for night differential the first day following the change to the different tour of duty.

- An Example would be: An employee's normal work schedule is 6:30am to 3:00pm, Monday to Friday. On Tuesday, this same employee is temporarily changed to a daily schedule of work from 6:00am to 10:00pm every day. The hours from 6:00pm to 10:00pm would be eligible for night differential for base hours as well as overtime beginning on Wednesday. However, any hours worked beyond 10:00pm would be considered irregular overtime hours which is not eligible for night differential pay. The employee would only receive overtime pay for the hours worked beyond 10:00pm.

- Extended shifts on a day-by-day basis would not be eligible for night differential (for neither base nor overtime hours). *This would include extended staffing hours directed later in the day, initial attack assignments, etc.*

- Normal approved fire timekeeping documents are acceptable for recording night differential (i.e. OF-288, CTR, Field Time Report, etc.). All night differential hours for a calendar day (both base and overtime) should be coded in QuickTime to the "130" HC.

Supervisors (incident or home unit), should clearly communicate to employees their new temporary tour of duty schedule when the assignment begins to prevent confusion. While written notification of the new temporary tour of duty schedule is not required, it is recommended that employees on an assignment away from their home unit convey their temporary tour of duty schedule to their home unit supervisor and timekeeper.

HC 140, SUNDAY PREMIUM WORKED

This is used to record the non-overtime hours worked between midnight Saturday and midnight Sunday. Employees who are entitled to Sunday Premium are those whose regular basic tour of duty at their home unit includes Sunday as part of their basic work week. These employees retain the Sunday Premium on the incident as long as they perform work on Sunday.

INJURY LEAVE – CONTINUATION OF PAY (COP)

The COP rates are established according to Federal Employee Compensation Act (FECA) regulations. Directions for coding the OF-288 are found in the SIIBM, chapter 10. 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.

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

Pay Codes:

- 160, FECA/COP Paid (1st Occurrence) Continuation of pay (COP) for employees who sustain a disabling, job-related, traumatic injury. These employees are entitled to COP for a period not to exceed 45 calendar days from the date of injury.
- 161, FECA/COP Unpaid (1st Occurrence) Periods of unpaid time (non-work days) that fall within a period of paid FECA/COP leave.
- 164 - FECA/COP - Paid (2nd Occurrence)
- 166 - FECA/COP - Paid (3rd Occurrence)
- See your local OWPC specialist for further guidance after 3rd occurrence.

OTHER KEY POINTS

Maximum Earning Limitation

The CFR 550.105(a) limits GS employee's bi-weekly pay to the greater of the maximum step of a GS-15 or level V of the Executive Schedule (see also 5 CFR 550.106(c)(1)). 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, an employee's overtime work must be charged to wildland fire, Burned Area Emergency Stabilization and Rehabilitation (ESR), severity, or wildland fire suppression funds tied to the support of suppression operations, and that overtime work must be recorded on a time sheet approved by an appropriate supervisor.

All employees working on or in support of all non-wildland fire emergency incidents or activities are subject to the bi-weekly maximum earnings limitation. In certain non-wildland fire emergency circumstances, the bi-weekly maximum earnings limitation may be waived. The bi-weekly waiver must be approved by either the BLM WO Human Resource office or by the DOI Human Resource office if all four DOI bureaus are affected. When a waiver is requested for all four DOI fire bureaus, the request must be sent to the DOI Human Resource office through OWF. When the bi-weekly limitation is waived, written direction will be issued from the BLM Assistant Director, Fire & Aviation Directorate. However, in all situations, the annual maximum earnings limitation remains in place.

Incident Job Codes

Fire Codes

Unique fire codes are required for any size class fire, trespass fires, billable/reimbursable fires, and fires of suspicious origin (arson).

FEMA Support
All hazard (non-fire) incidents declared under the Stafford Act will have a reimbursable code.

FEMA Wildland Fire Support
All wildland fires declared under the Stafford Act will have a reimbursable code.

Non-Federal Department of Defense (DOD) Fires with BLM Support
States and the DOD do not utilize the FireCode system to generate codes; however, BLM will retrieve a fire code if federal resources respond and provide support. The agency that receives the request initially and fills an order will generate the fire code. The information contained in the FireCode record will identify it as a non-federal fire. Costs associated with these fires will be collected through a reimbursable agreement.

Administratively Uncontrollable Overtime (AUO)
AUO and Fire Assignments – Refer to 1400-550 Pay Administration Manual.

BOOT STIPEND

The NWCG wildland fire boot standard has been adopted by the BLM as appropriate for safe work on the fireline. The NWCG has also concluded that protective footwear is very personal in nature and can be used by employees off the job site. In October 2011, the DOI issued OWF Memorandum 2011-2, DOI Wildland Fire Boot Stipend, authorizing payment of the wildland fire boot stipend. See OWF Memo 2011-2 at https://web.blm.gov/internal/fire/budget/Reference_docs/links/Boots.html

QUALIFICATIONS

To qualify for the wildland fire boot stipend, a taxable benefit in the amount of $100.00 per calendar year, individuals must be:

A permanent full-time, career-seasonal or temporary employee who:

- Holds a current incident qualification card with a fitness rating of moderate or arduous, **and**
- Encumbers a position that has been approved for special (firefighter) retirement (regardless of appointment type), **and**
- Is primarily employed in one of the following categories:
  - Fire operations supervisor/station manager
  - Fire engine crew (including engine captain, engine operator, and engine crewmember)
  - Fire water tender crew (including fire water tender operator, and fire water tender crewmember)
  - Fire heavy equipment operator (including fire heavy equipment operator, fire bulldozer/tractor plow operator, and firefighters/crewmembers assigned as primary support staff)
  - Helitack crew (including helicopter crew supervisor, assistant, squad leader, and helicopter crewmember

- Hand crew (including crew supervisor, assistant, squad leader and crewmembers of Type 1 interagency hotshot crews and Type 2 crews)
- Smokejumper
- Alaska fire specialist (Alaska FSS)
- Fuels technician/specialist responsible for implementing prescribed fires (stipends for these positions will be paid with hazardous fuels funds)

Personnel hired under the administratively-determined (AD) authority who:

- Hold a current qualification card with a fitness rating of moderate or arduous, **and**
- Have received their first fire assignment in an Incident Qualification Certification (IQCS) position requiring a moderate or arduous fitness rating (as per the PMCS 310-1 or agency requirements).

PROCEDURES FOR AUTHORIZING PAYMENT OF BOOT STIPEND

Once the qualification has been determined follow the process below. Some states may send the A-18 form directly to the NOC and some may have their Servicing Human Resource Office (SHRO) collect and send. Please check with your State Incident Business Lead if there are questions.

Regular Government Employees

- The employee will fill out the following fields on the A-18, Report of Taxable Fringe Benefits Form, located at http://web.blm.gov/internal/fire/budget/Reference_docs/links/Boots.html.
  - Name: *Employee's Name (legal full name as recorded in FPPS – no nicknames)*
  - Social Security Number: *Only the last 4 digits of the employee's SSN*
  - Sub bureau: *Employee's State Code (i.e., LLAK, LLAZ, LLFA, etc.)*
- The authorizing officials will complete the following fields:
  - From: *Authorizing Officials Name*
  - P.C. EFB (Taxable Benefit) Cost account #:
    - For Regular Government Employees: *LF100000 HT0000 (no WBS required)*
  - Authorized By: *Authorizing Officials Signature*
  - Date: *Date Signed*
  - Phone Number: *Authorizing Official's Phone Number*
    - The SHRO or Authorizing Official will verify all forms are completed and signed and will forward Form A-18 to the National Operations Center (NOC), Accounts Payable Section, in one of three methods:
      - Mail: Bureau of Land Management
      - ATTN: Accounts Payable (OC622)
      - PO Box 25047
      - Denver, CO 80225-0047
    - Fax: 303-236-2531
    - Email: blm_oc_accounts_payable@blm.gov
- The NOC will collect and upload to FPPS for payment processing.

Casual or AD Hires

- Payments will be processed by the DOI Casual Payment Center (CPC). It will be a taxable wage and included on their W-2 in block 1, Wages. The WBS, LFSPB00T0000, is still required for casuals.
- The CPC will monitor the Incident Time Reports (OF-288) that are submitted. The CPC will process the boot stipend automatically for the first qualifying assignment of each casual.
- If, for some reason, a casual employee should not receive a boot stipend, that must be noted each time an OF-288 is submitted for the causal.

ADMINISTRATION

QUICK TIME

The DOI NBC, Federal Personnel Payroll Systems and Services Directorate, provides support and maintenance for the QuickTime automated 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. The 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.

OF-288, EMERGENCY TIME REPORT

Changes should not be made to the OF-288, with the exception of posting travel time and correcting math errors once the employee arrives at the home unit. The original OF-288 is retained in the employee's T&A files, per records management requirements.

COMMISSARY

Incident management teams may establish an agency-provided commissary to provide personal items such as socks and boots to incident personnel. Items purchased from an agency-provided commissary are always payroll deducted. The incident finance/administration section posts commissary payroll deductions to block 22 of the individual's OF-288.

Payroll deductions for commissary items are processed using Form 1340-15, Timekeeper/Quarters, Meals, Commissary Adjustment Notice. It is the responsibility of the employee to ensure the Form 1340-15 is completed and the original forwarded to the DOI-NBC, D-2663. A copy should be retained in the employee's T&A file.

E-ISUITE ENTERPRISE ACCOUNT MANAGEMENT

E-ISuite consists of two areas: Site and Enterprise. The e-ISuite Enterprise version can be accessed via internet browser (office, virtual workplace, etc.) and used for any complexity of wildland fire or other all-hazard incidents.

The Account Manager is a privileged administrative role that has restrictions defined by each agency. Each District/Field/Zone Office will designate the primary Account Manager (i.e., Incident Business Specialist) for their unit's resources and will work within their office to identify a back-up. The State Fire Business Lead will be Account Manager for those individuals designated at the District/Field/Zone Office level for privileged accounts and a "super user" for the State.

A person can only access the e-ISuite Enterprise system if they have a valid account in the National Enterprise Support Service Application Portal (NAP). NAP is a system used to manage user application log on account information for numerous interagency systems, such as ROSS and WIMS. Information on how to request an account and the different roles' responsibilities can be located at: http://famit.nwcg.gov/applications/eISuite/support/resources.

Please notify your District/Field/Zone Office's assigned Account Manager prior to requesting an account and use their name as "The contact that can validate your request" on the request form. Once a person receives an email approval of their NAP account they should contact their assigned Account Manager, so that their account can be added to the e-ISuite Enterprise system. After a user account has been added, the Account Manager will assign the role(s) necessary to perform different functions within e-ISuite Enterprise based on the user's anticipated/historical use of the system and/or their incident qualifications.

FEDERAL APPOINTMENT AUTHORITIES

30-Day Critical Need
Appointment that does not exceed 30 days, for which a critical hiring need exists. (5CFR 213.3102(I)(2)

Temporary NTE Noncompetitive Reinstatement Eligible
Appointment expected to last for a specified period not to exceed one year. (5CFR 316.402(B)(1)

Temporary Promotion
Time limited promotion of an employee to a higher graded position for a specific period of time. (Agency Merit Promotion Plan)

Detail
Temporary assignment of an employee to a different position within an agency, at the same grade and pay, for a specific period.

Temporary NTE Competitive
Appointment expected to last for a specified period not to exceed one year. (5CFR 316.402(B)(1)

Dual Appointment
Agency career, career conditional, or term employees, in non-pay status under their permanent/term appointment in one agency, may be employed in a temporary appointment with another agency, during the period of non-pay. (Applicable temporary hiring authority)

Administratively Determined (AD) Pay Plan for Emergency Workers
The pay plan applies only to those individuals (casual hires) that are recruited for the sole purpose of dealing with an immediate fire emergency, extreme fire potential, or other emergency. Casual hires shall be terminated when other employment methods can be initiated. ***This authority cannot be used to circumvent other hiring authorities.*** (4USC 5102 (19), & USC 224 and 2226, 16 USC 554e and 43 USC 1469)

More information on the appointment types listed above can be found at https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html

DEFINITIONS

Accounting Code
BLM accounting code for suppression:

LLFA400000	LF2000000	HU0000	LFSPXXXX0000
(Cost Center)	(Functional Area)	(PE Code)	(WBS XXXX=fire code)

See Chapter 8 and 9 for detailed accounting code information.

Administrative Work Week
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 *Work Week*
Refers to the scheduled work week of the employee (individual) at the home unit.

Callback Overtime
Employees are entitled to a minimum of two hours of regular overtime or compensatory time when they are required to return to their place of work or are called in to work on a non-workday. This does not apply when receiving phone calls outside of normal working hours on work related matters.

The two hour call back provision in law does not apply when assigned to an incident.

Compensable Hours and Travel
Those hours of work or travel for which an employee is authorized to receive compensation.

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.

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 (see code chart in the DOI Time and Attendance (T&A) Pay Codes Manual).

Emergency Support Function (ESF-4)
The ESF-4 is an annex under the National Response Framework (NRF) which manages and coordinates federal firefighting activities. The BLM may also respond under ESF-4 to assist with non-fire emergencies (e.g., floods, hurricanes, earthquakes) that are presidentially declared.

General Schedule (GS) Employee
A regular federal government employee who is compensated under the GS Pay Plan.

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 GS employees for the performance of hazardous duty or duty involving physical hardship not usually involved in carrying out the duties of his/her position. Reference 5 U.S. Code 5545 (d) and 5 CFR 550.903 (see code chart in the DOI T&A Pay Codes Manual).

Home Unit
The employing office where the employee is regularly assigned.

Incident
An occurrence, either human-caused or natural phenomenon that requires action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Assignment
An assignment to an incident that requires a length of commitment.

Length of Assignment
An assignment is defined as 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. 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
Agency policy determines approval authority level and documentation requirements for a management directed day off. A management directed day off may only be given when the employee is at the home unit.

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). Reference the SIIBM (chapter 10, exhibit 2).

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. The employee may be subject to restrictions necessary to ensure that he or she will be able to perform his or her duties and responsibilities safely, such as restrictions on alcohol consumption or use of certain medications. 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."

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

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

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

Spot Change
A spot change occurs on the second continuous day of an incident, at 0001, and each day until the emergency is over. A regular government employee's normal daily tour is "spot changed" 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. Spot changes that exceed three consecutive pay periods may cause employee's pay to be incorrect due to Payroll policy.

Time Record
A time record documents actual time worked and includes justifications for hazard pay, compensated meal breaks, excessive hours, etc. and must be approved by an incident supervisor. This could be a CTR, locally approved Field Time Report or an OF-288.

Tour of Duty
The hours of a day (a daily tour of duty) and the days of administrative work week (a weekly tour of duty) that constitutes an employee's regularly scheduled administrative work week.

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

INCIDENT ASSIGNMENTS

Tour of Duty
In applying fire time occurring during a pay period, keep the current work schedule and be sure to document the specific work schedule.

Single-Day Assignment
All compensable hours are covered under FLSA and Title 5 U.S.C. provisions as applicable.

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).

Multi-Day Assignments and Spot Change
Employees remain on their current tour of duty through the first day of an incident assignment. At 0001 on the second continuous day of the incident assignment, the employee "spot changes" to a first 8, 9, or 10-hour schedule 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
Maxiflex (No matter what schedule you work within maxiflex)	First 8

Employees remain on their new spot change schedule through the last day of work or travel associated with the incident.

For a two-day incident, the Supervisor may elect to not spot change the individuals tour of duty.

When posting time for an employee that has been spot changed, in QuickTime click on the remarks tab and select "Employee working under temporary tour of duty change."

Guaranteed Hours on an Incident Assignment
Every day is considered a workday during an incident assignment until the assignment is over or the employee is officially released from the incident. This includes personnel assigned to support an incident or multiple incidents from a location other than the incident camp, such as dispatchers, buying team members, payment teams, incident business advisors, and pilots.

Exception to this rule: When personnel at the incident are required to take a mandatory day off which falls on their normal day off, there will be no pay or any other form of compensation.

The entitlement for the guarantee does not begin or end at any specific time during a day, but is calculated at the end of the calendar day to ensure the employee's compensation for work, compensable travel, and ordered standby is at least equal to their base.

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; 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 then start when employee leaves 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 three hours (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 CTR or OF-288. All travel time should be recorded using the time zone of departure.

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.

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 chapter 7, Interagency Standards for Fire and Fire Aviation Operations).A justification will be documented in the daily incident records for those instances where a works shift exceeds 16 hours and those that do not meet the 2:1 work-to-rest ratio. Documentation shall include mitigation measures used to reduce fatigue.

The time officer's/unit leader's approval of the OF-288, or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

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 preposition 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). After 30 days it is recommended that the employee return to their home unit for health and welfare.

Paid Days Off

A regular government employee is compensated for base hours (8, 9, or 10 hours per the normal weekly tour of duty) for all days assigned to the incident. 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.).

After completion of a 14-day assignment and return to the home unit, two days off will be provided (2 after 14). In addition, personnel may be extended up to 14 additional days. Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment.

Code a paid day off occurring on a regular workday to HC (HC) 061 which will populate the generic Administrative Leave Functional Area in the automated payroll system. Employee/supervisor/timekeeper will enter "paid day off authorized for (month/day)" in the QuickTime comments section.

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

Management Directed Days Off

A management-directed day off occurs only on a regular government employee's normal workday while at the home unit.

Supervisors hold the responsibility for managing 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. The SIIBM, chapter 10, addresses management-directed days off.

Required days off for all employees are non-compensable when they occur on the employees scheduled day(s) off or on a holiday. Home unit agency administrators may authorize additional day(s) off with compensation to further mitigate fatigue.

Code the management directed day off to HC 061 which will populate the generic Administrative Leave Functional Area in the automated payroll system. Employee/supervisor/timekeeper will enter "paid day off authorized for (month/day)" in the QuickTime comments section.

If leave is taken for personal reasons not related to mandatory days off, the employee will be placed on off-duty status; the OF-288 will show the total hours actually worked and the remarks block will document that the employee was released for personal reasons

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CHAPTER 2
CASUAL HIRES

REFERENCES

- The Casual Payment Center (CPC): https://www.nifc.gov/programs/programs_PaymentCenter.html

BLM AD PAY GUIDANCE

The AD Pay Plan is a special hiring authority granted to DOI, providing a simplified process to hire casuals for the specific needs identified below. This pay plan may not be used to circumvent other hiring authorities (i.e., temporary 1039 or career seasonal appointments), contracting procedures, or to fill vacant government positions. Additionally, this authority can never be used to extend a time limited appointment such as 1039 appointments (both prior to and post appointment).

It is imperative that hiring officials, approving officials, and other pertinent staff educate themselves with this guidance, the pay plan, and the SIIBM prior to hiring under the AD Pay Plan authority.

To assist the field, a list of Frequently Asked Questions (FAQ) can be found at https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html.

If it is determined that the AD Pay Plan was not the appropriate mechanism for hiring, the hiring unit will need to work through their local human resource office to determine payment options (e.g., "de facto" pay).

PROPER APPLICATION OF THE AD PAY PLAN

The AD Pay Plan only applies when it becomes necessary to hire persons:

- To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other emergency that threatens damage to federally protected property, unless brought under immediate control.
- To provide emergency assistance to states under formalized agreements.
- To meet mission assignments issued by FEMA.
- To supplement regular personnel assigned to prescribed fire projects (this authority does not include mechanical or chemical hazardous fuels reduction projects).
- To attend emergency incident training.
    - Units may hire casuals to attend training in preparation for emergency incidents (e.g., Incident Command System (ICS) courses, refresher and other State/Nationally recognized training). The training course number should be noted on the OF-288 when submitted to the CPC for processing. (e.g., "S-261 Training" under Block 8, Fire Name, for each completed column to clarify that the hours worked are for being a student.

- In most cases, training hours, excluding travel time, should not exceed a total of 80 hours per calendar year, regardless of the hiring agency. Training hours in excess of 80 hours must be approved by the State Incident Business Lead. Requests to approve hours above 80 hours shall be done in writing by the hiring official to the State Fire Business Lead. This approval should accompany the OF-288 submitted to the Casual Payment Center. Please identify travel time on the OF-288, so the CPC can properly input time and keep travel separate from actual training hours.
- It is the responsibility of the hiring unit to monitor training hours through the use of the Casual Pay OBIEE system.
- Salary, travel, and per diem will be charged to LF2000000.HT0000 LF.SP.AZA10000, and the hiring unit's cost center. If a meeting is identified as critical to the Casual employee's training for the upcoming fire season, attendance must be approved by the State FMO.

- To instruct emergency incident training.
  - Units may hire casuals to instruct emergency incident training only when all other methods of hiring and contracting instructors have been exhausted. The training course number should be notated on the OF-288 when submitted to the CPC for processing. Note "Training Instructor" under Block 8, Fire Name, for each completed column to clarify that the hours worked are for being an instructor.
  - Length of employment is not to exceed a total of 120 hours, excluding travel, per calendar year, regardless of hiring agency. Please identify travel time on the OF-288, so the CPC can properly input time and keep travel separate from actual instructor hours.
  - It is the responsibility of the hiring unit to monitor instructor hours through the use of the Casual Pay OBIEE system.
  - Salary, travel, and per diem will be charged to LF2000000.HT0000 LF.SP.AZA10000, and the hiring unit's cost center.
  - The pay plan does not authorize the hiring of casuals to fill support roles during fire training (e.g., Rookie School, Fire Academy).
- To carry out emergency stabilization (ES) work during or directly following an incident, or during a transition period (not to exceed 90 days), to develop plans and manage an emergency stabilization effort until regular government employees can handle the situation.
- To assist with prescribed fire projects due to the unpredictable nature of prescribed fire activities. This does not include mechanical or chemical hazardous fuels reduction projects.
  - The term of hire may not begin until 24 hours before planned ignition and must be completed 24 hours after the perimeter is secured.
  - Work on prescribed fires is limited to 300 hours per person, per calendar year, excluding travel regardless of agency. The hiring unit holds the responsibility to monitor prescribed fire hours, through use of the Casual Pay OBIEE system.
  - Casuals should not be hired for prescribed fire projects conducted by other agencies. It is the benefitting agency's responsibility to hire casuals.

HIRING UNIT RESPONSIBILITIES

It is the responsibility of the hiring unit to:

- Designate hiring and approving officials in writing.
    - Hiring officials are delegated the authority to hire casuals from the District Manager or delegee (Chapter 2 of Interagency Standards for Fire and Aviation Operations). Hiring officials need to have an in-depth knowledge of the AD Pay Plan, and a full understanding of how and when it can be utilized.
    - Approving officials are designated by the hiring official to audit casual time (OF-288s) for accuracy and completeness, and then certify that each timesheet is properly completed and legal for payment by meeting the provisions of the AD Pay Plan. Incomplete, illegible and/or inaccurate timesheets submitted will delay payment being made to the casual. **Changes in approving officials shall be submitted to the State Incident Business Lead, who will forward to the National Incident Business Lead.**
- Review the OF-288 and hiring forms for accuracy and completeness, prior to submission to the CPC for payment.
- Maintain casual hiring documents in accordance with the Privacy Act (5 U.S.C. 552a).
- Put casuals in pay status or sign volunteer agreement prior to taking the work capacity test.
- Coordinate with human resources for application of Homeland Security Presidential Directive 12 (HSPD-12) as it applies to hiring casuals. When hiring casuals, hiring offices will use their own cost center, with LF2000000.HT0000 LF.SP.CCA80000 to track costs associated with this directive.
- Process workers compensation claims. Casuals are covered under the Federal Employee's Compensation Act (5 U.S.C. 81), which authorizes medical care and compensation for periods of disability for casuals who sustain traumatic injuries and occupational diseases in the performance of duties. Casuals are entitled to payment of COP for traumatic injuries for eight hours per day, seven days a week, for a maximum of 45 calendar days. Reference the SIIBM for more detailed information on coding COP for casuals (Chapter 10).
- Process personal property loss/property damage claims.
- Issue authorization to travel and process claims for travel expense reimbursement.
- Hiring units are required to collect performance evaluations for all casual employees returning from assignments.
- Hiring units should keep on file emergency contact information for each casual employee hired.

HIRING FORMS

Hiring units are required to complete the necessary hiring forms when hiring a casual. The following forms are to be completed and maintained at the hiring unit in accordance with the Privacy Act (5 U.S.C. 552a): Blank casual hiring forms can be found at http://www.nifc.gov/programs/cpc_forms.html

- Single Resource Casual Hire Information Form (SRCHIF). Only one SRCHIF per call out is required. No need to create a new form for a reassignment or position change
- Incident Behavior Form
- Form I-9 (most current with instructions) available at http://www.uscis.gov/i-9.

The following forms are to be completed and the original forwarded to the DOI CPC:

- Form W-4, Employee's Withholding Allowance Certificate;
- SF 1199A, Direct Deposit Sign-Up Form (optional).

Hiring units are responsible for obtaining an Employee Common Identifier (ECI) from the CPC and relaying ECI information to the appropriate entities, inputting on the appropriate documents, etc.

1. Submit hiring information to the CPC to generate an ECI for new casuals. Existing casuals will already have an ECI generated. New casuals will have an ECI generated as soon as hiring information is entered into FPPS.
2. When casuals are mobilized to an incident:
   a. If an ECI is needed for a new casual and the hiring information has not yet been submitted to the DOI CPC, an Approving Official (AO) may call the CPC to have an ECI generated and provided over the phone. The AO must provide the casual's name, SSN and hired at locations.
   b. If an ECI is needed for a new or existing casual and the hiring information has been submitted to the CPC, an AO may call the CPC for ECI information. The AO must provide casual's name and SSN.

If ECI information is needed for multiple casuals, an AO may submit the list of casuals with name, SSN and hired at location through DOI email to the CPC. The list of casuals with corresponding ECIs will be emailed back to the appropriate AO with sensitive PII removed.

Established ECI numbers are accessible through OBIEE.

ELECTRONIC FUNDS TRANSFER (EFT) WAIVERS

U.S. Treasury has implemented the requirement for direct deposit and will discontinue the issuance of paper checks.

If a casual cannot get a direct deposit bank account, there are two options;

- Electronic Transfer Account (ETA) (https://eta-find.gov/eta/)
- EFT Waiver request. The waiver request form can be found at http://www.nifc.gov/programs/cpc_forms.html.

Casuals may apply for a waiver if EFT would impose a hardship because of the individual's inability to manage an account at a financial institution or a US Debit card account due to:

- Mental impairment or
- Living in a remote geographical location lacking the infrastructure to support electronic financial transactions

The EFT Waiver Request form must be completed by the casual and approved by an Agency Official; then submitted to the CPC for processing. The waiver is only valid for one calendar year.

FEDERAL/STATE TAXES

Federal and State taxes will be withheld from casual salary payments. If a W-4 has not been submitted, taxes will be withheld at the single, with no exemption rate.

In states that require income taxes, withholdings will be assessed for the state in which the casual is hired, unless a reciprocal agreement is in place. The casual pay FPPS also allows for a voluntary state tax record to be added when a casual needs to pay state taxes for the state they reside in, as well as the "hired at" state.

Please encourage casuals to consult with a tax expert for guidance on federal and state taxes.

TRAVEL

A Secretarial waiver of E-Gov Travel Service (ETS) requirements for casual hires allows casual employees to claim the following travel expenses on the OF-288 form (excludes training and prescribed burns):

- privately owned vehicle (POV) mileage;
- incidental expenses; and
- a maximum of 15 meals per emergency incident.

The 15 meals above refer to the number of meals being requested for reimbursement (per incident).

The batch memo template includes an incidental expenses (IE) box that indicates that all casuals submitted in the batch should be reimbursed for incidental expenses. Starting and ending dates will be completed by the approving official. The Casual Payment Center (CPC) will then add dates and totals for the incident expenses to each OF-288 in the batch and process the reimbursement.

If casual employees have more than just incidental expenses, an optional spreadsheet has been created to assist in calculating the casual's reimbursement. If this spreadsheet or a similar one is used, transfer totals from spreadsheet to the lower left section of the OF-288 before sending to

the CPC. See the CPC website https://www.nifc.gov/programs/programs_PaymentCenter.html for forms and the optional spreadsheet.

If the casual employee incurs a travel expense other than those listed above (e.g., luggage costs, lodging, rental vehicle, fuel, etc.), the claim for **all** travel expenses must be filed in the ETS, currently Concur.

See OWF Memo 2016-04 for further guidance at https://www.nifc.gov/programs/cpc_agencymemos.html

Casuals who travel and do not meet the criteria above, will need to complete a Concur Government Edition (CGE) User Profile, and Financial and Business Management System (FBMS) Vendor Master Setup Form. The assigned Federal Agency Travel Administrator (FATA) will use this form to create or update the casual's individual CGE profile.

FEDERAL EMPLOYEE HEALTH BENEFITS

To further the goal of providing affordable health insurance to all eligible Federal employees, the OPM has issued a final rule modifying coverage under the Federal Employee Health Benefits (FEHB) Program to include certain temporary, seasonal, casual, and intermittent employees who work full-time, while employed. See IM FA IM-2017-006 https://web.blm.gov/internal/fire/Directives/IM2017/FAIM2017-006.pdf for guidance in offering casuals FEHB coverage. An FEHB Conditional Offer form must be submitted each calendar year to the CPC.

EXCEPTION POSITIONS

If the need arises, an exception position may be established to meet a local need (for use within the local/geographic area). The pay plan provides classification guidelines for determining what level an exception position may be established. The State Incident Business Lead must review and approve any exception positions established and will forward to National Incident Business Lead. A copy of the approval must be submitted with the OF-288 to the CPC.

HIRING OF RELATIVES

The BLM policy regarding the employment of relatives is applicable to the AD Pay Plan. The policy prohibits a BLM public official from appointing, employing, promoting, advancing, or advocating the employment or advancement of a relative in their organization where they have jurisdiction.

INCIDENT BUSINESS REVIEWS

States are responsible for conducting casual reviews as part of the Incident Business Review process. The intent of the review is to demonstrate offices are following the DOI standard and BLM policies and guidance in the application of the AD Pay Plan for Emergency Workers (casuals). The Business Review Checklist can be found at https://www.nifc.gov/policies/pol_ref_intgncy_prepcheck_BLMchecklist.html .

PAYMENT PROCEDURES FOR CASUALS HIRED UNDER THE AD PAY PLAN

The processing of emergency firefighter payroll for casuals hired by the BLM will be accomplished by the DOI CPC, located at 3833 S. Development Avenue, Boise, Idaho 83705-5354. Payment procedures can be found at https://www.nifc.gov/programs/programs_PaymentCenter.html.

The CPC provides for detail opportunities throughout the year. If a hiring or approving official has an interest, they should contact their state incident business lead to coordinate dates for a three- or five-day training assignment.

WHO DO I CALL?

Any questions regarding the AD pay plan authority should be directed to a local subject matter expert. Local subject matter experts include the Fire Management Officer (FMO), the Assistant Fire Management Officer (AFMO), hiring officials, etc. If the local subject matter expert is unable to answer questions regarding the AD pay plan authority, contact the state incident business lead or national incident business lead when the state lead is not available. A list of BLM state incident business leads can be found at http://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/FBMG_Group.html.

Any questions regarding the actual payment of a casual(s) or the payment process should be directed to the CPC. Use the "Batch" number and/or a social security number (SSN) or ECI number for reference purposes to expedite the call. The CPC employees are experts on the casual pay FPPS, as it applies to casual payments and the casual payment process.

A helpful table that lists items that the CPC will call about for further explanation or verification and ways to help avoid being called by the CPC can be found at: https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/OrangeBk.html.

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CHAPTER 3
TRAVEL

REFERENCES

- DOI Policy Manual: https://www.doi.gov/pfm/travel
- NOC Travel Management: https://doimspp.sharepoint.com/sites/blm-oc-dbs/accounting/Pages/Travel.aspx
- Federal Travel Regulations (FTR): https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr

OF-1164 – CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

The OF-1164 can be used in order to receive reimbursement for the incidental rate, based on the location of the incident, when meals are provided, not to exceed $200 per each OF-1164 request submitted. Please note: If traveler is claiming the grocery rate (when meals are not provided) or if any other expenses such as meals (for casual reimbursement see chapter 2), lodging, transportation, mileage, etc., are to be reimbursed, **a travel voucher must be filed.** See IM OC-2014-003 at https://doimspp.sharepoint.com/sites/blm-oc-dbs/accounting/Pages/Travel.aspx

Please use the updated OF-1164 at: https://www.gsa.gov/forms-library/claim-reimbursement-expenditures-official-business

AUTHORIZATIONS

When there is not ample time for an emergency deployment traveler to create a travel authorization in ETS before departure, the resource order will serve as the temporary travel authorization. Note: The resource order does not circumvent the requirement to obtain your supervisor's approval prior to traveling or compliance with travel regulations. Upon return, a travel authorization must be created in the ETS in order to generate a travel voucher for payment.

TEMPORARY DUTY RECEIPTS

Certain types of receipts, including itemized lodging receipts (regardless of amount), airline itineraries, itemized rental vehicle receipts (regardless of amount), and receipts for expenses over $75, are required as supporting documentation in order to comply with statutory, regulatory, and the DOI policy requirements.

At a minimum, itemized lodging receipts must include the name of the lodging establishment, date(s) of the traveler's stay, method of payment, and the amount(s) charged for lodging, taxes, and other miscellaneous expenses. Charge card slips are not acceptable, as they do not itemize the amounts paid.

At a minimum, airline itineraries should include the traveler's name, the dates of travel, the class of service, the arrival and departure locations, the ticketing information, and the amounts. Reservation itineraries are not acceptable, as they do not provide the final amounts.

At a minimum, rental receipts must include the date the car was rented and the date the car was returned, the car class charged, the amount(s) charged for the car, the amount(s) charged for taxes, the amount(s) of mandatory charges, the amount(s) of miscellaneous expense, and the final amount . Rental agreements are not acceptable, as they do not include the final amounts.

Per the FTR, if it is impracticable to furnish receipts in any instance as required, the failure to do so, must be fully explained on the travel voucher. Mere inconvenience in the matter of taking receipts and will not be considered.

DEFINING MEALS PROVIDED BY THE GOVERNMENT:

If meals are provided as a part of a meeting, conference registration fee, or added to a base lodging rate, the associated cost must be deducted from the travelers M&IE reimbursement for each meal provided. This often occurs when traveling to facilities such as the U.S. Fish and Wildlife Service's National Conservancy Training Center (NCTC) or to a Wildfire Academy for training or meetings. Similarly, when attending meetings or conferences, meals may be included in the cost of the registration fee. Since the meals are included in a fee paid by the Government, travelers **must** deduct the furnished meals from the amount of the daily M&IE reimbursement. (DOI Temporary Duty Travel Policy, page 30).

PER DIEM

Incident (Camp) Rate is defined as the per diem rate authorized when all meals or a portion of the meals and lodging are provided by the government. The camp rate for fire camps and field stations is $5 per day (the incidental rate) for CONUS locations and the incidental rate for the locality in OCONUS locations. On the first and last day of travel, travelers may claim the incidental rate and any meals purchased in-route based on the local per diem rate, not to exceed three quarters of the local per diem rate. Note: per FTR 301-11.18, the total amount of deductions made will not cause you to receive less than the amount allowed for incidental expenses.

Camp (Grocery) Rate is defined as the per diem rate authorized when groceries are purchased (not provided by the Government or purchased at a commercial facility), and the traveler prepares their meals. The grocery rate is $38 per day for CONUS locations, and $42 per day for OCONUS. The grocery rate may be claimed on the first and last day of travel, if applicable. Since the rate is already a reduced rate, it cannot be reduced further. See IM OC-2017-011 at https://doimspp.sharepoint.com/sites/blm-oc-dbs/accounting/Pages/Travel.aspx

Please note the policies regarding the M&IE allowance for trips of various lengths. Trips of 12 hours or less are not eligible for the M&IE reimbursement. However, mileage, taxi fares, shuttles, parking, etc., are eligible if not centrally billed. (These are considered to be local travel and can be reimbursed on an OF-1164).

When the entire trip is more than 12 hours but less than 24 hours, the M&IE allowance is 75 percent, or three-fourths of the applicable rate as specified in the Federal Travel Regulations (FTR) for the location, unless a different rate is fully justified and approved.

For trips of 24 hours or more, the M&IE allowance is computed as follows:

- The day of departure and the last day of travel: 75 percent, or three-fourths of the applicable M&IE rate.
- Full days of travel: 100 percent of the applicable M&IE rate.

For further information, please refer to the Financial Administration Memorandum No. 2009-042.

PER DIEM AND LODGING WHEN LESS THAN 50 MILES

A per diem allowance may not be paid if your temporary duty station is 30 miles or less from your official duty station or residence. Per Diem for travel more than 30 miles but less than 50 miles may be approved and paid only if the travel is for a conference, you are in an authorized travel status, and you incur costs that generate an entitlement to reimbursement (i.e., meals or lodging). An exception to the 50-mile limitation may be approved if the travel involves unusual or uncontrollable factors such that requiring an employee to return to their duty station or residence would create an undue hardship or emergency travel, such as fire assignments where the employee cannot return home due to safety concerns. Under special circumstances, employees may be eligible for and authorized per diem for travel to a TDY location within 50 miles, but not less than 30 miles in distance of a traveler's residence and official duty station. *The designated approving official may authorize per diem reimbursement in any of the following situations:*

- Extreme conditions, such as inclement weather, that would endanger a traveler's health or safety if the traveler were to return from a TDY location. The traveler should attempt to obtain pre-authorization, whenever possible; however the primary concern is for the traveler's safety. Bureaus may grant post-travel approval on a case-by-case basis.
- Attendance at a training session or conference where the traveler would receive the full benefit of the event from remaining onsite to attend evening meetings or working meals.

LODGING AND MEALS WHEN ON INCIDENT

All resources assigned to an incident will follow incident agency requirements when staying at incident base or other location. **Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem.** An individual assigned to an incident where sleeping arrangements are provided must have written authorization with justification from their incident supervisor to obtain a motel room instead. Individuals who deviate from incident agency provided accommodations will not be reimbursed for unauthorized expenses. Most incidents utilize a base camp to provide for resource needs through the use of a caterer, local restaurants, other food providers and issuance of a sleeping bag.

Employees must submit reasonable accommodation requests for approval to their Servicing Human Resource Officer prior to reporting to an incident. The employee must bring a copy of the approval with them in order to have their requests for reasonable accommodations considered at the incident.

CONVENTIONAL AND NON CONVENTIONAL LODGING FEES

Travelers are required to use conventional lodging, which includes corporate lodging for the long-term Temporary Duty (TDY) travel, when available, unless an exception to use of non-conventional lodging exists as identified by FTR 301-11.12 (a)(4), Department of Interior Temporary Duty Travel Policy 2.2.2. and Department of Interior Financial Management Memorandum 2019-010. When a traveler meets an exception to conventional lodging use and it is determined that non-conventional lodging is necessary and authorized, travelers may be reimbursed for any reasonable service type fees commonly included with a conventional lodging stay. An example of this type of fee would be a cleaning fee; conventional lodging establishments provide daily cleaning service therefore reasonable fees to clean non-conventional lodging are allowed.

The fees for services commonly included in conventional lodging are considered a part of the daily lodging rate, and therefore the fee would be divided by the number of days of total lodging to ensure that when added to the daily loading fee it does not cause the daily lodging costs to exceed the GSA lodging rate prescribed for the TDY location. An example of this calculation is as follows: non-conventional lodging cost is $800 per month, cleaning fee cost is $100 per month, the total cost of $900 is divided by 30 days for a total lodging cost of $30 per day.

Administrative service fees to book non-conventional lodging on a booking tool outside of E-Gov Travel Service (ETS) or the Travel Management Center (TMC) are not reimbursable unless non-conventional lodging is authorized. The traveler will be responsible for any service fees associated with the use of unauthorized non-conventional lodging.

WHAT IS REQUIRED FOR IN-EXCESS LODGING

When it is not possible to attain lodging at a hotel that is within the maximum lodging rate allowed for the applicable location, the traveler should request a waiver through their supervisor and approved by the State Director or delegated official within your state (reference BLM Delegation of Authority Manual 1203, Subject Code 1382).

The “Approval of Travel Expenses Template” must be completed and include the following

- Location of hotel and maximum allowable lodging rate for that location
- Lodging rate of the applicable hotel
- Dates of travel
- Reason(s) lodging will exceed allowable rate: Examples may include, but are not limited to:
    - A large event such as a convention or conference was taking place at the lodging location and the hotels in the area were not offering the government rate.
    - The travel/lodging was unplanned and could not make prior arrangements (e.g. fire or other unplanned/arranged travel).
    - The event/meeting is being held at the place of lodging with no hotel offering a government rate in the area. Staying a distance away from the meeting location would require incurring additional expenses such as taxi, rental car, etc.

A copy of this template must be attached to your travel voucher when it is submitted.

USE OF UNAUTHORIZED WEB-BASED TRAVEL SERVICES

Use of unauthorized web-based travel services is prohibited by 41 CFR §301-50.3. All lodging, transportation, and car rental arrangements must be made through the official ETS website.

If a traveler has used an unauthorized web site, they must fill out the "Approval of Travel Expenses" memo, have it signed by their approving official and uploaded into their travel voucher.

- The Justification in the memo must state that the traveler has been advised that future infractions will result in appropriate disciplinary action as defined in the DOI Handbook on Charges and Penalty Selection for Disciplinary and Adverse Actions.

The cost of lodging, transportation, and car rentals booked through an unauthorized web-based travel service are not refundable if the traveler must cancel the trip. Because this process is not authorized, any nonrefundable charge paid directly by the BLM will be moved to individually billed and will be the responsibility of the traveler. Under no circumstances may the traveler be reimbursed by the BLM for any individually billed nonrefundable expenses incurred.

COMMON CARRIER CASH PAYMENTS

This section states the BLM's policy for reimbursement of common carrier transportation services paid in cash by BLM employees. For purposes of this section, checks (personal or travelers) and personal credit or debit cards are considered the equivalent of cash.

All passenger transportation services by common carrier must be procured through the use of either the United States (U.S.) Government Transportation Request or a government-issued charge card.

The use of cash to procure passenger transportation services will be authorized under the following circumstances:

- Travelers may use cash to procure passenger transportation services costing $100 or less.
- Under emergency circumstances when the use of the government-sponsored charge card is not possible, the state director or Chief, Division of Business Services (DBS) at the NOC must approve the reimbursement of travelers' use of cash greater than $100.

The "Approval of Travel Expenses" must be completed and signed by the travelers approving official.

The approved memorandum must be attached to the ETS travel voucher prior to payment. In all cases, receipts, passenger coupons, or other appropriate evidence is also required to support reimbursement.

AIRLINE/ LODGING FOOD PURCHASES

Travelers **must not** use their government-issued charge card for these purchases, as they will be centrally billed. Instead, personal funds should be used to purchase airline meals. If the charge card is inadvertently used, the cost of the meal(s) needs to be deducted from the meals and incidental expenses (M&IE) claim for that day on their voucher.

FIRST CLASS PROCEDURES

When traveling on official government business, whether domestically or internationally, BLM employees must use coach class accommodations, except as provided under sections §301-10.123 and §301-10.124 of the FTR

First-class travel must be approved by the Assistant Secretary – Policy, Management and Budget per 205 DM 15.

Business class travel, at the BLM level, is delegated to the Assistant Director, Business, Fiscal Services and Information Resources Management at the Washington Office.

If first class travel is being requested on a justifiable reason under the FTR §301-10.123, or business-class travel is being requested on a justifiable reason under the FTR §301-10.124, the detailed documentation and request must be on a trip-by-trip authorization.

If travel is for emergency situations (fire or natural disaster), first-class or business-class travel may be approved if no other seats are available and it is imperative that the traveler boards that particular flight. This is the only situation where the approval can be accepted after the fact.

If premium class travel is being requested based on a medical necessity, the employee must provide current medical documentation from their medical provider to their approving official. This documentation must be kept at the office of origin for six years and three months as prescribed by the National Archives and Records Administration, as this information may be requested as part of an audit. Please keep in mind this information must be treated as proprietary and confidential information and must be safeguarded from unauthorized disclosure.

Business class and first class tickets cannot be booked online, nor will the TMC issue any premium class tickets without the approved documentation. Employees may upgrade to business class or first-class travel at their own expenses or through redemption of frequent flyer benefits with no additional approval required.

If first class or business class travel has been approved, for annual reporting purposes please submit a copy of the approved request to Toni Klasner at tklasner@blm.gov the National Operations Center, OC-623.

PER DIEM REDUCTION AFTER 30 DAY ASSIGNMENT

DOI Travel Policy states: "Extended TDY assignments are defined as a trip that the traveler is in TDY status for 30 consecutive days or longer at one location". Also, the traveler and the approving official **know in advance**, that the travel is going to be more than 30 days. The per

diem reimbursement for travelers on extended TDY is 55% of the maximum allowable rate for the locality, unless a different rate is fully justified. The per diem rate must be documented and approved prior to the beginning of the assignment.

The intent of the extended TDY policy is to encourage travelers to reduce their travel costs since they are on travel for a longer duration.

In instances where a traveler goes on an assignment for say, 14 days and is extended, which then exceeds 30 days, there is no reduction. There was no way of knowing prior to traveling that it would exceed 30 days, so a reduction is not required.

A good way to help determine if it is extended TDY or not is asking: (prior to traveling) how long will the traveler be on TDY? Do you know for sure that the traveler will be in one location for more than 30 days? New Worksheet and Checklist coming

SELECTING MODES OF TRANSPORTATION

Select the type of transportation which offers the greatest advantage to the government for energy conservation, safety, and overall economy, and which is compatible with the conduct of official business. Guidance is provided in BLM Manual Section 1382, Travel, for transportation in connection with official travel. Additional information can be found in Department Temporary (TDY) Travel Policy, section 4, IM OC 2014-009, Use of the Prepaid Fuel Option and Global Positioning Satellites for Rental Cars and FMM 2019-009 (Vol X.C) Rental Car Size and Passenger Restrictions and Liabilities Guidance concerning utilization of aircraft is located in BLM Manual Section 9400, Aviation Management. Generally, the order of preference for transportation is as follows:

- Common carrier
- Government-owned
- Privately owned conveyance
- Rented (less than 60 days)
- Leased (60 days or more)
- Special conveyance

RENTAL CARS

When authorized a rental vehicle, the traveler must rent a compact size car. Travelers may request approval for vehicle upgrades under the following circumstances:

- Sharing a rental vehicle with two or more Government employees who are traveling to the same TDY site; three or more total travelers;
- Accommodate the transportation of a large amount of Government equipment;
- Accommodate a traveler's physical size is such that a compact vehicle would not allow for safe operation of the vehicle. The approving official should use discretion when approving such requests;
- Requirement use of an SUV with off-road capabilities and possibly studded tires due to the need to access areas of extremely rough terrain or challenging weather conditions.

- A larger vehicle size is available either through the E-Gov Travel System or the Travel Management Center, at a cost that is equal or less than the lowest cost of a compact size car.

Upgrades for rental vehicles may be approved on the travel authorization by the approving official or through the use of the Approval of Travel Expense Template.

Rental vehicles obtained for official TDY travel are to be used to transport passengers on official travel. If an accident occurs, only travelers – as defined in FTR 301-1.2 – who are on approved travel orders may be covered by the Government in case of injury or property loss while the vehicle is being operated for official purposes.

If an investigation reveals that the damage resulted from negligence or improper use of the vehicle, the traveler may be responsible for the cost and injury caused by the accident. If the rental car company attempts to bill the traveler or requests the name of the personal insurance company, the traveler should not provide any personal insurance information, but should contact the TMC that arranged the rental and the national office of the rental car company instead.

National Emergency Rental Vehicles

The National Emergency Rental Vehicle (NERV) program was solicited under GSA's Rental Supplemental Vehicle Program (RSVP) and issued a Blanket Purchase Agreement (BPA) to Enterprise Rent-a-Car.

The NERV program is designed as a tool to acquire off-road vehicles for incident use as well as a method to obtain other rental vehicles for resources who do not have a means to rent them through a travel card such as our casual hires or some state employees. All NERV rentals will be billed to the government and does not offer an option for paying with a government travel card.

More information and a link to reserve a vehicle can be found at:
https://sites.google.com/a/firenet.gov/nerv/home

CHAPTER 4
WORKERS COMPENSATION

REFERENCES

- ACS Web Bill Processing Portal: http://owcp.dol.acs-inc.com/portal/main.do
- Employees' Compensation Operations and Management Portal (ECOMP): https://ecomp.dol.gov
- Federal Employees' Compensation Program (DFEC): http://www.dol.gov/owcp/dfec
- Injury Compensation for Federal Employees' Publication CA-810: https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf
- Q&A About the Federal Employees' Compensation Act (FECA): https://www.dol.gov/owcp/dfec/regs/statutes/feca.htm
- Safety Management Information System (SMIS): https://www.smis.doi.gov (Chrome)
- Web Bill Processing Portal: https://owcpmed.dol.gov/portal/main.do
- Workers' Compensation Claim Forms: http://www.dol.gov/owcp/dfec/regs/compliance/forms.htm

SMIS/ECOMP

As of October 1, 2019, workers' compensation claims information is transferred between the Safety Management Information System (SMIS) and the Department of Labor (DOL), Office of Workers' Compensation Program's (OWCP) Employees' Compensation Operations and Management Portal (ECOMP) systems.

The transition to ECOMP will affect workers' compensation filing only, it will not affect other Occupational Safety and Health components and processes of the SMIS system such as accident, injury and illness reporting, analysis and recordkeeping.

The term "employee" in this context is meant to cover any personnel working on behalf of DOI (excluding contractors).

1. **Contractor Info**: Per the vendor contract section C.7.c, the contractor shall maintain Workers' Compensation and other legally required insurance with respect to the Contractor's own employees and agents.

2. **AD Info**: From the SIIBM, Ch 10-56 Line 11 & 12...Included in coverage are civilian federal employees of the United States including those under a permanent, seasonal, temporary appointment, or **casual hire**.

THE EMPLOYEE'S ROLE

Injured employee must initiate the process for all safety-related events, including claims for compensation, through SMIS. Once logged in, the employee will need to follow the prompted

steps within the employee module. SMIS will walk employees through the process, notify supervisor and safety manager. The system will automatically direct employees to ECOMP if a claim needs to be filed for the type of incident entered in SMIS. The employee, supervisor and the local safety managers are notified via email of the initialized incident along with detailed instructions.

Information Transition from SMIS to ECOMP

Registration for an ECOMP account is required?

Registration is only required for employees filing a claim. The employee will need an email address (either government or personal), their government organization, and their supervisor's email address to register in ECOMP.

To file a **CA-1** or **CA-2** form the employee should be prepared to provide the details of the new injury/illness claims including; details for the event (place, time, extent of injury, etc.) and electronic copies of any additional supporting documentation, such as witness statements, medical reports, etc.

Submitting and Reviewing Forms

- Fill out each form completely and submit for review. Upload and attach supporting documents to be submitted along with a FECA claim form. If the form is incomplete, it will appear in the employee's dashboard as 'DRAFT' and will not be processed until completion of all fields and submitted.
- Once the form is submitted, it will be reviewed by the supervisor and then by a reviewing official within the agency. If appropriate, FECA forms will then be submitted to OWCP.
- If the supervisor has a question, he/she may send the form back to the employee. Forms sent back for the employee's review will appear in the employee's dashboard as 'Returned to Filer'.
- Employee will receive status emails during this process. Employee may also use the "Track Status" function to monitor the progress of the submission or check the status of the forms from the Employee Dashboard
- **Send all documents to the employee's OWCP Coordinator.**

THE SUPERVISOR'S ROLE

The supervisor receives a DOI SMIS email notification with instructions indicating that an accident report is awaiting their review in SMIS.

The supervisor logs into the SMIS "**Supervisor**" module and under the "**You Have Reports Awaiting Your Review**" section selects "Incomplete Reports". The supervisor will find any reports they need to complete under the "Reports Awaiting Your Completion" section. The supervisor may receive an additional ECOMP notification email directing them to the ECOMP system to validate the employee's claim for benefits. The supervisor does not need to register in ECOMP for an account.

Note: the ECOMP notification is different from the SMIS notification - but BOTH must be completed by the supervisor.

OWCP related **CLAIMS** for Traumatic Injuries

Workers Compensation

If an employee requires medical treatment for the injury a Form CA-16 needs to be completed. The supervisor or delegee may complete the front of the form CA-16, within four hours of the request, whenever possible. Where there is no time to complete CA-16, the supervisor or delegee may authorize medical treatment by telephone and send the completed form to the medical facility within 48 hours. For additional information reference the Injury Compensation for Federal Employees' Publication CA-810 (https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf)

The employee or representative should ensure that the doctor providing care understands that the care is a "workers compensation injury" at the initial visit and should be reiterated, to other referred physicians or to those providing other forms of referred treatment.

The employee or representative also needs to ensure that the facility or doctor's office understands that "Expenses incurred related to this injury should ***NOT BE BILLED*** to the employee's personal health insurance carrier". Sometimes this important piece of information gets overlooked at the first visit. If not clearly indicated that this is a Workers Compensation Injury, a call to the doctor to double check can save a great deal of extra work and confusion down the road for all concerned. For more information on the Federal Agencies Insurance Carrier, DOL, reference the "Information for Medical Providers" at https://www.dol.gov/owcp/dfec/regs/compliance/infomedprov.htm. This website will be useful for the medical providers in processing bills to the DOL.A claim number is typically issued within 24 to 48 hours after the claim has been submitted to the DOL. Provide the claim number to each medical provider so they can bill the DOL appropriately.

Physicians and Treatment for Injuries covered by OWCP

Select any qualified local physician or hospital to provide necessary treatment. *Other forms of treatment and care providers must be by referral from the attending physician.* To change the treating physician; however, after the initial choice, requires authorization by **OWCP**. (An emergency room physician *is not considered as the initial treating physician*).

Otherwise, OWCP will not be liable for the expenses of the treatment. The term physician includes surgeons, osteopathic practitioners, podiatrists, dentists, clinical psychologists, optometrists and chiropractors (chiropractors must have an x-ray report supporting manipulation of the spine to correct a subluxation) within the scope of their practice as defined by State law.

Work Status Report

Another very important reminder is the work status report. It is very important that the employee's supervisor and Worker's Compensation Program Coordinator (WCPC) are aware

of any work restrictions and the time frame the doctor is placing on the employee as well as when the employee receives a full release to regular work duties.

This information is communicated (in writing) via a Work Status Report or Update. The employee's work status needs to be updated at each subsequent visit. Make sure to ask the doctor if there is any change in the employee's work status so that the employee is aware of progress and limitations. The importance of this to the employee is that to have any time loss from work covered by Continuation of Pay (COP.) it must be indicated by a doctor in writing.

Most doctors are familiar with this and have the standard work status report form. However, a note signed by the doctor indicating whether there are any limitations with regards to work would be acceptable. These need to be given to the supervisor upon employee's return from the visit to work.

Regular Government Employees Continuation of Pay

The period referred to as COP is a 45-day period following the date of the injury during which the employee request to receive regular pay for time loss from work due to the injury. This request is made on the Claim for Traumatic Injury form CA-1.

To be entitled to receive COP, form CA-1 must be filed within 30 days of the date of the injury and must submit medical evidence of the injury to the employer within 10 workdays of filing the CA-1.

Note: The employee is responsible for ensuring that such medical evidence is submitted to the employing agency.

Example: If the period of COP begins **05/28/20** it will expire **07/11/20**. Some examples of time loss, such as, a period of no work ordered by the doctor, doctor visits, physical therapy, x-ray, and other doctor ordered appointments would qualify for COP.

If the employee is released back to work by the doctor but elects to return home, COP would not cover this time, and the employee would need to use sick leave.

COP is only compensable when a doctor has released an employee from work. If the employee feels they need additional time off due to their injury; they will need to contact the doctor and obtain updated work status documentation to continue to use the COP. If the employee does not receive an updated work status document and elects to take additional days off, they will need to use their sick leave.

For information on how to code a time sheet, reference the section below **"coding time sheet".**

Surgical procedures other than emergency surgery:

Surgical procedures, except for emergency surgeries, require prior approval from OWCP, or the employee may be held financially responsible. Emergency surgery is defined as any procedure which needs to be performed promptly after the onset of a condition in order to preserve life or function of an organ or body part.

The physician should contact the ACS web bill processing portal to request authorization at least 30 days or as soon as possible before surgery is planned. If tests were performed, copies of the test results, radiology reports, etc. may be requested.

If the provider is not familiar with the ACS web bill processing portal the employee can provide the link. Medical review may be required, and, in some cases, a second opinion will be necessary prior to approval.

Coding Time Sheet

The following information will aid in coding the time sheet for injury related periods. All time loss from work on the day of the injury is coded to 160. Time not involving the injury is coded to its appropriate code as per the Time and Attendance Payroll Manual.

Example: if employee had worked 5 hours before being injured, upon being injured employee was taken to urgent care and was told by the doctor to go home and rest for the remainder of the day, five hours would be coded to regular work code 010 and 3 hours to 160.

Time loss from work beginning the day after the injury, provided it is to obtain medical attention or is ordered by the doctor, is coded as 160 (COP) on the time sheet. Should a weekend (non-workdays include 3-day weekend on a 4/10 schedule) be sandwiched between days coded to 160 the employee would code the regularly scheduled non-workdays to code 161 - non-paid COP.

Example: the doctor orders to not work for a period of 6 days beginning on Wednesday. Employee works a 4/10 schedule - Wed./Thur.-code to 160, Fri./Sat./Sun./ code to 161, Mon. code to 160.

Time loss that continues after the 45-day period would be coded to 030-sick leave, 020-annual leave, or 162-OWCP Compensation (When electing Compensation, please see the WCPC.)

Employees may also be compensated for the following:

- Employee's salary;
- Night differential;
- Sunday Premium or holiday work;
- Hazard pay;
- Locality pay and COLA; and

This is not an all inclusive list of employee compensation benefits. For a more comprehensive list refer to the CA-80.

Prescription Medications

Preferably, prescriptions should be filled at a pharmacy that can bill directly to OWCP if they have the claim number. If paying for the prescription out of pocket, the employee may apply for reimbursement thru the DOL by filling out the OWCP-915 "Claim for Medical Reimbursement" form. If needed the pharmacist may be able to assist with filling out the forms and providing the necessary information. The following information/documentation must accompany the OWCP-915 for reimbursement.

- Pharmacy's full name and address
- Pharmacy's Federal tax identification number
- Injured employee's name
- Injured employee's OWCP case number (employee receives email notification within 48 hours of filing form CA-1 with Department of Labor - example #1403484490).
- Prescribing physician's last name
- National Drug Code (NDC) for each medication
- Date each prescription was filled
- Each prescription number and refill number
- Quantity of each medication dispensed
- Charge for each item
- Total charge
- Proof of purchase, such as an itemized and dated receipt or a canceled check is needed.
- Note: Remember that the use of government envelope and postage is prohibited for this.
- Note: Keep a copy of ALL documentation for your records.

Reimbursement request packages can either be uploaded into ECOMP or mailed to the address below:

US Department of Labor - OWCP
P.O. Box 8300
London, KY 40742-8300

Claims follow up and information

Claims are generally handled **based on** the geographical area in which the **injured employee lives**. For claim inquiries, please refer to the OWCP in the geographical area in which the employee resides. This information can be found at http://www.dol.gov/owcp/dfec.

Once a claim has been released by the WCPC, the employee will work directly with the OWCP in their area and can work directly with the Division of Federal Employees' Compensation (DFEC) for claims and case status. Employee's will use their assigned claim number as their reference number when contacting DFEC's automated system (866-335-8319) or (844-493-1966) if they prefer to speak to a customer service representative during business hours. DFEC adjudicates new claims for benefits and manages ongoing cases; pays medical expenses and compensation benefits to injured employees and survivors; and helps injured employees return to work when they are medically able to do so.

DFEC makes all attempts to promptly adjudicate claims.

- For traumatic injuries, this means a decision within 45 days of receipt in all but the most complex cases.
- For simple occupational illness cases, a decision will be issued within 90 days of receipt.
- For most occupational illness cases, which require more extensive evidentiary development, a decision should be forthcoming within six months of receipt.
- For very complex occupational illness cases, a decision should be rendered within 10 months of receipt.

KEY TERMS

CA-1 - Traumatic Injury – is a wound or other condition of the body caused by external force, including stress or strain, sustained during one workday. Claim must be filed with-in 30 days of injury to use COP.

CA-2 - Occupational Disease – is defined as a condition produced in the work environment over a period longer than one workday or shift.

CA-7 – Claim for Compensation of Account of Traumatic Injury or Occupational Disease.

CA-7A – Time Analysis Form.

CA-7B – Leave Buy-Back (LBB) Worksheet / Certification and Election.

CA- 16 - Authorizations for Examination and/or Treatment.

- If an employee requires medical treatment for the injury, the supervisor should complete the front of Form CA-16, within four hours of the request whenever possible. If the supervisor doubts whether the employee's condition is related to the employment, he or she should so indicate on the form. Where there is no time to complete a Form CA-16, the supervisor may authorize medical treatment by telephone and send the completed form to the medical facility within 48 hours. Retroactive issuance of Form CA-16 is usually not permitted under other circumstances." This comes from both the BLM Workers' Compensation Program Handbook and the CA-810

CA-17 - Duty Status Report.

CA-20 – Attending Physician's Report

CA-35 – Evidence Required in Support of a Claim for Occupational Disease

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CHAPTER 5
CHARGE CARDS

REFERENCES

- The BLM Charge Card Manual 1512: https://www.blm.gov/sites/blm.gov/files/uploads/mediacenter_blmpolicymanual1512.pdf

TRAINING

Training is required in order to obtain charge cards for travel, purchase, and fleet. As of this update there is no specific training requirement for fire emergency accounts (previously known as Crew Chief option set), however employees should take the purchase card training and refer to their state-specific direction for additional training requirements. Refer to State specific direction, as additional training may be required.

Charge card training modules are located in DOI Talent. In DOI Talent go to Find Learning >Courses and search by "Course Name". Words in "Course Name" search should be "travel card", "purchase card" or "fleet card" to find the required courses based on role(s).

Personnel with purchasing authority that are not assigned to a buying team or other purchasing support position must obtain authorization from the incident agency or bureau and Finance/Administration Section Chief to use the government charge card and convenience checks on all incidents.

CARD RECONCILIATION DOCUMENTAION

Charge card adjustments for all incident charges will be made by the home organization (state, district, or field office). In order to pull the information needed from FBMS, the following format is strongly recommended in the description field when entering charge card adjustments: home office code, first four letters of the last name, and the request number as indicated on the resource order in block 12 (i.e., a supply order would read AK HARP S140 or, for overhead, AZ JONE O235).

FIRE EMERGENCY CARD

There are three primary ways that meals could be purchased for others in support of an incident and they each have different documentation requirements.

1) Crew Chief:
   - The meal receipt must have a list of the crew members and which meal was provided (breakfast, lunch or dinner). Meal costs must be within the local per diem rates.
2) An agreement with a local restaurant:
   - The agreement with a local restaurant to provide meals to crews supporting a local incident must have a list of people who received meals. Meals prices must be within the local per diem rates. The meal provided **cannot** include alcoholic

beverages. It is highly recommended that they Meal/Lodging Authorization form be used to ensure the required documentation is provided. The form records the meal type (breakfast, lunch, dinner), each meal cost, and allows the crew boss of each crew to sign for receipt of the meal(s). If the form is not used, the same information must be documented to support the purchase.

3) A buying team member or local purchaser who purchases meals that will be delivered to an incident:
   - **Documentation required for buying team members or other personnel when purchasing meals for an incident based on a resource order, does not require a list of names of those who were fed. However, a receipt of the purchase and a copy of the resource order that requested the meal is required.** In this situation, there may be a large number of resources on an incident which could include federal employees, state employees, local cooperators and contractors. Federal employees shall deduct from their travel voucher, the appropriate rate for all meals that are provided during the duration of the incident per Federal Travel Regulations. Home unit supervisors should also be aware of these processes and policies. See tables at the end of this chapter. Due to the restrictions on certain merchant category codes (MCC) associated with purchase cards and fire\emergency cards, buying team members must use a fire\emergency card as the primary purchasing tool when purchasing meals for others. The fire\emergency cards are accepted by more vendors than the purchase card, which will reduce the chances of transaction declines.

A gratuity is allowed for meals served in a restaurant and for restaurant prepared take-out meals. The maximum gratuity allowed is 15% unless it is clearly stated on the menu that large groups are charged a higher mandatory rate.

- Meals provided for fire support should meet the specifications identified by Montana Technical Development Center, Eating for Health and Performance: *The Wildland Firefighter,* to ensure firefighters have the capability and sustainability of meeting their mission requirements. In order to meet these standards, it is often difficult to procure meals at the allowable General Services Administration (GSA) meal rate. Meals may be procured above this rate (reference Travel Regulation §301-11.300, "When is actual expense reimbursement warranted?"). A Waiver approved by the State Director according to the BLM Delegation of Authority Manual, MS-1203 (Subject 1382) is required.
  - Firefighting is a physically demanding occupation that may require 6,000 calories (kilocalories) per day. Below are the basic guidelines for what should be included in a firefighter lunch:
  - A total of 2,000 to 2,500 kilocalories per lunch
  - A macronutrient breakdown of 55- to 65-percent carbohydrates, 25- to 35-percent fat, and 10- to 15-percent protein
  - 10 to 14 food units per lunch (100 to 300 kilocalories per unit), including entrées, drinks, fruits, energy bars, breads, and snacks

FIRE SPECIFIC DOCUMENTATION

Supporting documentation is required whenever purchases are made in support of an emergency incident. The table at the end of this chapter identifies appropriate charge card documentation. Reference state-specific direction regarding charge card documentation retention and uploading requirements for electronic systems.

SPLIT PURCHASES

Individual orders for items identified on a resource order are considered single orders and are treated as such when paying with a government charge card. A purchase is considered split if the cardholder intentionally divides up payment on the quantity of goods or services known to the cardholder at the point in time in which they're making the purchase, and the total cost of the purchase would have exceeded their procurement authority.

Offices with reoccurring purchases of the same commodity, that exceed the micro-purchase level, in total should give consideration during the pre-season to set up an appropriate type of contract vehicle to ensure competitive pricing is obtained.

CREW SHIRTS

Reference(s):

- Uniform Guidance
- Appropriations Law, Chapter 4, Availability of Appropriations: Purpose

See the uniform policy regarding procurement of crew specific apparel. The use of awards and gifts for distribution of crew shirts is not acceptable.

Fire and Aviation has issued guidance for the purchase of crew shirts (FA-IB 2019-004) and polo shirts (FA-IB 2020-008) using appropriated funds. These can only be purchased by approved purchasers. More information can be found at https://web.blm.gov/internal/fire/fire_ops/toolbox_uniform.htm.

PURCHASE OF PROMOTIONAL ITEMS

Reference:

- WO-IM 2012-123, Purchase of Promotional and Informational/Educational Items http://web.blm.gov/internal/wo-500/directives/dir-12/im2012-123.html

In accordance with Executive Order (EO) 13589, Promoting Efficient Spending, issued on November 9, 2011, and subsequent DOI policy on Restrictions on the Purchase of Promotional Items, issued on March 29, 2012, BLM Washington Office, state offices (SO), and centers may not acquire promotional items for internal or external use with appropriated, non-appropriated, or donated funds. This policy applies to purchases made through any means, including purchase order, charge card, convenience check or other procurement vehicles, and applies to any dollar amount.

This policy pertains to all tangible items and materials that are intended to promote the BLM or provide information about the BLM's mission, offices, and programs. This includes, but is not limited to: key chains, clothing (such as t-shirts, hats, vests, bandanas and other wearable items), bags, mugs, novelties, pins, coins, and mouse pads, or any material item that has the BLM name or emblem printed on it, pertains to a BLM message, or is intended to promote any facet of the BLM.

This policy does not apply to the following:

- Printed publications and other printed documents that are educational or informational in nature. For policy regarding printed publications, see IM 2011-029 at https://web.blm.gov/internal/wo-500/directives/dir-11/im2011-029.html, which delegates approval for printed publications to the WO Public Affairs Chief and the SO External Affairs Chiefs.
- The purchase of uniform items for employees or volunteers as provided for in BLM Manual Section 1103.15. Clothing and related items, as referenced above, that are distributed as a promotional item, is not permitted.
- Non-monetary awards for employees and volunteers.
- The purchase of fire informational and educational items is allowed under the following circumstances (see FA IM-2012-020, Change 1 at https://web.blm.gov/internal/fire/Directives/IM2012/FA_IM2012020_Change1.pdf):
    - All fire education items must contain a clear fire prevention, safety, or mitigation message or direct the recipient to a source for additional information, such as a web or social media site. Items with just the BLM logo are not allowed. All Smokey Bear materials are allowed, as Smokey's image IS the fire prevention/safety message.
    - All purchases of fire education items should be cost-effective and follow procurement guidelines that require a market analysis to achieve the best price.
    - All fire education items shall be purchased appropriately, tracked, and accounted for according to Bureau guidelines. Offices should coordinate with their local procurement and property personnel to ensure all applicable guidelines are followed.

Supervisors are responsible to approve, monitor, and ensure these requirements are followed for all fire education and information items purchased with BLM funds.

CRITICAL INCIDENT STRESS MANAGEMENT SERVICES

The BLM has IDIQ contracts in place for licensed Mental Health Professionals, with demonstrated experience in trauma, to deliver services to the U.S. Forest Service and BLM National Critical Incident Stress Management (CISM) program during CISM interventions for employees involved in critical incidents. The National Inter-Agency Fire Center (NIFC) Contracting Office has made the determination that these services are considered Professional Services pursuant to FAR 22.11. Therefore, the micro purchase threshold for these services is $10,000 rather than the standard $2,500 service level and maybe paid utilizing the Government issued purchase card. Any requirement exceeding the $10,000 threshold must be coordinated with the National CISM Coordinator to be processed by the NIFC Contracting Office.

NON-MONETARY AWARDS

Reference:

- Personal Bulletin No: 19-16 Changes to Departmental Manual Chapter 370 DM 451.5, Non-Monetary Awards. Updated IM: https://www.doi.gov/sites/doi.gov/files/uploads/personnel-bulletin-19-16-changes-to-departmental-manual-chapter-370-dm-451.5-non-monetary-awards-10-15-19.pdf

Approving officials shall exercise care in selecting an appropriate item for non-monetary recognition to avoid the appearance or potential appearance of misuse of government funds. Where appropriate, a non-monetary award item should contain the BLM or Departmental name, logo, award title, and/or mission.

Awards may not exceed the nominal value of $100.00. Non-monetary award items with a cash value of $100 or less may be awarded, as appropriate, without completion of the Form DI-451, Recommendation and Approval of Awards. For non-monetary award items that exceed a cash value of $100, a Form DI-451 must be completed. Before finalizing and granting a non-monetary award that exceeds the nominal cash value of $100, the employee should be advised that the award will be taxable and determine if the employee concurs in the granting of the taxable award item. Refer to state specific guidance for non-monetary awards.

FIREFIGHTER CHARGE CARD CHEAT SHEET

PURCHASE CARD

CATEGORY	LIMIT	EXAMPLES
All supplies, equipment, materials, goods	$10,000	Office/Field Supplies Tools Books Fire Cache Items Office Equipment Subscriptions
Professional Services	$10,000	Consultants
Non-Professional Services Services	$2,500	Janitorial, Lawn, Plumbing, etc.

* $30,000 monthly cycle limit
* Cardholders will not intentionally abandon contracted vendors for non-contracted vendors with the higher single purchase limit.

FLEET CARD

CATEGORY	LIMIT	EXAMPLES
All supplies, equipment, materials, goods for assigned vehicles with I-Plates	$10,000	Full replacement of tires (including incidental installation). Other supplies/materials
Routine Automobile Services	$10,000	Repairs (approval may be required) and maintenance of Class 600 vehicles (i.e., fire engines/dozers) - WHEN **NO** LONG TERM CONTRACT (BPA)
	$2,500	Maintenance of Government-owned vehicles, except Class 600 vehicles (i.e., fire engines/dozers) - WHEN **NO** LONG TERM CONTRACT (BPA) IS IN PLACE.
All other services	$2,500	Repairs/Towing for Government-owned vehicles, except Class 600 vehicles WHEN A LONG TERM CONTRACT (BPA) IS IN PLACE.

* $20,000 monthly cycle limit
* Cardholders will not intentionally abandon contracted vendors for non-contracted vendors with the higher single purchase limit.
* Any WCF transactions require WCF approval.
* If a repair is due to an accident, driver must complete a DI-103
*SERVICE VS. SUPPLY: If the intent is to fix/rebuild something that is broken - it is a service.

FIRE EMERGENCY CARD (CREW CHIEF)

CATEGORY	LIMIT	EXAMPLES
Meals and Lodging for person other than self	$10,000	Meals and Lodging for a crew member without a travel charge card
Incident Meals/Lodging	$10,000	In support of an incident

*NOTE: Incident purchases may be made with this card if the employee does not possess a regular purchase card (red). This card is not to be used for non-incident purchases, including ESR or Rx.
* $30,000 monthly cycle limit (for most)

TRAVEL CARD

CATEGORY	LIMIT	EXAMPLES
Relating to temporary duty status and means of getting there		Individual Lodging Individual Meals Parking Fees Concur Fees Baggage Fees Rental Car with fuel Conveyance (airfare, taxi, etc.)

*$8,000 monthly cycle limit

MOST COMMON BOCs

211B	Concur Fees
211C	Commercial Airfare
211D	Lodging
211I	Baggage, Rental Car Fuel, Parking Fees
211R	Rental Car-while in Temp Duty Travel
211T	Taxi, Urber, Lyft, etc.
233L	Commercially Rented vehicle
252S	Tuition
252T	Training Registration Fees
258A	Meals/Lodging for specific person other than self (Crew Chief)
257D	Vehicle Repair/Maintenance
261A	Office Supplies
261M	Motor Vehicle Supplies
264A	Building Supplies
264B	Field Supplies
265F	Food and Beverage (for an incident)
265S	Safety Supplies
269F	Fleet Vehicle Fuel
269G	Non Vehicle Fuel

BLM CHARGE CARD DOCUMENTATION FOR FIRE & ALL-HAZARD PURCHASES

INDIVIDUAL TRAVEL PAID WITH TRAVEL CARD	
Transaction	Supporting Documentation
Travel (hotel, transportation, etc.)	▪ Purpose, Place, Period of time ▪ Itemized Receipts ▪ Resource Order you were ordered under (O, E, C, A)
TRAVEL FOR OTHERS – FIRE EMERGENCY CARD (CREW CHIEF)	
Transaction	Supporting Documentation
Lodging (your own crew) Each individual with a travel charge card shall pay for their own lodging (see travel card section above).	▪ Resource Order they were ordered under (O, E, C, A) ▪ Itemized Receipts – Each name must be listed
Lodging (for other than your own crew) For individuals without a Government Travel card only.	▪ Resource Order they were ordered under (O, E, C, A) ▪ Itemized Receipt – Each name must be listed
Meals procured for YOUR crew Each individual with a travel charge card must pay for their own meals.	▪ Resource Order they were ordered under (O, E, C, A) ▪ Itemized receipt, type of meal (B/L/D), Number of meals, List of names ***Cost must stay with-in the meal allowance for each meal.*** ***Exceptions: see "Feeding the Firefighter"*** ***A gratuity is allowable up to 15% unless a higher rate is clearly stated by the establishment for large groups.***
Meals Procured for an incident (local buying team) Meal Orders exceeding $10,000 require a warranted CO	▪ Resource Order (S#) ▪ Itemized receipt – Date and type (B/L/D/S) of meals provided and signature of receipt ▪ Individual names not required for Meal Authorization Form containing details of order. ***Cost for meals must stay with-in the allowance for each meal unless negotiated by a warranted Contracting Officer***
Incident Purchases (for those cardholders who do not possess a red purchase card)	▪ Resource Order (S#) ▪ Itemized Receipt ▪ Waybill and/or signature of receipt (if applicable) **This card SHALL NOT be used for non-incident purchases, including ESR and Rx.**
PURCHASE CARD	
Transaction	Supporting Documentation

Purchases	▪ Resource Order (S#) ▪ Itemized Receipt ▪ Waybill and/or signature of receipt (if applicable)
PURCHASE CARD (continued)	
Transaction	Supporting Documentation
IT Related – coordination with local unit IT is required (includes telecommunications and radio equipment)	▪ Resource Order (S#) ▪ Itemized Receipt ▪ Rental computers should be procured under the Forest Service BPA ▪ DI-105
Agency Provided Medical Care (APMC) ***APMC should be the exception. Follow the guidelines in SIIBM.***	▪ M# is required, serves as resource request number and is maintained by agency finance personnel. One number issued per medical incident ▪ Prescriptions require a Resource Order (S#) and itemized receipt with signature of receipt.
Commissary	▪ Resource Order (S#) ▪ Itemized Receipt ▪ Employee name, crew/engine identifier ▪ Waybill, Commissary Issuance sheet, and/or signature of receipt
Government Issued Property, Lost or Damaged	▪ Resource Order (S#) ▪ Itemized Receipt ▪ Waybill and/or signature of receipt (if applicable) ▪ Property Loss or Damage Form with appropriate level of approval ▪ Return of damaged property to home unit may be required (accountable/trackable/sensitive items)
Personal Property, Lost or Damaged	▪ Claim must be filed – DO NOT replace with purchase card ▪ DO NOT replace with purchase card or authorize an S#.
Property (accountable or sensitive) – new procurement	▪ Resource Order (S#) ▪ Itemized Receipt ▪ DI-105 ▪ Items considered accountable and sensitive require coordination and proper approval from the local unit Property Staff
Rental Car Damage -DOD Contract	▪ Resource Order (S# or E#) ▪ Claim is filed and handled by the employee's home unit. ▪ Refer to the terms of the agreement.

Fuel – NOTE: VIPR contracted fuel vendors are required by their IBPA to accept charge cards when dispensing fuel at an incident. This direction applies only to those situations where a contract vendor is not available (i.e., enroute to a fire).	**Do Not Pay for Agency Fleet Fuel, Rental Car Fuel for your own rental (use travel card), or Privately Owned Vehicle (POV) Fuel with Purchase Card** ▪ Final invoice will include an itemized list of all charges ▪ Fuel procured on behalf of a contractor will be deducted from their invoice if appropriate

CORPORATE CARD	
Transaction	Supporting Documentation
BLM Corporate Card Fire Use: Used to procure airline tickets for fire personnel during an incident. The corporate card is not to be used for rental cars, lodging or meals. Non-Fire Use: Used to procure airline tickets for employees who do not possess a government-issued travel card.	• Resource Order Number for each ticket • Itinerary for each ticket • Travel voucher (if available)

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CHAPTER 6
ACQUISITION

REFERENCES

- Federal Acquisition Regulation (FAR): https://www.acquisition.gov/browse/index/far

INCIDENT PAYMENT PROCEDURES

The BLM state/field offices must process incident payments in accordance with the following procedures:

AGREEMENT IDENTIFICATION

Assign a document number to every agreement you establish or use. The BLM may utilize an agreement established by the state or federal agency (i.e. – USDA Forest Service) only if a federal contracting officer countersigns the agreement. An agreement document number is required on every incident payment package submitted for payment.

Attach a copy of any agreement pages that pertain specifically to the incident payment use invoice. Always send the first page(s) including signatures, page(s) listing equipment and work rates, and any other pages that include special provisions or amendments. The work rates on the invoice must match the work rates in the agreement. NOTE: it is not necessary to send a copy of the entire agreement, as some are 60 - 80 pages long.

INCIDENT NUMBER/COST CODE INFORMATION

Write complete BLM cost code information in block 19 of the Emergency Equipment Use Invoice.

You must include the cost center paying for the equipment (e.g. “LLAZ910000”), the Functional Area used (e.g. “LF2000000.HU0000”), the fire number(s) (e.g. “EU56”), and the Account Assignment in block 20. Use the following Account Assignments in the situations listed below:

- 6100.252Z0: Operator provided by contractor.
- 6100.233L0: Operator provided by government (light equipment).
- 6100.233Q0: Operator provided by government (heavy equipment).
- 6100-269F0: Fuel purchased from a vendor’s fuel dispensing truck when included in the EERA.

Note: Incident payment invoices are non-referencing payments. It is not necessary to enter a miscellaneous obligation in FBMS.

VENDOR SIGNATURE ON THE INCIDENT PAYMENT INVOICE

A vendor and authorized federal agent’s signature are required for every invoice. The National Operations Center (NOC) cannot process the payment without these signatures. If the vendor is not available to sign, hold the invoice until the vendor can sign it. A facsimile signature or

electronic signature (i.e. adobe authenticated signature) is acceptable. Do not allow the vendor to backdate their signature.

Invoice statements are subject to the Prompt Pay Act, whereby interest accrues 30 days after the vendor signature date.

PAYMENT FOR THE FIRST AND LAST DAY ASSIGNED TO AN INCIDENT

Unless specified otherwise in the incident payment, follow the instructions below to calculate the guarantee i.e. the minimum payment owed to the vendor for equipment rental for time under hire. The "time under hire" begins when a vendor reports to a designated inspection site or when travel begins to the reporting location. "Time under hire" ends when travel to the point of hire is completed. Please do not confuse "time under hire" with operating time. For example, a dozer on a lowboy is under hire when traveling to the incident, even though the dozer is not being operated. The dozer is no longer under hire when it is returned to the point of hire. Application of the guarantee is based on a calendar day (0001-2400 hours). The full guarantee is applied to equipment under hire for at least eight hours. One-half of the guarantee rates will apply when the equipment is under hire for less than eight hours.

1. For equipment hired at an hourly rate:

   If you hire the equipment at any time before 4 p.m. (1600 hours) on the first day of an incident, the full guarantee, if included in the agreement, will apply for that day; as long as BLM keeps the equipment into the next day of the incident. If you hire the equipment after 4 p.m., the vendor should receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater.

   If you release the equipment at any time after 8 a.m. (0800 hours) on the last day of an incident, the full guarantee will apply for that day. This is because the equipment is under hire from 12:01 a.m. through 8 a.m., constituting a full eight hours for which the BLM must pay. If you release the equipment before 8 a.m. the vendor should receive payment for either the actual hours worked or one-half of the guarantee, whichever is greater.

2. For equipment hired at a daily rate:

   If you hire the equipment at any time before 4 p.m. (1600 hours) on the first day of an incident, the full daily rate will apply for that day. If you hire the equipment after 4 p.m., the vendor should receive payment for one-half of the daily rate.

   If you release the equipment at any time after 8 a.m. (0800 hours) on the last day of an incident, the full daily rate will apply for that day. If you release the equipment before 8 a.m., the vendor should receive payment for one-half of the daily rate.

3. When equipment is hired and released in the same calendar day, follow the rules that apply to an eight-hour day. For example, if the equipment is hired at an hourly rate but is hired for less than eight hours in one day, the vendor would receive payment for either the actual hours worked or one–half of the guarantee, whichever is greater. For

equipment hired at a daily rate, the vendor would receive one-half of the daily rates if the equipment was under hire for less than eight hours.

4. Include the time/date of hire, location of hire, and release time on each invoice. The time/date of hire in most cases, is the time and date that the resource begins travel to the incident. The release time should include the estimated travel time to the point of hire. If the resource is assigned to a new incident, the release time is when the resource is released from the first incident; travel to the new incident is charged to the new incident. Assignment to a new incident should be indicated on the shift ticket to prevent duplicate payments. Clearly indicate on the shift tickets and the invoice whether the resource was available (equipment down) or if time off was taken to meet work/rest requirements.

CONTENTS OF INCIDENT PAYMENT PACKAGES

The incident payment packages must include the following:

- Original Emergency Equipment invoice, OF-286, signed and dated by a vendor representative (original, fax, or electronic signature) and signed and dated by a designated BLM representative (original or electronic signature).
- Cost coding, agreement number, and incident order number included on the invoice.
- Original shift tickets, OF-297's, associated with the invoice.
- Copy of the agreement used (either VIPR/I-BPA or EERA), information on the agreement must match information on the invoice and shift tickets.
- Fuel and oil issue documentation (OF-304 or record of issues), when applicable.
- Copies of work orders/repair orders, commissary issues, findings and determinations for claims; and any other documents supporting additions or deductions to payments when applicable.
- If changes are made to line amounts, include a calculator tape or spreadsheet to verify totals.
- Copy of the Resource Order.

Further instructions:

- Do not use whiteout. Cross out errors and initial all corrections.
- For amendments to an originally submitted invoice identify that it is a supplemental invoice, and include the original invoice.
- Indicate the mailing address and contact phone number of the state or field office responsible for the payment package in Block 9 of Emergency Equipment invoice, "Administrative Office for Payment".
- Verify that the information in Blocks 1, 2, 4, 5, 10, and 11 of the invoice matches the agreement submitted.
- Verify that the rates on the invoice match the rates on the agreement.
- Verify that the line calculations and totals are correct.

FINAL REVIEW OF THE INCIDENT PAYMENT AND LAND USE AGREEMENT PAYMENT PACKAGES

1. Each state office should designate appropriate individual(s) to complete final review of incident payment packages.

2. The final reviewer must sign and date invoice to indicate it has been reviewed, and include their printed name and contact information. The reviewer must also notify the vendor of any changes made to an invoice.

A helpful checklist has been created and can be found at:

https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/IB-new/FBMG_Group.html

Submit the payment package to:

BLM National Operations Center
Accounts Payable Fire Team Building 50,
Denver Federal Center PO Box 25047
Denver CO 80225-0047

FedEx Address:

Denver Federal Center
6th and Kipling Building 50
OC622 (Accounts Payable Fire Team)
Denver CO 80225-0047

Note: You may also use our interoffice blue envelopes, or manila envelopes. Address the package to the NOC Accounts Payable Fire Team, LLOC622100.

- The "Administrative Office for Payment" should retain a copy of the payment package sent to the NOC.
- If the NOC Accounts Payable Branch makes changes to an invoice, they will notify the State Office's designated reviewer of these changes and will fax them a copy of the changed invoice. The reviewer will then notify the vendor of the changes made.

OBTAINING AUTOMATED CLEARINGHOUSE INFORMATION (ACH)/OTHER FORMS OF EMERGENCY PAYMENT

Pre-season: All vendors must be registered in the System for Award Management (SAM); formerly (CCR) database, at https://www.SAM.Gov. Automated Clearinghouse (ACH) information is included as part of the vendor registration. Vendors cannot receive electronic payments until they are registered in SAM. Vendors who register in SAM are required to include direct deposit (ACH) information unless they have requested an ACH/EFT waiver. Remind your vendors to renew their registrations annually and to update necessary changes throughout the year. Any registrations that have lapsed in SAM automatically block the vendor for payment. There is no need to send in vendor requests for employees who are also working fire season. Our payroll records for them contain the same information required on the vendor request form.

Emergency Incidents: During emergencies, vendors who have not registered in SAM.Gov must provide a completed FBMS Vendor Request Form for ACH/ Direct Deposit (https://doimspp.sharepoint.com/sites/os-biohub/SitePages/MDM-Vendor-&-Customer-Request.aspx), so that a vendor record can be created. This type of request is designed for one-time emergency payments. Vendors expecting to receive more than one payment should register in SAM.Gov as soon as possible. If the vendor request form was not sent to us in advance, you may attach the form to the vendors' payment. Only send the form once. It must be signed by the vendor or it will be returned. Due to personally identifiable information (PII) on the form, it cannot be emailed outside of the BLM network unless the form is password protected. Vendor forms can be emailed to the NOC if the email is sent within the BLM network; it is still advised to password protect any document that contains PII.

The Interior Business Center (IBC) Master Data Maintenance (MDM) is responsible for quality control review of all changes. The IBC's servicing levels for vendor updates are 24 hours from receipt of the Help Desk Ticket. Servicing levels for extreme emergencies are 2 hours.

Emergency updates require a signature from the Operations Section or Branch Chief.

EFT Waiver Requests: When extenuating circumstances exist, such as remote locations in Alaska, language barrier, etc., a vendor may request an EFT waiver from electronic payments at the time of hire to receive a check for payment. Please complete an EFT Waiver Request form. It is a requirement that all EFT Waiver Request forms be sent to the Payment Automation Manager office for approval. The estimated approval time is 2-3 weeks depending on completeness and accuracy of the request. The FBMS Vendor Request Form should accompany the EFT Waiver Request Form so that a new vendor account can be created.

The EFT Waiver Request form: https://prd-wret.s3-us-west-2.amazonaws.com/assets/palladium/production/atoms/files/IM%20AEI%202012-05%20Vendor%20Waiver%20Process%20Attachment%20B.pdf

All vendor requests and updates will go through the NOC. The NOC contact is Robert Stephenson at 303-236-6536. You may also call the vendor hot line at 1-877-480-9724.

Complete the form(s) and mail to:

Email: BLM_OC_Vendor_Requests@blm.gov

Regular mail:

BLM NOC
Attention: Fire Team
Denver Federal Center, Building 50
P.O. Box 25047
Denver Colorado 80225-0047

Forms may also be faxed to:
303-236-2531
Attention: Vendor Requests

PAYMENTS PROCESSED BY OTHER FINANCE OFFICES

Many national and regional Forest Service agreements/contracts specify a mandatory payment location, such as "Incident Financial Services"; therefore, when the "Special Provisions" block on the agreement specifies a specific payment office, please send these payments to the designated office. Do not send these payments to the NOC for processing.

ACCOUNTS PAYABLE FIRE TEAM CONTACTS:

Tammy Blaise	AP Tech	303-236-6455
Janet Lamar	AP Tech	303-236-6333
Deb Maier	Certifying Officer	303-236-3690
FAX	303-236-2531	

Incident Only EERAs must be signed by a warranted individual within their authority. The warrant must cover the duration of the incident. For agreements written for incidents that are later complexed, include supporting documentation to show which fires made up the complex.

RETARDANT PAYMENTS

The FS holds the retardant Blanket Purchasing Agreement (BPA) for retardant used for fire suppression. Forest Service Retardant Contracts (full service and bulk) and BPA's for wildland fire chemicals and mobile retardant bases are considered established sources for all federal wildland agencies.

Tanker bases need to ensure their retardant issue logs provide the following information for use in developing a PR when the vendor invoice is received:

- Number of gallons dispensed
- Cost per gallon
- Total cost
- fire code

Upon receipt of retardant vendor invoice, a FBMS PR will be developed for that specific time period (e.g., July 1-15, 2010). Reconciliation will be done between the invoice and the logs to verify what is being billed. The fire codes from the tanker base log or the retardant resource orders will be used to fill out the accounting portion of the PR. (Note: WBS LFSP9990000 may be used on the PR to cover the invoice costs in cases where bulk retardant has been ordered. For example, preparing at the beginning of the fire season when there are no current fires to utilize a fire code, or in the instance where the office is creating journal vouchers to move actual retardant costs to the proper fire code.)

Once the procurement official has received the PR they will then develop a BPA call against the FS retardant BPA. The BPA call number will be provided to Perimeter Solutions for their official invoice request which is entered into the Invoice Processing Platform (IPP).

FBMS provides notification of SES requirements. **Completion of the SES is critical to meeting prompt payment criteria.**

The receiving official will complete one service entry sheet for each line item (each fire number) on the BPA call. Once this process is completed, the NOC processes the payment.

INCIDENT CONTRACTING AUTHORITIES AND PROCEDURES

The direction below provides clarification of warrant authorities.

SERVICE AND SUPPLY PLAN

Based on fire history and to the extent practical, offices are expected to establish a service and supply plan during the fire preseason that includes commonly used resources in the area. See SIIBM chapter 20, for guidance on this topic.

Blanket Purchase Agreements (BPA): It is recommended that BPAs be established for commonly ordered items (e.g., lodging, food, water, etc.) whenever possible.

LAND USE AGREEMENTS

Simplified acquisition procedures should be used to acquire the use of property or facilities for emergency incidents. Emergency incident agreements do not require special leasing authority (FMR Part 102-7 can be at http://www.gsa.gov/portal/ext/public/site/FMR/file/Part102-_73.html/category/21859/#wp2016652). Procurement officials with warrant authority may enter into these agreements. Agreements must be negotiated and signed.

EMERGENCY INCIDENT PURCHASE ORDER

The CO shall promote competition to the ***maximum extent possible***, requesting quotations from as many potential ***sources, as practical,*** under the circumstances. Files shall document competition and determination of price reasonableness.

Federal Acquisition Regulation (FAR) Subpart 13.301 requires a procurement instrument be in place for orders over the micro purchase authority, including delivery and task orders, when the method of payment is by purchase card or convenience check; utilize the Emergency Incident Purchase Order, Form 1510-65. The following will be attached, when appropriate: terms and conditions required by the FAR, and statements of work shall be attached as appropriate; typical commercial item clauses suitable for most orders placed on incidents; and the Service Contract Act Wage Determination.

Refer to your state specific guidance regarding entering data into FPDS-NG; the process is no longer centralized in DC but delegated to the state acquisition office.

NUMBERING SCHEME

Emergency Incident Purchase Orders shall be numbered as follows: 140LZZ19xxxxA to xxxxZ where ZZ is the State code, 19 is the fiscal year and xxxx are the last 4 digits of the charge card. The last alpha character represents each action. If there are more than 26 actions, the user will move to a 14-digit document number; i.e., 140LZZ19xxxxAA, xxxxAZ, xxxxBA, xxxxBZ, xxxxCA, xxxxCZ, etc.

CONVENIENCE CHECKS

Checks shall only be used in lieu of the purchase card if the vendor does not accept the card and one of the Debt Collection Improvement Act waivers applies (see "Debt Collection Improvement Act" below). Please ensure that Internal Revenue Service 1099 information for services rendered is obtained and processed in accordance with the BLM guidance. (see direction for proper use of checks)

FEDERAL PROCUREMENT DATA SYSTEM-NEXT GENERATION (FPDS-NG) REPORTING

If the vendor is registered in System for Award Management (SAM), report all transactions over the micro purchase threshold via direct access to FPDS-NG (limited to select individuals). If the vendor is not registered in SAM, encourage the vendor to register so they will be ready to do business with the government in the future. If the vendor is still not registered at the time you are reporting the action into FPDS-NG, use the Exception of Unusual and Compelling Need option in SAM. Be sure your charge card file is documented per FAR 6.302-2.

WARRANT AUTHORITIES

Warranted COs whose warrants restrict service contracting to $2,500 and construction contracting to $2,000, remain restricted to those levels. The EERAs requiring negotiated rates are limited to the warrant level of the CO.

DEPARTMENT OF INTERIOR EMERGENCY WARRANTS

- Certificate of Appointment (COA) authority allows for two types of warrants (standing and emergency) to support wildland fire management and other designated emergencies. To request one of these warrants, individuals should work through their respective State Procurement Analysts. See the following link for more information.

https://www.doi.gov/pam/programs/acquisition/Acqworkfor

TRAINING – AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING (SF-182)

Local units can sign-up vendors for off the shelf training utilizing the SF-182 up to $50,000. Training that exceeds $50,000 must be procured through the appropriate Procurement Office. See *DOI-AAAP-0052: Purchase of Training at DOI* for specific threshold information.

REFERENCES

- OPM Training and Policy Handbook (https://www.opm.gov/policy-data-oversight/training-and-development/)

PROCUREMENT OF TRAINING SERVICES

Although the head of an agency has training procurement authority under *Title 5 USC Chapter 41 (https://www.govinfo.gov/app/details/USCODE-2011-title5/USCODE-2011-title5-partIII-subpartC-chap41)*, procurement of training in most agencies is governed by U.S. General Services Administration regulations. An individual human resource development professional or manager should consult the agency delegations of authority to determine what specific authorities he or she has.

USE OF THE TRAINING AUTHORIZATION FORM

Agencies may use an authorized training form to procure and certify payment of training expenses through government or non-government facilities. The form is certified by training officials and supervisors, instead of the contracting officer, under a procedure negotiated by the two offices and addressed in the agency's administrative directives. *Comp. Gen. B-210334 (July 14, 1983).*

Under typical negotiated procedures, the *Training Authorization Form (SF-182),* is authorized for use to obligate funds, contract for training, and certify payment of approved training expenses under the following conditions:

- The training cost of a single training event, program, or instructional service does not exceed the simplified acquisition process dollar limit established by U.S. General Services Administration;
- The cost is of a fixed nature; i.e., price per student or price per course, program, or service; and
- The program, course, or instructional service is off-the-shelf and no modification or development resulting in increased cost to the government is needed to meet the organization's needs.

The *Training Authorization Form* is also used for requesting, approving, and certifying payment for attendance at meetings, conferences, seminars, and symposia where the primary purpose is to train an employee to meet a performance improvement related need. The form is not used to purchase general supplies, training equipment, or non-training services.

When an agency training course or program requires new design and development, the authorized contracting officer contracts for the service on behalf of and as requested by the responsible training or management official.

Office of Personnel Management (OPM) announced the new SF-182 form entitled "Authorization, Agreement, and Certification of Training." The electronic SF-182 will enable OPM to maintain consistency in collecting training data and will assist agencies in reporting training requirements.

The electronic SF-182 form can be downloaded at http://www.opm.gov/forms/html/sf.asp

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CHAPTER 7
PROPERTY MANAGEMENT

REFERENCES

- BLM Personal Property Management Manual 1520: http://web.blm.gov/internal/wo-500/directives/dir-manu/1520.pdf
- BLM NOC Property: https://doimspp.sharepoint.com/sites/blm-oc-dbs/property/operations/Pages/Fleet.aspx
- MS-1525: Fleet Management: http://web.blm.gov/internal/wo-500/directives/dir-manu/1525.pdf
- MS 1315: Working Capital Fund: https://www.blm.gov/sites/blm.gov/files/MS-1315%20Working%20Capital%20Fund.pdf

EMPLOYEE RESPONSIBILITY FOR GOVERNMENT PERSONAL PROPERTY

National Operations Center IB 2013-019 - Employee Responsibility for Government Personal Property, provides guidance to BLM employees regarding their personal responsibility and accountability for property entrusted to their care by the Federal Government.

All BLM employees have a personal obligation for the proper use, care, security, and return of property entrusted to them, or under their control or direct supervision. Employees may be held financially liable for loss, damage, destruction, or theft of property items. Property is assigned to cognizant employees within the property records, whenever possible. Employees who use property and who have been informed of their responsibilities for use, care and safeguarding of their property via the signing of a DI-105, Receipt for Property (or similar document), are also cognizant employees, even if the employee's name is not listed in the property system. An employee who has taken and passed the Bureau-required defensive driving course, and has supervisory authorization to drive a government vehicle, becomes a cognizant employee every time he/she drives a government vehicle.

- Act responsibly regarding any property under his/her control. This includes adhering to periodic directives regarding minimum standards for ensuring property accountability.
- Operate vehicles in compliance with all laws and regulations in the performance of official business.
- Return unneeded property promptly.
- Use property safely, efficiently, and only for official purposes.
- Make a written report to the supervisor and the business manager in all cases of property loss, damage, destruction, or theft.
- Any property that is damaged or destroyed should also be reported in the DOI SMIS at https://www.smis.doi.gov/.

SENSITIVE ITEMS

Sensitive Items are property that is identified by the BLM as requiring tighter controls because of that property's historic susceptibility to loss or theft. Bureau-Sensitive Items are system-controlled regardless of acquisition cost.

The following items having an acquisition cost less than $5,000 must be entered into the FBMS.

- Radio, Portable
- Radio Mobile, encrypted/non-encrypted
- Radio base stations
- Global Positioning System (GPS) greater than $500
- Theodolites
- Automated Data Processing Equipment (PCs, laptops, tablets, servers, CPUs)
- Assets requiring license plates
- Satellite Phones
- UAS/drones

MINIMALLY ACCEPTABLE SECURITY PRECAUTIONS

SENSITIVE EQUIPMENT

Laptop computers, handheld computers, radios, cameras, cellular telephones, are especially susceptible to theft and should be stored and secured per local policies.

When in the field: Inventory equipment frequently while using it to ensure that a loss has not occurred. If a loss occurs, notify your supervisor and take immediate steps to find the equipment. If you are using vest pockets to hold small field-going equipment, make sure that the pockets are secure.

USE OF GOVERNMENT-OWNED PROPERTY RESTRICTED TO OFFICIAL PURPOSES

- No officer or employee of the BLM shall use or authorize the use of government property for other than official purposes (see 18 U.S.C. 641).
- Government property may be furnished for use by a contractor, grantee or cooperator only when specifically authorized within the written terms and conditions of a legally executed contract, grant, cooperative agreement, purchase order, or memorandum of understanding.
- Unauthorized use of government property is prohibited. Property may not be used in or moved to an employee's residence or other location not leased or rented by the government unless specific written authority is granted by the Accountable Property Officer (APO). The written authority will indicate the period of time the employee is authorized such use, and specify the termination date of the authorization. Such authorization will be granted only in instances when the employee is required to use property for official uses in the performance of assigned duties. This paragraph does not apply to field equipment needed and used for the performance of authorized work in the

field, nor does this paragraph apply to property used for official purposes while the employee is in official and authorized travel status.

- Limited use policy: Limited personal use of government-owned or -leased computers, telephones, fax machines and non-color photocopiers within the office location is permissible during non-duty time only, as long as such use is not prohibited by the local supervisor, does not interfere with official business of the office, is not an otherwise prohibited activity, and the expense to the government is negligible. (See 410 DM 2, Limited Personal Use of Government Office Equipment and Library Collections, and the DOI Ethics Guide for DOI Employees)
- The policy set forth in 41 CFR 101-25.100, which permits the use of government property in emergency conditions which threaten loss of life or property, shall be followed in making determinations as to what constitutes official use under exceptional circumstances.

Employee-owned property may not be used in the performance of official duties. This policy is established to limit the possibility of tort claims against the government in the case of accident or injury caused by or related to the use of non-government property. The employee must be informed that the government cannot be held liable for loss or damage to such property before granting approval, unless such liability is defined by and assumed by the bureau/office in a written agreement which is signed by the Bureau Director. This authority is delegated to the state/center directors.

MANAGEMENT CONTROLS FOR GOVERNMENT PROPERTY

It is the policy of the BLM to maintain management controls for the systematic accountability, use and disposal of property assets. The local property contact may add additional management controls to minimize exposure to waste, fraud, and abuse, as they determine economical.

SYSTEM-CONTROLLED PROPERTY

System-controlled property must be recorded and controlled in a BLM property management system (FBMS).

All property with an original acquisition cost of $5,000 or more (including capitalized and non-capitalized property).

LOCALLY-MANAGED PROPERTY

Locally-managed property has acquisition cost below the accountability threshold and has not been identified as either Bureau-controlled or sensitive. Locally-managed assets should not be entered into FBMS, but must be managed through local procedures, such as a Receipt for Property (DI¬-105).

INCIDENT PROCURED PROPERTY

At the end of an incident, all incident procured property must be returned to the appropriate incident agency or local, geographic, or national cache.

An appropriate form of documentation for an interagency incident property transfer is a way bill or other approved incident agency form.

PROPERTY RECORDS

The BLM property records must capture transactions affecting BLM's investment in property by maintaining control of government-owned property, and provide documentation through property management reviews, audits and physical inventories. These assets must have a signed/dated DI-105, or like form, by the end user. The DI-105, or like form, must be initiated, signed/dated by the end user upon completion of the inventory for each fiscal year.

DISPOSAL PROCESS

Coordinate with local property manager for correct disposal process for non-expendable property.

RENTAL OR LOAN OF BUREAU-OWNED EQUIPMENT

Bureau-owned property may be rented or loaned to other government agencies or to individuals if documented in an agreement (may be a good practice to place on a resource order) and whenever the purpose supports the BLM's mission. Rental or loan of bureau-owned property to individuals for non-government use or for a non-emergency situation is prohibited. Property reported as "available for disposal" must not be rented or lent.

GOVERNMENT PROPERTY PROVIDED TO A CONTRACTOR

Reference: Part 45 of the Federal Acquisition Regulations

Contractors are ordinarily required to furnish all property necessary to perform government contracts. Contracting officers provide property to contractors only when it is clearly demonstrated.

- To be in the government’s best interest;
- That the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal;
- That providing the property does not substantially increase the government’s assumption of risk; and
- That the government requirements cannot otherwise be met.

A government contractor, grantee or cooperator should never be provided government property unless the property is clearly identified and the responsibility for the government property is clearly defined in the contract, grant, or cooperative agreement.

IDENTIFICATION

FIRE TOOLS

Fire tools and other items carried in fire program asset records must be marked, at the time of receipt, as U.S. Government property. Because these items may be issued to many agencies, it is not necessary to include the identification "BLM."

- All handle tools and similar items must be die stamped "US GOVT" on the metal, or branded lengthwise onto the painted area of the handle.
- Cots, sleeping bags, tents, etc., must be stenciled "US GOVT" in letters 1 to 2 inches high on the part of the article observed most readily when folded, rolled, or packed.

ROLES AND RESPONSIBILITIES

GOVERNMENT PURCHASE CARD HOLDER

The cardholder is responsible for coordinating purchases of controlled property (i.e., capitalized, system-controlled, locally-managed property, and software) with the local property manager to ensure the controlled property is correctly entered into the property system. Approving officials are responsible for validating that this coordination has been completed.

OFFICIAL USE OF MOTOR VEHICLES AND MOTOR EQUIPMENT

Responsibilities

All managers and employees entrusted with motor vehicles/equipment are responsible for the proper care, operation, maintenance, and protection of that vehicle/equipment. Employees are expected to operate a government vehicle with at least the same degree of care and diligence that they would exercise with their personal vehicle. The operator must remember that he/she is representing the BLM to the public. The use of government owned, rented, or leased motor vehicles/equipment for other than an official purpose, or the authorization of use for other than official purposes, is prohibited. It is the responsibility of the supervisor to ensure that, prior to allowing a government employee to operate a government vehicle, the operator is in possession of a valid state driver's license, and be qualified to operate the assigned equipment. Some offices have the ability, through the local Department of Motor Vehicles, to access employee driving records. It is strongly recommended that, when hiring a new employee for a position where driving a government vehicle will be a frequent requirement the driving record of the potential employee be checked. It is also recommended that the driving record be reviewed following any accident in which a Standard Form 91 is required, or in which law enforcement is contacted.

Statutory provisions require that any officer or employee of the government who willfully uses, or authorizes the use of any government owned or leased aircraft or motor vehicle/equipment for other than official purposes will be suspended, without compensation, for not less than one month, and will be suspended for a longer period or summarily removed from federal service if circumstances warrant it.

DOMICILE OF VEHICLES

See chapter 2 of the Interagency Standards for Fire and Fire Aviation Operations for current Domicile of Vehicle information.

PASSENGERS IN GOVERNMENT PROVIDED MOTOR VEHICLES/EQUIPMENT

Transportation of government or non-government personnel in extra space in a government owned, leased, rented, chartered, or privately owned motor vehicle or aircraft engaged in official business is limited to official passengers except unofficial passengers as provided below.

Official Passengers

The following are considered official passengers:

- Officers and employees of the federal government traveling on official business. This includes BLM volunteers and temporary labor pool personnel hired for the benefit of the government.
- Members of Congress and employees of congressional committees whose work relates to DOI programs.
- Non-federal passengers when engaged in missions which relate to a DOI program such as personnel of cooperating state, county, or local agencies; representatives of foreign governments; contractors' representatives; advisory board members; conservation society members; representatives of the news media; etc.

Unofficial Passengers in Government Provided Motor Vehicles/Equipment

Unofficial passengers are not authorized unless all of the following requirements are met:

- The entire trip is fully and solely justified by its official purpose.
- No additional expense to the government is involved.
- Government business is not delayed and no private profit seeking activities or commercial dealings, other than normal consumer purchases, are involved.
- No circuitous routes are used.
- Unofficial passengers are approved by name in writing by the state director.

Considerations for Transporting Unofficial Passengers

Unofficial passengers are not prohibited by law. However, the following disadvantages must be considered:

- Public criticism is often aroused by the appearance of imprudent incidental use of vehicles.
- The personal convenience provided may be greater than the controlling official purpose of the trip.
- If the unofficial passenger is injured, there is the risk of a tort claim against the government, even if a waiver was signed by the passenger.

Authorization to Approve Unofficial Passengers

The following officials are delegated authority to approve transportation of unofficial passengers in motor vehicles in accordance with criteria contained herein.

- State Director
- National Centers Directors

Hitchhikers

Picking up hitchhikers and giving rides to strangers is prohibited when operating government owned, leased, or rental vehicles, or privately-owned motor vehicles engaged in official business.

Use During Emergencies or Errands of Mercy

Use of government-owned vehicles, including transport of unofficial passengers in the case of emergencies such as natural disaster (storms, floods, etc.), need for medical attention, or other errands of mercy, is not restricted. Individual employees are authorized to exercise their own judgment in using or authorizing use to promptly assist in avoiding loss of life or property in emergencies. Such use must be promptly reported through supervisory channels to the field office managers or other appropriate office head. Use must be recorded on BLM Form 9240-1, Search and Rescue Emergency Event Procedure Record, found in the back of the Operator's Guide.

Tort Claims

Employees operating a POV on official business within the scope of their employment are covered by the Federal Tort Claims Act. Civil suits against the employee in their individual capacity are excluded, since injuries, damages, and losses by third parties become the basis for tort actions against the United States. See BLM Manual Section 1386.

ACCIDENT REPORTING AND INVESTIGATION

Accident Reporting Kits

Accident Reporting Kits (GSA Form 1627 in GSA vehicles and Form DI-135, What Every Driver Should Do in Case of Accident (envelope), in Bureau owned vehicles) in the Operator's Guide provides the guidance and forms required in the event of an accident involving a Government vehicle. Additional or replacement forms for kits should be ordered from the Printed Materials Distribution Service (PMDS), NBC for BLM units, or the servicing Interagency Fleet Management Center (IFMC) for GSA units.

Contents

Each kit will include the following:

- Standard Form 91, Operator's Report of Motor Vehicle Accident (2 copies).
- Standard Form 91A, Investigation Report of Motor Vehicle Accident (2 copies).
- Standard Form 94, Statement of Witness (2 copies).
- Form CA-1, Notice of Traumatic Injury and Claim for Continuation of Pay-Compensation.
- Optional Form 26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator (2 copies).
- Form DI-134, Report of Accident/Incident.
- Form CA-11, When Injured at Work.

Steps to be Taken by Operators in the event of an accident

The operator must comply with the steps outlined in the Operator's Guide. These steps are summarized below.

Actions:

- Stop immediately.
- Take steps to prevent another accident at the scene.
- Call a doctor or ambulance, if necessary.
- Notify state patrol, county sheriff, or municipal police/authorities, as required by law.
- Do not sign any paper or make any statement as to who was at fault (except to your supervisor or to a federal government investigator).
- Obtain the necessary information to complete Standard Forms 91 and 94.
- Furnish your name, address, place of employment, name of your supervisor, and upon request, show your operator's permit.
- If the vehicle is damaged, arrange for towing service to the nearest garage to determine whether or not the vehicle can be operated safely.
- Complete Optional Form 26 as soon as possible, and if appropriate, Form CA-1.
- Notify the following persons immediately:
    - Your fleet manager, who will also contact the IFMC Manager, as appropriate for GSA units.
    - Your supervisor.
    - State, county, or municipal authorities, as required by law.
- Submit all reports and data to your supervisor within one working day. If the operator is injured and cannot comply with the above requirements, the supervisor or other BLM official must report the accident to the state, county, or municipal authorities; notify the IFMC Manager, if a GSA vehicle, that assigned the vehicle as soon as possible after the accident; and complete the Standard Forms 91 and 94.
- A Report of Survey/Certificate of Loss must be prepared in accordance with BLM Guidebook G-1520-4.

Investigating Vehicle Incident

All vehicle collisions (regardless of the number of vehicles involved) will be investigated. Form DI-134 must be completed for all incidents involving more than $500 total estimated damage. For other reporting requirements, see BLM Manual Sections 1524, Loss, Damage, or Theft, and 1112, Safety. The Investigator's Information Guide for Motor Vehicle Accidents is available as Appendix 5 to BLM Manual Section 1112. That guide should be used by each BLM official assigned to investigate a motor vehicle incident. Investigation reports must be furnished to the IFMC Manager, if the vehicle was obtained from GSA.

Vehicle operators are precluded from operating government vehicles while under the influence of drugs (that may impair judgment or reactions), or from consuming alcohol 24 hours prior to driving/operating government vehicles/equipment. Furthermore, operators may not engage in drinking, eating, operating cell phones or radios, or engaging in other functions that would detract from their attention to performing safe driving practices. If it is determined that any of the

above listed actions were direct or indirect causes of the incident, the operator will be considered negligent and possibly grossly negligent, in the cause of the incident.

Damages Exceeding $500

Where property damage is estimated to be $500 or more, or bodily injury is involved, the BLM office employing the vehicle operator must investigate the incident within 48 hours after being notified. Two copies of the complete report of investigation, including Standard Forms 91 and 91A, photographs, measurements, doctor's certificate of bodily injury, police report, driver's statement, witnesses' statements, determinations, and any other pertinent data, must be furnished to the local Property Specialist (for BLM vehicles) or the IFMC Manager (for GSA vehicles) as soon as possible, but not later than two weeks following the date of the accident.

Utilization Objectives and Practices

The 1525-1 Fleet Management Handbook, clearly states under Utilization Objectives, that the cost of local vehicles may be the second largest controllable cost for a local manager. By managing this cost, local budget flexibility can be developed.

Neither the 1525 Fleet Manual nor the 1525-1 Fleet Management Handbook goes into great detail regarding the importance of accurate entry of monthly fleet utilization. Ensuring that proper accounting codes are being entered for monthly utilization, specifically ensuring that the exception codes are being entered when appropriate. Local budgets can be strongly impacted by the use of suppression exception codes when fleet vehicles are used in support of emergency incidents.

Responsible entry of monthly utilization records promotes the highest level of data integrity and ensures that accounting codes are accurate, and that suppression exception codes are entered when appropriate. This relieves local budgets of costs associated with emergency suppression use of fleet vehicles, captures true costs of specific incidents, and clearly establishes the use of fleet vehicles by utilization truth in coding.

Management reviews of fleet utilization records conducted at regular intervals will help ensure accurate coding, and reduce budget impact surprises.

BOARD OF SURVEY (BOS)

Reports of Survey (ROS)

Employees who were assigned property must promptly document all loss, damage, destruction or theft of property and provide a written report to the CPO/supervisor. The CPOs must submit documentation to the local property manager, who, in turn, prepares a ROS for APO approval. Refer to Interior Property Management Directive 410 DM 114-60.800 for further information regarding the ROS policy. Standard procedures must be used to determine gross negligence or simple negligence. The written procedures required to initiate, document, submit, review and approve ROSs are found in the BLM Guidebook, G¬1520-5. Refer to Illustrations 1-4 of the BLM Guidebook for clarification of the correct processing of ROSs within the BLM. Any property that is damaged, or destroyed also should be reported in the DOI Safety Management Information System (SMIS) at http://www.smis.doi.gov.

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CHAPTER 8
FUND CODE HANDBOOK

REFERENCES

- Https://web.blm.gov/internal/fire/budget/reference_docs/incident%20business/orangebk/fundcode_pg.html

CHAPTER PURPOSE

This chapter's purpose is to define the different pieces of BLM's cost structure and help direct staff in coding personnel time and expenditures correctly.

CHAPTER OBJECTIVES

- List and define BLM's budget object codes to inform employees how to code expenditures to the proper spending groups.
- List and define BLM fire subactivities with examples of proper charges to each subactivity.
- Associate proper program elements to each fire subactivity.
- List all of BLM's program elements, not all are to be used with fire subactivities, but are listed on the identified websites for reference.

BUDGET OBJECT CLASS CODES AND DEFINITIONS

For the complete list please refer to web link above.

BLM SUBACTIVITY LIST

The subactivities below are BLM's fire subactivities. They are defined later in this chapter. For a complete list of BLM subactivities.

Fire subactivities:

Code	Name
LF1000000	Preparedness
LF1100000	Preparedness – FS 4 YR
LF2000000	Suppression
LF2100000	Severity
LF2200000	Emergency Stabilization
LF2300000	Emergency Fire Suppression – FS (FY18)
LF2310000	Suppression – FS (FY19)
LF3100000	Hazardous Fuels WUI/Non-WUI
LF3200000	Burned Area Rehab
LF3300000	Fire Facilities
LF3400000	Joint Fire Science Projects
LF4600000	State Assist – Suppression Collections

LF4700000	State Assist – Preparedness Collections
LF5610000	State Assist – Suppression Spent
LF5710000	State Assist – Preparedness Spent
LF5810000	Training Publications Collection & Expenditure
LF6900000	Fire Program Fire Reimbursable
LF6910000	Fire Program All Risk Reimbursable
L53200000	Repair of Damaged Land – Trespass

PROGRAM ELEMENTS LIST

Program elements are used to identify the type of work that is being accomplished with the funding that congress has given us. The program element is two digits that represent specific workload and accomplishments. There are approximately 266 program elements at this time.

BLM Fire Subactivity Definitions and Associated Commonly Used Program Elements
A printable reference card can be found at:
https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/OrangeBK/fundcode_pg.html.

SUBACTIVITY: LF100 – WILDLAND FIRE PREPAREDNESS

(Project or Fire Number May be Required)

Includes all costs of planned and predictable fire and aviation management preparedness activities that occur in an average annual fire season as defined in approved State and Field Units Fire Management Plans (FMP). Excludes fuels management activities as described in subactivities LF310. A fire or project number is required when assigned to wildland fire operations activities (suppression operations, emergency stabilization, and hazardous fuels reduction).

Allowable activities under Preparedness include the following costs:

- The costs of hiring and training bureau personnel, including permanent, seasonal and temporary personnel;
- Salary costs for base 8 hours of regular fully funded fire preparedness employees, up to 40 hours per week, including when responding to wildfire suppression duties;
- Boot stipends for fire funded personnel that meet criteria;
- Prevention and detection activities;
- Operating and annual maintenance costs for support facilities;
- Purchase and contracting costs for equipment, aircraft, supplies, support, planning, and coordination;
- Purchase of capitalized, traceable, durable, and consumable equipment and supplies to outfit fire management personnel, including militia and emergency firefighters, for fire response (excludes fire stores procurement);
- Replacement of capitalized, traceable, and durable equipment and supplies that reach the end of their service life;
- Policy development and oversight;
- Aviation costs for exclusive use aircraft availability;
- Aviation flight hours and other use costs for pilot and crew currency requirements, training, or Preparedness related missions.
- Information management and decision support systems; and
- Predictive services costs.

This activity also includes the program management costs for the bureau's aviation management program. The operational costs of aviation activities are to be finance by the benefiting activity.

1 **COMMONLY USED PROGRAM ELEMENTS (PE)**

PE Code		Workload Measure
AM	Provide Rural Fire and Community Assistance	Communities Assisted
BG	Assess Other Hazards (Non-Hazmat or Abandoned Mine Lands [AML])	Verifications, Assessments, Evaluations Completed
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Interdisciplinary Activity Plans Completed
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Fire personnel Base-8 hours only) (Project # Mandatory)	# Acres
JL	Apply Fire Rehab Treatments (Fire personnel Base-8 hours only) (Project # Mandatory)	Acres Rehabilitated
JS	Stabilize Burned Areas (Fire personnel Base-8 hours only) (Project # Mandatory)	Acres Stabilized
MI	Monitor Air Quality and Climatic Conditions	# Air Resources/ Climatological Stations
NJ	Process Surface Trespass/Unauthorized Occupancy Cases	Cases Processed
NU	Conduct Patrol Enforcement Activities	Incidents Reported
NV	Conduct Investigative Activities	Cases Cleared
NY	Conduct Emergency Response Activities (Fire personnel Base-8 hours only) (Project # Mandatory)	Incidents Resolved
NZ	Conduct Security Activities	Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None
XA	Plan and Develop IT Systems	None
XB	Provide IT Hardware/Software Installation, Upgrade and Training	None
XC	Implement and Maintain Communication Networks	None
XD	Provide IT Operations and Maintenance	None
XE	Provide Data Administration	None
XF	Ensure IT Security	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development and Training	None
XN	Administer Internal Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XR	Provide IT Support	None

PE Code		Workload Measure
XT	Administer Employee and Labor Relations	None
XV	Manage and Support Radio	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services and Other	None

SUBACTIVITY: LF200 – SUPPRESSION OPERATIONS

(Fire Number Required)

Includes all costs associated with the suppression of wildland fire. The BLM assigns a unique project code or fire code for each wildland fire incident funded through the Suppression Operations program. Every office, when assigned to a single fire, utilizes the same fire code within the WBS cost structure. The fire code/WBS is used in the account coding for all charges against a specific incident, which may include the following examples: employee salary, supplies, equipment, travel, and contract costs. The majority of the costs for an incident are charged against a specific fire code/WBS. There will likely be support costs which are not included. For example, the costs of overtime for national overhead operations, such as: Dispatch Centers, leadership and administrative support in general would not always be charged against each fire code/WBS. These costs are generally charged to a fire code/WBS that is more generic and covers multiple incidents.

The following is a description of types of costs associated with the suppression of wildfire and which are charged to the Suppression Operations program:

- Salary costs of firefighting and support personnel (excluding the first 8 hours of regular time each day, up to 40 hours per week for personnel normally coding to Preparedness), including overtime, hazard or environmental differential pay;
- Salary costs for all regular time and overtime for both firefighting and support personnel not normally coding salary to Preparedness;
- Travel costs associated with transporting personnel to and from an incident location;
- Logistical and subsistence support costs for all employees assigned to the fire;
- Support costs to hire emergency personnel known as Administratively Determined (AD) personnel: costs for fire boot stipends, and costs to attend emergency incident training in preparation for emergency situations
- Aircraft operations for use, and flight time for non-exclusive use air support;
- Aircraft operations for flight time for exclusive use air support;
- Replacement of consumable supplies and equipment (e.g. forms, canteens and other water and food containers, rope, batteries, medical supplies, fuel/oil, earplugs, files, flagging, gloves, goggles/safety glasses, pens, paper, boxes/cartons, and food) expended during fire suppression operations;
- Replacement of capitalized, traceable, durable, and expendable equipment lost or destroyed during fire suppression and covered by a board of survey or equivalent action;
- Contracts for goods and services, such as: water, ice, gasoline and diesel, caterers, shower units, laundry units to name a few;
- Rental of equipment and facilities, such as: a school or fair grounds for a fire camp, or rental of dozers, water trucks and similar equipment;

- Associated logistical support provided by Geographic Area Coordination Centers or Cache units or similar support units;
- Compensation for injury and/or illness when firefighters need to be treated at an incident;
- Measures taken to correct damages resulting from actions taken to suppress the wildfire;
- Costs associated with investigation and review activities related to specific wildfires;
- Costs of returning suppression equipment to a serviceable condition; and

Costs for the procurement of supplies and equipment for the fire stores that are managed by the National Interagency Fire Center (NIFC), the Billings Interagency Fire Cache, and the Alaska Fire Service (AFS). The fire stores purchase items with Suppression funding in advance of the incident. As the supplies are sent, the costs are moved to a specific incident fire code/WBS.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
NJ	Process Surface Trespass/Unauthorized Occupancy Cases	Cases Processed
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: LF210 – SEVERITY

(Project Number Required)

Includes costs for severity funding, which is the use of suppression funds for extraordinary preparedness activities that are required due to an abnormal increase in fire potential or danger, or to fire seasons that either start earlier or last longer than planned in the fire management plan. The objective of severity funding is to mitigate losses by improving suppression response capability. Use of severity funding requires justification, approval, pre-assigned fire numbers, and is subject to special constraints. Further clarification of appropriate and inappropriate uses of these funds may be found in chapter 10 of the Interagency Standards for Fire and Fire Aviation Operations.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units

SUBACTIVITY: LF220 – EMERGENCY STABILIZATION

(Project Number Required)

Includes all costs associated with work to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life and property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency stabilization actions must be taken within one year following containment of a wildfire. Expenditures may be made to replace or repair minor facilities essential to public health and safety; prevent soil loss and erosion through seeding, drainage control, and protective fencing; protect critical habitat to prevent permanent impairment through seeding and plantings; assess damage to cultural resources and initiate actions to stabilize and mitigate cultural site damage; prevent establishment of invasive plants through seeding and integrated pest management activities; and monitoring activities for up to three years following the date of containment of the fire. Includes costs to plan, survey and design emergency measures to ensure stabilization of lands damaged by wildfire. Includes all cost of preparing Emergency Stabilization Plans and associated NEPA documents as appropriate. Plans whose total costs exceed $100,000 require WO approval. All charges in this activity must be made to the fire number that caused the need. Further clarification of acceptable use of these funds may be found in the Burned Area Emergency Stabilization and Rehabilitation Handbook H-1742-1.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
BS	Inventory for Presence of Invasive and/or Noxious Weeds	Acres Inventoried
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
GU	Road Condition Assessment	Lane Miles
HF	Heritage Resources Stabilized, Managed and Protected	Properties Protected or Restored
HI	Prepare/Hold Wild Horses and Burros	# of Animal Days
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Projects Completed
JC	Maintain Shrub/Grass/PJ/Forest Projects	Projects Completed
JD	Apply Weed Treatments	Acres Treated
JJ	Gather/Remove Wild Horses and Burros	Animals Removed
JS	Stabilize Burned Areas	Acres Stabilized
MK	Evaluate Weed Treatments	Acres Evaluated
MZ	Monitor Post-Fire Emergency Stabilization and Rehab Treatments	Acres Monitored
PH	Provide Program Support: Restore Health of Public Lands	None

SUBACTIVITY: LF230 – EMERGENCY SUPPRESSION – FY18

(Fire Number Required)

Special Appropriated Funds for Fire Suppression Costs, to make up for Suppression Funds transferred to the Forest Service. These funds were utilized under the same guidelines as LF200 Suppression funds and were also managed by the National office to limit Field exposure to multiple Suppression accounts.

SUBACTIVITY: LF231 – SUPPRESSION - FS FY19

(Fire Number Required)

Appropriated Funds transferred from the Forest Service for Fire Suppression Costs. These funds were utilized under the same guidelines as LF200 Suppression funds and were also managed by the National office to limit Field exposure to multiple Suppression accounts.

SUBACTIVITY: LF310 – FUELS MANAGEMENT

(Project Number Required)

The Fuels Management program is responsible for removing or modifying vegetation to restore and maintain healthy, resilient landscapes; reducing wildfire risks to communities and other values; providing assistance to communities for education, planning, and treatments on adjacent non-federal lands; aiding in fire suppression, lessening post-wildfire damage; reducing smoke and emissions from wildfire; and reducing invasive species, and insects and disease. The Fuels Management program collaborates with adjacent landowners and land management agencies, and with other programs within the Bureau, to implement projects and treatments that remove or modify vegetation to achieve Fuels Management objectives and benefit wildlife habitat and other values.

The Fuels Management program includes all costs associated with planning, implementing, and supporting Fuels Management activities. Methods include prescribed fire and mechanical, biological, and chemical treatments. Associated activities include planning, inventory of fuel hazards, determination of appropriate fuel treatment methods, analysis of treatment alternatives, clearances, consultation, permitting, monitoring and evaluating fuel treatment accomplishments and providing community assistance.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AM	Provide Rural Fire Community Assistance	Communities Assisted
DD	Plan for Public Health/Safety and Property Protection (within WUI)	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities (outside WUI)	# New Revised Interdisciplinary Activity Plans Completed
HE	Biomass Utilization	Green Tons
JM	Implement Fuels Treatments by Fire Outside the WUI	Acres Treated
JQ	Implement Fuels Treatments Mechanically Outside the WUI	Acres Treated
JR	Implement Fuels Treatments by Other Means (outside WUI)	Acres Treated
JT	Reduce Fuels Mechanically WUI	Acres Treated
JU	Reduce Hazardous Fuels Other WUI	Acres Treated
JW	Implement Fuels Treatments by Fire Within WUI	Acres Treated
LC	Monitor Fuels Treatment in WUI	Acres Monitored
MT	Monitor Fuels Treatment outside WUI	Acres Monitored
PH	Provide Program Support: Restore Health of Public Lands (outside WUI)	None
PN	Provide Program Support: Protection of Lives, Resources, and Property (inside WUI)	None
XA	Plan and Develop IT Systems	None
XB	Provide IT Hardware/Software Installation, Upgrade and Training	None
XC	Implement and Maintain Communication Networks	None
XD	Provide IT Operations and Maintenance	None

PE Code		Workload Measure
XE	Provide Data Administration	None
XF	Ensure IT Security	None
XG	Provide Facilities and Space Management Services	None
XI	Process Payments, Billings and Collections	None
XK	Manage Procurement, Acquisition and Agreement Activities	None
XL	Provide Personnel Services	None
XM	Provide Employee Development and Training	None
XN	Administer Internal Civil Rights	None
XO	Provide Safety Program Services	None
XP	Conduct Management Analysis and Studies	None
XR	Provide IT Support	None
XT	Administer Employee and Labor Relations	None
XV	Manage and Support Radio	None
XW	Conduct Budget Formulation/Execution and Cost Management Activities	None
XX	Provide Strategic Leadership	None
XZ	Provide Personal Property, Vehicle Fleet Management Services and Other	None

SUBACTIVITY: LF320 – BURNED AREA REHABILITATION

(Project Number Required)

Burned Area Rehabilitation provides funds for efforts undertaken within three years of containment of a wildland fire to repair or improve fire- damaged lands unlikely to recover naturally to management approved conditions, or to repair or replace minor facilities damaged by fire. Includes cost necessary to restore and maintain proper function to watersheds, landscapes, and wildlife habitat by such action as reseeding with native (preferred) and non-native plants and invasive species control and management. Also includes the cost to repair or replace minor operating facilities and cost of monitoring up to three years from the date of fire containment. All Burned Area Rehabilitation projects require an approved Burned Area Rehabilitation Plan. Plans and funding are approved at the national office. All charges in this activity must be made to the fire number that caused the need. Further clarification of acceptable use of these funds may be found in the Burned Area Emergency Stabilization and Rehabilitation Handbook H-1742-1.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
BS	Inventory for Presence of Invasive and/or Noxious Weeds	Acres Inventoried
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
GU	Road Condition Assessment	Lane Miles
HF	Heritage Resources Stabilized, Managed and Protected	# Properties
HI	Prepare/Hold Wild Horses and Burros	# Animal Days for all Animals Held or Born in a Facility
IP	Road Annual Maintenance	Lane Miles Maintained
JB	Construct Shrub/Grass/PJ/Forest Projects	Projects Completed
JC	Maintain Shrub/Grass/PJ/Forest Projects	Projects Completed
JD	Apply Weed Treatments	Acres Treated
JJ	Gather/Remove Wild Horses and Burros	Animals Removed
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
MK	Evaluate Weed Treatments	Acres Evaluated
MZ	Monitor Fire Rehab Treatments	Acres Monitored
PH	Provide Program Support: Restore Health of Public Lands	None

SUBACTIVITY: LF330 – FIRE DEFERRED MAINTENANCE & CAPITAL IMPROVEMENT

(Project Number Required)

Includes all costs of for fire facilities deferred maintenance and capital improvement construction funded through line item appropriation. Covers expenditures related to architectural and engineering design, site preparation, construction, contract administration, and other site development and improvements.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
IB	Facilities Deferred Maintenance and Construction	Square Feet

SUBACTIVITY: LF340 – JOINT FIRE SCIENCE

The Joint Fire Science Program (JFSP) direction consists of four principal purposes: fuels inventory and mapping; evaluation of fuels treatments; scheduling of fuels treatments; and monitoring and stabilization. The JFSP provides funding for applied research for wildland fuels and fire.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
HT	Ensure Fire Preparedness	#Fire Mgmt Units
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JM	Implement Fuels Treatments by Fire Outside the WUI	Acres Treated
JQ	Implement Fuels Treatments Mechanically Outside the WUI	Acres Treated
JR	Implement Fuels Treatments by Other Means	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically WUI	Acres Treated
JU	Reduce Hazardous Fuels Other WUI	Acres Treated
JW	Implement Fuels Treatments by Fire Within WUI	Acres Treated
LC	Monitor Fuels Treatment within WUI	Acres Monitored
MT	Monitor Fuels Treatment (outside WUI)	Acres Monitored
MZ	Monitor Fire Rehab Treatments	Acres Monitored

SUBACTIVITY: LF460 – FIRE ASSISTANCE COLLECTIONS

(Project Number Required)

This subactivity serves as a collection account for both Suppression and Preparedness. All fire assistance collections are to be deposited into one subactivity, LF460, "Fire Assistance Collections." Preparedness Assistance Collections (LF470), will no longer be used. Collections deposited into LF460 will be transferred to Fire Assistance Reimbursable-Suppression (LF561) and Fire Assistance Reimbursable-Preparedness (LF571) based on the ten-year average ratio of Suppression (LF200) to Preparedness (LF100) expenditures.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
RD	Collections Only	None

NO EXPENDITURES MAY BE DIRECTED TO THIS ACCOUNT

SUBACTIVITY: LF470 – PREPAREDNESS ASSISTANCE COLLECTIONS

(Project Number Required)

All State Assistance Collection funds are deposited into LF460. LF470 is no longer utilized.

NO EXPENDITURES MAY BE DIRECTED TO THIS ACCOUNT

SUBACTIVITY: LF561 – FIRE ASSISTANCE REIMBURSABLE - SUPPRESSION

(Project Number Required)

Expenditures may be used to cover what normally would be charged to Suppression (LF200). A project number is mandatory and is assigned by Fire and Aviation (FA). Control and approval of expenditures from the LF561 account is held by FA.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
NJ	Process Trespass/Unauthorized Occupancy Cases	Cases Processed
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: LF571 – FIRE ASSISTANCE REIMBURSABLE - PREPAREDNESS

(Project or Fire Number May be Required)

Expenditures may be used to cover what normally would be charged to Preparedness (LF100). Funds will be allocated using a rolling five-year weighted average percentage to the nearest million (rounding up) based on total deposits during that time period. Funds collected in the current budget year are typically distributed the following budget year. The remaining 5710 collection amounts will be targeted to bureau-wide fire projects. States will be allowed to carry over 2% of their LF571 allocation for state priorities. Over-spending follows the same rules as for Preparedness (LF100): over-expending at the end of a fiscal year in LF571 without prior approval from FA will result in an allocation reduction the next fiscal year. These funds may be used only for non-recurring contracts, interagency activities, labor, and one-time purchases not requiring continued monetary commitment beyond the level of the current preparedness base budget. A fire or project number is required when assigned to wildland fire operations activities (suppression operations, emergency stabilization, and hazardous fuels reduction).

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AM	Provide Rural Fire and Community Assistance	Communities Assisted
BG	Assess Other Hazards (Non-Hazmat or AML)	Verifications, Assessments, Evaluations Completed
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Activity Interdisciplinary Activity Plans Completed
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
JL	Apply Fire Rehab Treatments (Project # Mandatory)	Acres Rehabilitated
JS	Stabilize Burned Areas (Project # Mandatory)	Acres Stabilized
MI	Monitor Air Quality and Climatic Conditions	# Air Resources/ Climatological Stations
NU	Conduct Patrol Enforcement Activities	Incidents Reported
NV	Conduct Investigative Activities	Cases Cleared
NY	Conduct Emergency Response Activities (Project # Mandatory)	Incidents Resolved
NZ	Conduct Security Activities	Vulnerability Assessments
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: LF581 – TRAINING PUBLICATIONS

(Project Number Required)

All revenues received from other government agencies or entities for training and publications provide under the fire program are deposited in this subactivity. This subactivity is also used for all expenditures related to training and publications material provided by the fire program to other government agencies or entities.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units

SUBACTIVITY: LF690 – FIRE PROGRAM REIMBURSEMENTS

(Project Number Required)

Covers funds received from other government agencies or entities for services provided under fire program reimbursable agreements. These funds may be used for fire activities authorized within the scope of the agreement. If these funds are used to purchase equipment or facilities, the reimbursing agency must concur with use and ownership of the equipment and/or facilities. This subactivity requires a formal reimbursable agreement with an obligating document from the agency requesting services and a project number to be established by the NOC.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AM	Provide Rural Fire Community Assistance	Communities Assisted
BL	Collect Digital Cadastral Data	# Townships
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Activity Interdisciplinary Activity Plans Completed
HG	Adopt Wild Horses and Burros	Animals Adopted
HT	Ensure Fire Preparedness	# Fire Mgmt Units
HU	Manage Wildland Fire (Project # Mandatory)	# Acres
HY	Patent Alaska Native Corp Conveyances	Acres Patented
JH	Construct Lake/Wetland/Stream/Riparian Projects	Projects Completed
JI	Maintain Lake/Wetland/Stream/Riparian Projects	Projects Completed
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JM	Implement Fuels Treatments by Fire Outside the WUI	Acres Treated
JP	Implement Species Recover/Conservation Actions	Actions Performed
JQ	Implement Fuels Treatments Mechanically Outside the WUI	Acres Treated
JR	Implement Fuels Treatments by Other Means (outside WUI)	Acres Treated
JS	Stabilize Burned Areas	Acres Stabilized
JT	Reduce Fuels Mechanically WUI	Acres Treated
JU	Reduce Hazardous Fuels Other WUI	Acres Treated
JW	Implement Fuels Treatments by Fire Within WUI	Acres Treated
MY	Heritage Resources Monitored	Localities Monitored
NJ	Process Trespass/Unauthorized Occupancy Cases	Cases Processed
NU	Conduct Patrol Enforcement Activities	Incidents Reported
NV	Conduct Non Drug Investigative Activities	Cases Cleared
NY	Conduct Emergency Response Activities (Fire personnel Base-8 hours only) (Project # Mandatory)	Incidents Resolved
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: LF691 – ALL-RISK REIMBURSEMENTS

(Project Number Required)

Covers funds received from other government agencies or entities for services provided under all risk reimbursable agreements. These funds may be used for all risk activities authorized within the scope of the agreement. If these funds are used to purchase equipment or facilities, the reimbursing agency must concur with use and ownership of the equipment and/or facilities. This subactivity requires formal reimbursable agreement with an obligating document from the agency requesting services and a project number to be established by the NOC.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
HT	Ensure Fire Preparedness	# Fire Mgmt Units
NY	Conduct Emergency Response Activities (Project # Mandatory)	Incidents Resolved
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: L5310 – REPAIR OF DAMAGED LANDS (O&C)

(Requires Project Number)

Includes all costs associated with funds from performance bond forfeitures or contract claim settlements made available through appropriation under 305 of FLPMA (43 USC 1735) for expenses incurred in repairing, rehabilitating, or protecting Oregon and California (O&C) or Coos Bay Wagon Road (CBWR) lands damaged or imperiled by actions of the bonded parties. Also includes all costs collected through fire trespass actions for the reimbursement of damages, suppression cost, and emergency stabilization and burned area rehabilitation costs related to O&C or CBWR lands impacted by human-caused wildland fires. Fire trespass collections and expenditures must include use of the state designated office code and the specific project number LVDOFIRE0000.

COMMONLY USED PROGRAM ELEMENTS

(Not Restricted to These)

PE Code		Workload Measure
AL	Provide Outreach through Interpretation and Environmental Education	Programs/Events Delivered
AM	Provide Rural Fire Community Assistance	Communities Assisted
BF	Assess Hazmat Sites	Site Verifications, Assessments, Evaluations Completed
BG	Assess Other Hazards (Non-Hazard or AML)	Verifications, Assessments, Evaluations Completed
BH	Inventory Abandoned Mine Land Sites	Sites Inventoried
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
DF	Plan for Interdisciplinary Activities	# New Revised Activity Interdisciplinary Activity Plans Completed
GS	Administrative Site Non-Building Condition Assessment	Non-Building Assets Assessed
GT	Recreation Site Non-Building Condition Assessment	Recreation Sites Assessed
GV	Administrative Site Building Condition Assessment	Square Feet
GY	Trail Condition Assessment	Miles
GZ	Recreation Site Building Condition Assessment	Square Feet
HD	Manage Forest and Woodland Commercial Sales	Acres Managed
HF	Restore and Protect Cultural/Paleo Properties	Properties Protected/Restored
HL	Apply Commercial Forest and Woodland Management	Acres Restored/Developed
HO	Respond to Hazmat Risk Sites	Actions Completed
HP	Remediate AML Physical Safety Hazards	Sites Remediated

PE Code		Workload Measure
HQ	Mitigate Other Hazards	Sites Mitigated
HT	Ensure Fire Preparedness	# Fire Mgmt Units
IA	Recreation Site Annual Maintenance	Square Feet
IB	Recreation Site Deferred Maintenance	Square Feet
IC	Recreation Site Construction	Square Feet
ID	Trail Annual Maintenance	Miles
IE	Trail Deferred Maintenance	Miles
IF	Trail Construction	Miles
IM	Administrative Site Annual Maintenance	Square Feet
IN	Administrative Site Deferred Maintenance	Square Feet
IO	Administrative Site Building Construction	Square Feet
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance	Lane Miles
IR	Road Construction	Lane Miles
IU	Recreation Site Non-Building Annual Maintenance	Recreation Sites Maintained
IV	Recreation Site Non-Building Deferred Maintenance	Recreation Sites Improved
IW	Recreation Site Non-Building Construction	New Non-Building Assets Constructed
IX	Administrative Site Non-Building Deferred Maintenance	Administrative Sites Improved
IY	Administrative Site Non-Building Annual Maintenance	Assets Maintained
IZ	Administrative Site Non-Building Construction	Non-Building Assets Constructed
JK	Implement AML Projects to Restore Water Quality	Acres of Completed Remediation
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JS	Stabilize Burned Areas	Acres Stabilized
MG	Monitor and Maintain Hazmat & NRDAR Sites	Sites where Monitoring Actions are Completed
NP	Evaluate Potentially Responsible Party (PRP) for Cost Avoidance/Recovery	Actions Completed
NQ	Process Hazmat cost Avoidance/Recovery Cases	Cases Referred
PH	Provide Program Support: Restore Health of Public Lands	None
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

SUBACTIVITY: L5320 – REPAIR OF DAMAGED LANDS, PUBLIC DOMAIN

(Requires Project Number)

Includes all costs associated with funds from performance bond forfeitures or contract claim settlements made available through appropriation under 305 of FLPMA (43 USC 1735) for expenses incurred in repairing, rehabilitating, or protecting public lands (other than O&C or CBWR) damaged or imperiled by actions of the bonded parties. Also includes all costs collected through fire trespass actions for the reimbursement of damages, suppression cost, and emergency stabilization and burned area rehabilitation costs related to public lands (other than O&C or CBWR Lands) impacted by human-caused wildland fires. Fire trespass collections and expenditures must include use of the state designated office code and the state specific project number LVDPFIREXX00, where XX is the state identifier.

COMMONLY USED PROGRAM ELEMENTS

PE Code		Workload Measure
AL	Provide Outreach through Interpretation and Environmental Education	Programs/Events Delivered
AM	Provide Rural Fire Community Assistance	Communities Assisted
BF	Assess Hazmat Sites	Site Verifications, Assessments, Evaluations Completed
DD	Plan for Public Health/Safety and Property Protection	New Revised Activity Plans Completed
GS	Administrative Site Non-Building Condition Assessment	Non-Building Assets Assessed
GT	Recreation Site Non-Building Condition Assessment	Recreation Sites Assessed
GU	Road Condition Assessment	Lane Miles
GV	Administrative Site Building Condition Assessment	Square Feet
GY	Trail Condition Assessment	Miles
GZ	Recreation Site Building Condition Assessment	Square Feet
HD	Manage Forest and Woodland Commercial Sales	Acres Managed
HF	Restore and Protect Cultural/Paleo Properties	Properties Protected/Restored
HO	Respond to Hazmat Risk Sites	Actions Completed
HP	Remediate AML Physical Safety Hazards	Sites Remediated
HQ	Mitigate Other Hazards	Sites Mitigated
HT	Ensure Fire Preparedness	# Fire Mgmt Units
IA	Recreation Site Annual Maintenance	Square Feet
IB	Recreation Site Deferred Maintenance	Square Feet
IC	Recreation Site Construction	Square Feet
ID	Trail Annual Maintenance	Miles
IE	Trail Deferred Maintenance	Miles
IF	Trail Construction	Miles
IM	Administrative Site Annual Maintenance	Square Feet
IN	Administrative Site Deferred Maintenance	Square Feet

PE Code		Workload Measure
IO	Administrative Site Building Construction	Square Feet
IP	Road Annual Maintenance	Lane Miles Maintained
IQ	Road Deferred Maintenance	Lane Miles
IR	Road Construction	Lane Miles
IU	Recreation Site Non-Building Annual Maintenance	Recreation Sites Maintained
IV	Recreation Site Non-Building Deferred Maintenance	Recreation Sites Improved
IW	Recreation Site Non-Building Construction	New Non-Building Assets Constructed
IX	Administrative Site Non-Building Deferred Maintenance	Administrative Sites Improved
IY	Administrative Site Non-Building Annual Maintenance	Assets Maintained
IZ	Administrative Site Non-Building Construction	Non-Building Assets Constructed
JD	Apply Weed Treatments	Acres
JK	Implement AML Projects to Restore Water Quality	Acres of Completed Remediation
JL	Apply Fire Rehab Treatments	Acres Rehabilitated
JS	Stabilize Burned Areas	Acres Stabilized
MG	Monitor and Maintain Hazmat & NRDAR Sites	Sites where Monitoring Actions are Completed
NJ	Process Trespass/Unauthorized Occupancy Cases	Cases Processed
NP	Evaluate PRP's for Cost Avoidance/Recovery	Actions Completed
NQ	Process Hazmat cost Avoidance/Recovery Cases	Cases Referred
PH	Provide Program Support: Restore Health of Public Lands	None
PN	Provide Program Support: Protection of Lives, Resources, and Property	None

BLM ORGANIZATION CODES

A list of BLM organizational codes can be found at: https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/OrangeBK/fundcode_pg.html.

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CHAPTER 9
BLM FIRE CODING GUIDELINES

REFERENCES

- BLM Fire Budget Website: https://web.blm.gov/internal/fire/budget/Reference_docs/Incident%20Business/OrangeBK/fundcode_pg.html.

CHAPTER PURPOSE

This chapter provides guidance on the use of Work Breakdown Structure (WBS) codes in the fire program.

CHAPTER OBJECTIVES

- To provide guidance for proper use of fire codes at all levels of the BLM organization.
- Identify and describe the proper use of four types of fire codes used by BLM.
- Define short-term severity, long-term severity and how they work.
- Determining severity funding limits and how to request funding.
- Common questions and answers that are asked by fire personnel regarding proper use of fire WBS codes.

DEACTIVATING FIRE CODES

Fire codes that go unused for 12 months will be deactivated. Fire codes that need to be reactivated will be done with the concurrence of the State Incident Business Lead, Fire & Aviation and the NOC. Requests to reactivate a fire code must be in writing and include rationale for reactivating the code. Work with the State Incident Business Lead, who will email, Dave Burley (dburley@blm.gov) at the National Interagency Fire Center.

NATIONAL REVIEWS

The BLM National Office conducts national fire preparedness reviews of each BLM state fire program every four years. BLM State Offices conduct state-wide fire preparedness reviews every two years, and BLM Field Offices or Districts conduct fire preparedness reviews annually.

Incident business reviews have been part of the preparedness review process since 2008. In response to OIG audits, the incident business portion of the National Preparedness Review has been expanded to include a review of state and local suppression expenditures. In advance of the review, the review team may need to request documentation from your state incident business lead.

CORRECT REVIEW FINDINGS

When doing internal reviews of spending all errors should be corrected. If the charge is more than 2 years old then the priority criteria to apply should be:

1) If the charge is in suppression and it should have been preparedness it must be corrected.
2) If the charge is coded to a fire trespass or state billing fire that should have been coded somewhere else it must be corrected. This also applies to charges that were not coded to a fire trespass or state billable fire but should have been.
3) If the expense was coded in error to the wrong fire and the correction does not involve fire trespass, state billable fire or a non-suppression expense then corrections should be made as workload permits; corrections over $5,000 should take priority.

If it is labor work with your state incident business lead to send the information via the Mass Adjustment File Layout to the national office. Prior year labor corrections, pay periods less than 13 months prior to current, will be consolidated on a monthly basis at NIFC and sent to the NOC for uploading. If labor corrections are identified older than 13 months, the only alternative is to journal voucher the expense. This is not a desired option, but if it is determined absolutely necessary it can be done.

INCIDENT-SPECIFIC CODES

Dispatch offices will generate a fire code for each BLM fire within their jurisdiction using the FireCode web application. The FireCode system creates a four-digit alpha-numeric fire code. As fire codes are generated, they are uploaded nightly into the FBMS, creating a suppression WBS. There are no additional requirements for BLM finance offices to enter these codes into the financial system.

The dispatch office generating a fire code will provide the code to resources responding to the fire and to other dispatch units providing resources and will include the code on all resource orders generated for that fire. If a BLM unit receives a request from another federal wildland fire agency or dispatch office to provide initial attack resources to a fire, the code will be provided by the requesting agency or dispatch office.

If a dispatch office receives a request from a non-federal entity to provide support to a non-federal fire covered by an approved annual operating plan (AOP), the dispatch office will access FireCode to assign a fire code to the fire. This code will be used by all federal wildland fire agencies that provide support to that fire. However, if no federal resources are being utilized and no federal lands are affected, a fire code should not be generated.

For BLM, each false alarm will be assigned a separate fire code.

The USFS generally assigns one fire code per forest for all fires smaller than 300 acres and all false alarms. The BLM will use that code rather than generate a separate fire code for each separate USFS incident.

APPROPRIATE USE OF INCIDENT-SPECIFIC CODES

Incident-specific fire codes are appropriately used under the following circumstances:

- Resources and personnel working on an incident, directly supporting an incident (e.g., expanded dispatch), or repairing damage resulting from fire management activities.

- Resources and personnel ordered because of anticipated need for the incident (including extension at the end of shift).
- Resources and personnel refurbishing equipment after returning from an incident (e.g., fire personnel washing hose, cleaning equipment, sharpening tools).

Do not use an incident-specific code to backfill behind a resource or personnel sent to a fire.

MULTIPLE-INCIDENT SUPPORT CODES

During fire season, when fire activity is high, some fire management personnel can be called upon to perform work that supports multiple fires simultaneously. Support codes are fire codes set up at the local or geographic area level for use by resources and personnel supporting multiple existing incidents, when it is difficult to identify a specific incident to charge against. Support codes must only be used for suppression-appropriate charges, and must not be used for charges appropriately charged to specific incidents, to severity, or to preparedness.

The BLM state offices will maintain lists of authorized codes in use in their states and monitor expenditures charged to these authorized codes. Review of support code expenditures will become part of national preparedness reviews. Use of support codes should be limited to the following:

APPROPRIATE USE OF MULTIPLE-INCIDENT SUPPORT CODES

Multiple-incident support codes are appropriately used under the following circumstances, only if it is not feasible to charge expenditures to a specific incident:

- Resources and personnel working in support of multiple existing incidents (e.g., dispatchers, managers, staging area managers, caches, and aircraft).
- Resources and personnel ordered in anticipation of being used on any of a series of existing incidents (including extensions at the end of shift) with the understanding that they will be moved to an actual fire as soon as they are assigned. This is a very short-term option.
- Personnel time for dispatchers, warehouse/cache workers, support staff, and AD/casual employees should be broken into blocks and charged to specific fire codes when practical, even when supporting multiple fires. When hours cannot be broken out and charged to specific fire codes, a support code may be used.
- Utility costs (telephones, sewer, water, electricity, fuel, etc.) above normally occurring costs that are incurred in direct suppression support should be charged to specific fire codes.
- Emergency equipment, rental vehicles (i.e., forklifts, rental cars), and government-owned or leased vehicle mileage in support of multiple fires may be charged to a support code. Vehicle costs associated with deliveries to specific fires should be charged to the incident-specific fire code.
- Flight detection over multiple fires intended to monitor the need to place resources can be charged to a support code.
- Cell phone costs above the monthly or annual recurring costs, when they are identifiable.

- Expenses may be temporarily obligated to a support code when insufficient time or information exists to determine the correct specific fire code. These expenses must be de-obligated and charged to specific fire codes when the payment is processed.
- States must coordinate with the FA Budget and Evaluation staff prior to obligating or making payment for any support code expenditure over $100,000.

Do not use a support code for:

- Backfill behind a resource sent to a fire.
- Expenses not directly related to suppression.
- Expenses that should be charged to severity.
- Expenses related to the pre-positioning of resources (when no fires currently exist).
- Billable fire expenses (any fire BLM will need to track separately to seek reimbursement of costs).
- Normal default cost structure for any government employee charge card or any vehicle charge card. Charge cards should default to the normal funding code of the individual's program.
- Monthly/annual cell, satellite phone base costs or normal occurring utility charges.
- Lease/rental of government facilities that are used for regular government business (i.e., dispatch center, warehouses, etc.).
- Exclusive use aircraft daily availability. Daily availability for call-when-needed (CWN) aircraft and flight hour costs in direct support of multiple fires is to be broken out for individual legs between fires.
- Monthly charges for government-owned or leased vehicles.
- Funding fire investigation costs. If fire investigation costs will be incurred beyond the two year period for charging to the fire code, a request for extension should be made through the NOC.
- Base funding for BLM employees whose base-8 hours are covered by preparedness funds.

The USFS has created support codes for non-land based units such as National Caches, GACCs, NICC and a few USFS specific units. If BLM resources are ordered using a support code from the USFS or another agency, we will honor that code and use it as requested to be used.

Regardless of benefitting jurisdiction, Geographic Area Coordination Centers can preposition resources using their assigned support fire code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting multiple incidents.

REVIEW OF SUPPORT CODE USE

State offices are responsible for monitoring support code charges in FBMS for their set of authorized support codes. To ensure compliance with BLM direction on support code use, state offices and FA, Budget and Evaluation office will annually review support code expenditures.

NATIONAL AND STATE DIRECTOR SEVERITY

Severity is the preferred method to move and support resources in advance of fire activity. By definition, incident-specific or multiple-incident support codes require the expenditures to go against an existing fire or multiple existing fires. Severity funds are used to move and support resources and personnel because of general fire conditions, as supported by a severity request to the National Office, or by a short-term event. Employees should charge to their own 10-character cost center when coding to suppression, and severity unless otherwise specifically directed.

The DOI severity authorization limit, or cap, is ten percent of the ten-year suppression obligation average. The BLM divides that cap into three pieces (state severity, short-term severity, a piece unallocated) in case any unforeseen circumstances arise. Each state's limit for nationally approved severity is based on a percent of each state's base preparedness funding.

NATIONAL SEVERITY

National agency fire directors or their delegates are authorized to allocate fire severity funding under specific conditions, tied to anticipated fire activity that will exceed the capabilities of local resources, fire seasons that start earlier or last longer than normal, or abnormal increases in fire potential or danger not planned for in existing preparedness plans. The BLM will use fire code numbers for all severity activities. The FA, Budget and Evaluation will assign codes for BLM severity activities.

REQUESTING FIRE SEVERITY FROM FIRE AND AVIATION

The process for requesting severity is outlined in the *Interagency Standards for Fire and Fire Aviation Operations,* and can also be found on the web at the BLM Fire Operations website (http://web.blm.gov/internal/fire/fire_ops/index.html) in the "Toolbox" section. Requests should be consolidated by state and submitted to FA by the state director. The official memo requesting funds should be mailed to the AD, FA. An electronic copy should also be e-mailed to BLM_FA_Severity@blm.gov. Severity funding requests will be accepted and approved for a maximum of 30 days; however, regardless of the length of the authorization, use of severity funding must be terminated when abnormal conditions no longer exist. If the fire severity situation extends beyond the 30-day authorization, the state must prepare a new severity request.

An approval memo from FA will list authorized resources, along with a cost string code for each state and field office to use for all resources. All resources authorized through this process will be counted in the state's severity authorization limit, including extension of exclusive-use aircraft contracts.

In order to support the BLM national aviation strategy, which includes prioritized allocation based on need, air resource mobility, and cost containment, a state may be directed to release an air resource to another state. All charges related to releasing an air resource will be covered by FA or the receiving state.

Post-season reviews on the use of severity funding will be conducted by FA every fall. Select states will be reviewed according to the fire preparedness review schedule in order to identify potential severity process improvements at the local, state, and national level.

SHORT-TERM SEVERITY

Each state director, and the FA division chiefs for operations and aviation, have been delegated the authority to expend severity funding in the amounts specified below for short-term severity needs for the fiscal year. Short-term severity authorization limits have been set at $300,000, or three percent, of each state's base preparedness funding, whichever is greater. Each state and FA division will establish a process to document requests and approvals, and will maintain this information in a severity file. This discretionary severity authorization can be expended for appropriate severity activities without approval from the AD, FA.

State/Office	Functional Area	WBS
AK	LF2100000.HT0000	LFSRD0YE0000
AZ	LF2100000.HT0000	LFSRD0YF0000
CA	LF2100000.HT0000	LFSRD0YG0000
CO	LF2100000.HT0000	LFSRD0YH0000
ID	LF2100000.HT0000	LFSRD0YJ0000
MT	LF2100000.HT0000	LFSRD0YK0000
NV	LF2100000.HT0000	LFSRD0YL0000
NM	LF2100000.HT0000	LFSRD0YM0000
OR	LF2100000.HT0000	LFSRD0YN0000
UT	LF2100000.HT0000	LFSRD0YP0000
WY	LF2100000.HT0000	LFSRD0YQ0000
FA300	LF2100000.HT0000	LFSRD0YR0000
FA500	LF2100000.HT0000	LFSRD0Y50000

Exceeding Authority Limits:

For a state to exceed its state severity or short-term severity authorization limit, the state director must request an increase to its spending limit from the AD, FA. Similarly, if FA Operations or Aviation Division exceeds their severity authority, the division chief must request an increase from the AD. The AD may adjust the authorized spending limits in order to ensure BLM stays within the severity funding authorization limit set by the Department.

Interagency Fire Severity Activities:

The BLM, BIA, U.S. FWS, NPS, and USFS have a fire management agreement that provides a basis for cooperation on all aspects of wildland fire activities. Under this agreement, the agencies do not bill one another for services rendered for emergency suppression, including severity activities.

- *BLM Assisting Other DOI Agencies*
  The DOI agencies all use FireCode to assign project numbers for their severity activities. When assisting other DOI agencies, the BLM is to use the four digit fire code project number provided by the requesting DOI agency. The fire code project number is inserted into the WBS in digits 5-8 (LFSR####0000).

- *BLM Requesting Other DOI Agencies Assistance*
  When BLM requests assistance from another DOI agency, BLM will provide to the assisting agency the four-digit fire code project number, which are digits 5-8 in the WBS listed in their authorization memos.

- *BLM Assisting the Forest Service (FS)*
  The FS is not using FireCode to assign project numbers for severity activities. The FA has assigned one number (LFSR**D0YY**0000) for all severity assistance BLM provides to the FS. For example, if BLM Utah is assisting the FS, they would use LLUT###000 LF2100000.HT0000 LFSR**D0YY**0000.

- *BLM Requesting Forest Service Assistance*
  When BLM requests assistance from the FS, BLM does not provide a project number from FireCode. The FS uses specific "S" codes found in the National Interagency Mobilization Guide, chapter 20 – Administrative Procedures, when assisting DOI agencies. The FS code for assisting BLM is **S70002**.

Any severity support provided by the BLM to the other DOI agencies or the FS will not be counted in the state's authorization limit.

PRE-POSITIONING FUNDS

NATIONAL PREPOSITION FUNDING

National preposition funding is used to mobilize resources to areas with anticipated fire activity when other funding is not available. Units may request national preposition funding from FA to acquire supplemental fire operations assets to increase initial attack capability. Approved national preposition funding may be used only for travel and per diem costs for the duration of the assignment, and overtime labor costs associated with the original preposition move. National preposition funding may be used to mobilize resources when BLM units:

- do not have available preparedness funding;
- do not have available short-term severity funding; or,
- do not meet the criteria for use of national severity funding.

The process for requesting national preposition funding from FA is outlined in the *Interagency Standards for Fire and Fire Aviation Operations,* and can also be found on the web at the BLM Fire Operations website (http://web.blm.gov/internal/fire/fire_ops/index.html) in the "Toolbox" section.

STATE DISCRETIONARY PREPOSITION FUNDING

Each state director has also been delegated the authority to expend preposition funding. State preposition authorization limits have been set using methodology established by the Fire Leadership Team. State preposition authorization limits can be found at http://web.blm.gov/internal/fire/fire_ops/toolbox_preposition.htm.

Each state will establish a process to document requests and approvals and will maintain this information in a file. This discretionary preposition funding authorization can be expended for appropriate preposition activities without approval from the AD, FA. The following are the cost strings for preposition funding for each state:

State	Functional Area	WBS
AK	LF5610000.HU0000	LFFAAK280000
AZ	LF5610000.HU0000	LFFAAZ280000
CA	LF5610000.HU0000	LFFACA280000
CO	LF5610000.HU0000	LFFACO280000
ID	LF5610000.HU0000	LFFAID280000
MT	LF5610000.HU0000	LFFAMT280000
NV	LF5610000.HU0000	LFFANV280000
NM	LF5610000.HU0000	LFFANM280000
OR	LF5610000.HU0000	LFFAOR280000
UT	LF5610000.HU0000	LFFAUT280000
WY	LF5610000.HU0000	LFFAWY280000

SPECIAL USE CODES

The FAD has set up several special WBSs for use with the suppression account. These codes have specific uses and restrictions, set forth in IMs and IBs.

LFSP99990000

The use of this code is authorized under the following circumstances:

- Caches may use LFSP99990000 to procure generic boxes and packing materials intended for multiple fire support.
- Fire support re-supply for local (non-stores) caches should be charged to specific fire codes. When this is not feasible, LFSP99990000 may be used.
- Refurbishment costs for fire returns should be charged to the specific fire code of the original incident.
- Procure retardant using specific fire codes. When this is not feasible, then LFSP99990000 may be used.
- Shipping costs between caches should be charged to the ordering cache using specific fire codes. When this is not feasible, LFSP99990000 may be used.
- Offices may consolidate LF2000000.HU0000 charges on the fiscal year-end obligation for Office of Aircraft Services (OAS) charges and use LFSP99990000 with the individual office code. Individual OAS payment documents will be paid against the specific fire number shown.
- States must coordinate with the Fire and Aviation Budget and Evaluation staff prior to obligating or making payment for any LFSP99990000 expenditures over $100,000.

LFSP44440000

A unique WBS, LFSP44440000, has been established to help states and units manage their fire travel and acquisition expenditures for the last quarter of the fiscal year. LFSP44440000 can be used as a default code for personnel whose travel or purchases are at least 80 percent in response to wildland fire incidents. This does not eliminate the need to adjudicate charge card charges from the default code to the actual fire code. The FAD monitors this account as the year comes to a close and will notify offices if charges are not adjusted out of the default. Any default codes changed to utilize the coding above must be returned to the preparedness default by October 31.

LFSP77770000

Fire support, re-supply and shipping costs for the caches at NIFC, Alaska Fire Service, and Billings, MT should be charged to the fire stores account LFSP77770000. The caches should charge National Fire Equipment System (NFES) numbered cartons to the fire stores account, as well. These three caches are the only units in the BLM authorized to charge to the fire stores account.

LFSPTIME0000

QuickTime will not allow the time keepers to override a WBS that is not in the system. There are times when employees respond to a fire start at the end of a pay period and QuickTime tables cannot be updated before payroll has to be finalized. To make sure employees are paid correctly and reduce errors the WBS LFSPTIME0000 can be used. Each state and unit is responsible to monitor its use of this code. All time charged to LFSPTIME0000 must be labor adjusted to the appropriate fire WBS as soon as practical (not an amendment in QuickTime).

LFSPB00T0000

DOI policy allows for the payment of a $100 per year boot stipend to those employees who qualify. The WBS LFSPB00T0000 (BzerozeroT) was established for use when paying the stipend to employees. Starting in 2020 this WBS will only be used for qualifying casual hire employees.

LFSPAZA10000

Training of ADs: Suppression operation funds are to be used for operational costs directly associated with the preparation, delivery, or support of emergency incident related training for emergency firefighter crews and support personnel (single resource casual). Allowable operational costs are limited to:

- Casual wages for attending emergency incident training. See Chapter 2 for details.
- Training materials.
- Transportation of casual and regular government personnel, including commercial transportation, contract transportation, government aircraft.
- Regular government employee overtime (pay code 110 not 113) when training is predominantly for casuals.

- Casual travel expenses (per diem) and regular government employee travel expenses (only when the purpose of the training is predominantly put on for casuals.) Regular government employees using AZA1 and suppression funds for travel expenses should be documented and forwarded to the state incident business lead when it occurs.

Operational costs should be coded to LF2000000.**HT0000** LFSPAZA10000. Regular government employees cannot charge base salary to LF2000000.HT000 LFSPAZA10000, but may use project number LFSPAZA10000 with their normal base funding code (i.e., LF1000000.HT000 LFSPAZA10000) to facilitate tracking casual training costs.

BACKFILL

Backfill is defined as utilizing suppression funding to compensate for lack of resources at a station/district/duty location as a result of fire activity, either on the unit or off the unit. Charging backfill to a local or off-unit fire code is not permitted. Pre-positioning of resources and shift extensions are not considered backfill if these actions are taken because of anticipated need on an existing local incident, whether they eventually are used on the incident or not.

If local conditions are such that replacement personnel are needed to cover preparedness or suppression workload because employees are on fire assignment, these replacement personnel must charge to an appropriate account, not to the fire the original personnel responded to. A person should only charge to a fire if the individual is working directly on or in support of the fire.

APPROPRIATE TIMEFRAMES FOR CHARGING TO A FIRE CODE

(Excluding Fire Trespass Expenses and State Assist Fire Expenses)

If a person is no longer working on a fire, in support of a fire, or refurbishing after a fire, they generally should not be coding to that incident's fire code. On occasion, expenditures to a fire code could occur well after the incident is controlled, such as when staff makes fire-related payments or warehouse personnel refurbish equipment long after the fire is deemed out. Replacement of fire-damage items, based on an S#, can also occur long after a fire is controlled. In such cases, the S# authorization should be utilized within six months after the incident is declared out. If circumstances arise where this time frame cannot be met, approval must be received by the state incident business lead prior to using the S#.

CHAPTER 10
ALL HAZARD GENERAL

REFERENCES

- DOI All-Hazard Supplement to the SIIBM: https://www.doi.gov/emergency/upload/DOI-BusinessSupplement-FINAL-23SEP14.pdf
- DOI Emergency Management Policy References: https://www.doi.gov/emergency/emergency-policy

POINT OF CONTACT

Casey O'Connell is the National Lead for FEMA reimbursements. Each state has a designated POC. The role of the state POC is to facilitate the collection and submission of proper documentation to the FA, Budget and Evaluation Office (LLFA400000) at coconnel@blm.gov. The State POC needs to notify the National POC when non-BLM (i.e. cooperators) are mobilized for an ESF-4 assignment. The roles and responsibilities of the state POC, specific guidance for processing requests, and a state POC listing are available on the BLM Fire & Aviation Budget and Evaluation website at http://web.blm.gov/internal/fire/budget/index.html.

CODING BASE-8 AND OVERTIME

The FEMA policy states that FEMA will not reimburse agencies for base hours of employees who are normally working at the time of the incident. This includes all permanent full-time employees and may include some career seasonal and temporary employees (depending on their normal period of funding).

The BLM employees who are normally working at the time of the incident, and are assigned to or in support of (ESF-4), will code base hours to their home office and program. The BLM career seasonal employees who are extended beyond their normal period of funding in support of ESF-4 will code base hours to the appropriate reimbursable ESF-4 code provided by the state POC. Documentation in regards to career seasonal normal periods of funding may be required for reimbursement.

State, district, and field offices and dispatch centers are required to provide names of the career seasonal employees and the normal period of funding to the state POC to substantiate base hours for reimbursement upon request. Failure to do so will result in hours being charged back to the home office or program.

All employees will code overtime, premium pay and travel expenses to the appropriate reimbursable ESF-4 codes identified by the State POC, (i.e., LLFAXXX000 LF6910000.NY0000 LRRFRXXXXX00). The overtime provisions of Public Law 106-558 (Wildland Fire Overtime) apply only to those assigned to emergency wildland fire activities whose overtime work is exempt from coverage under the FLSA. This provision does not apply to employees dispatched in support of all-hazard incidents (hurricanes, floods, earthquakes, oil spills, and other non-fire emergencies). Do not use T&A HC 113 for any all-hazard incident. Use

regular overtime codes (110, 121, 120, etc.) when recording overtime in support of ESF-4 incidents.

In a non-fire emergency, the exemption status of an exempt employee is determined on a work week basis. An exempt employee shall be non-exempt for any weekly tour of duty in which the employee's primary duties for the period of emergency work are non-exempt (5 CFR 551.211 (f)(2)(ii)). For purposes of this CFR, primary duties typically mean the duty that constitutes the major part (over 50 percent) of an employee's work (5 CFR 551.104). Non-exempt employees retain their non-exempt status regardless of the emergency work performed or the incident position to which assigned.

HAZARD PAY AND ENVIRONMENTAL DIFFERENTIALS

Refer to the CFR, Title 5, chapter 1, part 550 to determine if hazard pay is applicable for general schedule employees. Refer to CFR, Title 5, chapter 1, part 532 for information on environmental differential for wage grade employees.

Appendix J to Subpart E of 5 CFR 532 lists the specific categories for information on environmental differential for wage-grade employees. In order to be eligible for an environmental differential, the duties must be beyond the normal duties expected of the employee's home unit position. Questions regarding whether the duties have been classified into a specific position shall be referred to the home unit Human Resource office

The specific reason for hazard pay must be listed on the signed Crew Time Report and Emergency Firefighter Time Report, OF-288 (or other approved all hazards incident timekeeping forms), to assist home units in applying pay regulations.

BI-WEEKLY MAXIMUM EARNINGS LIMITATION

All employees working on or in support of all non-wildland fire incidents or activities are subject to the bi-weekly maximum earnings limitation. In certain circumstances, the DOI may waive the limitation upon request from the BLM. The AD, FA has been authorized to: (a) determine emergency situations for the purpose of lifting the bi-weekly maximum earnings limitation; (b) determine emergency situations for FLSA purposes; and (c) coordinate the application of these new authorities with the BIA, U.S. FWS, the NPS, and the USFS. When the bi-weekly limitation is waived, written direction will be issued from the Assistant Director. In such situations, the annual maximum earnings limitation remains in place.

The annual maximum earnings limitation rule limits an 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)).

EMERGENCY WORKERS (CASUALS/AD)

To assist with ESF-4 support, the BLM is authorized to utilize, hire and pay emergency workers (casuals) in accordance with the AD Pay Plan for Emergency Workers https://www.nifc.gov/programs/cpc_ADpayplans.html.. All casual time and travel will be charged to the reimbursable WBS code assigned to the mission assignment. Please reference the

most current FA IM in regards to hiring and payment procedures for casuals (http://www.nifc.gov/programs/cpc_agencymemos.html).

WORK/REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

BLM personnel assigned in support of ESF-4 will follow directions in the SIIBM, chapter 10, page 10-19 Work/Rest, Length of Assignment, and Days Off.

CACHE ITEMS

All accountable/durable property such as tents, sleeping bags, cots, chaps, Nomex, flight suits/helmets, lighting kits, ridge poles, chainsaws, radios, radio kits, generators, pumps, etc. must be returned through the normal return process to the servicing incident support cache. FEMA will not reimburse the BLM for accountable property; therefore, the home unit will be charged for items not returned.

PURCHASE OF ACCOUNTABLE/SENSITIVE PROPERTY

Accountable and/or sensitive property purchases must be made by a contracting officer operating within their warranted authority. These items include: office equipment, digital cameras, computer software, etc.

CHARGE CARD PURCHASES (MICRO-PURCHASING)

Personnel with purchasing authority must obtain authorization from the incident agency and Finance/Administration Section Chief to use the government charge card and convenience checks in support of the incident.

All charges must be supported by an incident order, request number (resource order number), and valid legible receipt copy. The FEMA will consider charge card reimbursement only if the necessary supporting documentation is provided.

Field offices must ensure that individuals who have made charges on their government charge card in support of an all-hazard incident forward copies of their signed/approved charge card statements, along with copies of supporting receipts/documentation to the assigned state POC upon request.

The default code for charge cards *must not* be changed to the reimbursable charge code.

DOCUMENTATION

In order for the BLM to receive reimbursement, FEMA requires all documentation charged to the incident be included in each billing. A checklist designed to assist the employee in providing the required documentation needed for billing purposes is available on the BLM FAD budget website at http://web.blm.gov/internal/fire/budget/index.html.

Not all expense are reimbursable. If the employee does not have a resource order, coordinate with your State POC on the required documentation and circumstances for reimbursement.

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CHAPTER 11
CLAIMS

REFERENCES

Pending current department manual updates, please ensure you are utilizing the most current version of the forms referenced in this chapter by following this link https://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html

The Federal Tort Claims Act provides for the filing of claims against the United States for personal property damage or loss, personal injury, or wrongful death caused by negligence, wrongful acts or omissions of federal government employees while acting within the scope of their employment. Only the USDI Office of the Solicitor has the authority to settle claims under the Federal Tort Claims Act.

DEPARTMENT OF THE INTERIOR MANUAL

The Department of the Interior Manual Part 451 Chapter 1 (http://elips.doi.gov/ELIPS/0/doc/1506/Page1.aspx) (451 DM 1) describes the Departmental policies, procedures and responsibilities for handling claims against the United States under the Federal Tort Claims Act.

The Department of the Interior Manual Part 451 Chapter 3, Loss or Damage – Employee's Personal Property (http://elips.doi.gov/elips/0/doc/1508/Page1.aspx) (451 DM 3) describes the Departmental policies for settlement of claims against the United States. DM 451.3.2, states "damage or loss must be incident to the employee's service and possession of the property must be reasonable, useful, or proper in the circumstances."

BLM MANUAL

BLM Manual 1386.6 (http://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html) outlines the responsibilities, designation process, reporting and investigation processes, and the filing and adjudication of tort claims against the United States within the BLM.

MILITARY PERSONNEL AND CIVILIAN EMPLOYEES' CLAIMS ACT OF 1964

The Military Personnel and Civilian Employees' Claims Act of 1964 (https://ogc.commerce.gov/file/military-personnel-and-civilian-employees-claims-act) (MP&CE) outlines rights of employees, official volunteers, and casuals to claim reimbursement for loss or damage to personal property that occurs in performance of duty.

CONTRACT DISPUTES ACT OF 1978

(https://www.govinfo.gov/content/pkg/STATUTE-92/pdf/STATUTE-92-Pg2383.pdf)

The Contract Disputes Act of 1978 establishes procedures and requirements for affirming and resolving claims subject to the Act.

NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT(SIIBM)

https://www.nwcg.gov/publications

- Chapter 20, Acquisition (Contract Claims)
- Chapter 70, Claims

FILING A TORT CLAIM

The Federal Tort Claims Act provides for the filing of claims against the United States for personal property damage or loss, personal injury, or wrongful death. 451 DM 1 and the BLM Manual 1386.6 further identify specifics to the USDI and the BLM in the processing of Tort Claims.

A tort claim must be filed within two years of the date of the incident which gave rise to the claim.

It is the responsibility of private property owners to document and substantiate any claims filed for damage to or loss of personal property. The private property owner assumes the burden for proving the Government negligent and for documenting their losses.

The claimant must submit the claim using the SF-95, Claim for Damage, Injury or Death, or other written and signed document.

The claimant must provide:

1. Claimant's name, mailing address and phone number.
2. A statement describing what action or omission of the Government caused the damage, loss, or injury.
3. The sum certain (specific dollar amount) claimed.

The claimant should provide the following supporting documentation to substantiate the claim:

1. Proof of ownership for damaged property, e.g., copy of title, registration, deed or tax documents.
2. Documentation of the amount claimed, e.g., two itemized repair estimates, two estimates of replacement costs, age of damaged/destroyed property, salvage values, proof of property value.
3. Documentation of insurance coverage of the property.
4. Witness statements.
5. Pictures of the damaged property and pictures of the property before damage occurred.

Tort claims are submitted to the designated official of the Incident Agency.

FILING AN EMPLOYEE CLAIM

The Military Personnel and Civilian Employees' Claims Act of 1964, 31 U.S.C. § 3721 (1982) provides for the filing of claims against the United States for personal property damage or loss,

personal injury, or wrongful death. 451 DM 3 further identify specifics to the USDI and the BLM in the processing of Employee Claims.

All employees are responsible to know the rights and responsibilities for personal property claims and to show due diligence and care for all property used in performance of duty.

Supervisors and managers are responsible to review claims and provide written statements relative to the claim. Incident supervisors are responsible to document the circumstances that pertain to the loss or damage.

Within 60 days of property loss or damage, employees and their supervisor complete an Employee Claim Package and submit the forms with supporting documentation to their home unit.

- The employee completes form DI-570, Employee Claim for Loss or Damage to Personal Property and provides witness statements and supporting documentation to their supervisor.
- The supervisor provides a statement and recommendation in regards to the validity of the circumstances and necessity of the items claimed.
- The State Fire Management Officer (SFMO) or Delegated Official reviews and signs the completed package and forwards it on to the Solicitor's office for adjudicating.

If the employee is away from their duty station, report the occurrence to the on-site supervisor and complete the required forms, following local, established procedures for submission to the home unit.

The claimant must provide:

1. Claimant's name, permanent mailing address and phone number.
2. Narrative statement that tells who, what, when, where, how and why the loss or damage occurred. Description of how the claimant provided for security of the items.
3. Detailed description of each item.
4. Purchase month/year/price of each item claimed.

The claimant should provide the following supporting documentation to substantiate the claim:

- Witness statements or other statements, etc. on separate sheets of paper.
- Catalog/internet photos and prices, copy of the original receipts, and/or statement of value documentation.

If an adjudicated decision is returned in favor of the employee, a SF-1145or FMS-197 form should be filled out and sent to the Accounts Payable Section, OC-6220 at the National Operations Center in Denver. Both forms (SF-1145 or FMS-197) must have the claimant's signature, the claimant's supervisor signature and a budget officer's signature to authorize the funds.

FILING A CONTRACT CLAIM

Claims related to Emergency Equipment Rental Agreements (EERA) and other contracts are adjudicated per the Contract Disputes Act of 1978.

All personnel involved in the management of rented equipment, land or facilities use have the potential to be involved with a contract claim and should be aware of the contract claims procedures.

A federal Contracting Officer (CO) is the only person authorized to settle a federal contract claim up to the amount of their delegated warrant authority. Contract claims may be settled by the original contracting officer, or a designated successor contracting officer, acting within their delegated warrant authority and limits set by the incident agency. Other personnel have no authority to settle a contract claim, but do have a crucial role in the claim process. In the event a settlement cannot be reached and a dispute arises, the written final decision shall be made by the contracting officer initiating the EERA or I-BPA or an agency-designated successor contracting officer.

Payment for equipment use shall not be delayed beyond a reasonable period to obtain documentation needed to support a contractor's claim.

The following are general guidelines for dealing with a claim or potential claim:

- Contractors filing a claim assume the burden for proving the Government was negligent and there for caused the loss or damage.
- Incident personnel shall not advise, comment, or solicit a contractor's claim.
- While there is no specific form on which to file a claim, the claim must be in writing and include the following:

    1. Claimants complete name, mailing address, and phone number.
    2. Legible signature of the equipment owner or legal representative.
    3. Claimant's statement of facts concerning the damage.
    4. Claimant's itemized listing of the amount claimed, including estimated values of equipment before damage.
    5. Witness statements if available.

- The incident supervisor managing the equipment is responsible for documenting the damage and initiating the investigation. The extent of the investigation should be appropriate to the complexity and/or amount claimed. The investigator shall avoid conclusions and opinions and shall only present observations and facts. The investigation report should include the following items:

    1. Description of the damage and circumstances leading to the damage; including location of the area, sequence of events, weather, and road conditions.
    2. Law enforcement investigation report if applicable.
    3. List of witnesses and statements.
    4. Sketches, maps, diagrams, or photographs of the scene or equipment.

CHAPTER 12
MANAGING TRESPASS COLLECTIONS AND STATE ASSIST

REFERENCES

- CFR
- MS 9238, Fire Trespass Manual: http://web.blm.gov/internal/wo-500/directives/dir-manu/9238.pdf

- H-9238-1, Fire Trespass Handbook: http://web.blm.gov/internal/wo-500/directives/dir-hdbk/h9238-1.pdf

FIRE TRESPASS COLLECTIONS

The authority for collections of fire trespass costs is found within Public Law 94-579, the Federal Land Policy and Management Act of 1976, section 305, Deposits and Forfeitures. This section allows the BLM to collect for fire trespass and use the collection for "any improvement, protection, or rehabilitation work."

MANAGING FIRE TRESPASS COLLECTIONS

Fire trespass activities will be identified, administered, and tracked according to established procedures within the BLM's Fire Trespass Handbook (H-9238-1). The purpose is to reduce property and resource losses from unwanted human-caused ignitions and to increase available budget resources.

Fire trespass collections will be deposited into either Functional Area L53100000.RD0000 (Repair of Damaged Lands, (O&C)) or Functional area L53200000.RD0000 (Repair of Damaged lands, Public Lands). When depositing these collections use WBS "LVDOFIRE0000"and "LVDPFIREXX00" (the XX is the state identifier; i.e., ID, MT, etc.), respectively. **The WBS must be attached to the collection, or the funds risk being lost into a general collections category.** The program element, RD, and the WBS, LVDOFIRE0000 or LVDPFIREXX00, will be hard coded in the Collections and Billing System (CBS). The CBS edits do not change or identify the invalid cost center code for fire trespass reimbursements; however, the bill will not pass the FBMS edits and will be rejected. Each state office has designated a specific office organization code in which collections will be summarized (ref page 12-5).

Once fire trespass funds are deposited, they will be managed by the state where the collection was made within the directives. These funds are available as soon as collected and may be maintained in the state office for statewide activities or targeted to field offices.

If another federal agency's costs were part of the trespass bill, BLM must transfer their percentage of the collection via Intra-Governmental Payment and Collection (IPAC) (a Treasury subsystem for interagency electronic transfer of funds).

Funds collected from fire trespass actions can only be used for fire program activities that support the protection of life, resources and property. These collections, however, may not be

used for Fire Deferred Maintenance and Capital Improvement projects that would be appropriately funded in LF330. These funds can also be used for restoration activities that are needed as a result of a fire where, due to limitations on the use of Emergency Stabilization and Rehabilitation (ES&R) funds, restoration of developments damaged by a fire could not be accomplished. . Examples include fire prevention, mitigation, education, investigation, cost recovery and preparedness activities.

Trespass funds may be used for non-recurring contracts and one-time purchases that do not require continued monetary commitment beyond what is available in the trespass account. Funds can be used for labor, training, travel and support and administration of fire program activities. However, while labor charges are allowed, these funds should not be used as the basis for hiring permanent positions.

Trespass funds are not base funds; they are considered one-time funds. These funds do not have to be applied to the same lands that generated the collections and can be used without fiscal year limitation.

If fire occurs on Western Oregon (O&C) lands, deposit the collections into Functional Area L53100000.RD000. If fire occurs on other public lands deposit money into Functional Area L53200000.RD0000. Example: BLM Utah recovers $400,000 from a trespass fire action on public land. The entire $400,000 would be deposited in LLUT930000-L53200000.RD0000-LVDPFIREUT00. However, if the fire occurred on O&C lands, Functional Area L53100000.RD000 would be used, and the amount would be deposited in LLOR930000-L53100000.RD0000-LVDOFIRE0000.

Functional Areas L53100000 and L53200000 include other BLM activities collections; therefore, it is critical that fire trespass collections and resultant spending transactions cite the LVDOFIRE0000 and LVDPFIREXX00 WBS, or the funds will be deposited to the general state Repair of Damaged Lands account.

Indirect costs for special funds, such as recoverables, reimbursables, and trust projects will not be assessed to fire trespass collections. This decision has been made because most fire trespass settlements are less than full value and rarely cover actual BLM expenditures.

Leave surcharge will be assessed consistent with the amount of expenditures for BLM labor charged to the LVDOFIRE0000 and LVDPFIREXX00 WBS.

Budget authority derived from trespass collections is considered no-year funds. End-of-year budget resources in fire trespass will be summarized at the state office level (LVDOFIRE0000 and LVDPFIREXX00), and the existing functional area (L53100000 or L53200000) will be carried forward at the current level by state and organization. Use the CBS or the FBMS to monitor collections and manage expenditures.

Tracking Fire Trespass Cases and Collections: The OIG audit report entitled Reimbursement of Firefighting Costs, BLM (Report No. 98-I-551, July 1998, https://www.doioig.gov/sites/doioig.gov/files/98-i-551.pdf) requires BLM state offices to track, and prepare for management review and oversight, the following items:

- Number of human-caused fires each year.
- Number of human-caused fires where BLM has pursued collection each year.
- Cost of fires where BLM has pursued collection.
- Amounts billed.
- Amounts collected.
- Amounts written off (compromise offer or write-off of entire amount).
- Reasons for amounts "not billed" or "written off."
    - Amounts not Billed: For human-caused fires where BLM has made a decision not to pursue collection, the basis for this decision should be documented on the "Field Manager's Fire Trespass Decision Document" and included in the official fire investigation case file at the local level. This decision document can be found as an illustration in the BLM Fire Trespass Handbook.
    - Amounts Written off: For human-caused fires where BLM has made a decision to pursue collection, and a compromise offer has been accepted or the entire amount has been written off, the reason for that decision should be documented and tracked at the unit level in the official fire investigation case file and by the State Fire Trespass Coordinator.

It is understood that, for most fires, cost recovery efforts may take several years which makes it difficult to produce an annual summary of billings and collections. Therefore, state offices should consider keeping a running spreadsheet that tracks, at a minimum, the items listed above for all fire trespass cases where their state has pursued collection. For all other human-caused fires where BLM has chosen not to pursue collection, that documentation should reside within the individual fire investigation case files as explained above under the "Amounts not Billed" section. This documentation would include reasons such as "no responsible party identified," "negligence or intent could not be established," or some other appropriate reason.

STATE ASSIST COLLECTIONS

PROTECTION ASSISTANCE COLLECTIONS AUTHORITY

The FY 1999 Interior Appropriation (DOI and Related Agencies Appropriations Act, 1999, as included in Public Law 105-277, Section 101 [e]) provided permanent authority to keep sums received for fire protection rendered pursuant to the authorities in the 1955 Fire Reciprocal Protection Act (42 U.S.C. 1856 et seq.).

Functional Areas LF4600000/LF5610000/ LF5710000

Collection:
Fire protection assistance costs will be tracked and billed according to existing processes. The specific wildland fire protection agreements and the operating plan should provide the guidance for items to be billed.

All fire assistance collections, both Suppression and Preparedness, are to be deposited into one subactivity, LF4600000, which will be renamed "Fire Assistance Collections". Preparedness Assistance Collections (LF470), will no longer be used. Collections deposited into LF460 will be transferred to Fire Assistance Reimbursable-Suppression (LF561) and Fire Assistance Reimbursable-Preparedness (LF571) based on the ten-year average ratio of Suppression (LF200) to Preparedness (LF100) expenditures.

The current ten year average percent split is 55% for suppression and 45% for preparedness. . Program element "RD0000" and WBS "LVFA10000000" will be used for all collections.

Deposits of those collections will be placed into that state office's designated office code. The office organization codes identified on page 12-5 will be used for both functional areas' deposits. Collections are to be deposited as current year funds regardless of the year the fire occurred. A designated office code has also been established for FA for recording collections received from protection assistance efforts in locations outside the scope of responsibility of the BLM state offices.

- Example: BLM Alaska receives $500,000 as a result of the net payment for FY 2017 protection assistance covered by an agreement with the State of Alaska. Therefore, $500,000 will be deposited into the designated office code, functional area LF4600000 (Fire Assistance Collections), program element RD (for collections), and WBS 1000(AK310-LF4600000.RD0000- LVFA10000000-$500,000).
- FA will then utilize The BLM's ratio between preparedness and suppression which is 45 percent preparedness and 55 percent suppression will be used to then make deposits. $275,000 into AK310-LF5610000.RD0000- LVFA10000000 and $225,000 into AK310-LF5710000.RD0000- LVFA10000000.

Although these funds are deposited into a state office account, they are not available to the state. In order to establish an accounting trail on the source of funds collected, BLM must credit LF4600000 collections to the state or national office performing the collection. All funds, regardless of what office did the collection, will be managed at the national level by the Fire and Aviation Budget and Evaluation Division. Funding derived from fire protection assistance

reimbursements (LF4600000) are no-year funds and will be managed accordingly States will be allowed to carry over 2% of their LF5710000 allocation for state priorities. State-level carryover above 2%, and national office and center carryover in its entirety, will be rolled up to be used for the highest program priorities.

Over-spending follows the same rules as for Preparedness (LF100) and Fuels Management (LF310): over-expenditures at the end of a fiscal year in LF5710000 without prior approval from FA will result in an allocation reduction the next fiscal year.

One-time reduction rate:

- 50% of over-expenditure amount for the first occurrence
- 75% of over-expenditure amount for the second consecutive occurrence
- 100% of over-expenditure amount for the third consecutive occurrence

Collections for state assistance fires that occur in or cross more than one BLM State Office jurisdiction (i.e. border fires), will be the responsibility of the primary BLM State Office. The primary BLM State Office is the jurisdiction with the majority of the effort, who supervises the incident's primary dispatch center and is required to complete wildland fire reports (i.e. WFDSS, Fire Reports, ICS-209s, etc.). One cost share agreement will be completed for the incident. Exceptions would require appropriate justification and FA Budget Division approval.

Expenditure:

The allocation of LF5610000 funds (related to suppression) will be controlled as follows:

- Funds are used for expenditures typically charged to suppression (Functional Area LF2000000). Suppression funds are allocated at the National Office level; therefore, 55% of collected LF4600000 funds will also be controlled by FA. All expenditures are made through Functional Area LF56100000.

The allocation of LF5710000 funds (related to preparedness) will be controlled as follows:

- LF4600000 funds will be allocated to LF5710000 using a rolling five-year weighted average percentage based on total deposits during that time period. Fire and Aviation will supplement the five-year rolling average figure to the nearest million (rounding up)
- Fifty percent of a state's Functional Area LF4600000 collection dollars (preparedness portion) will be returned to the state as part of the AWP process. Funds collected in the current budget year are typically distributed the following budget year.
- These funds may be used only for non-recurring contracts, interagency activities, labor, and one-time purchases not requiring continued monetary commitment beyond the level of the current preparedness base budget.
- The remaining Functional Area LF4600000 collection amount will be targeted to bureau-wide fire projects based on the agreed to process, based on priority needs.
- While all preparedness related collections are received in the Functional Area

LF4600000, all preparedness related expenditures will be made through Functional Area LF5710000.

No indirect costs will be assessed to protection assistance reimbursements unless agreed to in specific state agreements.

A leave surcharge percentage will be assessed consistent with labor expenditures charged to the two programs (LF5610000 and LF5710000).

COLLECTIONS OFFICES

State	Cost Centers
Alaska	LLAK9F0000
Arizona	LLAZ915000
California	LLCA915000
Colorado	LLCO915000
Eastern States	LLES913000
Idaho	LLID916000
Montana	LLMT911000
New Mexico	LLNM919000
Nevada	LLNV913000
Oregon	LLOR934000
Utah	LLUT914000
Wyoming	LLWY914000
Fire & Aviation	LLFA940000

COOPERATOR PAYMENTS

Cooperator payments will be processed in accordance with WO IM 2016-109. When paying a cooperator bill for a fire from another state, utilize your office code not the state where the fire was located. This is to help someone looking for documentation know where to locate it.

CHAPTER 13
POST WILDFIRE ACTIVITIES

REFERENCES:

- Interagency Burned Area Emergency Response Guidebook, Interpretation of Department of the Interior 620 DM and USDA Forest Service Manual 2523:. https://www.nps.gov/archeology/npsGuide/fire/docs/18%20Interagency%20BAER%20Handbook.pdf
- BLM Handbook 1742-1 Emergency Stabilization and Burned Area Rehabilitation: http://teamspace/sites-wo/wo200/esr/ESR%20web/Policy/h1742-1.pdf
- Standards for Fire & Fire Aviation Chapter 11: https://www.nifc.gov/policies/pol_ref_redbook.html
- MS 1400-550 Pay Administration: http://web.blm.gov/internal/wo-500/directives/dir-manu/1400-550.pdf
- NWCG Standards for Interagency Incident Business Management: https://www.nwcg.gov/publications/902

Wildland management agencies are responsible for taking prompt action to determine the need for, and the prescribe and implement, emergency treatments to minimize threats to life or property or to stabilize and prevent unacceptable degradation to natural and cultural resources resulting from the effects of a fire on the lands they manage.

Damages resulting from wildfires are addressed through four activities:

1. Suppression Repair: Planned actions taken to repair damages to resources, lands, and facilities resulting from wildfire suppression actions and documented in the Incident Action Plan. These actions are usually implemented prior to, or immediately after containment of the wildfire by the incident management organization. Repairs under this activity may be completed to return the value to pre-wildfire management activity condition as practical but may not improve the condition beyond what was existing prior to the incident. These actions are typically taken immediately after containment and are typically charged to functional area LF20.

2. Emergency Stabilization: Planned actions to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life or property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency Stabilization (ES) actions must be taken within one year following containment of a wildfire and documented in a Burned Area Emergency Response (BAER) Plan. These actions are taken during the first 1-12 months or up to 18 months for special circumstances, after containment and it is typically charged to functional area LF22.

3. Rehabilitation: Efforts taken within three years of containment of a wildfire to repair or improve wildfire-damaged lands unlikely to recover naturally to management approved

conditions, or to repair or replace minor facilities damaged by wildfire. These efforts are documented in a separate BAR Plan.

4. Restoration: Continuing the rehabilitation beyond the initial five years or the repair or replacement of major assets damaged by the wildfire.

How do we code for assisting FS or DOI agencies with BAER implementation?

When requested to assist on the implementation of a Forest Service (FS) Burned Area Emergency Response (BAER) project, a project plan must be submitted and approved by the WO to authorize the use of Emergency Stabilization funding. When requested to assist another DOI bureau with Emergency Stabilization or Burned Area Rehabilitation project implementation, the same process would need to be applied.

	Post-Fire Activities				
Red Book		Suppression Repair	Emergency Stabilization	Rehabilitation	Restoration
	Objective:	Repair suppression damages	Protect life and property	Repair damages	Long Term Ecosystem Restoration
	Damage due to:	Suppression activities	Post-fire events	Fire	Fire
	Urgency:	1-12 months	1-12 months , up to 18 months in special circumstances	1-5 years	5 + years
	Responsibility	Agency Administrator	Agency Administrator	Agency Administrator	Agency Administrator
	Funding type:	Suppression (fire)	Emergency Stabilization	Rehabilitation	Regular program
	References	Master Fire Agreement - BLM xxxx			
	Funding	LF2000000 LFSPXXXX0000	LF2200000 LFESXXXX0000	LF3200000 LFBRXXXX0000	L1XXX LXSIXX0000
	Source Year	Ask FMO or Incident Business	Check with Budget	Check with Budget	Check with Budget
	Overtime Pay Code	113	113 until plan approved 110 once a plan is approved	110	110
	Time Documentation	OF-288 or CTR	OF-288 or CTR Overtime (OT) – T&A System request or written OT authorization filed in employee's time file.	Overtime (OT) – T&A System request or written OT authorization filed in employee's time file.	Overtime (OT) – T&A System request or written OT authorization filed in employee's time file.
	Utilize ROSS for equipment, supplies, overhead, crews, aircraft	Yes – this is typically part of the IMT actions	Yes – possibly needed for events of regional/national significance, and human health or safety are at stake. Generally including members of the DOI National BAER teams	No – an approved plan is in place – same forms are utilized for damages and claims associated with fire suppression actions (e.g. damages should be documented on an OF-289)	No – an approved plan is in place – same forms are utilized for damages and claims associated with fire suppression actions (e.g. damages should be documented on an OF-289)
	Keep ROSS open until project complete	No – an approved plan is in place	No – an approved plan is in place	No – an approved plan is in place	No – an approved plan is in place
	NFES Cache Items	Orders will be placed with credit card or purchase order	Orders will be placed with credit card or purchase order	Orders will be placed with credit card or purchase order	Orders will be placed with credit card or purchase order
	Acquisitions	Non-Competitive	Potential for both Non-Competitive and Competitive	Competitive	Competitive
	VIPR and EERA Agreements	Yes	Possibly	No	No
	Agreement Required	No – Master Agreement authorizes	No – Master Agreement authorizes	Yes, Wyden Act authorizes reference guide	Yes, Wyden Act authorizes reference guide

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Quick Note: We need to be cautious about how we interpret the terminology used by staff, they may not always use the appropriate terminology for identifying what they are doing when it comes to post fire activities. A good example is when we are working with our FS partners they use the BAER (Burned **A**rea Emergency Response) term which is utilized in the beginning phases of the planning cycle. We use the term ES (Emergency Stabilization) which is mostly consistent with FS BAER work. BAR (Burned Area Rehabilitation) (sometimes pronounced the same way) is a program that only DOI administers, with no counterpart in the FS wildland fire funding. The BAR program is non-emergency/longer term resources degradation as the result of a wildfire. The program lead at the district/field office will be well educated on which phase we are in for determining the Functional Are

CHAPTER 14
BILLING AND PAYMENTS

IMET BILLING AND PAYMENT PROCESS

NIFC obligates funds under an agreement with NOAA using LF2000000.HU0000 and the WBS LFSP99990000. When NOAA employees respond to a DOI fire, a billing package is submitted to the BLM National Incident Business Lead. The BLM National Incident Business Lead forwards the bill to the state office responsible for the fire to review. When approval to pay is received, the BLM National Incident Business Lead notifies NOAA to initiate an IPAC. Once the IPAC is completed, a Journal Voucher is processed to move the payment to the appropriate fire WBS.

STATE BILLS FOR OUT OF STATE FIRES

When our state partners get called out of state to assist on a BLM incident, the state is instructed to bill the BLM office in the state where they have their agreement. The agreement between the FBMG State Leads is that each has the authority to review and pay those bills without sending them to the state where the fire occurred for review.