

U.S. FISH AND WILDLIFE SERVICE

Fire Business Guide

Fiscal Year 2021



2019 Swan Lake Fire, Eric Riener, USFS

Provided by the Branch of Fire Management

11/1/2020 v1

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Introduction

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

This guide does not provide new policy, or supersede existing policy; it has been developed as a resource to provide helpful information in the various actions and processes in the implementation of existing policy within incident business.

For current detailed guidance documents, policy memoranda, and URL links see Section 6, References.

NOTE: As of publication date, many links and references are currently being migrated to the new SharePoint site; current links may or may not still be functional after October 1, 2020. Once SharePoint migration is complete, links will be updated.

Summary of significant changes for FY21 v1:

Section 1, Chapter 2

Added subactivity F2400, CAP Funds
Added subactivity F3700, Supplemental

Section 1, Chapter 2, Subparagrah A

Added FAAS language
Updated Allocation Percentages Chart for current year

Section 1, Chapter 7, Subparagraph A

Addition of information on Grant Funds

Section 2, Chapter 8, Subparagraph C

Added paragraph on Cross Charging assessment

Section 2, Chapter 12, Subparagraph C

Revision of Hazard Pay information

Section 2, Chapter 13, Subparagraph A

New section on documentation

Section 3, Chapter 16, Subparagraph D

Clarification on when to use the NERV rental program

Section 3, Chapter 17

Reorganized subparagraphs

Section 3, Chapter 18

Reorganized subparagraphs and added additional information for Comp/Claims

Section 3, Chapter 19

New Chapter for COVID-19/Pandemic information

Section 4, Chapter 20, Subparagraph D

Added JAO process for submitting Reimbursable Agreements

Section 5, Chapter 22, Subparagraph B

Added information on AD hiring guidance

Section 6

Added and organized information

Section 6, Subparagraph A

Added Links Quick Reference Guide

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

IR-9,12: Columbia-Pacific Northwest, Pacific Islands (old FWS Region 1 – Pacific)			
Regional Fire Management Coordinator	Josh O’Connor	Josh_OConnor@fws.gov	(503) 872-2756
Budget Analyst	Sandra Hahn	Sandra_Hahn@fws.gov	(503) 231-2054
Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
IR-6,7,8: Arkansas-Rio Grande-Texas Gulf, Upper and Lower Colorado Basin (old Region 2 – Southwest)			
Regional Fire Management Coordinator	Thad Herzberger (Acting)	Thad_Herzberger@fws.gov	(505) 248-7463
Budget Analyst	Mary Blake	Mary_Blake@fws.gov	(505) 248-6484
IR-3,4: Great Lakes, Mississippi Basin (old Region 3 – Midwest)			
Regional Fire Management Coordinator	Jason Riggins	Jason_Riggins@fws.gov	(612) 713-5366
Fire Budget Analyst	Kimberly Muirhead	Kimberly_Muirhead@fws.gov	(218) 768-2402
IR-2,4: South Atlantic Gulf, Mississippi Basin (old Region 4 – Southeast)			
Regional Fire Management Coordinator	Vince Carver	Vince_Carver@fws.gov	(404) 679-7225
Budget Analyst	Rachel Pearson	Rachel_Pearson@fws.gov	(912) 660-0914
Fire Business Specialist	Rick Struhar	Rick_Struhar@fws.gov	(404) 353-2004
IR-1: North Atlantic-Appalachian (old Region 5 – Northeast)			
Regional Fire Management Coordinator	Art Canterbury	Art_Canterbury@fws.gov	(413) 253-8589
Budget Analyst	Mary Elliot	Mary_Elliot@fws.gov	(410) 228-2692 x 1192
IR-5,7: Missouri Basin, Upper Colorado Basin (old Region 6 – Mountain-Prairie)			
Regional Fire Management Coordinator	Michael Haydon	Michael_Haydon@fws.gov	(303) 236-8125
Budget Analyst	Vacant		
IR-11: Alaska (old Region 7 – Alaska)			
Regional Fire Management Coordinator	Brad Reed (Acting)	Brad_Reed@fws.gov	(907) 786-3985
Budget Analyst	Ruth Johnson	Ruth_Johnson@fws.gov	(907) 786-3540
Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
IR-8,10: Lower Colorado Basin, California-Great Basin (old Region 8 – Pacific Southwest)			
Regional Fire Management Coordinator	Dale Shippelhoute	Dale_Shippelhoute@fws.gov	(916) 978-6181
Refuge Budget Chief	Dara Rodriguez	Dara_Rodriguez@fws.gov	(916) 414-6505
Fire Business Specialist	Veronika Klukas	Veronika_Klukas@fws.gov	(503) 231-6174
Headquarters			
Fire Budget Officer	Gillian Fay	Gillian_Fay@fws.gov	(208) 387-5536
Incident Business Coordinator	Reah Reedy	Reah_Reedy@fws.gov	(208) 387-5736
Fire Budget Analyst	Sara Randolph	Sara_Randolph@fws.gov	(703) 358-2129

Section 1: Financial Management

CHAPTER 1: OVERVIEW OF FWS FIRE BUDGET

A. Appropriations

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

B. Allotment

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

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

C. Fire ("No-Year") Fund Policy

Fire funds are appropriated with language, "available for obligation without fiscal year limitation"; therefore, it is acceptable to pay for prior year expenses with current year funds; e.g. paying for payroll charges occurring in FY20 with 21X funding, or using current year funding to pay state fire invoices from previous years' fires.

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

Excerpt from OWF email response:

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

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

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

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

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

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

CHAPTER 2: FIRE SUBACTIVITIES

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

WFM Activity	Subactivity	Budget Program	Activities Funded
Preparedness			
	Preparedness	F1000	Actions taken to prepare to respond to a wildland fire
Emergency Suppression			
	Emergency Suppression	F2000	Response to wildland fire or other types of emergencies
	Severity	F2100	Actions to prepare for anticipated events above the normal preparedness level
	Emergency Stabilization	F2200	Repair/replace/construct physical improvements necessary to prevent degradation of land or resources
	CAP Suppression Funding	F2400	Emergency Funding available after Suppression funding is expected to be exhausted.
Other Operations			
	Fuels Management	F3100	Management of flammable vegetation to reduce risk of wildland fire
	Burned Area Rehabilitation	F3200	Repair of fire-damaged lands unlikely to recover naturally to management approved conditions
	Facilities	F3300	Deferred maintenance of fire-related facilities
	Supplemental	F3700	Supplemental funding received in addition to normal appropriations; i.e. CARES Act
Non-Appropriated Funds			
	Collections	F4600	Funds received by the Service as repayment for fire protection assistance
	Reimbursable	F6900	Funds received as payment to perform work or furnish materials to other Agency/Bureau

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

Reconciliation and Tracking of Fire Accounts

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

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

Antideficiency Act

The Antideficiency Act prohibits Federal agencies from obligating or expending Federal funds in advance or in excess of an appropriation. The FMB monitors to ensure that all regions and the Fire Program as a whole adheres to this law.

Accountability

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

A. Allocation

Allocation methodology varies depending on Subactivity. Preparedness and Fuels Management have set methodology while Severity, Emergency Stabilization, Burned Area Rehabilitation, and Facilities are based on projects. More information on the approval process for projects with project specific funding can be found in subsequent sections. Suppression funding is not allocated to specific regions, but sits at Headquarters level for the regions to expend against as necessary.

Fiscal year 2019 was the first of a three (FY19, FY20, FY21) year cycle in which the allocation percentages for Preparedness were locked. The percentages will change if the annual appropriation is above the FY19 level. The Preparedness allocation methodology and allocation percentages for FY19-21 were approved by the NFLT in the Fall of 2018.

The Fuels Management Allocation and Accountability System (FAAS) was fully implemented in FY17 to set regional fuels management allocations and has been used every year since. The initial NFLT decision was that allocation percentages derived would be used through the FY20 allocation. In July 2019, due to complexities and breadth of items proposed for change; the NFLT approved that only proposed business rule changes would be implemented at the end of FY20 (informing the FY21 budget). It was also decided that updates impacting the FAAS allocation module (FAAS V1.1), would not be implemented until the FY21 analysis. Therefore, updated allocation percentages would begin influencing the FY22 allocation. The National Fuels Working Team are working on these updates at time of publication of this document.

It should be noted that due to COVID-19 impacts, updated business rules approved in July 2019, were modified for one year only in August 2020 to accommodate those associated impacts.

Additional information regarding Fuels Management allocation can be found in the *Establishment of a Fuels Management Three-Year Program of Work* memorandum and accompanying documentation. See Exhibit 6-B-3, FMB 202015, Establishment of a Fuels Program Three Year Program of Work.

The Allocation Percentages can be found on the next page.

FY 2021 Allocation Percentages

	Preparedness	Fuels Management
Region 1	13.71%	9.98%
Region 2	22.50%	14.87%
Region 3	8.27%	17.66%
Region 4	26.50%	26.84%
Region 5	3.89%	6.39%
Region 6	8.89%	13.17%
Region 7	6.88%	3.31%
Region 8	9.35%	7.78%

B. Carryover and Over-Expenditures

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

CHAPTER 3: F10000 - PREPAREDNESS FUND

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

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

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

Appropriate Uses:

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

Prohibited Uses:

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

CHAPTER 4: SUPPRESSION FUND

A. Subactivity F20000 – Emergency Suppression

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

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

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

For Preparedness activities outside of normal parameters, such as preparation for public activities, or unexpected events such as, weather, arson, or accidental ignitions, please see the Severity section on page 19 for requirements and approval process.

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

Appropriate Uses:

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

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

Prohibited Uses:

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

B. Subactivity F21000 – FWS Fire Severity

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

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

Short-Term Fire Severity Funding

Short-Term Fire Severity funding can be requested to implement preplanned actions from an approved preparedness or step-up plan when:

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

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

Long-Term Fire Severity Funding

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

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

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

Steps to Request Long-Term Fire Severity Funding Authorization:

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

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

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

All Long-Term Fire Severity funding requests must include:

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

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

Fire Severity Over-Expenditure

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

Fire Severity Project Codes

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

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

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

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

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

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

Fire Severity Reporting Requirements

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

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

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

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

Appropriate Uses:

- Base 8 for supplemental personnel, i.e., individuals not already funded with preparedness funds.
- Base 8 for fuels (F31000) funded employees.
- Premium pay during overtime hours for all employees engaged in severity operations.
- Maintenance and repairs of equipment which are damaged as a result of the severity assignment. FWS does not have the authority to collect proceeds for use (charge per mile driven) which would then be utilized for maintenance of each vehicle.
- To enhance wildland fire initial attack response capability during potentially dangerous situations caused by unusual climate or weather events such as extended drought or strong windstorms.
- Rental or lease of initial attack equipment.
- Expansion of existing fire suppression personnel (7 day coverage).
- Expansion of normal initial attack capability that is included in the Fire Management Plan.
- Aviation resources.

Prohibited Uses:

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

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

C. Subactivity F22000 – Emergency Stabilization

This account pays for Emergency Stabilization (ES) plan development and implementation for up to one year plus 21 days after the ignition date of a wildfire, or up to three years for treatment effectiveness monitoring and to repair or replace emergency stabilization structures or treatments where failure to do so would imperil watershed functionality or result in serious loss of downstream values.

Units must have approval from their RFMC and FMB to use this account. The FMB will notify the regional Emergency Stabilization/Burned Area Rehabilitation (ES/BAR) Coordinator when funding has been approved. The same project code is used for both the Emergency Stabilization as for the associated wildfire.

Example Incident with FireCode #B638:

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

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

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

Appropriate Uses:

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

Prohibited Uses:

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

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

D. Subactivity F24000 – CAP Suppression Adjustment

The Branch will manage which expenses are charged against this funding. *Please do not move any charges to or from this account without consulting with the Fire Budget Officer first.*

P.L. 115-141, the Consolidated Appropriations Act, 2018, amended the Balanced Budget and Emergency Deficit Control Act to provide additional new budget authority for Fiscal Years 2020 through 2027. Under this provision, otherwise known as the Stephen Sepp Wildfire Suppression Funding and Forest Management Activities Act, DOI and the Department of Agriculture are provided additional new budget authority for wildfire suppression operations. This funding becomes available when it is expected that all Suppression funds are expected to be exhausted within 30 calendar days.

Limitations and restrictions of funding:

- Funding is available for transfer to the Wildland Fire Management account upon notification to the House and Senate Committees on Appropriations that all Suppression funds are expected to be obligated within the next 30 days.
- The funding can only be used in the Fiscal Year it was authorized, there will be no carryover funds.
- Due to the Emergency Funding Designation CAP Suppression Adjustment has a separate fund than Suppression funding.
- In the authorizing legislation, there are also reporting requirements in which all expenditures must be documented and submitted to the House and Senate Committees on Appropriations.

CHAPTER 5: FUELS AND OTHER OPERATIONS FUND

A. Subactivity F31000 – Fuels Management

Overview

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

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

The DOI has provided strict oversight so that managers may only use fuels management project allocations to implement approved fuels management projects. Please reference Service Memorandum FMB202015 “Establishment of a Fuels Management Three-Year Program of Work” for specific direction for HFR projects. Memoranda and guidance for the Fuels Management Program can be found on the [FWS Fuels Management Program Teams SharePoint site](#) and are updated annually.

It is permissible for Fuels Management allocations to be spent treating private lands outside Service boundaries, for approved projects, or for personnel cost for in-kind services. Please reference FWS Fire Management Handbook Chapter 17 and USFWS Service Manual Chapter 645 FW 1, “Prescribed Fire Policy for Non-Service Lands” for more detailed information about treating fuels on private lands.

Reporting for Fuels Management Funding

It is important that Regions allocate and track Fuels Management funding by Wildland-Urban Interface (WUI) and Non-WUI. This reporting requirement is used by the DOI Office of Wildland Fire (OWF), affects performance metrics, and is recognized as highly relevant by the Government Accountability Office (GAO). Planned costs associated with projects include

funding for those labor and operations costs directly related to specific projects should account for 60% of regional allocation.

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

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

Additional Fuels Management Program Business Related Information

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

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

Fuels Management Project Codes

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

Fuels Management project codes are requested by regions and shared with the National Fuels Management Specialist and National Budget Officer once generated.

Using 126X for Fuels Management Activities

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

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

Appropriate Uses:

- Implementation or planning of Fuels Management treatments related to prescribed fire, mechanical and/or chemical activities (or a combination of methods) meeting objectives set forth in an approved land use, fire management, or treatment plan. These should be developed in collaboration with partners and resource staff and be approved in the fiscal year spend plan (e.g., National Fire Plan Operations and Reporting System (NFPORS)).
- Planning and administrative activities which are required to support Fuels Management treatments including smoke permits, surveys, and cultural/natural consultations.
- Risk Assessments and long range (time and space) planning to identify potential Fuels Management projects and strategies.
- Any Fuels Management treatments activities on private lands meeting policy guidelines in USFWS Service Manual Chapter 645 FW 1 and using proper documentation associated with prescribed fire, mechanical, and/or chemical treatment.
- Providing subject matter expertise in community wildfire protection plans, burn plans, treatment plans, or equivalents.
- Fuels-specific training and travel.

- Charging regular (base 8) hours for Preparedness funded employees against identified fuels project funding (FF31000) when directly contributing to the completion of the project as approved by local or regional fuels managers. If sufficient fuels funding is not available, a preparedness WBS containing the fuels project code should be established and used by those employees
- Payment of Administratively Determined (AD) employees for prescribed fire projects. *For information regarding the rules and regulations governing AD's please see the [AD Pay Plan](#).*

Prohibited Uses:

- Charging non-fire funded employees' base 8 hours against the Fuels Management subactivity (FF31000). These hours are already funded out of other appropriations and cross charging for base 8 hours would constitute unauthorized augmentation of funds in their regular accounts. This activity should be charged to the employees' regular subactivity (FRS126X) but the fuels project code should be used as noted in "Using 126X for Fuels Activities".
- Coding hazardous duty pay for work on a prescribed fire. Prescribed fire generally does not qualify for hazard pay unless it involves flying under 500 AGL, or groundwork beneath hovering helicopters. Refer to 5CFR 550.901-907 for additional information and approval requirements.
- Purchasing equipment at a cost of over 10% of the Fuels Management allocation. Exceptions may be granted with Regional approval; in addition, any equipment requests over the Regional 10% limit will need Headquarters (FMB) concurrence prior to purchase.
- Funding of long-term fire effects monitoring (>5 years) or research activity.
- Fuels Management project funding that does not mitigate wildfire risk to communities and/or associated values.
- As per appropriations language WUI funding cannot be spent on Non-WUI projects. However, non-WUI funding can be spent on WUI projects.
- Providing meals to permanent personnel other than by approved exceptions (violation of 5 USC § 5536).
 - An exception was established under 53 Comptroller General 71, that allowed for food to be furnished to employees at their permanently assigned station when a situation existed that involves imminent danger to human life or the destruction of federal property. In addition, such employees must be directed by their supervisor to remain at the site after their normal work schedule.
 - Prescribed fires are administratively controlled events and are not considered to be emergency conditions or involve imminent danger. Therefore, expenditure of government funds for meals during prescribed fire operations is prohibited.
- ADs hired for mechanical or chemical treatments. *For information regarding the rules and regulations governing ADs please see the [AD Pay Plan](#).*

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

Fuels Management Assistance to Other Federal Agencies (BLM, BIA, NPS, FS)

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

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

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

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

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

- Do not use the project code NGOX for assistance with The Nature Conservancy (TNC)
- Fuels reimbursable agreements will be established at the station or regional level. Upon completion and approval of the reimbursable agreement, a project code must be established under the appropriate functional area as defined above.
- If non-fire personnel are used for an interagency assist, a reimbursable account should be established to pay for expenses such as labor, overtime, and travel.
- Please refer to the FWS, Division of Financial Management and [264 FW 2](#), “Reimbursable Agreements – Policies and Procedures”, for direction regarding reimbursable accounts.

Fuels Management Assistance to States

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

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

B. Subactivity F32000- Burned Area Rehabilitation

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

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

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

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

Wildfire at Buenos Aires NWR where FireCode is B638

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

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

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

Appropriate Uses:

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

Prohibited Uses:

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

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

C. Subactivity F33000 – Facility Construction and Maintenance

While this fund is in the “3” series, it actually falls under the Preparedness fund. The budget for facilities maintenance and construction is based on the DOI Five-Year Plan for Deferred Maintenance and Capital Improvement.

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

D. Subactivity F37000 – Supplemental

With the passing of Coronavirus Aid, Relief, and Economic Security (CARES) Act, Subactivity F37000 was established. This Subactivity will house CARES Act funding received by the Fire program and potentially other future supplemental funding. Since these funds were distributed to Fire through the Service instead of through OWF as other subactivities are, they are two year funds instead of no year funds like the rest of Fire's Appropriations. Each disbursement of funding received in this subactivity will be assigned a specific purpose as designated by the Service's Division of Budget and Performance. Examples of these purposes include funding to pay to additional quarters arrangements to abide by social distancing guidelines. The funding will be tracked by unique Work Breakdown Structures (WBS), for each funding purpose.

CHAPTER 6: COLLECTIONS FUND

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

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

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

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

For more details on the Collections process, see Section 4, Chapter 17

Appropriate Uses:

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

Authorities:

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

B. Subactivity F46000- Fire Trespass

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

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

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

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

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

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

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

Appropriate Uses:

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

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

Notes of Importance:

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

CHAPTER 7: REIMBURSABLE FUND

A. Subactivity F69000 – Reimbursable Fire

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

As amended on May 14, 2012, certain wildland fire reimbursable agreements where the statement of work meets the conditions of the Interagency Agreement for Wildland Fire Management and is with one or more of the partner agencies of Bureau of Land Management, Bureau of Indian Affairs, National Park Service, or Forest Service, the Agreement must be sent to the Service's FMB Administrative Officer, and to the FWS Division of Financial Management for concurrence that conditions are met for a zero percent rate. The reimbursable code for these zero percent agreements is d-11 and must be approved by FWS Branch of Fire Management, Budget and Planning and the FWS Division of Financial Management prior to submitting to the finance center. Please see Exhibit 19-2 on page 137.

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

Reimbursable accounts for All Hazard and/or FEMA mission assignments supporting response/recovery to hurricanes, floods, etc. will be established through normal FWS reimbursable accounting procedures typically by the region in which event occurs. Reimbursable accounts for other large (non-fire) incidents such as an oil spill will be established through normal FWS reimbursable accounting procedures by the region where the event initially occurs.

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

Grant Funds

Grant funds awarded to the fire program will be deposited into the fire reimbursable account (F6900000) with a WBS that identifies the grant. In order for the grant funds to be exempt from

an overhead assessment, a 0% overhead waiver request will need to be submitted by the region receiving the grant funds and approved by the National Fire Budget Officer and the FWS Division of Financial Management.

B. Subactivity F69100 – All Risk

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

CHAPTER 8: ASSESSMENTS

A. User Pay

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

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

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

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

B. Enterprise Wide Cost Share

Enterprise Wide Cost Assessments (Enterprise Wide) are assessed to the Service's programs in order to pay for services that are used by the entire Service. The shared cost assessment covers expenses for Information Technology, Human Capital, and Wildlife and Sports Fish Restoration (WSFR) program support. Examples of services covered under the Enterprise Wide assessment include, QuickTime, software licenses, and the Human Capital Management System. The costs are derived by a different metric for each part of the assessment. A majority of the Enterprise Wide assessments are calculated based on the number of FTE charged to a specific subactivity.

C. Cross Charging

The Cross Charging assessment is what each program pays in support for the new Service-wide support organization. These costs represents what regions were previously cross-charged by their regional offices. Fire does not pay into the Cross Charging assessment, since it pays into the User Pay Assessment.

CHAPTER 9: ACCOUNTING

A. Accounting Fund Codes

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

WFM Activity	Subactivity	Budget Program	Fund
Preparedness			
	Preparedness	F1000	##XF1125PR
Emergency Suppression			
	Suppression	F2000	##XF1125SU
	Fire Severity	F2100	##XF1125SU
	Emergency Stabilization	F2200	##XF1125SU
	CAP Suppression Adjustment	F2400	##XF1125FC
Other Operations			
	Fuels Management	F3100	##XF1125HF
	Facilities Construction	F3300	##XF1125PR
	Burned Area Rehabilitation	F3200	##XF1125BA
	Joint Fire Science Program	F3400	XXX
	Supplemental	F3700	201F0102CA
Non-Appropriated Funds			
	Collections	F4600	XXXF1125CO
	Reimbursable	F6900	XXXF1125FR

= the FY in which the funding was appropriated; e.g., 19 for FY 2019

For additional information on Funds and other accounting codes please see FBMS Codes on page 45.

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

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

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

FBMS WBS Codes for Emergency Suppression

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

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

Step by Step Process for Activities that use FireCode:

1. User checks FireCode.gov to see if a fire code has been opened for the incident.
2. User checks FMIS/ECOS to see if a WBS has already been opened on the [FMIS](#) site.
3. If no WBS has already been opened, the user will create the fire report in FMIS; enter fire code in appropriate field and answer “yes” when prompted in the “Open an Account Code” in FMIS. A WBS accounting string will be opened so that expenses can be charged against it. Turn-around is usually within 24 hours.

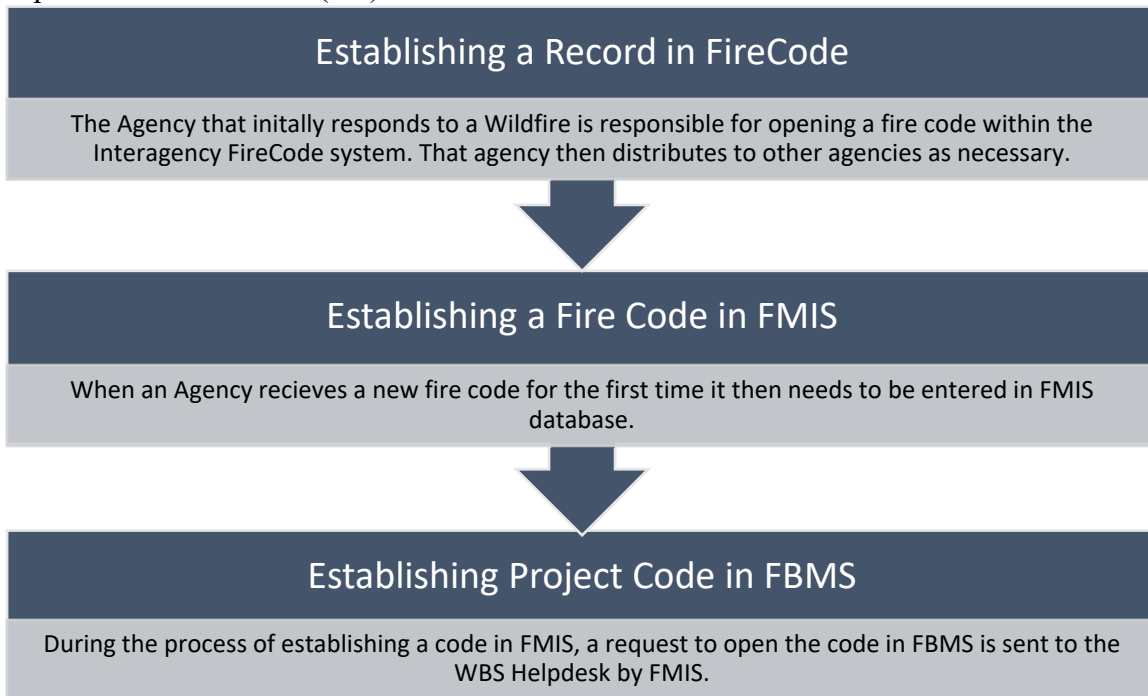
For non-suppression WBS requests, there are separate business rules on how project codes are developed depending on the type of funding. Please see the appropriate funding section to see business rules for using project codes with that type of funding.

B. FBMS Codes

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

Fund

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



on what year the funding is used. These Funds simply have an X’s where the year identifiers normally would be. Funding from these accounts can come from reimbursable agreements or collections.

Type of Funding	Partial Fund	Availability
Two Year Funding	190	This funding became available in FY19 as indicated by the first two characters and remains available through FY20 as identified by the third character.
Source Year Funding	19X	This funding was appropriated in FY19 and remains available until expended.
No Source Year	XXX	Used for reimbursables or funding for which the source year is not tracked.

Full Fund				
19XF1125PR				
Types of Funding	Partial Fund	Agency	Treasury Symbol	Type of Funding
Fire	19X	F	1125	PR
Resource Management	190	F	1611	MD

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

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

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

Fund Centers/Cost Centers

The Fund Center identifies where funding is available. Each station’s Fund Center is unique so that funds and expenditures can be attributed to that unit. Fund Center is often used interchangeably with Cost Center since each Fund Center has an identical Cost Center and vice versa. The difference between the two is that the Fund Center is where funding is allocated and the Cost center is where expenses are charged. See chart on next page.

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

Agency Identifier – FWS will always be FF

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

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

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

Some examples of Program Identifiers can be found below:

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

Work Breakdown Structures (WBS)

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

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

Agency Identifier – FWS will always be F

Project Type – For Fire Funding the project type will always be F. For Resource Management, X is used for generic project type.

- Subactivity – This indicates what appropriated funding is being used.
- Regional Identifier – Will be 01-10 based on the corresponding regions, or 00 for national codes.
- Project Code – A five-digit code that indicates what project the expense will be charged against.

Budget Object Codes (BOC)

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

C. Payroll Accrual

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

Below is a table provided from JAO in FY20 as an example. The most up to date payroll accrual information can be found in the [FBMS End of Year Close Out Guidance](#).

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

Example: FY20 Year-End Labor Accrual Process				
Accrual Number	Accrual Date	Based on Pay Period	Percent Used	Reverse Accrual Date
1	Friday 08/28/2020	2020-17	330%	Friday 09/04/2020
2	Tuesday 09/08/2020	2020-18	230%	Thursday 09/17/2020
3	Friday 09/18/2020	2020-19	130%	Next FY

For most Resource Management programs this does not typically cause problems. However, for Fire it is more complicated, due to the fact that many employees are on fire assignments during year end. Please be cognizant that an employee may have been on a fire assignment when the

accrual was created. Therefore their salary will not accrue under their normal account and will need additional base funding to cover their pay when they return from assignment. Starting in FY 2017 any Suppression funding (F20000, F21000, F22000) will no longer be part of payroll accruals.

D. Fire Account Salary Guide

Employee's Base Salary Funding Source: Preparedness					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Base 8/Travel	Regular	FF.F10000#BASE0	F10000	##	BASE0
Training - Salary/Travel	Regular	FF.F10000#BASE0	F10000	##	BASE0
Wildfire Suppression:					
Base 8	Regular	FF.F100000ZZZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F200000ZZZZ0	F20000	00	ZZZZ = FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Regular	FF.F10000#ZZZZ0	F10000	##	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F21000#ZZZZ0	F21000	##	ZZZZ = FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Regular	FF.F100000ZZZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F210000ZZZZ0	F21000	00	ZZZZ = FireCode followed by a 0
FWS Project Implementation:					
Non-WUI Base 8	*	FF.F10000#NZZZZ	F10000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000#NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI-Base 8 (WUI)	*	FF.F10000#WZZZZ	F10000	##	W followed by ZZZZ=FMIS Project Code
WUI-Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000#WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8	Regular	FF.F10000#ZZZZ0	F10000	##	ZZZZ0 Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Regular	FF.F31000#ZZZZ0	F31000	##	

* If requesting unit is paying base, charge base to requesting unit cost center. *If requesting unit is NOT paying base, charge base to home unit.

Employee's Base Salary Funding Source: Fuels Management					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Non-WUI: Base 8/Travel not associated with any project work	Regular	FF.F31000#NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8/Travel not associated with any project work	Regular	FF.F31000#WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Wildfire Suppression:					
Base 8	Regular	FF.F200000ZZZZ0	F20000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F200000ZZZZ0	F20000	00	ZZZZ= FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Regular	FF.F21000#ZZZZ0	F21000	##	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F21000#ZZZZ0	F21000	##	ZZZZ= FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Regular	FF.F210000ZZZZ0	F21000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F210000ZZZZ0	F21000	00	ZZZZ= FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	*	FF.F31000#NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000#NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8	*	FF.F31000#WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000#WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8 - for project funded personnel (Seasonals & career seasonals outside their planned budget days)	Regular	FF.F31000#ZZZZ0	F31000	##	ZZZZ0 Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Regular	FF.F31000#ZZZZ0	F31000	##	

* If requesting unit is paying base, charge base to requesting unit cost center. *If requesting unit is NOT paying base, charge base to home unit.

Employee's Base Salary Funding Source: Split Preparedness and Other Fire Funding					
See OWF Policy Memorandum 2019-006 "Funding of Base Salary for Personnel Assigned to Wildfire Incidents"					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8 (While on Prep Activities at home unit at time of deployment)	Regular	FF.F100000ZZZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Base 8 (While on Fuels at home unit at time of deployment)	Regular	FF.F200000ZZZZ0	F20000	0	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F200000ZZZZ0	F20000	00	ZZZZ = FireCode followed by a 0

Employee's Base Salary Funding Source: Any Non-Fire Funding Source

	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8	Regular	FF.F200000ZZZZ0	F20000	00	ZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F200000ZZZZ0	F20000	00	ZZZ=FireCode followed by a 0
FWS Short and Long Term Severity:					
Base 8	Regular	FF.F21000##ZZZZ0	F21000	##	ZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F21000##ZZZZ0	F21000	##	ZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Regular	FF.F210000ZZZZ0	F21000	00	ZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F210000ZZZZ0	F21000	00	ZZZ=FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	*	XXXXXXXX##NZZZ	Employee's Regular Base 8	##	N followed by ZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##NZZZ	F31000	##	N followed by ZZZ=FMIS Project Code
WUI: Base 8	*	XXXXXXXX##WZZZ	Employee's Regular Base 8	##	W followed by ZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##WZZZ	F31000	##	W followed by ZZZ=FMIS Project Code
<i>* If requesting unit is paying base, charge base to requesting unit cost center. * If requesting unit is NOT paying base, charge base to home unit.</i>					
Interagency Prescribed Fire Assistance:					

Since the FWS is not allocated funding for interagency assists it will be necessary for the assisting unit to ensure the proper financial mechanism is in place to cover any costs, i.e./ reimbursable agreement.

Administratively Determined/EFF Fire Funds

	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
FWS Project Implementation: NE 300 hrs per year					
Non-WUI: All salary/travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##NZZZ	F31000	##	N followed by ZZZ=FMIS Project Code
WUI: All Salary/Travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##WZZZ	F31000	##	W followed by ZZZ=FMIS Project Code
FWS Short Term Severity:					
Salary/Travel	Hiring Unit	FF.F21000##ZZZZ0	F21000	##	ZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Salary/Travel	Hiring Unit	FF.F210000ZZZZ0	F21000	00	ZZZ=FireCode followed by a 0
Wildfire Suppression (FWS Fire):					
Salary/Travel	Hiring Unit	FF.F20000##ZZZZ0	F20000	##	ZZZ=FireCode followed by a 0
Training/Instructor (Hours do not include travel time):					
Training - NTE 80 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
Instructor - NTE 120 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0

For details on other appropriate expenditures please refer to the Fire Business Guide

NOTE: If a charge occurs before a WBS is activated you should charge to the appropriate temporary account, i.e., FF.F200000TEMPO, FF.F100000TEMPO, or FF.F310000TEMPO. This is a default code only. Once the wildland fire WBS is activated in FBMS/QuickTime, you will need to reallocate the charges.

NOTE: For any interagency RX assists - assisting unit should ensure that funding exists to cover these type of activities. If fuels funding exists, then the appropriate project code found in Chapter 5 Section A of the FWS Fire Business Guide should be utilized depending on the bureau the FWS is assisting. If no FWS Funding exists for these type assists, then units must ensure that the appropriate financial mechanism is in place to exchange funds, i.e. Reimbursable agreement. The project code above should be used within the reimbursable WBS.

CHAPTER 10: HEALTH AND SAFETY

A. Boot Stipends

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

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

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

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

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

Boot Stipend for Federal Employees

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

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

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

Boot Stipends for Administratively Determined (AD)/Casual Employees

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

Funding Type	WBS
Preparedness	FF.F1000000ADBT0
Emergency Suppression	FF.F2000000ADBT0
Fire Severity	FF.F2100000ADBT0
Emergency Stabilization	FF.F2200000ADBT0
Fuels Management – Non-WUI	FF.F3100000NADBT
Fuels Management - WUI	FF.F3100000WADBT

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

Boot Stipend Payments

Boot Stipends are paid to employees through the Federal Personnel and Payroll System (FPPS). Due to limitations of FPPS, there are no fields to enter the correct line of accounting for boot stipend charges. Therefore, it will charge to the default line of accounting for the employee's assigned FPPS station. To mitigate the impact on the field, FMB coordinates with Denver Finance to run a report of these charges. The report is then distributed through regional Fire Budget Analysts to get corrections for the region. The region has the option to utilize this or to redistribute the charges manually.

B. Fire T-Shirts

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

C. Medical Exams

The FWS and Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) Policy can be found in Chapter 13 of the [Red Book](#) and on the [DOI MSP website](#). Medical exams performed under this policy are paid for by a Departmental agreement. The employee is typically responsible for the cost of additional testing or medical follow-up necessary to change their medical determination. In rare cases, when the Service specifically requests the additional exam(s) or information, the local unit may cover the additional cost using the employee's base funding. Please coordinate with your [Regional Wildland Firefighter MSP Lead](#) before approving payment.

For additional information on the DOI MSP, please contact:

- FWS Wildland Fire Safety Program Manager, Eric Fransted, at 208-387-5210 or Edward_Fransted@fws.gov
- The DOI MSP Customer Service at 1-888-286-2521 or wlfcsr@blm.gov

Section 2: Fire Timekeeping

CHAPTER 11: SUPPRESSION INCIDENTS

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

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

In the examples below FIRE = Fire Code.

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

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

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

- Fully (Fuels Management) funded: employees will charge to their normal Fuels Management account for base eight hours unless they are working on wildfire incidents, at which time they will charge their base 8 hours to the Emergency Suppression account (FF.F2000000FIRE0).
Split (Preparedness/Fuels Management) funded: employees will charge to their normal Fuels Management account for base eight hours when working on fuels projects. When deployed to a wildfire incident, fuels funded employees will charge base time to suppression if it occurs during times when their home unit is normally conducting fuel treatments. They will charge to Preparedness at all other times. Overtime and premium pay will be charged to Emergency Suppression accounts during the deployment.

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

Employees Funded by Emergency Stabilization (ES), Burned Area Rehabilitation (BAR) (F22000/F32000): Employees funded with ES/BAR funds will charge their regular base hours and any overtime or premium pay to the Emergency suppression program (FF.F2000000FIRE0) when they are assigned to a wildfire suppression incident.

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

The examples above do not include Cost Centers. Stations should always charge to their own Cost Center when coding Base 8 and/or premium pay unless otherwise directed. See Chapter 14: 2019 Fire Account Salary Guide.

Reference OWF Memorandum 2019-006, *Funding of Base Salaries for Personnel Assigned to Wildfire Incidents* in Section 6: References, Paragraph B, REF 6-B-10.

Excerpt from OWF Memorandum 2019-006:

Beginning April 1, 2019, all DOI employees whose base-eight time is funded by the WFM Preparedness Activity should charge their base-eight time to Preparedness while assigned to a wildfire incident. Any work time that is incurred above those employees' base-eight hours, including overtime pay, hazardous duty pay, or any other applicable pay category while those employees are assigned to a wildfire incident, should be charged to Suppression. All other WFM-funded employees whose base-eight time is funded by another WFM activity — including Fuels Management, Facilities, Burned Area Rehabilitation, and the Joint Fire Science Program — should charge their base-eight time, and all other time that is incurred above their base-eight, to Suppression while they are assigned to an incident.

Bureaus are encouraged to pre-identify base-eight funding for WFM program split-funded employees based on their projected annual workload. To the extent practical, employees that are split-funded by Preparedness and another WFM activity (including Fuels Management) should use Preparedness to fund their base-eight time while assigned to a wildfire incident. This avoids arbitrary shifts of base-eight charges to Suppression to benefit or preserve other WFM activity funding.

Consistent with current practices, all DOI employees who are not funded by a WFM program activity or subactivity may charge their base-eight time and all other time that is incurred above their base-eight to Suppression while they are assigned to an incident. Seasonal and career seasonal employees who have been extended beyond their normal tours of duty due to fire seasons starting earlier than normal or lasting longer than expected may charge their base-eight time and all other time that is incurred above their base-eight to Suppression during their periods of extension while they're assigned to a wildfire incident. This applies to all seasonal

and career-seasonal employees, including those employees who normally charge their base eight time to a WFM program. When not assigned to a wildfire incident, seasonal and career seasonal employees should charge their time to the benefiting activity or subactivity.

Those employees that are backfilling positions in support of others who are assigned to a wildfire incident should charge their base-eight time to the benefiting activity or subactivity. Those employees may only charge their time to Suppression if their work is directly benefiting a wildfire incident. In such cases, the policy outlined above should be followed.

This policy also applies to sums received for fire protection rendered pursuant to 42 U.S.C. 1856 et seq., Protection of United States Property¹. The Preparedness and Suppression activities are reimbursed for Preparedness and Suppression services performed on state or private lands.

B. Assignment Schedules

Tour of Duty

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

Single-Day Assignment

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

Multi-Day Assignments and Spot Change

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

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

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

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

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

Regularly Scheduled Work, Overtime, and Night Pay Differential

This applies for emergency suppression activities **only**; for non-fire incidents please refer to DOI All Hazards Supplement to the Interagency Incident Business Management Handbook.

Wage Grade employees follow the normal guidelines for shift schedules while on suppression incidents.

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

A temporary assignment to a different daily tour of duty is distinguished from a period of irregular or occasional overtime work and may be assigned before OR during the administrative workweek. Under these circumstances, once an employee spot changes to the new schedule (see “Multi-Day Assignments and Spot Change” paragraph above), the employee is eligible for the night pay differential beginning on the first official full day under the “spot change” schedule, which is in addition to overtime, Sunday or holiday pay. More information can be found in Section 6: References, Paragraph B.

Crossing Time Zones

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

Compensation for Travel

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

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

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

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

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

Ordered Standby

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.

Work/Rest, Length of Assignment, and Days Off

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

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

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

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

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

Paid Days Off - There are two types of paid days off in relation to emergency response assignments: Mandatory and Management Directed.

Mandatory Paid Days Off - After completion of a 14 day assignment and return to the home unit (exclusive of travel), two mandatory days off will be provided (2 after 14). Days off must occur on the calendar days immediately following the return travel in order to be charged to an incident. If an assignment is extended, two mandatory days off will be provided prior to the 22nd day of the assignment.

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

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

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

Code a paid day off occurring on a regular workday to Pay Code (PC) 061, Weather and Safety Leave. The timekeeper will enter “paid day off authorized for (month/day)” in QuickTime payroll remarks.

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

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

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

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

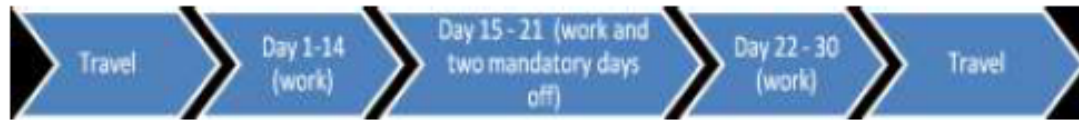
- o 14 Day Scenario



- o 21 Day Scenario



- o 30 Day Scenario



CHAPTER 12: POSTING TIME IN QUICKTIME

Time and Attendance is entered and approved through the QuickTime payroll system. However, it is important to keep the appropriate required documentation for all Fire assignments, including Resource Orders, Crew Time Reports and OF-288s. For additional information on documentation requirements for time please see next chapter.

Fair Labor Standards Act (FLSA)

Non exempt employees are always non exempt whether the incident is emergency suppression or all-hazards.

Exempt employees do not need to annotate “Exempt working as Non Exempt” on suppression incidents; the use of pay code 113 allows for true time and a half. However, for all hazard incidents if an exempt employee is assigned a non-exempt position, it must be annotated in QuickTime by the timekeeper.

Please refer to the Interagency Incident Business Management Handbook, Chapter 10, Page 10-23 for guidance. [Yellow Book](#)

A. Base Time

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

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

- Fire is not controlled.
- The operations section chief makes a decision that it is critical to the effort of controlling the fire that personnel remain at their post of duty, and continue to work as they eat.
- The compensable meal break is approved by the supervisor at the next level and is documented on the CTR. If the OF-288 does not show a lunch break, the timekeeper may not add one.

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

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

- A regular government employee who has been determined by their incident supervisor to be unable to perform work due to non-work related illness is placed in leave status, e.g., sick, annual, or leave without pay, if the day is within the individual’s weekly tour of duty at the home unit. If outside the individual’s weekly tour of duty, the individual is not entitled to compensation.
- Casuals are not entitled to sick leave. They are guaranteed 8 hours for each day held by the incident. Management has the option to pay the guarantee or return them to their point of hire.

Pay Code 040, Compensatory Time Earned – A supervisor may not force an employee to take comp time in lieu of overtime, but an employee CAN request comp time in lieu of overtime if requested and approved in writing in advance. This is not a recommended practice as comp time cannot be charged to suppression and the home station will incur the expense.

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

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

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

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

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

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

- For full document see: Section 6: References, Paragraph B, REF 6-B-11.

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

For information on Bi-Weekly Caps on Premium Pay see [2020 Bi-weekly pay cap information](#)

Pay Code 110, Overtime Regular – This is used to record overtime hours performed outside the basic 40-hour workweek. Use Pay Code 110 to record emergency suppression activities for all **non-exempt** employees:

- Pay code 110 is used for exempt and non-exempt personnel for regular overtime situations and for All-Hazard incidents.
 - All-Hazard refers to anything OTHER than emergency fire suppression activities; i.e. hurricanes, floods, natural disasters, oil spills, pandemic situations, etc.
 - On all-hazard incidents, Fair Labor Standards Act (FSLA) non-exempt personnel are always FSLA non-exempt.
 - In certain situations, FSLA exempt personnel may be assigned to a FSLA non-exempt position, and this will need to be annotated on the individual’s QuickTime payroll screen by the timekeeper.
 - When a FSLA exempt employee works 20% or more of the workweek in a FSLA non-exempt position, code all overtime hours to pay code 110, and add on the remarks page in “Message to Payroll” “non-exempt for week 1 and/or 2”.
 - Overtime is paid at time and a half only when the rate of pay does not exceed the rate of a GS10, step 1.
If the employee’s overtime rate exceeds the GS-10 Step 1 overtime rate, overtime is paid at straight time.
- Pay Code 113, Premium Pay for Work in Connection with “emergency suppression” activities – This code is used by FSLA exempt employees **ONLY** for emergency fire

suppression activities and National Transportation Safety Board (NTSB) investigations. Emergency fire suppression activities include fire preparedness, wildfire severity, suppression, and emergency stabilization following a fire.

- On wildfire suppression incidents, FSLA exempt employees are always FSLA exempt, even if working in a FSLA non-exempt position, and FSLA non-exempt employees are always FSLA non-exempt.
- Pay code 113 is paid at true time and a half, and the use of 113 automatically overrides the biweekly maximum pay cap.
- Pay code 113 MAY NOT be used for anything other than emergency fire suppression activities or NTSB investigations; instances where individuals from other agencies used 113 while assigned to COVID-19 resulted in audits and the individuals were issued bills of collection.

See [DOI Time and Attendance Guide](#), Section 14.2, Overtime, Fire Fighting and Accident Incident Overtime

This also applies to employees involved in the preparation and approval of emergency stabilization plans. The overtime provisions apply only during the initial emergency assessment period until the emergency stabilization plan is submitted for approval, or 21 days after fire containment (whichever is less).

- **Note:** This overtime pay provision does not apply to personnel involved in prescribed fire, other fuels management activities, implementation of fire rehabilitation plans, or all-hazards incidents, including pandemic response.

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

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

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

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

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

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

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

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

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

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

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

Wage Grade (WG) employees are not eligible for Night Pay Differential; they receive differentials based upon shift work or code. A differential for working evening and overnight hours is allowable when the majority of the non-overtime hours are between 3pm and 12am (Swing Shift); or between 11pm and 8am (Graveyard Shift). A WG employee may NOT claim a shift differential AND overtime hours at the same time; the shift differential is for non-overtime hours only. For more information, refer to [DOI Time and Attendance Guide, Introduction para 1.6: T&A Data Fields](#).

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

C. Hazardous Duty/Environmental Differentials

- 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
- 099 Environmental/Hazard Differential Sunday Premium Not Worked

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

See Reference Section 6-B-12, *Hazard/Environmental Charts* starting on page 183 for:

- Hazard Pay Code Indicators – for recording Hazard/Environmental coding in QuickTime
- Environmental/Hazard Pay Chart – full description of the indicators
- Environmental/Hazard Pay Differential for Conditions Chart – description of conditions, percentage paid and percentage code.

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

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

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

When recording hazard pay, show the category of hazardous exposure, e.g., firefighting, rough terrain, hover hookup, on a CTR, SF-261. The Incident Time Report, OF-288, should show an “H” for the on-shift hours (GS) and “E” (WG). Quick reference guides for selecting the correct Hazard Code based on the pay code used; and for selecting the correct Alpha Hazard Indicator can be found in Section 6: References, Para B.

Prescribed fire operations do not meet the definition of “firefighting” for hazard pay eligibility; however, when hazardous conditions identified in CRF 550, Subpart I, Appendix A are present during prescribed fire operations, then a hazard pay differential may be authorized.

For pandemic related hazard pay guidelines see Chapter 18.

General Schedule Employees (GS)

General Schedule (GS) employees may be eligible for hazard pay on emergency suppression incidents if working in the following conditions: 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. *Personnel engaged in logistical support, service and non-suppression activities are not eligible for Hazard/Environmental Pay.* For full descriptions of these conditions see Reference Section 6-B-12.

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

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

Coding Environmental/Hazard Pay in QuickTime

The justification for hazard pay must be documented on a signed CTR and/or OF-288 and turned in to the home unit timekeeper.

The hazardous conditions associated with emergency suppression are typically rated at 25% of base rate of pay, which is indicated by the use of a “V” in Column E of the payroll screen in QuickTime. The indicator is placed on the same line as the appropriate hazard pay code as outlined below.

GS personnel on a suppression incident will record the regularly scheduled tour as usual, i.e. 010 for base hours, 110 (non-exempt) or 113 (exempt) for overtime hours; and, if eligible, 130 for night pay differential.

Additional line/s should be created to indicate hazard pay, using 090 for base hours and 092 for overtime hours, with the hazard indicator of “V” entered in Column E. For GS employees, the 090 code MAY be used for all hazard pay hours; however the preferred method is to create one line for 090, base hours and one line for 092, overtime hours.

In situations other than emergency suppression response, when personnel are using their normal WBS coding, and hazardous conditions are present, then the 090-098 series is not required, and the Hazard indicator is inserted in Column E on the QuickTime lines with 010 and/or 110 as applicable. This is extremely rare and it is important to not duplicate hazard pay by using 090/092 AND 010/110 with the hazard pay indicator on the same day. One or the other should be used but not both. See Scenario 8 below.

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

To determine hazardous duty and environmental differentials (percentage rates) for other types of exposure, see 5 CFR 532, Subpt. E, App. A.

Prevailing Rate (Wage Grade) Employees

Wage Grade (WG) employees receive a 25% environmental differential (marked as “E” on the CTR) for either: All hours in a pay status for a day in which they are: 1) fighting a fire on the fire line; 2) participating or assisting in firefighting operations on the immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing wildfires; OR actual exposure time to the environmental conditions listed in Reference Section Paragraph B. See 5 CFR 532.511.

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

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

Timekeepers will use the appropriate Pay Code(s) per the Environmental/Hazard pay chart in Reference Section 6-B-12. . Note that there may be times when an employee will receive multiple environmental hazard codes for the same day.

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

D. Scenarios for Coding Incident Pay in QuickTime

Notes:

- There are several possible scenarios for coding incident time depending on whether the employee is GS or WG; exempt or non-exempt; and whether they are preparedness, fuels, or split-funded employees. (See Chapter 11, Paragraph A, p. 54)
- Pay code 113: GS Exempt employees always use pay code 113 for overtime on emergency suppression incidents. This code is ONLY used for emergency suppression and NTSB accident investigations. For All-Hazard incidents GS employees use pay code 110; pay code 113 MAY NOT be used on All-Hazard incidents.
- Pay code 110: GS Exempt employees use pay code 110 for All-Hazard incidents; GS Non-exempt, and WG employees use pay code 110 for overtime on both emergency suppression incidents and All-Hazard incidents.
- All GS employees are eligible for Night Pay Differential, pay code 130, for hours worked on an emergency suppression incident from 1800 to 0600 hours. Night Pay is not payable on travel days and begins the first full day of the assignment.
- WG employees are not eligible for Night Pay Differential, they receive Shift Differentials.

- Adding annotations/remarks when bi-weekly maximum cap waiver has been issued. Emergency suppression activities already have this waiver in place, but for All-Hazard incidents, a waiver will be issued for each event and is issued by the Department of Interior and cannot be delegated to a lower authority.
 - When employees are assigned to situations where the bi-weekly maximum salary cap has been waived, the timekeeper will need to make notations in the “Remarks” screen:
 - Under “Special Pay Calculations, check the “LB – Emergency Response (OPM Approved) biweekly max waiver granted
 - In “Message to Payroll”, add incident name and any details
 - Click save
 - See Exhibit 3, QuickTime Remarks Screen capture

- For all emergency suppression incidents, timekeepers will need to add information in the remarks tab including:
 - Check the box for “LB – Emergency Response (OPM approved) biweekly max waiver granted”
 - Add in “Message to Payroll”: “Emergency suppression assignment” and any other helpful information.

REMARKS page

Special Pay Calculations

DE - Death of Employee.

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

HF - Fegli to be calculated at a higher rate

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

4D - Daily withholding proration for FEHB and FEGLI

Advanced Leave

Annual ALC

Sick ALC

Message to Payroll

- Timekeepers may not question the legitimacy of hours posted in QuickTime including whether or not meal breaks were taken; it is the supervisor/manager’s call and if they have signed off on the OF-288, it is not the timekeepers place to question it. However, if the QuickTime entry does not match the OF-288, the timekeeper may coordinate with the employee and supervisor to ensure the correct time is posted.

- Errors when coding 110: If an employee is unable to code 110 when completing their payroll screen, the timekeeper will need to ensure the Overtime indicator in the employee's profile is checked "Y".
 - Timekeeper obtains approval from the employee's supervisor authorizing overtime.
 - Go to QuickTime, select timekeeper role
 - Enter employee's name in search box
 - Select Employee Profile
 - Change Overtime indicator to "Y", click Save

Scenarios:

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

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

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

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

Scenario #5: GS employee working on a holiday during a wildland fire incident.

Scenario #6: Exempt employee working an all-hazards incident as non-exempt.

Scenario #7: GS employee working at home unit and/or under their normal cost structure which include hazardous duties.

Scenario #8: What NOT to do when coding hazard pay!

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

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

This exempt employee is funded by Fuels (FF31000), so all base hours, overtime and any premium pay are charged to the emergency suppression code.

Employee arrived at the fire on Saturday and was briefed that his new tour of duty for the duration of his assignment would be 0600 hours to 2130 hours daily with a ½ hour lunch break. Beginning Sunday (the first full day of the assignment), Smokey is authorized night pay for all hours worked between 1800 hours and 0600 hours as they are regularly scheduled hours for the duration of the assignment. 1800-2130 are the hours eligible for night pay.

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

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

Base hours are coded to preparedness, FFF1000000XXXXX0

Overtime, night pay, and hazard pay are coded to suppression: FFF2000000XXXXX0.

Exempt employees use 113 for overtime

The CTR/OF-288 will show an “H” by the hours for GS employees. The timekeeper will use pay codes 090-098 and place a “V” in the Environmental Hazard column (E) of the QuickTime screen. The most commonly used are 090 for base hours and 092 for overtime hours, and while GS employees may use pay code 090 for all hazard duty hours, it is not preferred.

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

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

Base hours are coded to preparedness, FFF1000000XXXX0

Overtime, night pay and hazard pay are coded to suppression: FFF2000000XXXX0.

Non-exempt employees use 110 for overtime.

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

Select	Hrs	Sun 11/25	Mon 11/26	Tue 11/27	Wed 11/28	Thu 11/29	Fri 11/30	Sat 12/01	Fav Key	WBS	Fund	Cost Center	Work Order	TI	S	E
<input type="radio"/>	010		08:00	08:00	08:00	08:00	08:00			FFF1000000XXXX0	19X	FF09R22000				
<input type="radio"/>	110	15:00	07:00	07:00	07:00	07:00	07:00	15:00		FFF2000000XXXX0						
<input type="radio"/>	090		08:00	08:00	08:00	08:00	08:00			FFF2000000XXXX0	19X	FF09R22000				V
<input type="radio"/>	092	15:00	07:00	07:00	07:00	07:00	07:00	15:00		FFF2000000XXXX0	19X	FF09R22000				V

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

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

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

The CTR/OF-288 will show an “E” by the hours for WG employees. The timekeeper will place a “V” in the Environmental Hazard column (E) of the payroll screen.

Wage grade employees MUST differentiate the codes in the hazard pay series: 090 must be used for base hours and 092 for overtime hours.

In this scenario the employee started hazardous duties at noon.

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

Scenario #5: GS employee working on a holiday during a wildland fire incident.

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

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

Scenario #6: Exempt employee working an all-hazards incident as non-exempt.

When assigned to an all-hazards incident where an exempt employee works 50% or more of the pay period in a non-exempt position, code ALL overtime hours, regardless of activity, to pay code 110, and add on the remarks page in “Message to Payroll” “non-exempt for week 1 and/or 2”.

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

Scenario #7: GS employee working at home unit or under normal cost structure when performing hazardous duties.

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

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


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

Scenario #8: What NOT to do when coding hazard pay!

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

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

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



CHAPTER 13: GENERAL

A. Required Documentation

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

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

Time and travel documentation associated with a suppression incident may be requested in the future for inclusion in a billing package or lawsuit discovery. It is very important to retain complete and organized documentation.

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

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

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

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

Changes: Timekeepers entering time from a **signed** OF-288 may not question the time submitted or make any changes other than to correct mathematical errors. When OF-288s or other agency

pay documents have an authorized signature, it certifies that the required documentation is accurate and on file at the incident, and no further documentation is required for pay purposes.

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

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

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

B. Other Time Considerations

Maximum Earning Limitation

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

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

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

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

Injury Leave – Continuation-of-Pay (COP)

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

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

Administratively Uncontrollable Overtime (AUO)

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

CHAPTER 14: 2020 FIRE ACCOUNT SALARY GUIDE

Employee's Base Salary Funding Source: Preparedness					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Base 8/Travel	Regular	FF.F10000##BASE0	F10000	##	BASE0
Training - Salary/Travel	Regular	FF.F10000##BASE0	F10000	##	BASE0
Wildfire Suppression:					
Base 8	Regular	FF.F1000000ZZZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F2000000ZZZZ0	F20000	00	ZZZZ = FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Regular	FF.F10000##ZZZZ0	F10000	##	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F21000##ZZZZ0	F21000	##	ZZZZ = FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Regular	FF.F1000000ZZZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F2100000ZZZZ0	F21000	00	ZZZZ = FireCode followed by a 0
FWS Project Implementation:					
Non-WUI Base 8	*	FF.F10000##NZZZZ	F10000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI-Base 8 (WUI)	*	FF.F10000##WZZZZ	F10000	##	W followed by ZZZZ=FMIS Project Code
WUI-Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8	Regular	FF.F10000##ZZZZ0	F10000	##	ZZZZ0 Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Regular	FF.F31000##ZZZZ0	F31000	##	
<i>* If requesting unit is paying base, charge base to requesting unit cost center. *If requesting unit is NOT paying base, charge base to home unit.</i>					
Employee's Base Salary Funding Source: Fuels Management					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Non-WUI: Base 8/Travel not associated with any project work	Regular	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8/Travel not associated with any project work	Regular	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Wildfire Suppression:					
Base 8	Regular	FF.F2000000ZZZZ0	F20000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F2000000ZZZZ0	F20000	00	ZZZZ= FireCode followed by a 0
FWS Short Term Severity:					
Base 8	Regular	FF.F21000##ZZZZ0	F21000	##	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F21000##ZZZZ0	F21000	##	ZZZZ= FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Regular	FF.F2100000ZZZZ0	F21000	00	ZZZZ= FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F2100000ZZZZ0	F21000	00	ZZZZ= FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	*	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##NZZZZ	F31000	##	N followed by ZZZZ=FMIS Project Code
WUI: Base 8	*	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##WZZZZ	F31000	##	W followed by ZZZZ=FMIS Project Code
Interagency Prescribed Fire Assistance:					
Base 8 - for project funded personnel (Seasonals & career seasonals outside their planned budget days)	Regular	FF.F31000##ZZZZ0	F31000	##	ZZZZ0 Note: Always use employee's home unit for cost center. State Agencies use the two letter state abbreviation i.e., Idaho ID
Overtime (Premium Pay) & Travel	Regular	FF.F31000##ZZZZ0	F31000	##	
<i>* If requesting unit is paying base, charge base to requesting unit cost center. *If requesting unit is NOT paying base, charge base to home unit.</i>					
Employee's Base Salary Funding Source: Split Preparedness and Other Fire Funding					
See OWF Policy Memorandum 2019-006 "Funding of Base Salary for Personnel Assigned to Wildfire Incidents"					
	Cost Center	Charge Code to Use: (WBS)	Subactivity	Region	Project #
Wildfire Suppression:					
Base 8 (While on Prep Activities at home unit at time of deployment)	Regular	FF.F1000000ZZZZ0	F10000	00	ZZZZ = FireCode followed by a 0
Base 8 (While on Fuels at home unit at time of deployment)	Regular	FF.F2000000ZZZZ0	F20000	0	ZZZZ = FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F2000000ZZZZ0	F20000	00	ZZZZ = FireCode followed by a 0

Employee's Base Salary Funding Source: Any Non-Fire Funding Source					
Cost Center	Charge Code to Use: (WBS)		Subactivity	Region	Project #
Wildfire Suppression:					
Base 8	Regular	FF.F200000ZZZZ	F20000	00	ZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F200000ZZZZ	F20000	00	ZZZ=FireCode followed by a 0
FWS Short and Long Term Severity:					
Base 8	Regular	FF.F21000#ZZZZ	F21000	##	ZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F21000#ZZZZ	F21000	##	ZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Base 8	Regular	FF.F210000ZZZZ	F21000	00	ZZZ=FireCode followed by a 0
Overtime (Premium Pay) & Travel	Regular	FF.F210000ZZZZ	F21000	00	ZZZ=FireCode followed by a 0
FWS Project Implementation:					
Non-WUI: Base 8	*	XXXXXXXX##NZZZ	Employee's Regular Base 8	##	N followed by ZZZ=FMIS Project Code
Non-WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##NZZZ	F31000	##	N followed by ZZZ=FMIS Project Code
WUI: Base 8	*	XXXXXXXX##WZZZ	Employee's Regular Base 8	##	W followed by ZZZ=FMIS Project Code
WUI: Overtime (Premium Pay) & Travel	Requesting Unit	FF.F31000##WZZZ	F31000	##	W followed by ZZZ=FMIS Project Code
<i>* If requesting unit is paying base, charge base to requesting unit cost center. *If requesting unit is NOT paying base, charge base to home unit.</i>					
Interagency Prescribed Fire Assistance:					
Since the FWS is not allocated funding for interagency assists it will be necessary for the assisting unit to ensure the proper financial mechanism is in place to cover any costs, i.e./ reimbursable agreement.					
Administratively Determined/EFF Fire Funds					
Cost Center	Charge Code to Use: (WBS)		Subactivity	Region	Project #
FWS Project Implementation: NE 300 hrs per year					
Non-WUI: All salary/travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##NZZZ	F31000	##	N followed by ZZZ=FMIS Project Code
WUI: All Salary/Travel - (Mechanical or chemical treatments prohibited)	Hiring Unit	FF.F31000##WZZZ	F31000	##	W followed by ZZZ=FMIS Project Code
FWS Short Term Severity:					
Salary/Travel	Hiring Unit	FF.F21000#ZZZZ	F21000	##	ZZZ=FireCode followed by a 0
FWS Long Term Severity:					
Salary/Travel	Hiring Unit	FF.F210000ZZZZ	F21000	00	ZZZ=FireCode followed by a 0
Wildfire Suppression (FWS Fire):					
Salary/Travel	Hiring Unit	FF.F20000#ZZZZ	F20000	##	ZZZ=FireCode followed by a 0
Training/Instructor (Hours do not include travel time):					
Training - NTE 80 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
Instructor - NTE 120 total hours per calendar year	Hiring Unit	FF.F20000##AZA10	F20000	##	AZA1 followed by 0
For details on other appropriate expenditures please refer to the Fire Business Guide					
NOTE: If a charge occurs before a WBS is activated you should charge to the appropriate temporary account, i.e., FF.F200000TEMPO, FF.F100000TEMPO, or FF.F3100000TEMPO. This is a default code only. Once the wildland fire WBS is activated in FBMS/QuickTime, you will need to reallocate the charges.					
NOTE: For any interagency RX assists - assisting unit should ensure that funding exists to cover these type of activities. If fuels funding exists, then the appropriate project code found in Chapter 5 Section A of the FWS Fire Business Guide should be utilized depending on the bureau the FWS is assisting. If no FWS Funding exists for these type assists, then units must ensure that the appropriate financial mechanism is in place to exchange funds, i.e. Reimbursable agreement. The project code above should be used within the reimbursable WBS.					

Section 3: Incident Business

CHAPTER 15: PERSONNEL

A. Incident Training and Qualifications

Description

This section outlines the steps necessary to obtain an Incident Qualification Card (Red Card) and designating availability in the Interagency Resource Ordering Capability (IROC).

Guidance/Authorities

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

Process

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

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

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

For the priority trainee list:

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

To apply for incident management teams as a trainee:

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

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

5. Go forth and conquer!

For Incident Finance and Administration Position Flowchart see Section 6: References, Paragraph B.

Contacts

National Training Specialist:
Michael (Mike) Ellsworth
U.S. Fish and Wildlife Service
Wildland Fire Training
3833 South Development Ave.
Boise, ID 83705
Tel: 208-387-5986

B. Incident Travel – Federal Employees

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

NOTE: Travel for AD personnel is addressed in Section 5: Administratively Determined (AD) Hires

Guidance/Authorities

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

Availability and Resource Order Process

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

Authorization to Travel

Whenever possible, travel authorizations are to be entered into Concur before departing on assignment. However, when it is not reasonably feasible to do so, authorizations may be entered while on assignment or upon return to the home unit.

The Resource Order serves as authorization to travel; however, employees must ensure the home unit travel arranger has completed a “Limited Open” authorization for each traveler in their office for a specific timeframe.

Arranging Travel

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

- If the dispatch center is making traveling arrangements, a travel authorization does not need to be completed prior to traveling to an incident as long as a resource order has been

issued. Both the authorization and voucher are completed following the assignment, within current travel guidance.

- If the dispatch agency is not making the travel arrangements, the individual will need to book travel through Concur and create an authorization; or if flights are needed immediately, call the Duluth travel reservation number at 855-847-6398.
- Rental cars – Vehicle rentals should be made through Concur whenever possible. However, if an off-road vehicle or 4x4 truck is needed, the new National Emergency Rental Vehicle (NERV) program, established by the USFS, can be utilized. For more details, see the [NERV](#) website.

Lodging and Meals When on an Incident

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

Camp Rates

Camp rates are per diem rates that are agreed upon and reduced based on a given areas available resources and accommodations. The Service would only determine a camp rate if the fire was on FWS land. Camp Rates are very rarely used: Most personnel going to a fire camp will have all meals provided by a national caterer, which are hired by USFS - they handle all national contracts such as catering, showers, and port-a-potties. If it is a small fire, meals will be purchased by the buying team and provided to personnel. For those who stay in hotels, they use the normal per diem procedures.

Camp rates are determined by the jurisdictional agency – for example if a fire is on a refuge, and employee quarters were available, then FWS may set a camp rate lower than the per diem rate with the expectation that personnel could purchase food and cook.

Travel and Overtime

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

Paying Overtime when on Travel

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

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PERSONNEL

Type and General Information	Nonexempt Employees	Exempt Employees
	<p>(2) When an employee's travel involves two or more time zones, the employee must use the time zone from the point of first departure for the workday to determine whether he/she gets paid overtime for travel.</p> <p>(3) We do not pay employees for normal commuting time between their residences and duty stations, even if it's for an employee assigned to a temporary duty station. (See 225 FW 7, section 7.19 for information about compensatory time when traveling.)</p> <ul style="list-style-type: none"> (a) During a temporary assignment, the temporary lodgings are the employee's residence. (b) If an employee chooses not to stay in temporary lodgings for personal reasons, daily commuting is not hours of work. 	

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

Selecting Modes of Transportation

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

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

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

CHAPTER 16: ACQUISITION

A. Acquisition Methods

Purchases shall be made by the most efficient method possible as long as they adhere to the Federal Acquisition Regulations (FAR) and sourced through required resources first. The following mechanisms are available for the acquisition of goods and services.

- National Fire Cache System - dispatch places the order
- National contracts - dispatch places the order (example; Mobile Food Services, once head count reaches 150 people for 72 hours). National contracts are administered by the USFS.
- Incident BPA's (I-BPA's) - utilizing the Dispatch Priority List (DPL) - dispatch places the order. The DPL is set up through a pre-season competitive solicitation process in the Virtual Incident Procurement Repository (VIPR) administered by the USFS. VIPR invoices sent to FWS for payment are paid through the manual non-referencing payment process in FBMS and the contract must be included in the payment package.
- Local purchases - either assigned buying team members (BUYT) or non-assigned support positions, i.e. local purchase card holders. All are required to maintain proper documentations described in their charge card training as well as any agency requirements. All purchases MUST also adhere to the micro-purchase thresholds and guidelines on the prohibition on split purchasing.
- Emergency Equipment Rental Agreements (EERA's) - Contracting Officers or Contracting Specialists must approve and sign the agreement.
- Commercial Rentals – Buying team members and micro-purchasers may create and pay for goods and services up to the limit of their purchasing authority.

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

B. Incident Payments

Description

This section includes procedural information on making incident payments and purchases. As JAO procedures come online, this section will be updated.

Current JAO Emergency Purchases website: [Emergency Purchases](#)

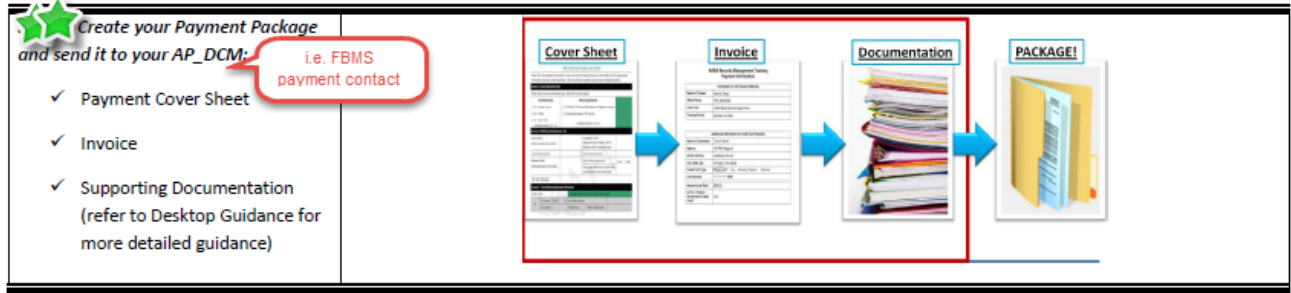
- The Service does not have a central payment processing point, therefore all vendor payment packages for an incident with USFWS jurisdiction should be returned to the individual refuge from the IMT/ICP. If the station is unable to process the payment, coordination with the Regional Office should be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

Guidance/Authorities/References

These documents may be found on the Branch of Fire Management SharePoint site under [Administration](#): until September 30, 2020. Once the transition to the new SharePoint site is complete, links will be updated.

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

Process for Submitting Incident Payment Packages

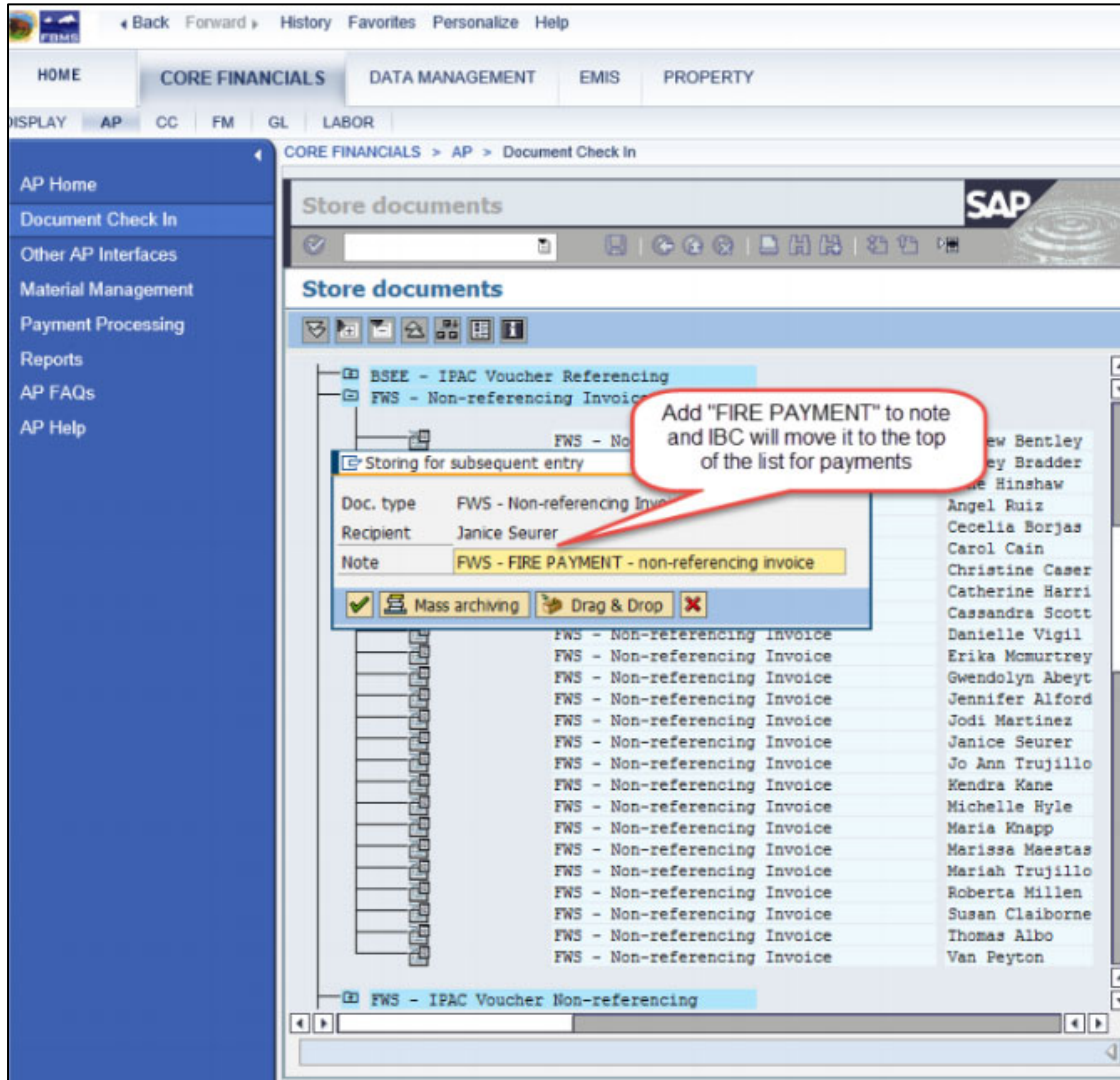


- Upon receipt of invoice, determine if charges are valid and supported by adequate documentation.
- Use Vendor look-up function in FBMS to determine if vendor is in the system. If not, requests for an FBMS vendor number can be submitted two ways:
 - Prepare and submit an FBMS Vendor Request Form to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

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

- Completed NBC Payment Package Cover Sheet (non-referencing)
 - Invoice must include: name of Fire/Unit, Contact Name and phone number, Cost Center, WBS, Fund, and the agreement number (if applicable).
 - Incident: Mickey Mouse Complex Fire – Disney NWR
 - Contact: Donald Duck (208) 555-5555
 - Cost Center: FF01RGDI00
 - WBS: FF.F2000000XXXX0
 - Fund: XXX
 - Agreement # ID 40181-5-K015 (example only)
- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
 - Copy of current, signed Cooperative Fire Protection Agreement (CFPA) with all signatures and any modifications.
 - Copy of current, signed Operating Plan (OP) (if required by the CFPA).
 - Supporting documentation required per the agreement (this varies between agreements).
 - Cooperative Fire Protection Agreement (CFPA): Agreements do NOT get interest on payments.

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



SUBMITTING AN INVOICE FOR PAYMENT

(Completed by local unit administrative or budget personnel)

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

Invoice package requirements for payments against agreements

Blanket Purchase Agreement (BPA):

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

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

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

Land Use and Facility Rental Agreements:

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

Memorandum of Understanding (MOU):

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

C. Purchasing for Type 3 to Type 5 Fires

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

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

- Contract Officers/Specialists are needed for any purchases beyond the micro-purchase threshold, as well as Land Use Agreements, Emergency Equipment Rental Agreements (EERA's), and set up and payment of Incident Only Commercial Agreements.
- Purchases and commercial rental agreements below the micro-purchase threshold may be completed by local charge card holders. All purchases made on a Government Purchase Card should have a Resource Order from Expanded Dispatch for the incident as part of their documentation of the purchase, as things do tend to get missed/overlooked.

Policies Related to Fire Purchases

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

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

NWCG Standards for Interagency Incident Business Management Handbook (IIBMH)

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

loss or damage must be submitted to the incident agency.” For FWS guidance, see Service Manual, 310 FW 6, *Report of Survey and Boards of Survey*.

National Interagency Mobilization Guide

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

Wildland Fire Purchasing Reminders

- Purchase authority; contact your AOPC for authority to lift daily purchase cap (allowed for emergency incidents only).
- Keep a log! You must send dispatch a copy of your log nightly and you will need a copy for the doc box.
- Keep required documents for a wildland fire doc box as well as your own purchasing records/purchase log, (copies of) RO’s, receipts, and waybills.

Credit Card Roles and Purchasing

DOI has recently undergone a transition to a new credit card vendor with separate cards for each business type, i.e. travel, purchase, and fleet. The Service made the decision not to provide a separate card for crew chief/emergency purchasing, as the micro-purchase limit was recently increased to \$10,000.

Incident Purchases from Fuel Vendors

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

- Contractors shall be able to accept all major purchase cards for payment of fuel and provide receipts for sales at the incident.
- Should circumstance preclude the vendor from using the purchase card system the following shall apply: If the camp location precludes use of purchase cards, the Contractor shall complete Emergency Equipment Fuel and Oil issue tickets, OF-304, and reconcile with the finance section on a daily basis.

- No payment will be made for refueling trucks (either bringing fuel to the dispensing truck or driving the truck to the bulk plant) or spill containment requirements.
- Fuel trucks shall have multi-fueling capability with two separate nozzles, one for gas and one for diesel.
- Fuel prices will be established at the current local commercial rate.
- All federal and state requirements shall be met when dealing with hazardous materials.

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

- Fuel vendors who accept purchase card transactions hired under an I-BPA are required to accept major purchase cards as payment directly from the customer at the incident. These guidelines are to clarify policy for the fuel vendor's acceptance of purchase cards as well as the customers (Government, interagency partners, cooperators, contractors) use of them as a replacement for the Emergency Equipment Fuel and Oil Issue, OF-304. This process is a change from the previous method where the fuel vendor issued an OF-304 to the customer and was reimbursed at the incident on its Emergency Equipment Use Invoice, OF-286.
- Contractors will no longer have their fuel purchases deducted from their OF-286 and will be responsible for paying for their own fuel at the time of purchase. Government employees, interagency partners and cooperators will be required to use purchase cards to purchase fuel. Fuel vendors will be responsible for tracking their own transactions and issuing receipts to the customers while the Incident Management Team will be responsible for tracking and paying for "Exception" fuel purchases only (see below).

Exception Fuel Purchases

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

D. The National Emergency Rental Vehicle (NERV) Program

Vehicle Rental

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

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

If one of the above circumstances apply, coordinate with dispatch to annotate the Resource Order “NERV RENTAL AUTHORIZED”

When possible, the standard reservation procedure through Concur should be utilized.

Ordering and Payment Process

NERV vehicles are reserved utilizing the website at [USFS NERV Program](#), and clicking on “Single Source Reservations”. See GACC specific NERV rental information.

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

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

The USFS will settle and pay all claims.

NERV FAQ page: [NERV FAQs](#)

Tire Repair and Replacement for NERV vehicles

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

- Firestone/Bridgestone auto shops are the preferred vendors. Alternatively, the USDA Forest Service may use their preferred tire repair and replacement resources with the following guidelines.
 - Tire repairs must meet the standards detailed in the Rubber Manufacturers Association guidelines: [Tire Repair Guidelines](#)
 - Tire replacements must comply with the U.S. Tire Manufacturers Association recommendations: [Tire Replacement Guidelines](#)

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

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

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

For information on redistributing fleet card charges for vehicles used on emergency suppression activities, see the [JAO Fleet Website](#).

CHAPTER 17: Billing and Collection for Suppression Costs
A. Suppression Billing Guidance

- Federal Billings - Federal Agencies will not bill each other for fire suppression support. Federal Agencies will submit bills for their reimbursable costs to the Associations or States whenever state agencies are the Protecting Agency and a billing is appropriate.

- State or Association Billings: When one of the States or Associations is the Supporting Agency and the fire is within their respective state, the State or agency will bill the Protecting Agency for reimbursable costs when a billing is appropriate. Anytime the States respond to a Federal Agency fire outside of their respective state the State will bill all applicable costs to the Jurisdictional Agency. Operating Plans will include billing location information.

- Billing Estimates and Time Frames - Upon request, each Agency to this Agreement will provide an estimate, prior to the end of the requesting agency's fiscal year, of any reimbursable claims that they intend to make. Absent a written extension of time granted by the reimbursing agency, the final itemized bill should be submitted within 120 days of the end of the suppression action.

- Costs to Include - Reimbursable costs that should be included are those costs associated with operations and support, ordered on a resource order by or for an incident. Such costs may include but are not limited to:
 - Costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the incident.
 - Cost of equipment in support of the incident.
 - Operating costs for support equipment such as fuel for camp generators.
 - Aircraft, airport fees, and retardant costs.
 - Agency-owned equipment and supplies lost, damaged, or expended.
 - Cost of reasonable and prudent supplies expended in support of the incident.
 - Charges for state controlled resources such as inmate crews, National Guard Resources, and county and local resources.
 - Additional support dispatching and warehousing that can be easily charged directly to an incident.
 - Trainees as identified in the Delegation of Authority.

- **Items that are not normally reimbursed** and remain the responsibility of the Jurisdictional Agency are:

- Rehabilitation costs (does not include suppression repair)
 - Non-expendable property
 - Tort and accident claims
 - Other costs that cannot be easily charged directly to a single incident. Reimbursement of these costs requires additional discussion between the agencies.
 - Any agency specific work, services, or items that are outside the jurisdictional agency's standards. These items should be negotiated, documented, and signed by the Agency Administrators for the respective Agencies involved.
- Indirect Costs - See Chapter 21 – Indirect Overhead Rates on page 133.

Guidance/Authorities/References

[JAO Payments Process website](#)

B. Billing Procedures

The Service is responsible for the billing, collection and dispersal of collected funds.

To recover costs incurred on a suppression incident, the collecting office will prepare Form [DI-1040](#), Bill for Collection, along with supporting documentation according to the established agreement with the paying agency. The billing package is forwarded to the Cost Accounting Section at fwscascollections@fws.gov and should include, at a minimum:

- Agency name, address, phone number, and agency financial contact
- Invoice or bill number
- Agreement number
- Inclusive dates
- Name of incident and incident number
- Appropriate incident number and State and Federal accounting code
- Summary cost reports generated by the agency to support the billing, including applicable cost share agreements. Additional documentation may be required depending on what is specified in the agreement and/or operating plan.
- Resource order
- DUNS Number

The Cost Accounting Section will enter the DI-1040 into FBMS, as well as prepare and send a "formal" bill of collection to the "payee." Payee will be directed to send funds directly to Cost Accounting Section for deposit through IPAC, EFT or via check.

C. Processing Payments Received

Electronic Funds Transfer (EFT) - The paying agency shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

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

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

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

- In rare instances where the payee sends the check to the receiving unit, the check should be sent to the following address:

When submitting collections to JAO Collections, the shipping address depends on the courier service you select. Use the contact information in the table below to submit collections to JAO Collections.

U.S. Postal Service (including certified mail)	FedEx®
U.S. Fish and Wildlife Service JAO Collections P.O. Box 272065 Denver, CO 80227-9060	U.S. Fish and Wildlife Service JAO Collections 7333 W. Jefferson Avenue, Suite 300 Lakewood, CO 80235 Phone Number: (303) 984-6800

For monies coming in to the FWS for fire related reimbursable agreements, contact Sheryl Ritter, Financial Specialist at Sheryl_Ritter@fws.gov.

D. Deposits and Expenditures:

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

Cooperative Agreement Accounting Structure - State Suppression Assistance

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

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

For general Collections inquiries, contact the JAO Collections office at fws_finance_collections_help@fws.gov.

There is an [FWS JAO Collections](#) website; however, the majority of the information is not relevant to fire collections but does contain current contact information.

CHAPTER 18: GENERAL INFORMATION

A. Compensation for Injury/Illness

For COVID-19 Claims – see Chapter 19, paragraph C.

Guidance/Authorities/References

[FWS Service Manual Chapter 240 FW 10, Worker's Compensation Program](#)

[JAO Workers' Compensation](#) website

[JAO Safety and Occupational Health](#) website

Incident Related Tort Claims

Information for incident related claims, including sample forms, can be found in the Yellow Book, pages 10-54 thru 10-79.

Incident Claims Process for property loss/damage:

NOTE: This process is used only when FWS is the jurisdictional agency.

Claims package must include:

- a. *Property Loss or Damage Report, Fire Suppression (OF-289 USDA)*
- b. *Original purchase receipts preferred (for personal property items only)*
- c. *2 repair estimates or catalog descriptions*
- d. *Written statements to support the claim (included on OF-289)*
- e. *Incident supervisor or other witness statement (included on OF-289)*
- f. *Photos of the damaged item*
- g. *Copy of investigation report, if applicable*

Employee's responsibility:

- Take photos of the damaged property
- Go visit the Claims Unit as soon as possible
- Fill out the OF-289, including statement to support the claim and incident supervisor or witness statement and signature.
- Retrieve receipts, if possible
- Retrieve 2 price estimates
- Check in regularly with the Claims Unit to see if claim receives approval.
- If approved, make arrangements with the Claims Unit to retrieve the resource order containing the S#.
- Upon returning to their home unit, the claimant may purchase the item up to the approved value indicated in their case file and resource order.

- The resource order and purchase receipt must be kept as documentation by the employee.

Claims Unit or Home Unit responsibility:

- Document date and time the OF-289 is received
- The CLAIMS Unit will initiate an investigation as appropriate and document the claim on the incident claims log.
- Once all documents pertaining to the case are collected, they will be kept in the *Incident Claims Case File Envelope, OF-314*
- Next, original documents will go to the INBA or Finance Section Chief (if delegated the authority) to be reviewed. If approved, the Claims Unit will request and S # using a General Message Form (GM OF-213).
- The GM OF-213 must be signed by the Finance Section Chief.
- Signed GM OF-213 is then sent to ordering manager, where ordering will forward to dispatch.
- Dispatch will create the S# in IROC and notify the ordering manager when complete.
- Claims Unit will retrieve a copy of the resource order containing the S# from ordering and add it to the package.
- Original claims package will be attached to the employee's time report (OF-288) and copies of the package will remain in the doc box.

Standard Workers' Compensation Claims Process and Contacts

The FWS Workers' Compensation Program is now a JAO entity, and Workers' compensation claims are processed through the JAO, not the Regions. All information can now be found on the [JAO Comp/Claims website](#).

Additional information can be found in the Service Manual Chapter on Comp/Claims (240 FW 10): [Workers Compensation Program](#)

There are currently two Senior Injury Compensation Specialists: Angela Woodson for the East Coast Hub (East regions); and Anna Vargas for the West Coast Hub. In addition to being POCs for COVID-19 and non-COVID claims, they also assign caseload to four other Injury Compensation Specialists.

B. Lend Lease

Description

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

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

Guidance

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

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

Process

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

- Capturing Costs - Finance Chiefs will coordinate to ensure costs are included in the receiving incident database as a line item, **not actual posted time**. The estimated system rates can be used if actuals are not available.
 - When a resource is lent to another Federal agency, the lending agency will not bill for the resource which utilized the lend/lease resources.
- Length of assignment - will not be affected by lend/lease – all days count toward the original assignment length.
- Demobilization – The sending incident is responsible to collect all documentation and process the final invoice to demob the resource.

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

Example Scenario: FS Incident Loans Three Crews to a State Incident

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

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

C. Significant Wildland Fire Review

Information to come in next version.

D. Critical Incident Stress Management (CISM)

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

NIFC GACC website: [CISM](#)

FWS Service Manual 227 FW 7, Critical Incident Stress Management (CISM): [CISM](#)

E. Line of Duty Death

Information on dealing with fatality situations can be found in the *U.S. Fish and Wildlife Service Line of Duty Death Handbook*, [LODD](#)

NOTE: Currently, the LODD Handbook is being updated and is in the review process.

Information on death gratuity payments can be found in the [FBMS Technical Bulletin AP-01](#), [FBMS Manual Payment Processes and Procedures](#), Chapter 3.8

F. Incident Documentation

When the Service is the jurisdictional agency for an incident, electronic documentation is recommended, if at all possible. This year, there was a mix of hard copy and electronic documentation being used; it is expected that most incidents will move to all electronic. When possible advise Agency Administrators to use all electronic documentation.

CHAPTER 19: COVID-19 Related Information

Guidance/Authorities/Resources

[FWS COVID-19 Website](#)

[FWS COVID-19 FAQs](#)

[DOI COVID-19 Website](#)

[NWCG Coronavirus](#)

A. Testing and Travel

The most up to date information can be found on the NWCG Coronavirus website listed above. A memo and flowchart outlining procedures for testing, quarantine, and payment is here:

[Testing Guidance](#)

[MPHAT Recommendations on Testing](#)

[Flowchart for Guidance on Testing, Quarantine Lodging and Funding](#)

B. Funding

See Section 6: References, Paragraph B, REF 6-B-16 for OWF Memorandum on CARES Act Funding

For non-CARES Act COVID-19 purchases:

Acceptable charges:

- The purchase of Personal Protective Equipment (PPE) for first responders and staff with public contact, including supplies and materials to make PPE for employees.
- Cleaning supplies that you would not ordinarily need to purchase – such as additional hand sanitizer and wipes for high touch areas.
- Emergency training, which is required to return employees to duty after stay at home orders are lifted or which is necessary to allow employees to remain in telework status.
- In coordination with the Office of Diversity and Inclusive Workforce Management (ODIWM), reasonable accommodation supplies and materials for employees teleworking situations.
- Necessary funds to amend contracts for additional office cleaning.
- IT equipment and software for upgrades to servers, etc. for telework capability and broadband capacity.

Payroll costs may be charged to the non-supplemental COVID-19 WBS codes.

- However, in most circumstances, regular pay (base 80 hours) is not a response cost, and should not be charged. However, any overtime costs associated with our COVID-19 response (including premium pay and hazard pay) should be charged to the COVID-19 WBS's if they do not qualify to be charged to the supplemental funding.
- Please note: In some, very limited, circumstances it may be appropriate to charge regular pay and benefits to the COVID-19 WBS strings. For example, an employee who is detailed out of their regular position to focus full-time on response may be eligible to charge their time to the response. Additionally, if an employee (likely, a seasonal) was hired specifically to assist in the response, that employee's regular pay can be charged to these WBS's.

C. Leave Categories for COVID Related Absences

This information is current as of July 20, 2020.

Clarification of the use of leave under the **Family First Coronavirus Response Act (FFCRA)**.

Initially, employees had two categories of leave allowed for any COVID related use as follows:

1) Dependent Care - Teleworking [060] – May only be used by employees teleworking while providing dependent care. Hours are capped at 20-hours per pay-period. Can be continually used until normal operations of schools/daycares occur.

2) Weather & Safety [061] – May be used for employees who did not have a completed telework agreement or their work could not be completed through teleworking.

On **April 1, 2020**, the FFCRA was enacted and created an official COVID leave category, previously coded as Weather & Safety [061]. All three categories were available until the end of May when the Weather & Safety category being used for COVID related instances was no longer authorized. *Weather & Safety [061] may still be used for mandatory time off during a fire assignment.*

New Pay Codes: (Defined on Next Page)

- CV1 – Emergency Paid Sick Leave Reason 1
- CV2 - Emergency Paid Sick Leave Reason 2
- CV3 - Emergency Paid Sick Leave Reason 3
- CV4 - Emergency Paid Sick Leave Reason 4
- CV5 - Emergency Paid Sick Leave Reason 5
- CV6 - Emergency Paid Sick Leave Reason 6

Currently the **Dependent Care – Teleworking** and **FFCRA pay codes** are the only permitted leave categories specifically allowed for COVID related use at this time.

The new FFCRA hour codes went live into our FPPS payroll system on July 13, 2020, at which time, all necessary timesheets needed to be amended with comments per IBC's guidance.

Amendments go back to PP08 on or after April 1st.

In using FFCRA leave, a **total of 80-hours** (combination of #1-6 categories) may be used until the end of the calendar year. At this time, the Bureau is monitoring, and scrutinizing timesheets coded with FFCRA leave. It is imperative that managers and supervisors coordinate with their timekeepers in order to track and avoid going beyond the 80-hour cap. We in HR want to ensure this tracking is taking place to avoid any chance of an employee receiving a bill of collection for passing the maximum allotted hours.

Please be aware, categories **#1, #2, and #3** of the FFCRA pay out at the employee's full regular rate. FFCRA categories **#4, #5, and #6** pay out at 2/3 the employee's rate.

FFCRA Categories – Defined

An employee is entitled to take emergency paid sick leave related to COVID-19 if the employee is unable to work, including unable to telework.

1. **FFCRA #1** – The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19. **[Hour code: CV1]**
2. **FFCRA #2** – The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19. **[Hour code: CV2]**
3. **FFCRA #3** – The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis. **[Hour code: CV3]**
4. **FFCRA #4** – The employee is caring for an individual who is subject to an order as described in paragraph (1) or has been advised as described in paragraph (2). Note: Under DOL regulations, the term “individual” means an employee’s immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a personal relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. **[Hour code: CV4]**
5. **FFCRA #5** – The employee is caring for his or her son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, for reasons related to COVID–19. **[Hour code: CV5]**
6. **FFCRA #6** – The employee is experiencing any other substantially similar condition as specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. NOTE: No such condition has been specified at this time. **[Hour code: CV6]**

***In the case where an employee is not telework eligible and has met the 80-hours cap under the FFCRA, additional options may be considered to help alleviate any need for*

leave. Managers and Supervisors please free to reach out to Human Resources to discuss options, if necessary.

FFCRA [FAQ](#) Page

D. COVID-19 Workers Compensation Claims

Guidance/Authorities/Resources

JAO Workers' Compensation: [Filing a Claim](#)

Department of Labor website: *Claims under the Federal Employee's Compensation Act due to the 2019 Novel Coronavirus (COVID-19*

<https://www.dol.gov/owcp/dfec/InfoFECACoverageCoronavirus.htm>

High-Risk Exposure Clarification

There is an implicit recognition that a higher likelihood exists of infection due to high-risk employment (e.g., law enforcement, first responders, and front-line medical and public health professionals). Federal workers in such positions routinely encounter situations that may lead to infection through various forms of contact with people and infected surfaces, for instance. OWCP will accept that the exposure to COVID-19 was proximately caused by the nature of this high-risk employment.

OWCP will confirm the nature of your employment based on your actual position title and after confirming with your employer that your position is indeed considered high-risk.

On the DOL page referenced above, the guidelines are directed to personnel in high-risk employment. The Fire Management Branch had a conversation with the FWS OWCP and JAO Safety Office, and the first question discussed was whether wildland firefighters and the incident support community are considered as first responders, and therefore fall into the high-risk category. While in many circumstances we ARE considered first responders, under the DOL guidelines that is not the case. (This is a much larger issue which is currently being addressed; any updated information will be inserted when available.)

Currently, personnel who are not considered high-risk may still file a claim; the main difference is the amount of documentation required; see the very last paragraph on the first page of the DOL page.

The takeaway guidance from discussions with OWCP is that claims need to be submitted with as much documentation and detail as possible.

Helpful information when submitting claims

If an incident responder is suspected to have contracted COVID-19 while on an assignment:

1. Refer to [FECA Coronavirus](#).
2. Contact one of the FWS Senior Injury Compensation Specialists listed on the previous page.
3. File an Accident Report for exposure in the Department of the Interior [SMIS](#) system. A link will be provided to the Department of Labor ECOMP claims filing portal to file your injury claim (CA-1).
 1. It is DOI's current stance that [SMIS](#) Accident Reports must be done first, prior to an employee's proceeding to DOL's ECOMP to file their OWCP claim.
4. The jurisdictional agency automatically issues a CA-16 (whether it is COVID or a scratched kneecap) within 4-hours of the actual injury.

OWCP is VERY specific in what they want in the individual CA-1 (or -2) form blocks.

The employee should provide thorough documentation on the CA-1, especially in:

- Block 12, Employee occupation: list your actual title, as listed on your position description. This is critical in OWCP determination of whether your position falls in a High Risk category, for adjudication purposes.
- Block 13, Cause of injury: when and where the potential exposure occurred, what you were doing and in what way it was job-related, and why you believe that exposure caused you to contract the virus. It can also include, if room allows: travel required; interactions with the public and interactions with other responders.
- Block 14, Nature of injury: identify what the condition/injury is and the part of the body effected (e.g., respiratory condition of the lungs, shortness of breath, fever, cough, fatigue, sore throat, etc.)

In addition to the CA-1, the supervisor should submit a letter to a Senior Injury Compensation Specialist providing factual evidence concerning exposure, including whether work occurred during high-risk employment as described on the website, as well as supporting medical evidence. FWS will be expected to provide OWCP with any information they have concerning the alleged exposure and to indicate whether they are supporting or controverting the claim. The following evidence is recommended:

- Provide a resource order or IA log to document that the employee was assigned to an incident (i.e. first responder),
- When the exposure occurred (match the time frames),
- Explain the travel and proximity issues required of their job,

- List any interactions with the public *and* other incident responders

DOL relies on the 'Proof in the Pudding' model of, *tell us everything you can on a CA-1 (and for COVID-19, the extraordinary -added caveat of the supervisor letter), and if we don't have the evidence we need, we'll write back to you requesting more information.*

In the OWCP-world, everything hinges on two principles:

- **Non-adversarial:** We're going to stay on the fence and not interpret or make any conclusions, but rather rely on cold-hard facts as written by the claimant, and

Burden of Proof: The employee bears all responsibility for proving their case, including why they were on that incident for instance.

Section 4: Agreements

CHAPTER 20: TYPES OF AGREEMENTS AND PROCEDURES

A. Overview

Description

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

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

- [DOI Inter-Intra Agency Agreement Handbook](#)
- [Service Manual 264 FW 1, Cost Recovery and Cost Allocation – Policy and Responsibilities](#) (includes Exhibit 1, Authorities and Guidance and Exhibit 4, Indirect Cost Recovery Rate Structure chart)
- [US FWS Service Manual 264 FW 2, Reimbursable and Inter/Intra-agency Agreements – Policy and Procedures](#)
- [FBMS Technical Bulletin # ACQ-04, Guidance on Inter-Agency and Intra-Agency Agreements for Headquarters](#)
- [NWCG Partners and Agreements](#)

Types of Agreements

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

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

Master Agreements (Cooperative Agreement)

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

Examples of Current National Level Agreements in Place

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

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

Other Types of Agreements

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

Implementing Documents

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

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

What the what? Putting it all together:

- Interagency federal agreements—have operating plans but not cost share agreements because they do not exchange funds.
- Cooperative fire protection agreements—have both an operating plan and a cost share agreement.
- MOUs—may have an operating plan incorporated into the actual MOU document but do not have a cost share agreement. However, at the time of an incident, if the fire crosses

jurisdictional boundaries, a cost share agreement may be created prior to the end of the incident.

- Mutual aid agreements—do not have either of the implementing documents because they act as their own implementing document.

Examples of how the Agreements and Implementing Documents Interact

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

Types of Cooperative Agreements

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

B. Intra-Agency Agreements

Description

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

Procedure (Responsibilities vary by region)

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

For detailed instructions on creating/changing an MO, go to:
[FBMS User Guide - Creating/Changing MOs](#)

C. Inter-Agency Agreements

Description

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

Procedure (Responsibilities vary by region)

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

D. Reimbursable Agreements

Description

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

Authorities

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

Reimbursable Agreement Procedure

This process has been centralized and is now completed through the [JAO Reimbursables Agreement SharePoint](#) site.

In addition to information on creating a new agreement, the site also contains information on modifying an agreement, requesting a reimbursable WBS, and a guidance library, among other items.

- Before submitting the request on the PPR site, in conjunction with the partner agency, prepare and sign an Intra/inter-agency Agreement. See Exhibit 1 – DOI Form 3-2366, Intra-Agency Agreement (within DOI). For Inter-agency agreements, use Dept. of Treasury Form 7600B.
 - We are the “Servicing” Agency
 - ALC: 14-16-0006
 - BPN (DUNS): 151157950
 - TAS: 14.14X1125.16
 - BETC for Requesting agency = DISB; for Servicing agency = COLL
 - Fill in all relevant information
- Have all parties sign the document – must be signed by Deputy AD or higher.
- Once the agreement is signed by both parties, fill out the 3-2058, Reimbursable Agreement Data Form, with all required information. (Exhibit 2 – Sample 3-2058.)
 - Check the “Initial Submission” box in the upper right hand corner.
 - If it is an intra-agency agreement within DOI, the line “Cite the FWS Reimbursable Program Authority Used” will be: 31 S.C. 1535 (Economy Act).

- If it is an Inter-Agency Agreement between DOI and the USFS: Service First Initiative (P.L., 106-291, Sect. 330).
 - Obtain information from the “Buying” office to complete the Billing Information section (ALC, DUNS and TAS).
 - Obtain signature of supervisor or manager for the 3-2058.
- Once all documents are completed, submit the PPR request using the link above and upload the 3-2058, 7600B, and copy of IAA in PDF format only, when submitting the request.
 - In the “comments” box, place “URGENT - FIRE REQUEST”
 - Automated emails will be sent from JAO with the status, and a JAO individual will contact the requestor if additional information is needed.
 - Modifying an Existing Agreement

1. Same procedure as for a new agreement except:

Submission will be a modification instead of “new”.

- a. For the 3-2058:
 - i. Check the “For Modification” box and add applicable modification #.
 - ii. Reference the IAA number and WBS code from original submission
 - iii. All other information is the same except for dollar amounts and dates.
- b. For the 7600B:
 - iv. Item #25 Order Action – check the “Modification” box
 - v. All information same except for dollar amounts and dates

2. Submit the 3-2058, 7600B, and IAA to the JAO Reimbursables SharePoint site.

20-D-1: Sample reimbursable Agreement Data Form 3-2058

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

20-D-3: Reimbursable Agreement Reference Sheet

Sample Reimbursable Agreement Data Form 3-2058

REIMBURSABLE AGREEMENT DATA FORM			
			<input type="checkbox"/> INITIAL SUBMISSION <input type="checkbox"/> FOR MODIFICATION
Agreement Information	Project Title: _____		Sales Order #: _____
	Cite the FWS Reimbursable Program		
	Fund: _____	WBS: _____	Cost Center: _____
	Start of Work Date: _____		Completion Date: _____
	Customer Name: _____		TIN: _____
	Customer Reference No./P.O.: _____	Total Un-authorized Amount	Total Authorized Budget Amount
	Total Amount Authorized in this Agreement: 0.00	0.00	0.00
	Amount Authorized / Fiscal Year	Baller Amount	OPM rate: %
	0.00	0.00	0 %
	0.00	0.00	0 %
0.00	0.00	0 %	
0.00	0.00	0 %	
0.00	0.00	0 %	
0.00	0.00	0 %	
The Agreement is Modified Effective To: Increase _____ Decrease _____		Modification No: _____	
Change the: _____ Start of Work Date to: _____		The Amount by: Planned _____ Completion Date to: _____	
Contact Information	USFWS Project Manager _____		
	Name: _____	Address Line _____	
Billing Information	BILLING INFORMATION FOR DIVISION OF FINANCIAL MGT/DENVER OPERATIONS		
	Agency Location Code (ALC): _____	DUNS #: _____	
	TAS: _____	BETC: DISB	
	APPLICABLE COSTING/SUPPORT CODE IS: _____		
	IF APPLICABLE, THE APPROVED EXCEPTION TO _____ IS ATTACHED. OTHERWISE, THE STANDARD OVERHEAD RATE IS: 0 IPA / SERF _____		
Approvals	Signature of USFWS Official: _____		
	Name and Title (typed/printed): _____		Date: _____
	To be completed by Regional Budget and Finance Office		
	Signature: _____		Date: 4/26/2018
	Name and Title (typed/printed): _____		Date: _____
Cost Acct	Name of USFWS Requesting Office: _____		Phone #: _____
	Regional Core Branches: Display Custom Reports: ZREPORT 413 OR Signature and Date: _____ Table Review: EMIS> Sales and Distribution> Reimbursable Agreements		
Customer #: _____	Functional Area: _____	Type: _____	

Sample DOI Form 3-2366, Intra-Agency Reimbursable Agreement

(Within DOI; money coming in)

UNITED STATES DEPARTMENT OF THE INTERIOR INTER/INTRA-AGENCY AGREEMENT (IAA)					
		1. Period of Performance START: _____ END: _____			
Buyer has work performed as described in item 6b.			Seller to perform work as described herein for the agency named in item 6a.		
SEE INSTRUCTIONS ON PAGE 2					
2. Common Document Number (if any)		<input checked="" type="radio"/> Original		3. Check appropriate box	
4. Under the authority of (Check one)		<input type="checkbox"/> Working Capital Fund (WCF) <input type="checkbox"/> Other (Buyer must cite authorities from Seller):			
<input type="checkbox"/> 43 U.S.C. 1701 et seq. (FLPMA) <input type="checkbox"/> Department of the Interior Appropriation Act for FY <input type="checkbox"/> 31 U.S.C. 1535 (the Economy Act)					
5. Description of Work (If more space is needed, attach additional sheets):					
BUYER			SELLER		
6a. Agency:			6b. Agency: U.S. Fish and Wildlife Service		
Address:			Address:		
City:			City:		
State:			State:		
Zip:			Zip:		
Administrative POC:			Administrative POC:		
Email:			Email:		
Phone:			Phone:		
Fax:			Fax:		
Technical POC:			Technical POC:		
Email:			Email:		
Phone:			Phone:		
Fax:			Fax:		
ACCOUNT DATA		BUYER		SELLER	
7. Agency Location Code	7a.			7b.	14-16-0006
8. DUNS Number FSN	8a.			8b.	151157950
9. Treasury Account Symbol (TAS)	9a.			9b.	14.14X1125.16
10. Standard General Ledger	10a.			10b.	
11. Cost Structure/Account	11a.	Fund:		11b.	
		Functional Area:			
		Cost Center:			
		WBS:			
12. Business Event Type Code	12a.			12b.	COLL
13. Requisition Number for Buyer/Project Account for Seller	13a.			13b.	
14. Contract Line Number for Buyer/Proposal Number or other data for Seller	14a.			14b.	
15. Buyer provide Expiration of Funding Source (Date or indefinite)	15a.			15b.	NOTE: Seller, ensure project completion by this date. (Seller must not incur additional costs). See Block 25a.
16. Amount Obligated by Buyer			17. Bill To (Name and Address, including zip code of Finance Office):		
a. Initial or current obligation			Name:		
b. Modification Amount (Check one)			Address:		
<input type="radio"/> Increase <input type="radio"/> Decrease			Address:		
c. Total obligation:			City:		
			State:		
			Zip:		
18. Billing for Federal Agencies and DOD will be processed via IPAC.					
Billing will be done: <input type="radio"/> Bi-weekly <input type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> In advance					
Upon Approval, this agreement constitutes an obligation against the Buyer requesting the work, or authority to proceed with work by the Seller for the herein named agency in anticipation of reimbursement.					
19. Approved for Buyer:			HQ - Chief, Fire Branch; Regions - RFMC or Regional Director		
(Contracting Officer or other Authorized Signature) *other only for WCF			(Seller's Authorizing Signature)		
19a. Name (Type):		20a. Name (Type):			
19b. Title:	20b. Title:	20c. Date:	20c. Date:		

FLPMA is BLM only

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

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

A reimbursable will always be "COLL"

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

Print

3-2366
05/16

E. Land Use Agreements

Description

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

Process

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

[Land Use Agreement Form](#)

[Land Use Agreements Checklists and General Guidance](#)

F. Cost Share Agreements

Description

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

These agreements are mandatory when more than one jurisdictional responsibility for fire protection is affected by the placement of the fire. The Agreement will not affix liability for fire cost payment by either Agency based upon responsibility for the fire origin. The designated representatives of each Agency with jurisdictional and / or protection responsibility are responsible for completing and signing the Agreement.

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

The incident agency may order additional personnel (Cost Share Administrator) if necessary to track the cost share and should jointly make this decision with the IMT. IBAs will often help advise the AA and IMT in this process.

Offset Protection Agreements can affect the settlement of final costs. IMTs should verify with the incident agency the existence of any Offset Protection Agreements.

See the [IIBMH](#), Chapter 80, pages 80-5 thru 80-19 for more detailed information including the Cost Share Agreement Form and Instructions.

G. State Agreements

Description

State agreements are cooperative fire protection agreements, used to exchange funds with a State via Cooperative Agreement and Operating Plan. Some states are party to wildfire protection compacts. For example, the Northeastern states are part of the Northeastern Forest Fire Protection Compact.

Coordination

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

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

Procedure

Agreement Process

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

Billing Process:

- Create a report, to show all fire codes and expenses for the states in your region. Utilize these figures when totaling costs to be billed. As an example, there is a State report guide developed by region 6 in the Reference section Paragraph G.
- If payment is being made TO a state where a cooperative agreement is in place, this is processed as a Referencing Payment in FBMS
- If payment is being RECEIVED from a state (or other type of cooperator), a Bill for Collection (DI-1040) is prepared by the collecting office and forwarded to the state office.

Example of completed DI-1040

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

H. Department of Defense Agreements

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

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

For more information please contact kelin_crill@fws.gov

I. Military Activation

Description

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

Authority

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

Protocols

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

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

J. Payments When no Agreement is in Place

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

CHAPTER 21: INDIRECT OVERHEAD RATES

Description

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

Agreements that comply in terms of the Master Interagency Agreement for Wildland Fire Management may be eligible for a zero indirect rate due to a clause within the agreement.

However, recently there has been conflicting information regarding the use of Indirect Cost Recovery Rate Code D-11, Wildland Fire Agreements. The Service's policy does not currently allow for a blanket 0% indirect cost using code D-11 for *all* Wildland Fire Agreements, as it has in the past. The standard indirect rate applies to all agreements using D-11 unless they receive prior approval from the Fire Budget Officer and DFM representative to use 0%.

In order to obtain the zero percent indirect rate, approval must be obtained from the Fire Budget Officer and the Service's Division of Financial Management. See full memo and Exemption Form as Exhibit 19-1 and 19-2.

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

Activities and/or agreements not exempt:

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

Guidance

[FWS Service Manual 264 FW 1](#), *Cost Recovery and Cost Allocation – Policies and Procedures*

[FWS Service Manual 264 FW 2](#), *Reimbursable and Inter-/Intra-Agency Agreements – Policy and Procedures*

Authorities

- A. U. S. Department of the Interior and Related Agencies Appropriation Acts.
- B. Protection Act of 1922 (16 U.S.C. § 594).
- C. Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66; 42 U.S.C. § 1856a).
- D. Federal Land Policy and Management Act of 1976 (43 U.S.C. § 1702).
- E. National Park Service Organic Act of August 1916 (16 U.S.C. § 1).
- F. National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C. § 668dd).
- G. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121 et seq.).
- H. National Indian Forest Resources Management Act of 1990 (25 U.S.C. § 3101).
- I. Cooperative Forestry Assistance Act of 1978 (P.L. 95-313, 92 Stat. 365 as amended; 16 U.S.C. § 2101 (note), 2101-2103, 2103a, 2103b, 2104-2105).
- J. Service First Initiative (P.L. 106-291, § 330, 43 U.S.C. 1701, Stat. 996, as amended) and subject to re-authorization.

Procedure for Approval

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

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

Exhibits:

21-1: Indirect Rates for Wildland Fire Agreements Memo

21-2: Use of D-11 0% Indirect Overhead Rate Exemption Form

21-3: Commonly Used Indirect Cost Recovery Rate Structure

Exhibit 21-1: Indirect Rates for Wildland Fire Agreements Memo



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240




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

AUG 20 2018

Memorandum

To: Regional Refuge Budget Chiefs

From: Chief, Division of Budget, Performance, and Workforce 

Subject: Indirect Rates for Wildland Fire Agreements

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

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

1) Current Policy

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

2) Language from the Master Agreement

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

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

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

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

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

Attachment

Exhibit 21-2: Use of D-11 0% Indirect Overhead Rate Exemption Form

Use of D-11 0% Indirect Overhead Rate Exception

Purpose:

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

Background:

Indirect Overhead Rate Exception D-11 states:

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

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

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

Determination:

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

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

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

Use of D-11 0% Indirect Overhead Rate Exception

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

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

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

Description or Reimbursable Activity:

Concurrence to use 0% Indirect Rate:

Gillian Fay, Fire Budget Officer

Branch of Fire Management

Division of Financial Management

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

Rates effective October 1, 2018. Rates will be updated October 1, 2020.

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

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

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

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

Section 5: Administratively Determined (AD) Hires

CHAPTER 22: HIRING AD PERSONNEL

All referenced links can be accessed on the Branch of Fire Management SharePoint site under the section “AD Hires”: [Fire Business SharePoint Site](#)

NOTE: All links are accessible until September 15th when the information will be transferred to the new SharePoint site.

Detailed information including procedures, forms, agency memos and hiring documents can be found at the Casual Payment Center website at:

[Casual Payment Center](#)

Guidance/Authorities

- [Department of Interior Administratively Determined Pay Plan for Emergency Workers](#)
- [NWCG Standards for Interagency Incident Business Management](#)

A. Hiring/Approval Official Roster

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

B. Guidance for Hiring Administratively Determined Employees

AD Personnel are hired under the authority of the *DOI Administratively Determined Pay Plan for Emergency Workers* which is issued annually, usually early Spring.

The AD Pay Plan is complete within itself. Therefore, for any hiring under this document, the provisions listed take precedence over any other policies or regulations that may be prescribed elsewhere.

The AD Pay Plan describes conditions for hire, position classification and pay rates for each position, among other information. Unit hiring managers should read and become familiar with this document prior to engaging in any AD hiring activities.

Time Limitations under the AD Pay Plan

The AD Pay Plan identifies the specific circumstances that necessitate use of this hiring authority and application of the regulations appropriate for the hire of casual workers, and states “***This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments.***”

Individuals who have been hired as seasonal employees by the U.S. Fish and Wildlife Service (the Service) and have reached the maximum 1039 hours in a service year cannot be hired as an AD to extend their season. It would be in violation of this hiring authority to appoint temporary seasonal employees to the same or other positions using other hiring authorities within the service year; to extend the season beyond the 1039 hour limitation through the use of the AD pay plan authority; or to manipulate the AD hiring authority to bring employees back into “pay status” before their official EOD date.

Refuge hiring units are prohibited from hiring individuals under the AD pay plan authority to complete annual training requirements, support prescribed burns, or for other activities such as step-up after that individual has been offered and/or has accepted a federal temporary/seasonal or career seasonal position and is going through the pre-employment clearance process.

There is no time limit for personnel hired under the AD hiring authority who have not been previously hired in the same service year under other hiring authorities.

In certain instances where a Service unit (refuge or complex) and another bureau unit are in close proximity, the bureau hiring an individual should serve as the hiring unit throughout the season. However, the individual may be called upon to assist on another bureau’s jurisdiction. In these instances, the individual’s time is processed by the hiring unit using funds from the benefitting bureau ONLY if there is an agreement already in place between the bureaus. The Service will not process payments for AD personnel hired by another bureau unless approved by the other bureau’s incident business specialist.

Time Limits on Hazardous Fuel Reduction Activities

Hiring units may not hire casuals earlier than 24 hours prior to a prescribed burn or retain them longer than 24 hours after the completion of the burn. See [AD Pay Plan](#) Section D, Paragraph 14.

C. Hiring Process

The following forms are filled out at time of hire:

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

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

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

All necessary forms can be found here: https://www.nifc.gov/programs/cpc_forms.html

D. Sending Payment Documentation to the CPC

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

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

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

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

However, please note the following conditions:

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

E. Training

Use of the AZA1 fire code and DOI suppression funding to train known seasonal staff while inappropriately using the AD hiring authority is contradictory to the augmentation concept under the Anti-deficiency Act.

Use of the AD hiring authority, as well as the AZA1 fire code that was established specifically to pay for training/instructing costs, is specifically meant for use by valid casual employees, e.g., federal or state retirees and those casual employees who have either never worked for the federal government or haven't worked for the federal government for the last 5 years (referred to by the national FAM office as "career casuals").

AD Pay Plan Section D. *Circumstances Required for Hiring*, Paragraph.6 states:

"To allow personnel to attend emergency incident training in preparation for emergency incident response, including all-hazard training. In most cases, this should not exceed a total of 80 hours per calendar year, regardless of hiring agency. This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments. The 80-hour limit includes required annual refresher courses. The 80-hour limit does not include travel hours."

Training Pay Rates

If a casual is paid to attend training and they attend as a trainee, the rate of pay is one AD rate lower than the full performance rate. When casuals attend Annual Fireline Safety Refresher training, they are paid at the current rate for the position requiring the training.

A resource order is not required for a casual to attend training.

Exceeding maximum training hours

Occasionally, a casual must take over 80 hours of training within a calendar year to maintain or gain qualifications or certification for a specific position. The DOI Casual Payment Center does not have the authority to pay casuals for over 80 hours of training without approval; therefore, the following process should be used:

A request to approve payment for training in excess of 80 hours shall be submitted in writing by the Hiring Official to the FWS Incident Business Lead at reah_reedy@fws.gov. The request should include a justification for additional training hours.

The Incident Business Lead will return the signed document to the Hiring Official who will attach to the OF-288 payment package and submit to the Casual Payment Center.


Exhibits:

Exhibit 22-1: Sample OF-288

Exhibit 22-2: Information Sheet for the Agency Official

Exhibit 22-3: Information Sheet for the Casual Hire

Exhibit 22-1: Sample OF-288



CASUAL PAYMENT CENTER
A SERVICE FIRST ORGANIZATION

OF-288 Sample for DOI Agencies

Employee Common Identifier: Ensure ECI is entered correctly in *Block 2*.

Hired At: Ensure *Block 1* is entered with Unit Identifier.

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

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

Time Posting Columns:

- Post hours in military time.
- Post time in 15 minute increments.
- If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0000.

Example in Column A Hours - Lines 2 & 3.

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

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

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

Commissary/Travel: Corresponds to the date of transaction.

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








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

INCIDENT TIME REPORT																1. Hired At (e.g., ID-BOF)								
2. Employee Common Identifier 123456		3. Type of Employment (X One) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other		4. Hiring Unit Name (e.g., Ranger District) Rosebud Agency										5. Hiring Unit Phone Number		6. Hiring Unit Fax Number								
5. Name (First, Middle, Last) Joseph Andrew Fireline				6. Hiring Unit Phone Number				7. Hiring Unit Fax Number				8. Incident Name		9. Incident Order Number (e.g., ID-BOF-000123)		10. Incident Name		11. Incident Order Number (e.g., ID-BOF-000123)						
Column A				Column B				Column C				Column D												
8. Incident Name Lights Out				8. Incident Name Mortar Creek				8. Incident Name Foothills				8. Incident Name Butte												
9. Incident Order Number (e.g., ID-BOF-000123) SD-RBA-000040				9. Incident Order Number (e.g., ID-BOF-000123)				9. Incident Order Number (e.g., ID-BOF-000123)				9. Incident Order Number (e.g., ID-BOF-000123)												
10. Fire Code (e.g., B2C5) G9N1				10. Fire Code (e.g., B2C5) G70E				10. Fire Code (e.g., B2C5) J99E				10. Fire Code (e.g., B2C5) G59P												
11. Resource Request Number (e.g., O-33) THSP				11. Resource Request Number (e.g., O-33) WHHR				11. Resource Request Number (e.g., O-33) FFT2				11. Resource Request Number (e.g., O-33) CAMP												
12. Position Code (e.g., FFT2-1) AD-C				12. Position Code (e.g., FFT2-1) AD-E				12. Position Code (e.g., FFT2-1) AD-C				12. Position Code (e.g., FFT2-1) AD-A												
13. AD Class				13. AD Class				13. AD Class				13. AD Class												
14. AD Rate				14. AD Rate				14. AD Rate				14. AD Rate												
15. Home/Hiring Unit Accounting Code AAAAD4430 AF2001010 999900 AF.SPG9N10000.00000				15. Home/Hiring Unit Accounting Code LLBD00400 LF2000000 HU0000 LFSPG70E0000				15. Home/Hiring Unit Accounting Code FF02R2B000 FFF2000000J99E0				15. Home/Hiring Unit Accounting Code PPP4WPKR010 PPF2000SP85 WW0000 PFFSG59P016001												
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours					
04	04	1000	1200	2.0																				
04	05	1200	2400	12.0																				
04	06	0000	0700	6.0																				
04	06	1215	1445	2.5																				
Year 2016				Year 2016				Year 2016				Year 2016												
16. TotalHours 22				16. TotalHours				16. TotalHours				16. TotalHours												
17. Total Hours (all columns): 22																								
18. Commissary and Travel																								
18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)			18d. Reimbursement	18e. Deduction		18f. Firecode																
04	04	Socks				\$20.00		G9N1																
Total					\$	\$ 20.00																		
19. Remarks COL A: Camp Crew Squad Boss																								
20. Employee Signature Either signed or "unavailable for signature"																								
21. Time Officer Signature Tammy Firekeeper																								
NOTE: The above items are correct and proper for payment from available appropriations.																								

Exhibit 22-2: Information Sheet for the Agency Official


AGENCY INFORMATION SHEET

WATCH OUT SITUATIONS







<p>BOOT STIPEND</p> <p>The payment of a \$100.00 per year stipend is authorized for casuals holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency. The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).</p> 	<p>DUPLICATE HOURS</p> <p>When submitting OF-288s, ensure there are no duplicated hours. The most common mistake is of a clerical nature (e.g. same time submitted for same day).</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; color: blue; font-weight: bold; font-size: small;">Reminder!</div> <p>Start/Stop time must be in military time, in fifteen minute increments, and the month/day must be complete on the OF-288.</p>	<p>CALENDAR YEAR HOURS</p> <p>The AD Pay Plan designates limits for training, instructor, and hazardous fuels hours (excluding travel) per calendar year. Maximum training hours may differ for each agency.</p> <ul style="list-style-type: none"> Training "should not exceed" 80 hours Instructor "not to exceed" 120 hours Hazardous Fuels "no greater than" 300 hours  <p>If time submitted for Instructor or Hazardous Fuels hours is over the limit for the calendar year, the time will be referred back to the Agency. For prescribed fire projects, the AD Pay Plan does not authorize mechanical or chemical reduction projects.</p>	<p>STATE TAXES</p> <p>State taxes must be withheld for the state in which the casual is hired, unless a reciprocal agreement is in place for that state. The casual can request withholding for another state by submitting the appropriate state form. Acceptable forms that may be used to update state taxes:</p> <ul style="list-style-type: none"> Specific State Tax form W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State only" is indicated, nothing but the tax information will be updated). Tribal Exemption form State Tax Removal form 
<p>TIME OFFICER AND APPROVING OFFICIAL SIGNATURE</p> <p>There must be a Time Officer (TO) Signature on all submitted OF-288s.</p> <p>There must be a signature on submitted batch memos that follows Agency specific guidelines in regards to the Approving Official (AO) list requirements. For all agencies, the AO list is maintained at the National Level, and sent to the CPC when updated.</p> <p>If the AO or the TO Signature is missing your Agency will be called.</p> 	<p>GUARANTEE / COP HOURS</p> <p>Casuals assigned to an incident at their point of hire are not entitled to guarantee hours on normal days off. This is considered off-shift time and is non-compensable.</p> <p>COP is available for a maximum of 45 days. It begins the first day after the day of injury and ends when the casual leaves the incident, the original length of commitments ends, or when the casual is released back to duty, whichever occurs first. COP is not given for occupational disease or illness. Indicate "COP" in the start/stop columns and record a maximum of 8 in the hours column for each full day of disability.</p>	<p>SOCIAL SECURITY NUMBER (SSN)</p> <p>To work under the AD Pay Plan, the SSN is required. This applies to US citizens as well as non-resident aliens.</p>  <p>The Casual's name and SSN on hiring documents should match the name on the Social Security Card to eliminate delays in payment. The OF-288 timesheets should be submitted to the CPC using the ECI identified below.</p>	<p>Mandatory EFT</p> <p>The U.S. Treasury has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account.</p> 
<p>ADDRESS UPDATES</p> <p>In order to receive a Treasury check casuals must be a registered owner of the PO BOX. If the casual is using direct deposit, the account must be in their name. Mailing address for correspondence cannot be updated from a direct deposit form.</p>	<p>EMPLOYEE COMMON IDENTIFIER (ECI)</p> <p>The 10-digit ECI is to be used in lieu of the SSN on all OF-288 timesheets submitted to the CPC for payment.</p>		<p>EXCEPTION POSITIONS</p> <p>When submitting time for an exception position, ensure the Agency required description and approval is complete with Position Title and AD Class. Please submit with each payment to be processed.</p>
<p>EMTs and ENOP</p> <p>Emergency Medical Technicians (EMT) can take a pack test but may not oversee the pack test. Engine Operator (ENOP) is not an approved position title for BIA. If time is submitted for an ENOP by BIA, payment cannot be processed and will be referred back to the Agency.</p> 			

Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705
Toll Free: (877) 471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@blm.gov

Find forms and other valuable information at:
http://www.nifc.gov/programs/programs_PaymentCenter.html



5-22-F-3: Information Sheet for the Casual Hire

<h2 style="text-align: center; background-color: #f0f0f0; padding: 5px;">Casual Hire Information Sheet</h2>			
<p>Payment Processing at the CPC</p> <p>When the CPC receives the OF-288 from the Agency/Region, it takes up to 5 business days to process in our office. If there are questions on your timesheet needing clarification from your Agency, the process may take longer. Once processed, allow up to 5 business days to receive a Direct Deposit payment or up to 10 business days through the US mail for a Treasury Check (with EFT Waiver). You may call to inquire about the status of your payment at any time. It would be helpful if you could provide your Agency's batch number to help us track your payment within our office.</p> 	<p>To Update your Information</p> <p>In order to change your name, address, taxes, direct deposit, or any other information pertaining to your profile, we need your signed consent (we cannot take the information over the phone). You can obtain the needed forms from your agency or from our website listed above.</p> <p> Note: Vendor Payment forms and voided checks are not acceptable for Direct Deposit information. The information must be written on the Direct Deposit form.</p> 	<p>Mandatory EFT</p> <p>The U.S. Treasury (31 CFR Part 208) has stated that paper checks will no longer be issued unless a valid waiver is in place for an individual. This means that anyone receiving funds from the federal government (with the exception of the IRS) will need to set up a direct deposit account.</p> <p>If you cannot get a bank account, you have two options:</p> <ul style="list-style-type: none"> • Obtain an Electronic Transfer Account (ETA) https://eta-find.gov/eta –or • Complete an Electronic Funds Transfer (EFT) waiver request. <p>You may apply for a waiver if an EFT would impose a hardship because of your inability to manage an account at a bank due to:</p> <ul style="list-style-type: none"> • Mental impairment, -or- • Live in a remote location lacking the infrastructure to support electronic financial transactions. 	<p>Check Mail Address</p> <p>If you have an EFT Waiver, and are requesting payment to go to a physical mail address, ensure the address you provide can receive mail.</p> <p>If you have a Post Office box, your name must be listed as an owner of the box to receive mail. Contact your local Post Office if you are unsure.</p> <p>Note: In the event your Treasury Check has not been received within 10 business days of the payment process date, contact our office to verify the payment destination on file.</p> <p>If it is determined the payment is a Lost Check, Treasury requires us to wait 30 days to track the missing payment to allow for adequate delivery time by the US Postal Service.</p>
<p>W-4 Federal Tax</p> <p>The following information must be complete and legible for processing. If information is incomplete or illegible, the form may be sent back to you or your agency without updating your profile.</p> <ul style="list-style-type: none"> • Your name exactly as it is on your Social Security Card • Your complete 9 digit Social Security Number • Complete mail address including city, state & zip (this must be an address that can receive mail) • Marital status • Number of exemptions (if you are claiming) • Additional dollar amount (optional) • Sign and date the form (to claim exempt, the signature date must be of the current year for processing) <p>Note: If you are exempt, you must indicate your marital status (Block 3) and write EXEMPT (Block 7). If block 7 is filled out, then block 5 must be left blank.</p>	<p>State Taxes</p> <p>State taxes must be withheld from the state in which you are <u>hired</u>, unless there is a reciprocal agreement in place for that state. You may request withholding for a second state, by submitting the appropriate state form. Keep in mind that your current tax information is printed on every Wage and Earning Statement. Please review this information and call us, or your agency, if you need to make corrections.</p> <p>Acceptable forms that may be used to update state taxes:</p> <ul style="list-style-type: none"> • Specific State Tax form • W-4 Federal form with the words "State only" or "Federal and State" written on it (if "State is indicated, nothing but tax information will be updated). • Tribal Exemption form • State Tax Removal form <p>All requested information on a Tribal Exemption form must be legible, complete, the form signed, dated</p> 	<p>Direct Deposit</p> <p>Ensure the Direct Deposit form SF-1199A is completed correctly with the information required:</p> <ul style="list-style-type: none"> • Name of person entitled to payment (this is you) • Social Security Number/Claim number/Payroll ID (we must have your SSN to process your request) • Type of account, (choose only one, checking or savings) • 9 digit routing number • Account number • Certification (sign and date) <p>Note: In the event your Direct Deposit has not been received within 5 business days of the payment processed date, contact our office to verify the account information.</p> 	<p>Boot Stipend</p> <p>The payment of a \$100.00 per year stipend is authorized for casuels holding a valid Incident Qualification Card with a Fitness Rating of moderate or arduous, and who, as a condition of employment, are required to purchase wildland fire boots that satisfy the standards set forth by their agency.</p> <p>The boot stipend is taxable, and will appear as a one-time entitlement of \$100.00 on the casual's Wage and Earning Statement (WES).</p> 
<p>For Federal or State Tax questions, please see your tax consultant.</p>			
<p>Contact us at: NIFC, Casual Payment Center MS 270, 3833 S Development Ave, Boise, ID 83705 Toll Free: 877-471-2262 or (208) 387-5760, FAX: (208) 433-6405 Email: casualpay@blm.gov</p> <p>Find forms and other valuable information at: http://www.nifc.gov/programs/programs_PaymentCenter.html</p>			
<p>Ensure the information on the forms you submit to the CPC are legible, correct, signed and dated!</p>			

Section 6: References

A. Links Quick Reference

DESCRIPTION:	URL:
<u>Interagency Incident Guidance</u>	
National Wildfire Coordinating Group (NWCG)	NWCG
NWCG Interagency Standards for Fire & Aviation Operations (red book)	Red Book
NWCG Standards for Interagency Business Management (yellow book)	Yellow Book
National Interagency Mobilization Guide	Mobilization Guide
National Interagency Buying Team Guide	Buying Team Guide
DOI Intra/Inter-Agency Agreement Handbook	DOI IAA Handbook
Collections: FWS Collections Handbook	Collections Handbook
DOI All-Hazards Supplement	All Hazards Supplement
Incident Management Records – NWCG	Incident Records Management
DOI Medical Standards Program	DOI Medical Standards Program
National GACC (Geographic Area Coordination Centers) Portal	GACCs and Agency Sites Portal
NERV (National Emergency Rental Vehicle) rental program	Incident Rental Vehicle program
<u>FWS Incident Guidance</u>	
FWS Fire Management Handbook	FWS Fire Mgmt Handbook
FWS Incident Business SharePoint site	IB SharePoint (will change 9/15/2020)
FWS Prescribed Fire Policy for Non-Service Lands	Service Manual Chapter 645 FW 1
<u>JAO Websites</u>	
List of All Helpdesk Emails	Help Desk Emails
List of POCs by Functional Area	POC List
Financial Management Guidance Library (Business Process Guidance)	Financial Guidance Library
Charge Cards	Charge Card Program
Charge Card Helpdesk (non FBMS) Tel: 1-303-984-6859	FWS_ChargeCardHelp@fws.gov
Conference and Event Management (conference approval process)	Conference Management
Conference Management Helpdesk	FWS_Conference_Mgmt@fws.gov
Contracting	Contracting site with link to PPR site
Contracting Help Contacts	Contracting contacts
Finance Payments & Collections	Payments and Collections
Finance Payments Helpdesk	FWS_Finance_payments_help@fws.gov
HR Actions	MySupport HR Requests
HR Operations	HR Information Site
HR Helpdesk	FWSHiring@fws.gov
IT	IT Equipment and Services purchases
IT Helpdesk (service issues)	ITServiceDesk@fws.gov
Payroll – Compensation and Benefits	Compensation and Benefits
Payroll Helpdesk (payroll, compensation, time & attendance, etc.)	FWS_Payroll@fws.gov
Payroll Helpdesk (retirement and other benefits)	FWS_Benefits@fws.gov
Permanent Change of Station (PCS)	PCS Guidance and Forms
PCS Helpdesk	PCSCounselor@fws.gov

Personal Property and Fleet (guidance, links, and forms)	Property and Fleet (non-IT)
Personal Property and Fleet Helpdesk	JAO_PersonalProperty@fws.gov
PIV Access Cards	PIV Card Requests
PIV Helpdesk	FWS_PersonnelSecurity@fws.gov
Reimbursable Agreements	All Things Reimbursable
Reimbursable Agreements Helpdesk	FWS_Finance_Reimbursable_Ops@fws.gov
Travel	Travel site including links and forms
Travel Helpdesk	FWS_TravelHelp@fws.gov
Travel: TDY (tips and trips, quick reference tri-fold)	TDY Travel
<u>Incident Related Software Programs</u>	
FMIS	FMIS
IROC (replaces ROSS) – incident ordering system	IROC
e-ISuite	e-ISuite
e-ISuite Enterprise	e-ISuite Enterprise
FireCode – generates fire codes for suppression incidents	FireCode
<u>Line of Duty Death</u>	
CISM – Critical Incident Stress Management	227 FW 7 CISM Program
Line of Duty Death Handbook	LODD - update in review process
Service Incident Fatality Plan	Updated info coming soon
<u>COVID-19 Information</u>	
FWS Guidance	FWS COVID-19 Portal
DOI Website	DOI COVID-19 Information Portal
NWCG COVID-19 info (includes FMB memo & flowchart)	Wildland Fire Specific COVID-19 Info
DOL Claims Information	DOL Claims due to COVID-19
<u>Finance and Administration</u>	
Budget: NWRS Budget Allocation Handbook	Budget Allocation Handbook
Cell phones: NWRS Mobile Phone Management	NWRS Cell Phone program
Time: DOI Time and Attendance Guide	DOI T&A Guide v4.5July2020
Travel: FWS PCS Handbook – PCS guidelines	PCS Handbook July 2017
Travel: FWS TDY Handbook – temporary travel guidelines	FWS TDY Handbook
<u>Positions and Training</u>	
Wildland Fire Qualification System Guide	Wildland Fire Quals
Federal Wildland Fire Qualifications Supplement	Quals Supplement
DOI Incident Positions Qualification Guide (IPQG)	DOI IPQG
Position Task Books	Taskbooks
FEMA Emergency Management Institute	FEMA
National Wildland Fire Training Courses and Schedules	Wildland Fire Learning Portal
<u>AD Hiring</u>	
Administratively Determined (AD) Pay Plan	2020 AD Pay Plan
Casual Payment Center (CPC)	CPC
AD Frequently Asked Questions (From Easter Area Coordination Center)	EACC FAQs
	As of: 31Jul2020

B. Memoranda and Guidance Documents
(LISTED IN ORDER REFERENCED IN GUIDE)

“No Year” Fund Policy

Section 1: Chapter 1, Paragraph C

REF 6-B-1: Memorandum, CG Decision B-160998

REF 6-B-2: Memorandum, GAO Decision B-326945

Fuels Management Program of Work

Section 1: Chapter 2, Paragraph A

REF 6-B-3: Memorandum, FMB190000, Preliminary Program of Work

126X Financial Tracking for Fuels Management

Section 1: Chapter 2, Paragraph A

REF 6-B-4: Memorandum, FMB180011 Fiscal Year 2018 126X Financial Tracking for Fuels Management

Carryover and Over-Expenditures

Section 1: Chapter 2, Paragraph B

Memorandum, FMB160021, Fire Management Branch Budget Allocation Process

REF 6-B-5: Link: [Budget Allocation Process](#)

Night Pay Differential

Section 2: Chapter 3, Paragraph B

REF 6-B-6: Guidance Sources on Night Pay Differential

REF 6-B-7: OPM Fact Sheet on Night Pay

REF 6-B-8: Memorandum FWS DTS 065850, Guidance on Night Pay Differential

REF 6-B-9: Attachment to Memo FWS DTS 065850, Night Pay Clarification

Funding of Base Salaries for Personnel Assigned to Wildfire Incidents

Section 2: Chapter 11, Paragraph A

REF 6-B-10: Memorandum OWF 2019-006, Funding of Base Salaries....

Weather and Safety Leave

Section 2: Chapter 12, Paragraph A

REF 6-B-11: DOI Personnel Bulletin No. 18-04, Weather and Safety Leave

Hazardous Duty/Environmental Differentials

Section 2: Chapter 12, Paragraph C

REF 6-B-12: Hazard/Environmental charts

Incident Positions – Finance and Administration

Section 3: Chapter 15, Paragraph A

REF 6-B-13: Finance and Administration Position Flowchart

Non-Referencing Payments

Section 3: Chapter 16, Paragraph B

REF 6-B-14: Tips to AP_DCM Users for Submitting Manual Non-Ref Payment Packages

REF 6-B-15: Step-by-Step Instructions for Payment Package Cover Sheet

CARES Act Funding (COVID-19 Supplemental Funds)

Section 4: Chapter 19, Paragraph B

REF 6-B-16: OWF Memorandum 2020-007, Guidance on Execution of Supplemental Funding Under COVID-19 Pandemic

Reimbursable Agreements

Section 4: Chapter 20, Paragraph D

REF 6-B-17: Reimbursable Agreement Reference Sheet

DECISION



Mrs. Katic
B. G. W.
**THE COMPTROLLER GENERAL
OF THE UNITED STATES
WASHINGTON, D. C. 20548**

FILE: B-160998

DATE: April 13, 1978

**MATTER OF: Federal Fire Prevention and Control Act
of 1974**

DIGEST: Section 11 of the Federal Fire Prevention and Control Act of 1974 may be construed as constituting permanent indefinite appropriation authority for Secretary of the Treasury to pay certified claims by local fire fighting districts or departments for services performed on Federal property. However, amounts paid from section 11 appropriation are subject to reimbursement, by the Federal agencies under whose jurisdiction the fire occurred, from appropriations available or which may be made available for the purpose.

An Assistant Director in the Fiscal Service, Bureau of Government Financial Operations, Department of the Treasury, asked whether section 11 of the Federal Fire Prevention and Control Act of 1974 (Act), Pub. L. No. 93-498, October 29, 1974, 88 Stat. 1535, 15 U.S.C. §§ 2201 et seq. (1976), should be construed as establishing permanent indefinite authority for drawing moneys from the Treasury.

Section 11, 15 U.S.C. § 2210, provides that a local fire protection district or fire department may be reimbursed for the direct losses and direct costs it incurs in fighting fires on Federal property. Pursuant to the Act, the Secretary of the Treasury is responsible for paying claims submitted by local fire departments or districts in amounts not to exceed the sum determined to be due by the Administrator of the National Fire Prevention and Control Administration in the Department of Commerce. Section 11 provides that, once the Administrator determines the amount which a fire department is entitled to have reimbursed,

"(c) The Secretary [of Commerce] shall forward the claim and a copy of the Administrator's determination under subsection (b) (3) of this

B-160998

section to the Secretary of the Treasury. The Secretary of the Treasury shall, upon receipt of the claim and determination pay such fire service or its parent jurisdiction, from any moneys in the Treasury not otherwise appropriated but subject to reimbursement (from any appropriations which may be available or which may be made available for the purpose) by the Federal department or agency under whose jurisdiction the fire occurred, a sum no greater than the amount determined with respect to the claim under subsection (b) (3) of this section."

Section 17 of the Act, 15 U.S.C. § 2216, which authorizes appropriations necessary to carry out the provisions of the Act, originally provided as follows:

"There are authorized to be appropriated to carry out the foregoing provisions of this Act, except section 11 of this Act, such sums as are necessary not to exceed \$10 million for the fiscal year ending June 30, 1975, and not to exceed \$15 million for the fiscal year ending June 30, 1976."

(This provision has since been amended to update the amounts of the annual authorizations but remains substantially unchanged otherwise.) The question is whether the Act provides for a permanent indefinite appropriation of moneys necessary to implement section 11 or whether the Treasury Department will need to seek annual appropriations to implement this provision.


Section 17 authorizes annual appropriations to carry out the provisions of the Act, except for section 11. While there is no explicit legislative history which explains the omission of the section 11 claim program from annual appropriation support, it is reasonable to assume that since funds would be available under section 11 on a continuing basis, its inclusion under section 17 was not necessary. As noted supra, section 11 orders the Secretary of the

B-160998

Treasury to pay claims "from any moneys in the Treasury not otherwise appropriated." Section 11 is clearly an appropriation, and one which is indefinite in amount. As to whether it is permanent, there is no indication that it is intended to be limited as to time. The purpose of section 11 seems best served by construing it as creating a right to draw upon funds in the Treasury whenever it is necessary to reimburse local fire departments.

The language of section 11 tracks that of 31 U.S.C. § 724a, the permanent indefinite appropriation for payment of judgments and compromise settlements against the United States. 31 U.S.C. § 724a speaks of sums necessary "on and after" a specified date, thus implying continuing future availability. Section 11, although it is not so explicit, provides for payment of claims under the Act. Since such claims may be presented at any time after enactment of the Act, it seems reasonable to construe section 11 as permanent authority. This is true even though the Act requires reimbursement for money paid out by the Treasury pursuant to the Administrator's determination from appropriations made available to the agencies on whose property the fire occurred. In other words, the statute contemplates that the appropriations to carry out section 11 will ultimately be those of the Federal agencies receiving the benefit, assuming that they have or will have funds available for the purpose, but until such reimbursement is possible, funds to pay the local fire fighters may be drawn from a general fund expenditure account established for this purpose in the Treasury.

We therefore conclude that section 11 constitutes permanent indefinite authority to draw money from the Treasury to pay the claims of individual fire departments.


Deputy Comptroller General
of the United States

REF 6-B-2: GAO Decision B-326945, No Year Appropriations



U.S. GOVERNMENT ACCOUNTABILITY OFFICE

441 G St. N.W.
Washington, DC 20548

Decision

Matter of: General Services Administration—Availability of No-Year Appropriations for a Modification of an Interagency Order

File: B-326945

Date: September 28, 2015

DIGEST

The General Services Administration may accept no-year appropriations from a customer agency to fund the increased cost resulting from a modification to an interagency order, even where those funds were appropriated in a fiscal year after the customer agency incurred the initial liability. Because the *bona fide* needs rule does not apply to no-year appropriations, no-year funds are available for any need, whether past, present, or future, provided that the use of such funds is consistent with any other limitations upon the appropriation's availability.

DECISION

The Chief Financial Officer and the General Counsel for the General Services Administration (GSA) request a decision regarding whether GSA may accept no-year appropriations from a customer agency to fund the increased cost resulting from a modification to an interagency order, even though the no-year funds were appropriated in a fiscal year subsequent to the fiscal year in which the original liability was incurred. Consistent with our prior decisions addressing time limitations for no-year appropriations, we conclude that no-year funds are available for interagency orders, for any need, whether past, present, or future, provided that the use of such funds is consistent with any other limitations upon the appropriation's availability.

Our practice when issuing decisions is to obtain the views of the relevant agency in order to develop a factual record and to establish the agency's legal position on the subject of the request. GAO, *Procedures and Practices for Legal Decisions and Opinions*, GAO-06-1064SP (Washington, D.C.: Sept. 2006), available at www.gao.gov/products/GAO-06-1064SP. GSA provided factual information and its legal views when it requested our decision. Letter from Chief Financial Officer and General Counsel, GSA, to Comptroller General (May 6, 2015) (Request Letter).



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705



Refer to: FMB202015

February 7, 2020

Memorandum

To: Regional Fire Management Coordinators, Regions 1-12

From: Chief, Branch of Fire Management 

Subject: Establishment of a Fuels Management Three-Year Program of Work

As directed in *Conserving the Future Through Fire Management: A Strategic Plan for Managing Wildland Fire on U.S. Fish and Wildlife Service Lands* (January 2016), beginning in fiscal year 2021, Regions will develop a three-year program of work (3YPOW) reflecting 1) realistic fuels reduction priorities, 2) projected funding and anticipated funding needs, and 3) prescribed fire landscape and habitat management priorities.

Developing a list of priority projects spanning multiple years is essential to validate data to the Department of the Interior Office of Wildland Fire (OWF), ensure fiscal accountability to the Office of Management and Budget (OMB) and demonstrate the Service's congressional commitment to efficiently treating hazardous fuels in high-risk areas. The 3YPOW will not only provide unit-level out-year planning consideration, it will provide increased flexibility to accommodate budget fluctuations. Furthermore, a multi-year Program of Work will inform responses to OWF and OMB requests that could have major implications on the Service's Fuels Management program.

It is expected that the attached guidance, along with the Service's *Fire Business Guide* and *Fire Management Handbook*, will successfully facilitate development of a realistic, robust, and attainable multi-year program of work. It is my expectation that this plan, when implemented in conjunction with other resource-funded treatments, will support a sustainable Fuels Management program despite unpredictable environmental conditions, changes in executive priorities, and fluctuating financial situations.

The attached documents may require periodic updates that will be at the discretion of the National Fuels Management Specialist in coordination with the National Fuels Working Team. Questions and comments should be directed to Tate Fischer, National Fuels Management Specialist, at (208) 387-5941 or tate_fischer@fws.gov.

Attachments

- 1) FWS Guidance for Developing and Prioritizing Fuels Management Projects for the Three-Year Program of Work
- 2) Fuels Management Three-Year Program of Work minimum naming convention structure for the National Fire Plan Operations and Reporting System (NFPORS) and Fire Management Information System (FMIS).

Attachment 1-1

**FWS Guidance for Developing and Prioritizing Fuels Management Projects
Three-Year Program of Work, FY2021-2023**

The Department of the Interior (DOI) fuels management program represents a strategic investment in actively managing burnable vegetation to reduce the intensity, severity or negative effects of wildfire. It provides cost-effective benefits to the American people, helps restore and maintain healthy ecosystems, and supports communities in their efforts to become fire-adapted.

As directed in [Conserving the Future Through Fire Management: A Strategic Plan for Managing Wildland Fire on U.S. Fish and Wildlife Service Lands \(January 2016\)](#), the U.S. Fish and Wildlife Service (Service or FWS) Branch of Fire Management (Branch) will develop a three-year Program of Work (3YPOW) in the National Fire Plan Operations and Reporting System (NFPORS) to inform the DOI Office of Wildland Fire (OWF) and the Office of Management and Budget (OMB) regarding the Service’s fuels management program plans. The following information provides guidance and outlines the timeline and steps for offices and regions to follow for the 3YPOW development¹.

Framework and Priorities

To facilitate a 3YPOW, beginning in FY2021 the Service will provide a prioritization of fuels management projects (with associated planning activities and treatments) that focus on the fuels management framework and priorities outlined below as per [OWF Policy Memorandum 2019-009](#). This effort conforms to current FWS fuels management objectives. For successful implementation, consider the following framework when developing and prioritizing the 3YPOW.

1. **Values at Risk:** Communities, counties, state, and federal stakeholders have both shared and differing values of concern at different scales. The Service should collaborate with stakeholders to identify and prioritize values across various geographic scales to minimize the potential impacts to values at risk whatever they may be.
2. **Wildfire Potential:** Utilize local risk assessment efforts and prior ignitions to identify wildfire likelihood and potential impacts to values within the appropriate geographic scale.
3. **Activities to Mitigate Risk:** Identify the most effective and appropriate treatment activities to reduce risk from wildfires, considering different types of treatments and ability to effectively accomplish them.
4. **Collaboration and Leveraging:** Regions/field stations will work with internal and external partners to leverage assets, resources, and capabilities across jurisdictional boundaries to accomplish treatments.
5. **Performance Measures:** Prioritize projects that most clearly meet established performance and accountability measures as presented in the Service’s [Fuels Management Allocation and Accountability System \(FAAS\) User Guide](#).

The priorities of the Service’s fuels management program are to:

1. Place projects in strategic locations in order to mitigate wildfire risk to Service and community values, including but not limited to:
 - o The FAAS Hazard Zone (especially Very High and High risk areas);
 - o Service assets (originally identified and mapped in July 2015, may have been updated for FAAS V1.2);

¹ This information is supplementary to prior annual Preliminary (PPOW) and Final Program of Work (FPOW) memorandums and should be considered as such.

Attachment 1-2

- Values identified in local Community Wildfire Protection Plans (CWPPs), equivalent plans (CWPP/E), or agency-prepared plans, with attention given to Federally-designated Communities at Risk listed in [Urban Wildland Interface Communities Within the Vicinity of Federal Lands That Are at High Risk From Wildfire](#) (Federal Register, 1/4/2001).
- 2. Reduce potential wildfire suppression rehabilitation costs by investing in fuels reduction projects;
- 3. Maintain previously funded and accomplished fuels reduction projects;
- 4. Protect threatened, endangered, or other sensitive species and their habitat, or augment efforts to recover or avoid listing a species;
- 5. Leverage funding with other funding sources and partnerships;
- 6. Enhance and promote physical security of the United States.

Fuels Management Funding

Fuels Management funding will be used for permanent and seasonal employee salaries, direct costs associated with planning and implementing priority projects, and programmatic costs for work that cannot be attributed to a specific project. All project-related planning activity and treatment costs must be captured in NFPORS as Planned Direct Costs. Estimated funding that will be provided by non-fire sources (e.g., assistance from 126X funded staff, funds provided by other agencies) must be captured as Planned Joint/Contributed Costs/Labor. Business rules associated with 126X in memoranda, Service Fire Business Guide (including Fire Account Salary Guide) still apply.

60% of Regional fuels expenditures are to be used for planning and implementation of priority projects that reduce wildfire risk. Therefore, the sum of Planned Direct Costs for regionally approved activities and treatments in NFPORS should be equal to or greater than 60% of each Region’s estimated total program allocation based on prior fiscal years (FY). For the initial 3YPOW (FY2021-FY2023), regional funding totals for projects and activities should be planned to the amount projected for each Region (FY2020 base allocation) as shown in Table 1.

Table 1². FY2020 Final Allocation and 60% of Final Allocation to be used for FY2021-2023 planning purposes.

Region	FY16-FY20 Allocation %	FY20 Final Base Allocation	60% of FY20 Final Base Allocation
R1	9.98%	1,972,010.38	1,183,206.23
R2	14.87%	2,938,255.94	1,762,953.56
R3	17.66%	3,489,549.42	2,093,729.65
R4	26.84%	5,303,482.81	3,182,089.69
R5	6.39%	1,262,639.91	757,583.95
R6	13.17%	2,602,342.35	1,561,405.41
R7	3.31%	654,043.52	392,426.11

² Table 1 does not include Southern Border Fuels Management Initiative funds or additional stand-alone funding sources (e.g., FY19 “Delta 4”, FY20 CA wildfire mitigation specific) for out-year planning purposes. However, funding for stand-alone efforts will be included in the annual Program in which it is received.

Attachment 1-3

R8	7.78%	1,537,298.67	922,379.20
TOTAL	100.00%	19,759,623.00	11,855,773.80

In addition, OWF requires Wildland-Urban Interface (WUI) and non-WUI expenditures to be tracked separately. WUI funds cannot be spent on non-WUI projects; however, non-WUI funds can be used for WUI projects. Business rules associated with 126X in memoranda, Service Fire Business Guide (including Fire Account Salary Guide) still apply. Please reference the Service’s [Fire Business Guide: Fiscal Year 2019 - Interim](#) and the [2019 Fire Account Salary Guide](#) for more information and business rules.

Developing the 3YPOW

Regional and local fire management staff will consult with refuge managers and biologists to identify and prioritize projects that may be completed within the next three years and enter them into the NFPORS Hazardous Fuels Reduction (HFR) module using the information provided in the *Naming Convention for Projects, Treatments, and Activities* section below and illustrated in Attachment 2. The sum total of identified treatments and activities for each year should reasonably reflect what can actually be accomplished at current staffing and funding levels as described in the previous section.

Listed projects should accomplish the highest priority fuels management program objectives of integration with resource management, stewardship based, geographic land based and outcome based. The planned direct cost for the out-year planning should not be greater than 130% of the previous years direct project allocation.

As previously mentioned, this effort is synonymous with FWS fuels management direction presented in the FMH and POW memos associated with FAAS performance measures. Additional information specific to the FAAS performance measures and descriptions can be found in the [user guide on page 19](#) emphasizing proposed work is placed within the FAAS Hazard Zone, and focus on High and Very High risk areas within the Hazard Zone. If neither of these risk areas are prevalent on an FWS unit, focus should be based on the framework and priorities referenced earlier in this document.

In order to eliminate the immediate requirement of shapefiles for each specific treatment in NFPORS; please ensure the correct latitude and longitude information is entered in the appropriate NFPORS project and treatment fields. Under the guidance included in this memorandum, one NFPORS treatment may include multiple units that are reported separately in the FWS Fire Management Information System (FMIS). All FMIS treatment records associated with a NFPORS treatment must include the corresponding NFPORS Treatment ID on the FMIS “Acres” tab. Regions will be responsible to perform quality control at the end of the fiscal year for FMIS records that list NFPORS Treatment IDs to ensure individual treatment shapefiles from FMIS will be uploaded properly into the NFPORS HFR module. The Branch will merge FMIS shapefiles by NFPORS Treatment ID and upload the merged shapefiles to the appropriate NFPORS treatments.

The Branch will confirm data has been entered into NFPORS as per memorandum, double check numbers for overall accuracy given preliminary budget estimates, and consult with Regional fuels specialists to rectify any issues. After data validation, the Branch will compile all regionally-approved activities and treatments, which will become that year’s proposed Preliminary Program of Work (PPOW) and tentative OWF spend plan project list. A national approval date will not be entered in NFPORS until the POW is finalized later in the FY.

Attachment 1-4

Naming Convention for Projects, Planning Activities, Treatments, and Shapefiles

For consistency, all projects, activities, and treatments in NFPORS, and treatments in FMIS, will adhere to the national naming convention illustrated below and in Attachment 2.

- **NFPORS Projects: *Unit-ProjectName***
 - Unit: 5-letter NWCG Unit Identifier (omit country designation, no dash between state and three letter unit ID).
 - ProjectName: “Fuels” or short descriptor that generally describes the overall purpose of the project.
 - If splitting projects by WUI type, you may add “-W” (WUI) or “-N” (non-WUI) to the end of the naming convention.

- **NFPORS Treatments: *Unit-FY##-TreatmentCategory***
 - Unit: 5-letter NWCG Unit Identifier (omit country designation, no dash between state and three letter unit ID).
 - FY##: “FY” + last two digits of the fiscal year in which the treatment is planned for implementation.
 - TreatmentCategory: Prescribed Fire = RX; Mechanical = MX; Other/Biological = BX; Other/Chemical = CX; Other/Grazing = GX.
 - You may add a short descriptor of the treatment, most likely a unit name or number, to the end of the naming convention.

- **NFPORS Activities: *Unit-FY##-ActivityType***
 - Unit: 5-letter NWCG Unit Identifier (omit country designation, no dash between state and three letter unit ID).
 - FY##: “FY” + last two digits of the fiscal year in which the activity is planned for implementation.
 - ActivityType: Short descriptor of the activity type.

- **FMIS Treatments: *Unit-FY##-TreatmentCategory-TreatmentName***
 - Unit: 5-letter NWCG Unit Identifier (omit country designation, no dash between state and three letter unit ID).
 - FY##: “FY” + last two digits of the fiscal year in which the treatment is planned for implementation.
 - TreatmentCategory: Prescribed Fire = RX; Mechanical = MX; Other/Biological = BX; Other/Chemical = CX; Other/Grazing = GX.
 - TreatmentName: Short descriptor of the treatment, most likely a unit name or number.
 - For a Fuels Management treatment that is part of an approved NFPORS treatment, the first three elements of the treatment name (*Unit-FY##-TreatmentCategory*) must match between FMIS and NFPORS.

- **FMIS Shapefiles:** Shapefile naming convention is determined at the Regional level. If a Region institutes a mandatory naming convention, it is highly recommended to use that established for **FMIS Treatments** above (i.e., *Unit_FY##_TreatmentCategory_TreatmentName*).

Attachment 1-5

- **Southern Border Fuels Management Initiative (SBI) Projects, Activities, and Treatments:**
If a project, activity, or treatment is proposed for or funded by SBI, add “-BP” (Border Protection) to the end of the naming convention defined above. The “US Southern Border - Yes” radio button must also be selected in the NFPORS record. Special projects should always contain specific treatments; use the “NFPORS Treatments” naming convention. Specific SBI guidance will be delivered in the form of Departmental memorandum(s).

NFPORS Data Requirements

The following will be taken into account when entering the proposed 3YPOW into NFPORS:

- Every project will have “Fuel Reduction” as a goal, and should identify all other applicable goals.
- Every project will have a valid WBS Project Code reflecting the Funded Program from FBMS, which will be entered into the *WBS Project Code* field on the NFPORS Project Details screen. In cases where a project includes both WUI and Non-WUI treatments and/or activities, two different WBS codes will be generated; however, only the primary code will be entered into the *WBS Project Code* field, with the second code listed in the *Notes* field.
- Special projects (e.g., SBI), including their planning activities and treatments, will be entered as stand-alone projects in NFPORS and each will be assigned a separate WBS code.
- If multiple FMIS treatments are entered for a single NFPORS treatment, use the same NFPORS Treatment ID for all applicable FMIS records, the Branch will merge FMIS shapefiles by NFPORS Treatment ID for upload to NFPORS.
- Every project must have at least a Planning-Project/Treatment Plan activity entered for each FY. Additional activities must be identified by Activity Category-Activity Type (e.g., Administration-Monitoring, NEPA-EA, etc.). Activities should not be lumped across projects; they must be identified and planned to a specific project.
- Every project will have a location (latitude/longitude) specified. If a project has more than one treatment, the project location should reasonably represent the majority of the collective treatments and fall on Service lands.
- Funding for programmatic activities (e.g., BASE) should not be proposed in NFPORS. Project, treatment, and activity notes should not identify any programmatic actions or activities. No activity should be selected or proposed to develop a Fire Management Plan.
- Every treatment and activity should identify Planned Direct Costs (funded by the Fuels Management program) and Planned Joint/Contributed Costs/Labor (funded by other Refuge programs, FWS programs, other agencies, or any other non-fire funding source), if applicable.
- Treatments will identify all applicable Attributes (objectives).
- Every WUI treatment and activity will have at least one Affected Community identified.
- If a WUI treatment or activity is identified as a priority in a CWPP or CWPP/E, the CWPP or CWPP/E plan information must be entered in the Community Assistance Module and identified as an Associated Mitigation Plan in the treatment or activity record.
- Activities that are part of a project containing mixed WUI and non-WUI treatments should be designated as WUI or non-WUI to match the primary WBS code for that project.
- Every treatment and activity must identify Affected Species (threatened, endangered, and other sensitive species) present in or near the treatment area.

Attachment 1-6

- Every treatment and activity will identify all Partners that were involved with any stage of the planning or implementation processes.

Program of Work Activities and Timeline

The activities and due dates associated with the development of the FY2021 PPOW and FPOW and the 3YPOW are listed in Table 2 and apply to guidance provided in this document and Attachment 2. This table should be considered a template regarding dates associated with future fiscal years of the POW.

Table 2. Annual POW activities and associated due dates³.

Activity	Due Date
Regions will complete a 3YPOW in NFPORS for the upcoming three Fiscal Years (FY2021-2023) consisting of projects, activities, and treatments. The first out-year will be planned at 130% of the current FY project allocation.	March 5, 2020 <i>[Region - 3YPOW]</i>
The Branch of Fire Management confirms the Regional 3YPOW in NFPORS and submits to OWF.	March 15, 2020 <i>[Branch - 3YPOW]</i>
Field stations initiate the PPOW for FY2021 by updating NFPORS to include all activities and treatments that they intend to complete during FY2021 and entering a Local Approval Date of September 1, 2020.	September 1, 2020 <i>[Field - FY2021 PPOW]</i>
Regions will select priority projects in NFPORS by entering a Regional Approval Date of September 5, 2020 for all activities and treatments planned for completion in FY2021. This dollar amount should be approximately equal to 60% of the previous year’s allocation (see Table 1). This becomes the proposed PPOW for FY2021. All FBMS WBS codes associated with each project will be entered in NFPORS; Regions are responsible for obtaining WBS codes at the beginning of the upcoming FY unless they are carried over, which is recommended.	September 5, 2020 <i>[Region - FY2021 PPOW]</i>
Branch of Fire Management confirms those regionally identified projects in NFPORS by entering a National Approval Date of September 15, 2020 and submits to OWF. This finalizes the PPOW for FY2021.	September 15, 2020 <i>[Branch - FY2021 PPOW]</i>

³ Subject to change based on initial 3YPOW implementation and national reporting dates established by OWF.

Attachment 1-7

Field stations update FY2021 activities and treatments completed and planned for completion in NFPORS. Regions adjust the PPOW submitted in September by updating the Regional Approval Date to a Branch-determined date for activities and treatments completed in and planned for the remainder of FY2021. Regions also remove any local approval dates for activities and treatments that are NOT regionally approved. This becomes the proposed FPOW for FY2021.	Within two weeks of approved full-year budget ⁴ <i>[Region - FY2021 FPOW]</i>
Branch of Fire Management confirms the regionally identified FY2021 priority projects in NFPORS by entering a National Approval Date one day after the Regional Approval Date . This becomes the FPOW for FY2021.	Within four weeks of approved full-year budget <i>[Branch - FY2021 FPOW]</i>
All FY2021 tabular data for projects, treatments, and activities complete in both NFPORS and FMIS. This includes spatial data (treatment shapefiles) being uploaded to FMIS.	October 7, 2021
Prior to NFPORS lockdown (around October 15), Branch of Fire Management confirms FY2021 accomplishments with Regions reports final acres and expenditures to OWF. Southern Border Initiative reports and any special project supplemental narratives submitted by the Regions to the Branch using the appropriate outline (will be provided when available).	October 15, 2021
FY2021 Community Assistance reporting and Fuels Management success stories due from the Regions to the Branch in template format (will be provided when available).	November 15, 2021
Branch of Fire Management validates FY2021 FMIS Fuels Treatment Effectiveness Monitoring (FTEM) data with the Regions and transfers to the Interagency Fuels Treatment Decision Support System (IFTDSS).	February 1, 2022

⁴ Full-year continuing resolution or approved annual appropriation.

Attachment 2. Three-Year Fuels Management Program of Work minimum naming convention structure for NFPORS and FMIS.

NFPORS	FMIS
FY## (current FY POW)	
<p><u>Project</u></p> <ul style="list-style-type: none"> ● MSMSR-Fuels (or other project descriptor) <p><u>Treatments¹</u></p> <ul style="list-style-type: none"> ● MSMSR-FY##-RX-(may add additional descriptor) ● MSMSR-FY##-MX-(may add additional descriptor) ● MSMSR-FY##-CX-(may add additional descriptor) <p><u>Activities²</u></p> <ul style="list-style-type: none"> ● MSMSR-FY##-add activity descriptor 	<p><i>You may have more than one treatment in FMIS associated with a single treatment in NFPORS</i></p> <p><u>Treatments</u></p> <ul style="list-style-type: none"> ● MSMSR-FY##-RX-Unit 1 ● MSMSR-FY##-RX-Unit 2 ● MSMSR-FY##-RX-Unit 3 ● MSMSR-FY##-MX-Unit 4 ● MSMSR-FY##-MX-Unit 5 ● MSMSR-FY##-CX-Unit 6
FY## +1	
<p><u>Project</u></p> <ul style="list-style-type: none"> ● MSMSR-Fuels (or other project descriptor) <p><u>Treatments</u></p> <ul style="list-style-type: none"> ● MSMSR-FY## +1-RX-(may add additional descriptor) ● MSMSR-FY## +1-MX-(may add additional descriptor) ● MSMSR-FY## +1-CX-(may add additional descriptor) <p><u>Activities</u></p> <ul style="list-style-type: none"> ● MSMSR-FY## +1-add activity descriptor 	<p><i>No entries until treatments are completed</i></p>
FY## +2	
<p><u>Project</u></p> <ul style="list-style-type: none"> ● MSMSR-Fuels (or other project descriptor) <p><u>Treatments</u></p> <ul style="list-style-type: none"> ● MSMSR-FY## +2-RX-(may add additional descriptor) ● MSMSR-FY## +2-MX-(may add additional descriptor) ● MSMSR-FY## +2-CX-(may add additional descriptor) <p><u>Activities</u></p> <ul style="list-style-type: none"> ● MSMSR-FY## +2-add activity descriptor 	<p><i>No entries until treatments are completed</i></p>

REF: 6-B-4: Memorandum FMB180011, Fiscal Year 2018 126X Financial Tracking for Fuels Management



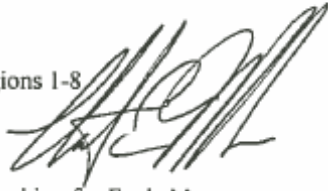
**United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705**



Refer to: FMB180011

January 30, 2018

Memorandum

To: Fire Management Coordinators, Regions 1-8
From: Chief, Branch of Fire Management 
Subject: Fiscal Year 2018 126X Financial Tracking for Fuels Management

On February 4, 2016, the Chief of the National Wildlife Refuge System issued memorandum *Financial Tracking for Fire Management* (Attachment 1). This memorandum requested that any non-fire funded personnel supporting the fire program utilize specific Work Breakdown Structures (WBS) for the related fire project. The purpose of this guidance was to facilitate the tracking of how much non-fire funding is being expended in support of the fire program. The intent of this direction is still valid and critical. This information is of significant interest not only to the Service, but also to the Office of Wildland Fire, Department of the Interior, Office of Management and Budget, and others.

This memorandum solidifies the necessity for Regional fire and fuels staff to work with appropriate refuge system and financial managers to identify 126X accounts that would typically fund collateral duty employees contributing to hazard fuels reduction. In Fiscal Year 2018, it is expected that these WBS strings are established at any refuge having a priority fuels project funded for this year, where contributed costs are incurred. This can be done in the following manner (e.g.):

Fire and non-fire staff at a refuge in Region 4 are planning to conduct a prescribed fire with a WBS code of W1501. Fire staff would charge their working time to FF.F3100004W1501, while non-fire staff would charge their working time to FX.RS126104W1501.

In an effort to avoid negative balances on reports, charges are being redistributed to other fund codes with funds available. It is fully expected the non-fire costs charged to a WBS code will result in a negative (red) balance on expenditure reports. Redistributing charges to prevent negative balances on the project expense lines is problematic and unintentionally undermines the Chief's intent to determine the true cost of fuels projects. Moving charges should be avoided unless it's to correct an error.

Once the appropriate 126X accounts have been identified and established, please e-mail Tate Fischer, National Fuels Management Specialist (tate_fischer@fws.gov), detailing the specifics of those 126X WBS strings. He will then coordinate with Budget and Planning staff to ensure appropriate tracking mechanisms are in place. We appreciate your assistance in better reflecting the true cost of conducting our Fuels Management program.

Attachment



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/ANRS-NRCP-FM/062189

FEB 04 2018

Memorandum

To: Regional Chiefs, National Wildlife Refuge System

From: Chief, National Wildlife Refuge System

Subject: Financial Tracking for Fire Management

The U.S. Fish and Wildlife Service's (Service) Fire Management appropriation, specifically prescribed fire funding, has been declining for several years. Many regions have supplemented their fire allocations with non-fire funds like 126X and their fire staffing with collateral duty employees. It is this support that has allowed the Service to meet its fuels and prescribed fire goals across our landscapes. Currently the Service has no way to determine how much non-fire funding is being expended in support of the fire program.

Over the past year, the Office of Management and Budget, Department of the Interior, Office of Wildland Fire, and others have shown significant interest in documenting non-fire contributions to fire programs. As a result, we have created project codes to track expenditures on prescribed fire activities using both fire and non-fire funds.

Each fire project has a specific Work Breakdown Structure (WBS) project code. The existing business rule of no cross billing between programs is still valid. However, in order to document non-fire contributions, we are requesting that any refuge, endangered species, or other funding source used to support the fire program utilize the fire project codes to track expenditures.

For example, the fire and non-fire staff at Merritt Island National Wildlife Refuge are planning to conduct a prescribed fire with a WBS project code of W1501. Fire staff would charge their working time using FF.F3100004W1501, while non-fire staff would charge their working time to FX.RS126104W1501. Supplies, gasoline, and other similar expenditures would also be charged to this WBS.

Business rules for the Fire Management Program and WBS development were recently sent out to the Fire Management Coordinators. They have been attached here so you may review the expectations for Fire Management.

Questions regarding this memorandum should be directed to the Fire Branch Budget Officer, Gillian Fay, at 208-387-5536, gillian_fay@fws.gov or Deputy Chief Division of Budget, Performance, and Workforce, David Robinson, at 703-358-2262, david_c_robinson@fws.gov

REF 6-B-6: Guidance Sources on Night Pay Differential

Guidance Sources on Night Pay Differential

From *OPM Fact Sheet: Night Pay for General Schedule Employees*: Night pay is paid for regularly scheduled work performed at night. This **generally** means work scheduled before the beginning of the administrative workweek. **However**, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek.

From 5 CFR 550.122 - Computation of night pay differential (page 579):

(c) *Relation to overtime, Sunday, and holiday pay.* Night pay differential is in addition to overtime, Sunday, or holiday pay payable under this subpart and it is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

(d) *Temporary assignment to a different daily tour of duty.* An employee is entitled to a night pay differential when he or she is temporarily assigned during the administrative workweek to a daily tour of duty that includes night work. This temporary change in a daily tour of duty within the employee's regularly scheduled administrative workweek is distinguished from a period of irregular or occasional overtime work in addition to the employee's regularly scheduled administrative workweek.

From OPM Handbook on Alternative Work Schedules – Night Pay:

3. An employee is entitled to night pay for any non-overtime work performed between 6 p.m. and 6 a.m. during designated core hours.

Note: An employee who performs regularly scheduled overtime work at night is also entitled to night pay.

From DOI Time and Attendance Guide - 5.2 Night Differential (page 5-4):

130, Night Differential: Payment employees receive for regularly scheduled hours worked, including regularly scheduled overtime and time spent on COP light duty, between 6 p.m. and 6 a.m. An employee is entitled to night differential for night work performed during temporary assignment to a night tour of duty.

From Service Manual 225 FW 7 Premium Pay – 7.22 Do employees receive premium pay for working at night?

Employees who perform regularly scheduled work between the hours of 6 p.m. and 6 a.m. receive a night differential of 10% of their basic rate of pay.

REF 6-B-6: Guidance Sources on Night Pay Differential – Page 2

Employees are not entitled to the night pay differential while attending training unless the training is scheduled during night hours because situations that they must learn to handle occur only at night.

We add night pay differential to overtime, Sunday, or holiday premium pay.

NWCG Interagency Time Unit Field Guide

<https://www.nwcg.gov/sites/default/files/publications/TimeUnitFieldGuide.pdf>

Fact Sheet: Night Pay for General Schedule Employees

Description

Night pay is a 10 percent differential paid to an employee for regularly scheduled work performed at night. It is computed as a percentage of the employee's rate of basic pay (including any applicable locality payment or special rate supplement).

Employee Coverage

An individual who meets the definition of "employee" in 5 U.S.C. 5541(2) is covered by the night pay provisions, including employees under the General Schedule.

Note: Prevailing rate (wage) employees are covered by a separate night shift differential authority. (See 5 U.S.C. 5343.)

Regularly Scheduled Work

Night pay is paid for regularly scheduled work performed at night. This generally means work scheduled before the beginning of the administrative workweek. However, night pay is also paid for night work on a temporary assignment to a different daily tour of duty **during** the administrative workweek.

Night Work Hours

Generally, night work must be performed between the hours of 6 p.m. and 6 a.m., including night work under a compressed work schedule. For posts located outside the United States, the head of an agency may designate a time after 6 p.m. and before 6 a.m. as the beginning and end, respectively, of night work to accommodate the customary hours of business in the locality. (See also "Flexible Work Schedules," below.)

Relation to Other Premium Pay

Night pay is paid in addition to overtime, Sunday, or holiday premium pay.

Relationship to Basic Pay

Night pay is **not** basic pay for any purpose.

Relationship to Leave

An employee is entitled to night pay for paid leave only when the total amount of paid leave during a biweekly pay period is less than 8 hours.

Paid on Holidays

An employee is entitled to night pay when excused from night work on a holiday or another nonworkday (does not apply to AWS nonworkdays).

Flexible Work Schedules



In Reply Refer To:
FWS/ABHC/HR/065850

United States Department of the Interior

FISH AND WILDLIFE SERVICE

5275 Leesburg Pike, MS: BPHC
Falls Church, VA 22041-3803



JUL 18 2017

Memorandum

To: All Fish and Wildlife Service Employees

From: *for* Assistant Director, Budget, Planning, and Human Capital *Russell Goodwin*

Subject: Guidance on Night Pay Differential

This memorandum serves to provide clarification of the usage of DOI "QuickTime" Pay Code 130, Night Pay Differential on fire suppression incidents.

The interagency community recently issued clarification permitting night pay differential in addition to overtime while participating in fire suppression activities. This memo serves as U.S. Fish and Wildlife Service (Service) guidance related to night pay differential for Service incident responders assigned to fire suppression incidents. The Headquarters Division of Human Resources supports the attached clarifying guidance to ensure consistency throughout the Service's Regional Offices and with other Departmental Bureaus.

This information is not new guidance but clarification of existing laws and regulations, and will be distributed electronically to all Service Regional Offices. Refer to the attachment "Night Pay Differential Clarification for Fire Suppression Activities" for specific guidance.

This guidance is effective at time of issuance and is not intended to require retroactive adjustments.

If you have any questions, please contact Cecilia King, Service Classification and Compensation Manager, Division of Human Resources at (703) 358-1928; or Reah Reedy, Administrative Officer, Fire Management Branch at (208) 387-5736.

Attachment: Night Pay Differential Clarification for Fire Suppression Activities

REF 6-B-9: Attachment to Memo FWS DTS 065850, Night Pay Clarification

Attachment to Memorandum FWS/ANRS/NRCP-FM/065850 - Guidance on Night Pay Differential

Date: 18 July 2017

Night Pay Differential Clarification for Fire Suppression Activities

Clarification of the U.S. Fish and Wildlife Service Memorandum FWS/ANRS/NRCP-FM/065850:
Guidance on Night Pay Differential

1. General Schedule (GS) government employees deployed to a fire incident who are eligible for a spot tour of duty change using the guidance in the Interagency Incident Business Management Handbook (IIBMH) to a first 8, 9, or 10 hour tour of duty are entitled to night pay differential pay on both base and overtime hours worked between 1800 hours and 0600 hours starting the first full day of the new schedule. This includes only night hours designated in the new schedule, not extra hours added day by day. *Examples include extended attack and team assignments of more than one calendar day.*
2. If an employee has an official change to his/her work week schedule to a night shift, then night pay differential (for both base and overtime hours) is appropriate. *An example would be a dispatcher assigned by a supervisor to work the night shift at his/her home unit.*
3. If an employee is assigned to support fire activity as part of a temporary change to his/her tour of duty, and that temporary change includes hours between 6 pm and 6 am for more than one day, night differential is appropriate (for both base and overtime hours) starting the first full day of the new assignment. *An example would be an employee deployed to support a fire for multiple days as a driver, cache worker, dispatcher or other support role.*
4. Deployment to a fire incident is a temporary assignment to a different daily tour of duty and the work schedule becomes the employee's regularly scheduled hours for the duration of the assignment unless the schedule is changed by the supervisor/incident commander. Saturday and Sunday are included in this new schedule.
5. A temporary assignment to a different daily tour of duty is distinguished from a period of irregular or occasional overtime work and may be assigned before OR during the administrative workweek.
6. Advance notification of a change in the administrative tour-of-duty is not necessary when employees are assigned to a temporary tour-of-duty for fire incidents.
7. Shifts that are extended on a day-by-day basis are not eligible for night pay differential (for either base or overtime hours).
8. For both GS and WG employees, the completed and signed incident timesheet, Optional Form-288, "Incident Time Report" (also referred to as "Emergency Firefighter Time Report"), serves as the official management control for documentation and compensation of hours worked on an incident. If the OF-288 is not available at the time the QuickTime entry is due, any approved fire timekeeping document is acceptable for recording night pay differential (i.e. OF-288, Crew Time Report (CTR), Field Time Report, etc.). *It is not*

necessary to provide additional documentation to show that the night pay differential hours were scheduled or to show a "standard shift."

9. The total night pay differential hours for the calendar day (both base and overtime) should be coded in QuickTime to the incident using the "130" pay code. The number of night pay differential hours claimed per day is limited to the number of normal daily hours worked at the employee's home station. For example, an employee on a straight 8 schedule at their home unit can only claim 8 hours of night pay differential per day; an employee on a 5/4/9 schedule can claim 9 hours night pay differential on their regular days of work, but none on their normal day off, as there are no base hours on that day.
10. The coding of night-pay differential/overtime does not apply during periods of travel time to/from an incident or periods of time an employee is in travel status, when the employee is officially checked out, or when demobilized from the incident. Travel days are based on the employees permanent "official" administrative work schedule.
11. For wage-grade employees, night-shift differential means the differential paid for work performed when the majority of a prevailing rate employee's regularly scheduled non-overtime hours fall between 1500 hours and 0800 hours. It is computed as a percentage of the employee's rate of basic pay.
12. This change becomes effective on the date of signature on DTS Memorandum FWS/ANRS/NRCP-FM/065850 and actions to retroactively change time prior to this date are not appropriate.

Questions about these clarifications for incident assignments should be directed to your Regional Fire Management staff.

REF 6-B-10: Memorandum OWF 2019-006, Funding of Base Salaries for Personnel Assigned to Wildfire Incidents



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

December 18, 2018

OWF POLICY MEMORANDUM 2019 - 006

To: Director, Bureau of Land Management
Director, National Park Service
Director, U.S. Fish and Wildlife Service
Director, Bureau of Indian Affairs
Commissioner, Bureau of Reclamation
Director, U.S. Geological Survey

From: Jeff Rupert, Director - Office of Wildland Fire

Subject: Funding of Base Salaries for Personnel Assigned to Wildfire Incidents

Background

The purpose of this memorandum is to formalize policy direction for charging base-eight funding for all Department of the Interior (DOI) employees that are assigned to wildfire incidents. This policy aligns with the pay provisions outlined in Chapter 10 of the National Wildfire Coordinating Group Standards for Interagency Incident Business Management.

Ensuring the appropriate funding protocols for all DOI Wildland Fire Management (WFM) program funded employees is key to upholding the financial integrity of the WFM program. To that end, preserving the use of Suppression Activity funding for intended emergency operation needs will help maximize DOI's performance and accountability in order to meet WFM program goals. It also prevents the potential need to borrow funds from other DOI or bureau accounts to pay for suppression operations during extended or challenging wildfire seasons.

Policy

Beginning April 1, 2019, all DOI employees whose base-eight time is funded by the WFM Preparedness Activity should charge their base-eight time to Preparedness while assigned to a wildfire incident. Any work time that is incurred above those employees' base-eight hours, including overtime pay, hazardous duty pay, or any other applicable pay category while those employees are assigned to a wildfire incident, should be charged to Suppression. All other WFM-funded employees whose base-eight time is funded by another WFM activity – including Fuels Management, Facilities, Burned Area Rehabilitation, and the Joint Fire Science Program – should charge their base-eight time, and all other time that is incurred above their base-eight, to Suppression while they are assigned to an incident.

Bureaus are encouraged to pre-identify base-eight funding for WFM program split-funded employees based on their projected annual workload. To the extent practical, employees that are split-funded by Preparedness and another WFM activity (including Fuels Management) should use Preparedness to fund their base-eight time while assigned to a wildfire incident. This avoids arbitrary shifts of base-eight charges to Suppression to benefit or preserve other WFM activity funding.

Consistent with current practices, all DOI employees who are not funded by a WFM program activity or subactivity may charge their base-eight time and all other time that is incurred above their base-eight to Suppression while they are assigned to an incident. Seasonal and career-seasonal employees who have been extended beyond their normal tours of duty due to fire seasons starting earlier than normal or lasting longer than expected may charge their base-eight time and all other time that is incurred above their base-eight to Suppression during their periods of extension while they're assigned to a wildfire incident. This applies to all seasonal and career-seasonal employees, including those employees who normally charge their base-eight time to a WFM program. When not assigned to a wildfire incident, seasonal and career-seasonal employees should charge their time to the benefiting activity or subactivity.

Those employees that are backfilling positions in support of others who are assigned to a wildfire incident should charge their base-eight time to the benefiting activity or subactivity. Those employees may only charge their time to Suppression if their work is directly benefiting a wildfire incident. In such cases, the policy outlined above should be followed.

This policy also applies to sums received for fire protection rendered pursuant to 42 U.S.C. 1856 et seq., Protection of United States Property¹. The Preparedness and Suppression activities are reimbursed for Preparedness and Suppression services performed on state or private lands.

FEMA Mission Assignments

Consistent with FEMA regulations, FEMA does not reimburse Federal agencies for base-eight time for those employees assigned to a FEMA-declared disaster or emergency area. However, FEMA does pay for overtime and other payroll costs that are incurred above an employee's base-eight. Accordingly, any DOI employee whose base-eight time is funded by a WFM program activity or subactivity should continue to charge their base-eight time to that activity or subactivity while assigned to a FEMA-declared disaster or emergency area. Career seasonal or temporary employees in non-pay status may be eligible for base-eight reimbursement depending on the Mission Assignment. Any work time that is incurred above an employee's base-eight hours should be charged to the respective disaster or emergency incident.

If you have any questions regarding this policy, please contact Thao Tran at (202) 606-0518, or Thao_Trان@ios.doi.gov, or Craig Leff at (202) 606-3053, or craig_leff@ios.doi.gov.

¹ As authorized in the Department of the Interior and Related Agencies Appropriations Act, 1999: 112 STAT. 2681 – 232, PUBLIC LAW 105-277.




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

To: Bureau Human Resources Officers

From: Raymond A. Limon 
Director, Office of Human Resources

Subject: Personnel Bulletin 18-04, Weather and Safety Leave

The attached Personnel Bulletin (PB) establishes the Department of the Interior (DOI) weather and safety leave policy. This policy is consistent with the final U.S. Office of Personnel Management (OPM) regulations (5 CFR Part 630 Subpart P) published in April 2018, which are effective on May 10, 2018.

Prior to May 10, 2018, Federal agencies often granted general administrative leave for situations in which employees were prevented from safely commuting to or working at an approved location due to an act of God or other emergency. Beginning May 10, 2018, general administrative leave is no longer appropriate for this purpose, and weather and safety leave may be granted instead, in accordance with this policy.

Weather and safety leave may be granted to DOI employees only if they are prevented from safely commuting to or working at the regular worksite or other approved location due to an act of God, a terrorist attack, or another condition that prevents an employee or group of employees from safely traveling to or safely performing work at an approved location. Consistent with OPM regulations, employees with an approved telework agreement who are able to safely work at an approved telework site cannot be granted weather and safety leave. These employees will be expected to telework or use other appropriate paid leave except for those limited circumstances outlined in the PB.

The Office of Human Resources is developing a list of frequently asked questions to provide additional guidance regarding the PB, which will be available on the Human Capital Crossroads website at <https://sites.google.com/a/ios.doi.gov/human-resources-community-of-practice/>. Questions concerning this PB may be directed to Joy Buhler at Joy_Buhler@ios.doi.gov.

Attachment: PB 18-04, Weather and Safety Leave



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

MAY 10 2018

PERSONNEL BULLETIN NO: 18-04

SUBJECT: Weather and Safety Leave

1. Purpose. This Personnel Bulletin (PB) establishes the Department of the Interior (DOI) Weather and Safety Leave policy. This PB supersedes the existing guidance regarding weather-related administrative leave found in the “DOI Absence and Leave Handbook,” and the “DOI Telework Handbook,” until the handbooks are updated. This policy also supersedes PB 12-07, “Excused Absence during Inclement Weather or Other Emergency Condition.”

2. Effective Date. This policy is effective on May 10, 2018.

3. Authorities.

- A. Title 5 of the United States Code, Chapter 61, Hours of Work
- B. Title 5 of the United States Code, Chapter 63, Leave
- C. Title 5 of the United States Code, Chapter 65, Telework
- D. Part 610 of Title 5, Code of Federal Regulations
- E. Part 630 of Title 5, Code of Federal Regulations
- F. U.S. Office of Personnel Management, Washington, DC, Area Dismissal and Closure Procedures
- G. Interagency Standards for Fire and Fire Aviation Operations “Red Book”
- H. Interagency Incident Business Management Handbook “Yellow Book”
- I. DOI All-Hazards Supplement to the Interagency Incident Business Management Handbook

4. Background. The Administrative Leave Act of 2016 created the new leave category of weather and safety leave in December 2016, codified in 5 U.S.C. § 6329c. The U.S. Office of Personnel Management (OPM) issued implementing regulations (5 CFR Part 630 Subpart P) in April 2018, which are effective on May 10, 2018. Prior to this effective date, Federal agencies often granted general administrative leave for situations in which employees were prevented from safely commuting to or working at an approved location due to an act of God or other emergency. Beginning on the effective date of this policy, general administrative leave is no longer appropriate for this purpose and weather and safety leave may be used instead, in accordance with this policy.

5. Coverage. This policy applies to all DOI employees, except for intermittent employees who, by definition, do not have an established regular tour of duty during the administrative workweek, and employees exempt from 5 U.S.C. Chapter 63 by another statute.

6. Definitions.

A. Act of God. An act of nature, including hurricanes, tornadoes, floods, wildfires, earthquakes, landslides, snowstorms, and avalanches.

B. Telework. A work flexibility arrangement under which an employee performs the duties and responsibilities of his or her position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. The work arrangement must first be formalized by a document, called a Telework Agreement, which is signed by both the employee and first line supervisor. Once the Telework Agreement is finalized and fully executed, employees are considered telework-ready.

C. Telework Site. A location where an employee is authorized to perform telework, as described in 5 U.S.C. Chapter 65, such as the employee's home.

D. Weather and Safety Leave. Paid leave provided under the authority of 5 U.S.C. § 6329c.

7. Policy. DOI employees may be granted weather and safety leave **only** if they are prevented from safely traveling to or safely performing work at a location approved by the agency due to:

An act of God;

A terrorist attack; or

Another condition that prevents an employee or group of employees from safely traveling to or safely performing work at an approved location (e.g., a building fire at the regular worksite).

Weather and safety leave is not an entitlement and will only be provided at the agency's discretion.

8. Notification. Weather and safety leave will generally be provided in conjunction with an operating status announcement (e.g., Government office closure, delayed arrival, or early departure) issued by OPM, a local Federal Executive Board (FEB), or DOI local operating unit head when conditions in Section 7 of this policy are met.

For employees located in the Washington, D.C. metropolitan area, DOI will follow operating status announcements issued by OPM. For locations outside the Washington, D.C. area, it is within the authority of heads of operating units or their designees to determine the operating status. In locations with an established FEB, managers will follow operating status decisions made by the FEB. When a location is closed by an interruption of normal operations, these reasons must be documented by a memorandum signed by the appropriate management official and be retained for three years.

9. Teleworkers. Employees with an approved telework agreement (i.e., "telework-ready employees") who are able to safely travel to and work at an approved telework site **cannot** be granted weather and safety leave. Telework-ready employees must prepare to telework when an event defined in Section 7 is forecasted (e.g., a major snowstorm is predicted) by bringing home any necessary equipment (e.g., laptop computer) and work files. To the extent that an employee is unable to perform work at a telework site because he or she failed to make necessary preparations for reasonably anticipated conditions, weather and safety leave cannot be provided, and the employee must use other appropriate paid leave, paid time off, or leave without pay.

If, in the judgment of the first line supervisor, the emergency conditions could not reasonably be anticipated (e.g. an earthquake is impossible to predict, while a snow storm is generally forecasted), and the employee was not able to prepare for telework and is otherwise unable to perform productive work at the approved telework site, the employee may receive weather and safety leave, as long as other conditions of this policy are met.

If an employee is prevented from safely working at the approved telework site due to one or more of the conditions listed in Section 7 of this policy (e.g., weather-related damage that makes occupying the home unsafe, loss of power at home), a first line supervisor may, at his or her discretion, provide weather and safety leave to the employee. However, if the conditions listed in Section 7 of this policy do not prevent the employee from safely traveling to or safely performing work at a regular approved worksite, even if the affected day is a scheduled telework day, the first line supervisor cannot grant weather and safety leave.

When a delayed arrival is announced, employees who choose to telework instead of reporting to the regular worksite will not receive weather and safety leave for the delayed arrival period since the purpose of the delayed arrival is to facilitate safety commuting to the regular worksite. Employees who report to the regular worksite are granted weather and safety leave for the hours between the employee's typical start time and the actual reporting time, up to the maximum amount of time indicated in the delayed arrival announcement.

Telework program participants working at the regular worksite when an early departure is announced may receive weather and safety leave only for the amount of time required to commute home. Telework participants will then be expected either to complete the remaining time in their workday by teleworking or to take other leave once they arrive home, unless the employee is prevented from safely working at the approved telework site due to one or more of the conditions listed in Section 7 of this policy.

10. Dependent Care. DOI employees cannot personally care for a dependent while teleworking and are responsible for securing appropriate arrangements for any dependents who are unable to care for themselves independently. If teleworkers cannot arrange for appropriate dependent care because of the weather event or emergency, any time spent in providing personal care to dependents cannot be considered hours of work. The employee is expected to accurately account for work and non-work hours during his or her tour of duty and to take the appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties. Weather and safety leave cannot be granted in these situations.

11. Emergency Employees. Bureaus may designate emergency employees who are critical to operations and for whom weather and safety leave may not be applicable. First line supervisors should inform employees of their designation as emergency employees well in advance in anticipation of possible emergency events. If emergency employees can work from an approved telework site in lieu of traveling to the regular worksite in appropriate circumstances, the first line supervisor should encourage the employee to enter into a telework agreement providing for that contingency. Emergency employees must report to work at their regular worksite or another approved location as directed by their first line supervisor, unless the supervisor determines that travel to or performing work at the approved worksite is unsafe. In such circumstances, when traveling to or performing work at an approved worksite is unsafe, the employee may be required to work at another location, including an approved telework site as appropriate; or it is

determined that circumstances justify granting weather and safety leave to the emergency employee.

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

13. Weather and Safety Leave Administration. Employees may be granted weather and safety leave for hours within the employee’s normal tour of duty. For full-time employees, that tour is the 40-hour basic workweek as defined in 5 CFR § 610.102, the basic work requirement established for employees on a flexible or compressed work schedule as defined in 5 U.S.C. § 6121(3), or an uncommon tour of duty under 5 CFR § 630.210.

14. Time and Attendance Recording. If weather and safety leave is authorized, employees must record those approved hours using the code “061 – Weather And Safety Leave – Used” in the appropriate time and attendance system.

15. Pre-Approved Leave. Employees may not receive weather and safety leave for hours during which they are on other preapproved leave (paid or unpaid) or paid time off. Employees will not be provided weather and safety leave if an employee cancels preapproved leave or paid time off, or changes a regular day off in a flexible or compressed work schedule, for the primary purpose of obtaining weather and safety leave. This restriction does not apply to employees who cancel their preapproved leave because their leave plans are disrupted by the weather/safety event (e.g., an employee, who is not otherwise ill, requests sick leave to attend a doctor’s appointment that is cancelled because of the same weather/safety event). Weather and safety leave may be provided to these employees if they are neither otherwise required to report to work nor telework-ready.


16. Delegation of Authority for Weather and Safety Leave. The authority to grant weather and safety leave is delegated as follows:

- A. Authority to grant weather and safety leave up to 30 days is granted to the local level.
- B. Authority to grant weather and safety leave in excess of 30 days is granted to Bureau/Office Heads. Bureau/Office Head approvals must be forwarded to the Director of the Department’s Office of Human Resources for notification purposes.

17. Labor-Management Obligations. Bureaus and offices are reminded to fulfill their labor-management obligations, as appropriate, in implementing the requirements set forth in this PB and related statutory and regulatory requirements.

18. Inquiries. Any Department employee or employee representative seeking further information concerning this policy may contact their servicing Human Resources Office (HRO).

Servicing HROs may contact the Department's Office of Human Resources, Workforce Relations Division concerning questions related to this policy.

A handwritten signature in black ink, appearing to read 'Raymond A. Limon', is positioned above the printed name.

Raymond A. Limon
Director, Office of Human Resources

REF 6-B-12: Hazard/Environmental Code charts

Hazard Pay Code Indicators

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

From 5 CFR 550-903, Appendix A to Subpart I: Environmental/Hazard Chart

Environmental/Hazard Pay Chart

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

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

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

Environmental/Hazard Pay Differential for Conditions Chart

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

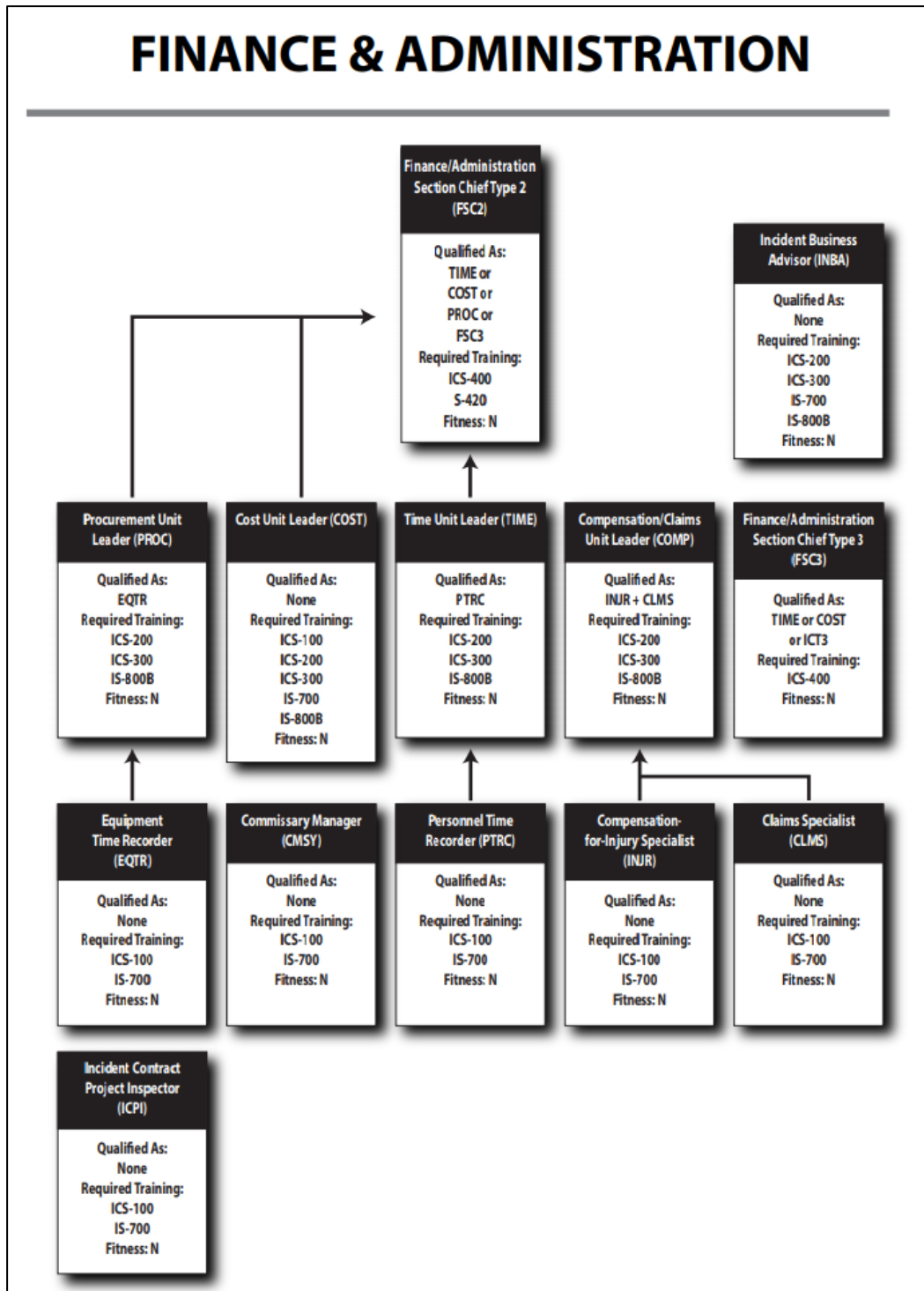
Env/Hazard Description for CTR/Fire Time Sheet	GS	WG	Description	%	Code
				Paid	
Firefighting	X		Participating as a member of a firefighting crew in fighting forest and range fires on the fireline <i>before the fire is controlled</i> . This does not include personnel engaged in logistical support, service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

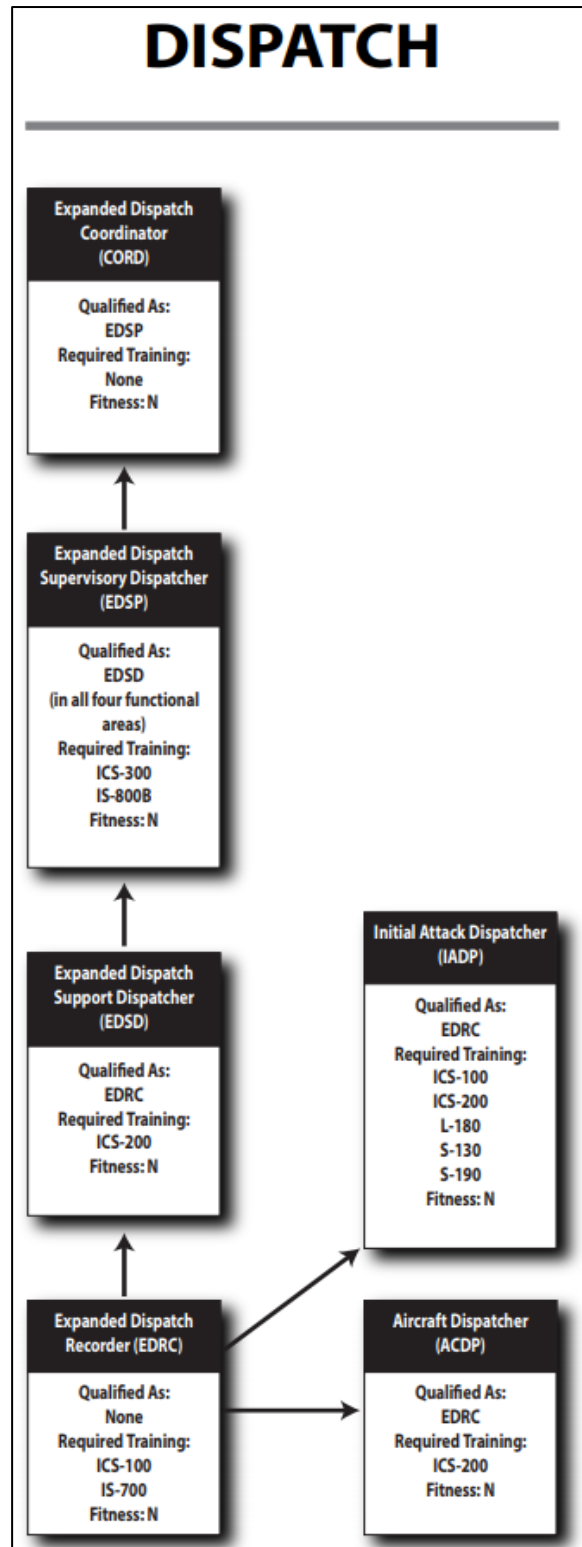
			load, limited visibility, moderate turbulence(as defined by the FAA in AIM 7-1-23), or low level flights involving fixed or tactical patterns. (Helicopter or Fixed-Wing)		
Flying-Low Level Flight		X	Low-level flights in small aircraft including helicopters at altitude of 150 meters (500 feet) and under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

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

* Wage Grade only

REF 6-B-13: Finance and Administration Position Flowchart





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

REF 6-B-14: Tips to AP_DCM Users for Submitting Manual Non-Referencing Payment Packages



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

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

- Selecting the correct transaction code
- Choosing the correct BOC

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

Transaction Code "KR" vs "YL"

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

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

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

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

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

BOCs

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

REF 6-B-15: Step-by-Step Instructions for Payment Package Cover Sheet

IBC Payment Package Cover Sheet – All Payments Except FA, Reportable Utilities and Mixed Utilities
Step by Step Instructions

All fields are required unless otherwise noted. Failure to complete the payment package correctly will result in delays and may result in the form being returned to you.

Use this Payment Package Cover Sheet (PPCS) to submit invoices for:

- Non-utility and non-Financial Assistance related payments and reimbursements.
- SF- 1164 or SF-182.
- Utilities that do **NOT** require Energy cost and consumption data reporting. Invoice examples:
 - Water usage at a National Fish Hatchery, which is exempt from Energy/Utility reporting (unless the invoice includes any reportable utility costs). If the invoice includes any reportable water/utilities, use the *Reportable Utilities and "Mixed" Utilities PPCS*.
 - Sewer, trash, recycling, and landfill (unless the invoice includes any reportable utility costs). If the invoice includes any reportable water/utilities, use the *Reportable Utilities and "Mixed" Utilities PPCS*.

Use the IBC Payment Package Cover Sheet - Reportable Utilities and "Mixed" Utilities for utilities that require Energy cost and consumption data reporting. Information on reportable versus not reportable energy/water can be found in the instructions for the IBC Payment Package Cover Sheet - Reportable Utilities and "Mixed" Utilities. If you have an invoice for energy/water, and you need to determine if any of the invoice is reportable, please review this guidance.

Step 1: Complete Section 1 – Invoice Document Type (required)

This is a **required section**. All users have to mark one of the payment types that apply.

Select "Non-Referencing Payment: Vendor Invoice." One example: Invoices for payments under the micro-purchase threshold where the vendor does not accept charge card. Also, select this option when entering a payment package for non-referencing utility invoices that do NOT require Energy cost and consumption data reporting (trash pickup, sewer, National Fish Hatchery water utility bills, etc.).

Select "Non-Referencing Reimbursement" for payments (reimbursements) to employees and volunteers. **For examples of PPCSs filled in for SF-1164s, see page 12 of this document.**

Select "Referencing Payment" when referencing an MO

Section 1: Invoice Document Type

<input type="checkbox"/> Non-Referencing Payment: Vendor Invoice (Complete Section 2, 3 & 6. For foreign vendors, also complete Section 5)	<input type="checkbox"/> Non-Referencing Reimbursement: 1164s for employees, Form 3-2373 for volunteers (Complete Sections 2, 3 and 6)	<input type="checkbox"/> Referencing Payment (Complete Sections 2, 4 & 6. For foreign vendors, also complete Section 5)
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Note: For Non-Referencing Payment Types, complete Sections 2, 3 and 6.
For Referencing Payments, complete Sections 2, 4, and 6.
For Payments to foreign vendors, complete Section 5 and Sections 2, 3, 4, and 6 as applicable.

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or a PO that is IPP exempt. Also, select this option when entering a payment package for referencing utility invoices that do NOT require Energy cost and consumption data reporting (trash pickup, sewer, National Fish Hatchery water utility bills, etc.)

Step 2: Complete Section 2 – Basic Information (required)

All fields in Section 2 must be completed, which include the following:

- ✓ **Invoice Date:** Date on the invoice. For SF-1164, this is the date the claimant signs the SF-1164, box 10 of the SF-1164.
- ✓ **Acceptance Date:** Date the goods/services were accepted. For SF-1164, this is the last date in box 6, column a.
- ✓ **Invoice Received Date:** Log Date, date you received the invoice. For SF-1164, this is the date the approver signs the SF-1164, box 8 or 9 of the SF-1164.
- ✓ **Total Payment Amount**
- ✓ **Reference Field:** Invoice Number/Tracking Number. If a vendor invoice does not contain an invoice tracking number, enter the period of performance end date and a short description of the good/service. Example: 04052016trash. For SF-1164, this information is from box 2. If box 2 of the SF-1164 is not filled in, enter information which would assist the recipient in identifying the payment /

Section 2: Invoice Basic Data

Invoice Date: <i>(Date on invoice from vendor)</i>	Acceptance Date: <i>(Date goods/services received)</i>	Total Payment Amount: \$	
Invoice Received Date:	Is this a Land Acquisition? <input type="checkbox"/> Yes <input type="checkbox"/> No	Alternate Banking: <i>(if applicable)</i>	
Reference Field: <small>(Information goes to the recipient's bank) Vendor payment = invoice number Reimbursement = voucher number</small>	ABA	ACCT	
Invoice / Reimbursement Period of Performance Start Date:	Invoice / Reimbursement Period of Performance End Date:	Text Field: (Optional)	

Text Field Naming Convention:
FXERO1203XXXXXXCP14
F = Fish & Wildlife Service
Vendor Name = first 4 characters
Invoice issue calendar year (2-digit)
Invoice issue calendar month (2-digit)
Invoice #, region #, customer #, or some other # (optional)
 If construction payment (other than final construction payment), add CP14 at the end of the invoice name (note that final construction payments are PP30)
 If accelerated payment, add ACCP – at the end of the invoice name

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REF 6-B-15: Step-by-Step Instructions for Payment Package Cover Sheet – Page 2

<p>deposit. Examples may include Marchmeetingmilereimb, or the end of the PoP date and what the recipient is being reimbursed for - example: 03312016boots</p> <ul style="list-style-type: none"> ✓ Is this a Land Acquisition (Realty transaction)? Yes or No. Please check "No" if this is not a land acquisition payment. ✓ Alternate Banking information for Land Acquisitions: Include ABA number and Account number. This field is only applicable to Land Acquisition payments, and only when the land acquisition payment is going to an alternate bank account. ✓ Period of Performance Invoice Start/End Date: <ul style="list-style-type: none"> ○ For Goods: Same as the Acceptance Date. ○ For Services: The Start Date is the first day of the invoice's billing period. The end date is the last day of the invoice's billing period. The end date and acceptance date should be the same. ○ For SF-1164: Use the earliest date from Section 6, Column a, of the SF-1164 as the Start Date. The last date from Section 6, Column a, on the SF-1164 should be used as the end date and the acceptance date. ✓ Text Field: OPTIONAL – follow Regional guidelines. (suggested use - the naming convention as identified to the right). 	
<p>Step 3: Complete Section 3 – Non-Referencing Payment information (required for Non-Referencing Payment ONLY. For Referencing Payments, complete section 4)</p> <p>The following fields are required for each line item:</p> <ul style="list-style-type: none"> ✓ Vendor Code 	
<p>Version Date: April 15, 2016 Page 3</p>	

<ul style="list-style-type: none"> ✓ Additional lines required (see next page): Select this box if you are entering additional lines on the second page of the form. ✓ GL Account: Provide only the BOC code. See Pages 9-11 of this document for a list of commonly used BOCs. Note: This is not a comprehensive list of BOCs but is a list of BOCs most commonly used when submitting a PPCS. ✓ Line Dollar Amount: Amount to be paid using the provided accounting information. Note: For SF-1164, this amount should be the same as the amount found in the Total Amount Claimed box in section 7 if the Cost Center, Partial Fund, WBS (or Work Order), and BOC are the same for all amounts claimed in section 6. ✓ Cost Center: Identify who is incurring the expenses. If entering a Work Order, you do not need to include the Cost Center; it will be derived from the Work Order. ✓ Partial Fund: Identify which fund is to be charged. If entering a Work Order, you do not need to include the Partial Fund; it will be derived from the Work Order. ✓ WBS (Work Breakdown Structure) or Work Order: Enter the specific project / work order. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th colspan="6" style="text-align: left; padding: 2px;">Section 3: Non-Referencing Payment Information</th> </tr> <tr> <td style="width: 5%; padding: 2px;">Vendor Code:</td> <td colspan="3" style="width: 45%;"></td> <td colspan="2" style="width: 50%; padding: 2px;"><input type="checkbox"/> Additional lines needed (see next page)</td> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">10</td> <td style="padding: 2px;">GL Account:</td> <td style="padding: 2px;">6100.</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">0</td> <td style="padding: 2px;">Line Dollar Amount: \$</td> </tr> <tr> <td></td> <td style="padding: 2px;">Cost Center:</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Partial Fund: WBS or Work Order:</td> </tr> <tr> <td style="text-align: center; padding: 2px;">20</td> <td style="padding: 2px;">GL Account:</td> <td style="padding: 2px;">6100.</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">0</td> <td style="padding: 2px;">Line Dollar Amount: \$</td> </tr> <tr> <td></td> <td style="padding: 2px;">Cost Center:</td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;">Partial Fund: WBS or Work Order:</td> </tr> </tbody> </table>	Section 3: Non-Referencing Payment Information						Vendor Code:				<input type="checkbox"/> Additional lines needed (see next page)		10	GL Account:	6100.		0	Line Dollar Amount: \$		Cost Center:				Partial Fund: WBS or Work Order:	20	GL Account:	6100.		0	Line Dollar Amount: \$		Cost Center:				Partial Fund: WBS or Work Order:
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	Cost Center:				Partial Fund: WBS or Work Order:																																
<p>Step 4: Complete Section 4 – Referencing Payment Information (for Referencing Payments only; for Non-Referencing Payments complete Section 3.)</p> <ul style="list-style-type: none"> ✓ Referencing Document #: Enter the PO or MO number you are referencing. 																																					
<p>Version Date: April 15, 2016 Page 4</p>																																					

REF 6-B-15: Step-by-Step Instructions for Payment Package Cover Sheet – Page 3

<ul style="list-style-type: none"> ✓ Additional lines required (see next page): Select this box if you are entering additional lines on the second page of the form. ✓ Referencing Line #: The PO / MO line you want to draw down. ✓ Line Dollar Amount: The amount you want to draw down from the line. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="background-color: #f2f2f2;">Section 4: Referencing Payment Information</th> </tr> <tr> <td style="width: 30%;">Referencing Document Number: <i>(Purchase Order or Miscellaneous Obligation)</i></td> <td style="width: 20%;"></td> <td style="width: 20%;"><input type="checkbox"/> Additional lines needed (see next page)</td> <td style="width: 30%;"></td> </tr> <tr> <td>Referencing Line Number:</td> <td>Line Dollar Amount:</td> <td></td> <td>\$</td> </tr> <tr> <td>Referencing Line Number:</td> <td>Line Dollar Amount:</td> <td></td> <td>\$</td> </tr> <tr> <td>Referencing Line Number:</td> <td>Line Dollar Amount:</td> <td></td> <td>\$</td> </tr> </table>	Section 4: Referencing Payment Information				Referencing Document Number: <i>(Purchase Order or Miscellaneous Obligation)</i>		<input type="checkbox"/> Additional lines needed (see next page)		Referencing Line Number:	Line Dollar Amount:		\$	Referencing Line Number:	Line Dollar Amount:		\$	Referencing Line Number:	Line Dollar Amount:		\$																																								
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<p>Step 5: Complete Section 5, and Section 5 (continued) only if applicable.</p> <p>ITS Information:</p> <p>Select "No" if this is not a payment to a foreign vendor, which will be paid via Treasury's International Treasury Services (ITS).</p> <p>Select "Yes" if this is a payment to a foreign vendor, which will be paid via ITS.</p> <p>For guidance on foreign vendors paid via ITS, see: https://inside.fws.gov/media/fbms/Video/Non-Financial%20Assistance%20Non-Travel%20Related%20Foreign%20Vendor%20Payment%20Tips%20V1%20-%20202015_06_24.pdf</p> <p>U.S. Correspondent Bank Information:</p> <ul style="list-style-type: none"> ✓ US Correspondent Bank: Enter the name of the US bank that provides services on behalf of a foreign financial institution. ✓ SWIFT: Enter the SWIFT code of the US Correspondent Bank. The SWIFT code can be 8 or 11 characters. ✓ Bank Location (city/state): Enter the Correspondent 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="background-color: #f2f2f2;">Section 5: ITS Information (Only complete this section for payments to foreign vendors)</th> </tr> <tr> <td colspan="3">ITS Payment (only applicable for payments to foreign vendors paid via ITS), complete the information in Section 5 (continued on next page below) if you check "yes."</td> <td style="text-align: right;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="background-color: #f2f2f2;">Section 5 (continued): ITS Information (only applicable for payments made to foreign vendors via ITS).</th> </tr> <tr> <th colspan="4" style="background-color: #f2f2f2;">Section 5A: U.S. Correspondent Bank Information</th> </tr> <tr> <td colspan="2">U.S. Correspondent Bank (Intermedia Bank)</td> <td>SWIFT</td> <td></td> </tr> <tr> <td>Bank Location (city/state):</td> <td>ABA Number</td> <td>Transit Number</td> <td></td> </tr> <tr> <th colspan="4" style="background-color: #f2f2f2;">Section 5B: Recipient Bank Information</th> </tr> <tr> <td colspan="4">Recipient Bank:</td> </tr> <tr> <td>Branch code (if applicable):</td> <td></td> <td>SWIFT</td> <td></td> </tr> <tr> <td colspan="4">Recipient Account Number:</td> </tr> <tr> <td colspan="4">Recipient Name / Account Title:</td> </tr> <tr> <td colspan="4">Bank Location (full Address for Canada (City, Province/State, Country):</td> </tr> <tr> <td colspan="2">Recipient Financial Contact Name:</td> <td>Email:</td> <td></td> </tr> <tr> <th colspan="4" style="background-color: #f2f2f2;">Section 5C: Agency Identifier</th> </tr> <tr> <td colspan="4">Treasury Account Symbol / Business Event Type Code (TAS/BETC):</td> </tr> </table>	Section 5: ITS Information (Only complete this section for payments to foreign vendors)				ITS Payment (only applicable for payments to foreign vendors paid via ITS), complete the information in Section 5 (continued on next page below) if you check "yes."			<input type="radio"/> Yes <input checked="" type="radio"/> No	Section 5 (continued): ITS Information (only applicable for payments made to foreign vendors via ITS).				Section 5A: U.S. Correspondent Bank Information				U.S. Correspondent Bank (Intermedia Bank)		SWIFT		Bank Location (city/state):	ABA Number	Transit Number		Section 5B: Recipient Bank Information				Recipient Bank:				Branch code (if applicable):		SWIFT		Recipient Account Number:				Recipient Name / Account Title:				Bank Location (full Address for Canada (City, Province/State, Country):				Recipient Financial Contact Name:		Email:		Section 5C: Agency Identifier				Treasury Account Symbol / Business Event Type Code (TAS/BETC):			
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Treasury Account Symbol / Business Event Type Code (TAS/BETC):																																																													
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<p>Bank's location.</p> <ul style="list-style-type: none"> ✓ ABA Number: Enter the Correspondent Bank's ABA number. ✓ Transit Number: Enter the Correspondent Bank's Transit Number <p>Recipient Bank Information:</p> <ul style="list-style-type: none"> ✓ Recipient Bank: Enter the name of the recipient bank. ✓ Branch code (if applicable): Enter the Branch Code of the recipient bank, if applicable. ✓ SWIFT: Enter the SWIFT code of the recipient bank. ✓ Recipient Account Number: Enter the recipient' account number. ✓ Recipient Name / Account Title: Enter the recipient' name or the title on the recipient's account. ✓ Bank Location (Full Address...): Enter the full address of the recipient bank. ✓ Recipient Financial Contact Name: Enter the name of a person that can answer questions concerning the banking information for the recipient. ✓ Email: Enter the email address of the person that can answer questions concerning the banking information for the recipient. <p>Agency Identifier:</p> <ul style="list-style-type: none"> ✓ Treasury Account Symbol / Business Event Type Code (TAS / BETC): Enter the TAS and BETC. The BETC should be "DISB." 	
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REF 6-B-15: Step-by-Step Instructions for Payment Package Cover Sheet – Page 4

<p>Step 6: Complete Section 6 – FWS Payment Point of Contact Information</p> <p>All fields for Section 6 should be completed. By signing this form, you have ensured that the goods and/or services have been received and invoice is authorized to pay.</p> <ul style="list-style-type: none"> ✓ Employee Name ✓ Region Number: Used by IBC to determine the right region if re-route is necessary. ✓ Email: Enter your email address. ✓ Phone Number: Enter your phone number. ✓ Employee Signature: You MUST sign the form in order for the payment to be processed. Electronic / Digital signatures are accepted. ✓ Cover Sheet Completion Date ✓ Comments: Enter any information you believe would be helpful to the AP Technician in processing your payment or that you feel would be important for your own research purposes. <p>If you are submitting a utility invoice where the utilities are exempt from Energy cost and consumption reporting, a statement should be included in the comments section advising that the utility is exempt from Energy cost and consumption reporting. For example: <i>This is a water bill for a National Fish Hatchery, which is exempt from Energy cost and consumption reporting.</i> Entering this comment will help ensure that your payment package is processed timely.</p> <p>Information on reportable versus not reportable</p>	<table border="1"> <tr> <th colspan="4" style="background-color: black; color: white;">Section 6: FWS Payment Point of Contact Information</th> </tr> <tr> <td colspan="4" style="text-align: center;"><i>Goods/Services have been received and invoice is authorized to pay.</i></td> </tr> <tr> <td>Employee Name:</td> <td></td> <td>Region Number:</td> <td></td> </tr> <tr> <td>Email:</td> <td></td> <td>Phone Number:</td> <td></td> </tr> <tr> <td>Signature:</td> <td></td> <td>Cover Sheet Completion Date:</td> <td></td> </tr> <tr> <td>Comments:</td> <td colspan="3"></td> </tr> </table>	Section 6: FWS Payment Point of Contact Information				<i>Goods/Services have been received and invoice is authorized to pay.</i>				Employee Name:		Region Number:		Email:		Phone Number:		Signature:		Cover Sheet Completion Date:		Comments:			
Section 6: FWS Payment Point of Contact Information																									
<i>Goods/Services have been received and invoice is authorized to pay.</i>																									
Employee Name:		Region Number:																							
Email:		Phone Number:																							
Signature:		Cover Sheet Completion Date:																							
Comments:																									

Version Date: April 15, 2016

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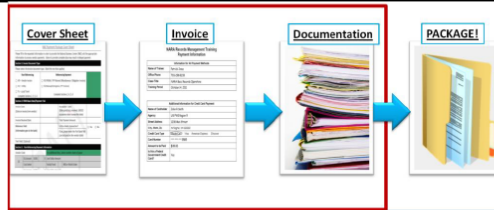
energy/water can be found in the instructions for the *Reportable Utilities and "Mixed" Utilities Payment Package Cover Sheet*. If you have an invoice for energy/water, and you need to determine if any of the invoice is reportable, please review this guidance.

Step 6: Create your Payment Package and send it to your AP_DCM who will send it to your AP Tech.

For SF-1164s for local vicinity travel, the AP_DCM should send the payment package to a POC named in the TRAVEL PAYMENTS (Local Vicinity – including Mileage Reimbursement) section of the IBC Points of Contact for payments document found at https://inside.fws.gov/go/post/FBMS-BP_AP:

Include the following in your Payment Package:

- ✓ Payment Cover Sheet
- ✓ Invoice
- ✓ Supporting Documentation (refer to Desktop Guidance for more detailed guidance)



REF 6-B-16: OWF Memorandum 2020-007, Guidance on Execution of Supplemental Funding Under COVID-19 Pandemic



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DOI WILDLAND FIRE PROGRAM POLICY MEMORANDUM No. 2020-007

From: Jeffery Rupert - Director, Office of Wildland Fire **JEFFERY RUPERT** Digitally signed by JEFFERY RUPERT
Date: 2020.06.29 13:12:04 -0400

Subject: Guidance on Execution of Supplemental Funding Under COVID-19 Pandemic

Effective Date: *June 26, 2020*

Expiration Date: *September 30, 2021*

Purpose: This memorandum provides budget guidance for the supplemental funding provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136) to support the Department of the Interior (DOI) Wildland Fire Management (WFM) program. This memorandum outlines general provisions associated with the execution of CARES Act funding approved by DOI's Office of Budget (POB) and provided to the Bureau of Indian Affairs (BIA), the Bureau of Land Management (BLM), the Fish and Wildlife Service (FWS), the National Park Service (NPS), and the Office of Wildland Fire (OWF).

Background: The CARES Act, signed into law on March 27th, 2020, provided the Department of the Interior \$756 million, including \$453.0 million for BIA and \$158.4 million for the Office of the Secretary (OS), to remain available until September 30, 2021, to prevent, prepare for, and respond to coronavirus, domestically or internationally. In accordance with guidance issued by POB on March 31, 2020, OWF worked with BIA, BLM, FWS, and NPS to submit an Operating Plan specific for WFM program needs.

OWF typically coordinates the development of WFM policy and direct allocation of the annual WFM appropriation. However, CARES Act funding for implementation Department-wide was appropriated to OS to transfer to other bureaus/offices which includes funding related to WFM programs. POB is administering the approval and allocation process for DOI CARES Act funding and the direct transfer of funds for Interior bureaus/offices which did not receive CARES Act funding through a direct appropriation. For this reason, for wildland fire management program requirements, approved CARES Act funding for BIA fire will be executed from BIA's direct appropriation, and the Office of Budget will transfer approved CARES Act funding directly to BLM, FWS and NPS. OWF continues to coordinate the execution of this funding and all associated implementation policies.

Approval of CARES Act funding for WFM program needs is ongoing and additional guidance will be issued accordingly.

Coordination: POB, Bureau Fire Directors and Fire Budget Leads were consulted in the development of this PM.

Scope: This Policy Memorandum applies to the Department of the Interior's bureaus and offices responsible for wildland fire management activities.

Existing Policy Affected: N/A

Authority: Public Law 116-136

Policy: The following policy applies based on the category of funding approved and transferred to the

REF 6-B-16: OWF Memorandum 2020-007, Guidance on Execution of Supplemental Funding Under COVID-19 Pandemic – Page 2

bureau for WFM program needs as of the date of this memo:

Temporary Facilities

On April 24, 2020, \$10,896,000 was approved for WFM Social Distancing requirements:

Bureau	Approved Amount
BIA	\$1,856,000
BLM	\$3,223,000
FWS	\$2,379,000
NPS	\$3,438,000
Total Funding	\$10,896,000

This funding is available to meet the request outlined in the Operating Plan to support acquisition of alternative facilities to maintain social distancing and quarantine protocols. The additional temporary facilities, including alternative lodging, are needed to support wildfire readiness and response under the COVID-19 pandemic. These facilities include:

- **Initial Attack Facilities** – Additional facilities to serve as temporary ready rooms or staging areas to ensure crew members in firefighting modules are separated to reduce the risk of exposure and outbreak across entire fire units. This will facilitate compliance with local and state mandates on social distancing and allow bureaus to maintain readiness for initial attack. These additional facilities may also be used as temporary dispatch centers when needed. Where applicable, funding may be used for costs associated with the use of existing outstations and day stations to serve as initial attack facilities.
- **Crew Quarters** – Additional facilities or equipment to allow firefighters in existing government housing units with common shared living areas to be separated to reduce the risk of exposure and outbreak across entire fire units. This will facilitate compliance with local and state mandates on social distancing and provide availability of additional housing units that can also be used for quarantine/isolation purposes when needed. Bureaus have the flexibility to determine the appropriate facility types needed, to include additional government housing, rental of trailers/RVs, or other alternative commercial lodging options (e.g. hotels). Bureaus must consider the best business case value available when making acquisition decisions including any associated long-term costs.

Bureaus are advised to fund temporary facilities needed to address pandemic concerns during the 2020 fire season. Facilities will address the need to limit daily interactions and implement appropriate social distancing requirements to mitigate the risk of exposure. These mitigating strategies will help prevent outbreaks across the entire fire unit and impact the availability of workforce capacity during the fire season.

CARES Act funding is provided to address specific needs during the COVID-19 situation, and the social distancing funding is meant to provide surge capacity to address this unique situation this fire year. For this reason, bureaus should assume the additional facility capacity is a short-term requirement. Bureaus may consider purchase versus leasing where it is more cost beneficial to the government (e.g. ongoing maintenance, storage, and transportation) or there are no other cost beneficial options. Any ongoing costs associated with ownership must be covered by regular annual appropriations after the pandemic impacts cease. Leasing of equipment for use in temporary facilities is allowable if they are needed to facilitate social distancing and quarantine protocols.

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Overtime, Premium Pay, and Hazard Pay (OPHP)

On April 24, 2020, \$300,000 was approved for WFM OPHP:

Bureau	Approved Amount
BIA	\$25,000
BLM	\$200,000
FWS	\$75,000
Total Funding	\$300,000

These amounts reflect the estimated OPHP costs for two months of estimated OPHP. For actual obligations that exceed the approved amounts, bureaus are encouraged to use the annual WFM appropriation for OPHP as needed, in accordance with bureau standard operating procedures.

Personal Protective Equipment (PPE) and Cleaning

On May 18, 2020, \$107,000 was approved for PPE/cleaning services obligations as of May 1:

Bureau	PPE Approved Amount	Cleaning Approved Amount
BIA	\$1,000	
BLM	\$101,000	\$3,000
FWS	\$1,000	
NPS	\$1,000	
Total Funding	\$104,000	\$3,000

As this funding is intended for reimbursement of actual obligations incurred, bureaus are encouraged to use the annual WFM appropriation for additional costs of PPE and cleaning services as needed, in accordance with bureau standard operating procedures. Bureaus may pursue individual ordering of PPE at local levels, and bureaus are advised to coordinate with the Department as needed to communicate the status of such procurement.

Retroactive Application of Funds

Bureaus may apply CARES Act funding for valid COVID-19 related expenses incurred prior to the enactment of the CARES Act. Language in the CARES Act retroactively makes the supplemental funding available for COVID-19 related expenses back to the beginning of the fiscal year. Consistent with authority in the Account Adjustment Statute (31 USC 1534) and the flexibilities provided in the CARES Act, valid coronavirus-related charges made during the fiscal year can be moved to obligate against CARES Act funding. Bureaus should use the appropriate FBMS transaction type to move eligible costs to the relevant Fund.

Documentation/Reporting

Bureaus are advised to maintain the necessary supporting documentation in accordance with bureau standard operating procedures and demonstrate decision-making processes associated with the application and justification of the approved CARES Act funding.

The Department is required to report centrally on the execution of CARES Act supplemental funding at multiple levels of details. The initial report to Congress for the OS funding is due 90 days after enactment (June 25, 2020), with monthly reports due thereafter. All supplemental funding execution reports will be automated in the Financial and Business Management System (FBMS) to ensure consistency across all reports and alignment at the appropriate level(s) of detail.

To allow for centralized Departmental reporting, bureaus have established unique Master Data structures in FBMS to track and monitor funding specific to the CARES Act. Please be advised the period of availability for the CARES Act fund is two years, expiring in September 30, 2021, in contrast with the no-year period of availability of the annual WFM appropriation.

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Bureaus should ensure to follow internal control policies and procedures to track and monitor all COVID-19 obligations using the Work Breakdown Structure (WBS) element in FBMS. All COVID-19 related obligations incurred with the annual WFM appropriation should be tracked by the COVID-19 WBS code. Additionally, a separate coding structure, using a separate WBS code or functional area, should be established for each category of approved funding stream under the CARES Act (e.g. temporary facilities, OPHP, PPE/cleaning, and others as they are approved). Please coordinate with OWF and POB if there are challenges with tracking COVID-19 obligations funded from the CARES Act as specified in this guidance.

Contact: All questions regarding this Policy Memorandum can be directed to Thao Tran, Budget Officer, Office of Wildland Fire at (202) 606-0518.

cc:

Denise Flanagan

Adrienne Moss

Bill Gordon

Kim Prendergast

Laura Nicholson

REF 6-B-17: Reimbursable Agreement Reference Sheet

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

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

C. FAQs: Seasonal Time Limit Extension from 1039 hours to 1730 hours

The National Multi-Agency Coordinating Group (NMAC) has asked that agencies consider all options to staff and field as many firefighting resources and personnel as possible through the fall months until fire conditions and weather moderate. With this in mind, managers and supervisors also need to ensure employees receive adequate rest; employee “burn out” and fatigue are especially evident this time of year and needs to be managed with our employees’ well-being in mind.

DOI Memorandum *Exception to the General Time Limits for Temporary Employment -Limited Approval* was released on December 17, 2019 to extend the time limit of seasonal employees from 1039 hours to 1730 hours.

Q. How long is the extension in effect?

The time limit extension is effective December 3, 2019 through December 3, 2020.

Q: What funding options do I have to support “tour of duty” extensions?

A: These funding options apply to both FY20 and FY21 funds and should be used according to the FY you are in. This applies to both base hours and overtime hours for seasonal and career seasonal employees outside the normal workforce.

The following funding options can be utilized as necessary to maintain a workforce that is available for response to wildland fires:

- F10000 - Preparedness funds to cover days when not on fires or severity.
- F20000 - Suppression funding when assigned to fires
- F21000 - Severity funds during severity conditions.
- F31000 – Fuels Management Funds
- F46000 - Collections funds to cover days when not on fires or severity.

Q: Can I extend temporary seasonal employees past 1039 hours?

A: Yes, DOI can extend current appointments or make new appointments up to the 1730-hour limitation in each employee’s service year for the positions listed in the OPM extension authorization, which includes the 455 and 462 series nationwide. Seasonal employees hired between December 3, 2019 and December 2, 2020 have their entire service year to use the 1730 hours authorized under the OPM extension authority, i.e., if their service year begins December 1, 2020, the employee would have until November 30, 2021 to use the 1730 hours. The extension authority expires on December 3, 2020. New hires or those with service-year dates starting on or after December 3, 2020 will be under the 1039 allotted hours.

Q. Does the extension affect my time limits for 2021?

A. No, the extension of time for FY20 does not have an impact on Temporary Hire time limits for 2021. (From NMAC Correspondence 2020-48, last bulleted paragraph)

Q: Do I need to contact the JAO HR office?

A: No, hiring offices do not need to contact HR personnel. However, hiring units should:

- Track and keep accurate record of the hours each employee works in their established service year;
- Ensure that new announcements include appropriate updated language;
- Ensure only positions and geographical locations identified on the approved list are provided the approved exception to general time limitations of 1,730 hours within a service year; and
- Ensure the exceptions of the 1,730 hours are not provided beyond December 3, 2020 without further OPM approval.

Q: How do I pay for employees outside of the normal workforce?

A: Refer to funding options listed above. It is expected that employees will be retained to address either a fire threat on your home unit (severity) or supporting regional and national suppression efforts.

Q: What about funding of career seasonal employees?

A: The funding of career seasonal employees follows the funding options outlined above.

Q: How is R&R and “rehab/refurb” paid for?

A: R&R days are coded “061 Admin Leave”, which charges the leave surcharge account and not the fire budget. These days should be charged to the suppression code that is responsible and should be minimal.

Q: Can I give folks extra days off to mitigate fatigue?

A: Yes, utilize the 061 Admin Leave to code days off occurring on a regular workday at the home unit following a 14-day assignment and/or management directed days off. Management directed days off should be used with discretion and as needed to manage safety of workforce on a case-by-case basis. Management days off are not funded by suppression but by the home unit.

Q: Should I lay the entire crew(s) off, or can employees be extended?

A: This is up to local management. Typically temporary seasonal and career seasonal employees should be utilized to staff suppression resources or made available as qualified to respond to suppression needs. Local units are encouraged to make these employees available for whatever positions they’re qualified for, including engine crews, helicopter crews, Type 2 and Type 2 IA crews, single-resource overhead assignments, and fire support functions. For example, if employees who were on an organized fire crew over the summer are still available after the crew has disbanded, they may form into smaller fire suppression modules, help staff engines, provide supervision for T2/T2IA crews, or serve as single-resource overhead supporting incidents or managing Department of Defense hand crews.

Q: What about collateral (non-fire employees) with fire qualifications? If they can be made available, what funding allocation pays for their time while assigned?

A: Base time and any overtime for collateral employees not funded through F10000 or F31000 will be paid entirely by suppression funds when assigned to fires.

D. Fire Acronyms

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

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

E. Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F. List of Authorities

- Fish and Wildlife Coordination Act, 16 U.S.C. 661 et seq., and the Fish and wildlife Act of 1956, 16 U.S.C. 742a et seq.
- National Wildlife Refuge System Administration Act (16 U.S.C. 668dd et sec.)
- Wyden Amendment, 16 U.S. Code 18 Section 1011, Public Law 104-208 Watershed and Restoration Enhancement Agreements
- U. S. Department of the Interior and Related Agencies Appropriation Acts.
- Protection Act of 1922 (16 U.S.C. § 594).
- Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66; 42 U.S.C. § 1856a).
- Federal Land Policy and Management Act of 1976 (43 U.S.C. § 1702).
- National Park Service Organic Act of August 1916 (16 U.S.C. § 1).
- National Wildlife Refuge Administration Act of June 27, 1998 (16 U.S.C. § 668dd).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121 et seq.).
- National Indian Forest Resources Management Act of 1990 (25 U.S.C. § 3101).
- Cooperative Forestry Assistance Act of 1978 (P.L. 95-313, 92 Stat. 365 as amended; 16 U.S.C. § 2101 (note), 2101-2103, 2103a, 2103b, 2104-2105).
- Service First Initiative (P.L. 106-291, § 330, 43 U.S.C. 1701, Stat. 996, as amended) and subject to re-authorization.

G. Regional Resources

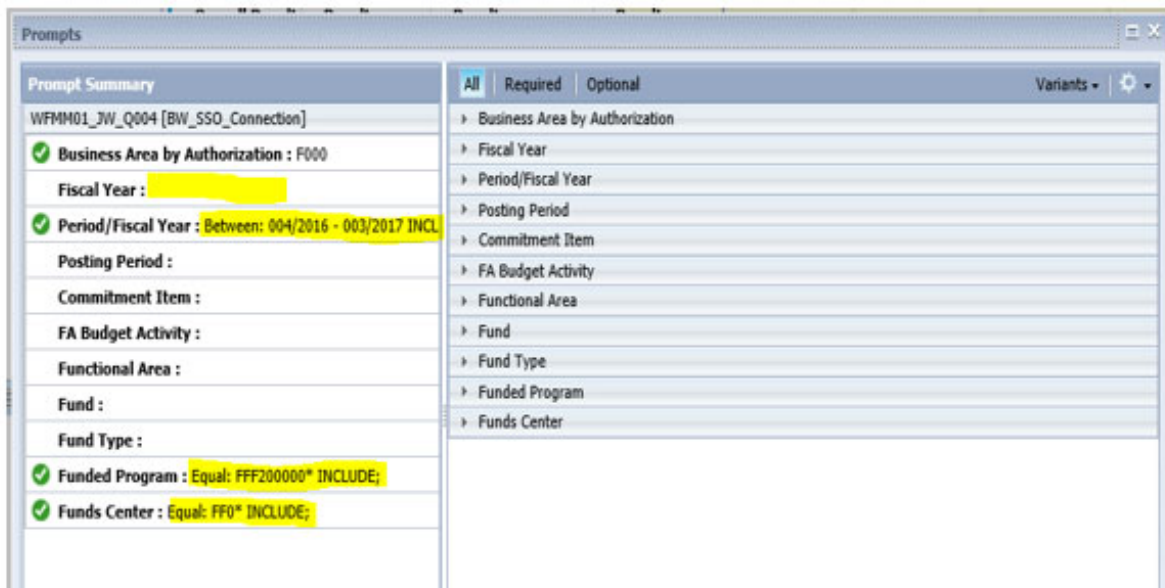
This procedure has been developed by Amy Kamen, Legacy Region 6, to determine Suppression cost by state. For more information please contact, Elaine_Hornaday@fws.gov

Run report in Firecode.gov and download to excel

- Click “view reports” on the right hand side.
- Click “fire codes issued by Unit Generated”
- Enter dates (usually a calendar year)
- Created by Agency select ALL
- Created by Unit delete field
- Created for Agency select state/county & local (check both!)
- Created for Unit leave blank.
- Click Filter
- Download to Excel. Sheet will be named Generated...
- Copy all of the fire codes only. (Shift;Control; down arrow)
- Paste into a new sheet and name it Fire Code.
- Use the Trim formula to take off extra space that firecode puts on.
 - In column B cell A type =TRIM(A2)
 - Copy formula down
- Create new column with header in C1 that reads Fire Code. ***Header in this column must match the header in the column that will be created for EMIS fund status report below!***
- Copy the TRIM column and past into C2 (Control;Shift;down arrow). Excel will now be able to read this as text without spaces.

Run report in EMIS and download into excel

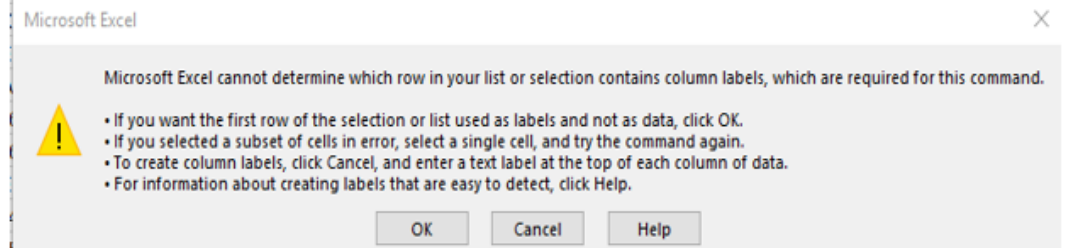
- Run a Field Fund Status Report
 - See image for prompts
 - Note that there is no FY as you would typically run report by calendar year.
 - Note that you must add the calendar year in period/fiscal year field Jan is the 4th month in the FY and Dec is the 3rd month in the following FY.
 - Run the report wide open for all suppression expenses. Do this by using an asterisk.
 - Run wide open for all fund centers. If the state that was supported is in your region then you will collect for that fire even if the expenses are from another region.



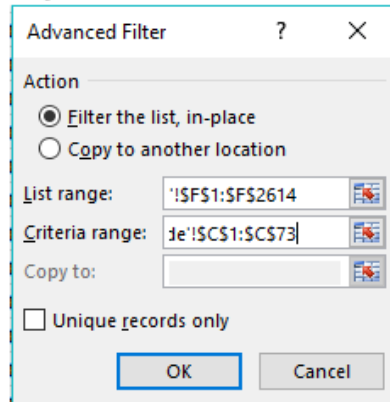
-
- Make sure that you check and clear any filters within your fund status report.
- Export to excel.
- Copy and paste from the header down (Shift:Control:End) and paste into the same workbook, but in a new sheet as the fire code report and name it FFS.
- Insert three rows after the WBS
- In the first column enter the formula =RIGHT(Cell LEN(Cell)-10). This will separate the WBS and leave you with the project code portion. Copy the formula down.
- In the next column enter the formula =LEFT(Cell LEN(Cell)-1). This will spate the zero from the project code and leave you with only the fire code. Copy the formula down.
- In the third column copy and paste the fire codes. This leaves the information as text and not as a formula.
- Enter Fire Code as the header for this column. ***It must be exactly the same as the header in in your Fire Code sheet so you may want to copy and paste to be sure.***

Filter

- Go to the Data tab of your tool bar and click advanced in the Filter section.
- If you get an error click OK.



- Click within the List range field then click the header in the Fire Code column only and hit Control;Shift;down arrow.
- Then click in to the Criteria range field. Once there click the Fire code sheet tab, then click the Fire Code header and copy. (Control;Shift;down arrow)
- Keep the Action as Filter the list in-place and **do not** click the Unique records only box. Click OK.



This will retrieve all of the Firecodes and expenses for the states that you run through this process. This is a pretty quick way to figure out what fires regions should bill for.