

2017 Bureau of Land Management (BLM) Standards for Fire Business Management Digest of Changes

- Page 1-1 (lines 28-31): Added language not requiring signatures on OF-288s sent to home units for payroll prior to finalizing.
- Page 1-2 (line 15): Clarified the requirement to use fire WBS with preparedness base 8.
- Page 1-5 (lines 1, 12, 28): Added more clarity that pay code 113 is required for exempt employees working on wildfire suppression no matter what duties they are performing and that an exempt employee could only code to 110 if working more than 50% of the workweek at a non-exempt position on Non-wildland fire emergency incidents.
- Page 1-13 (lines 15-16): Added language regarding how to charge hazard pay for individuals working on fires until mid-day and returning to work.
- Pages 1-16 and 17 (lines 4-24 and 1-5): Updated Night Differential to reflect current guidance and National Interagency Fire Center (NIFC) clarification.
- Page 2-4 (lines 6-7): Clarified that only one Single Resource Casual Hire Information Form (SRCHIF) is needed per dispatch (even if reassigned to a new incident or position).
- Pages 2-5 and 6 (lines 21-35 and 1-10): Updated Casual Travel to reflect new method of reimbursement via OF-288.
- Page 2-6 (lines 16-22): Added information on Casual Health Benefits.
- Page 5-1 (lines 16-20): Not new this year, but need to highlight the need to input description when do charge card reallocations.
- Page 6-1 (line 26): Changed "...tanker base log and the retardant..." to "...tanker base log or the retardant...." in the process for purchasing retardant.
- Page 6-9, 10 and 11 (lines 39-42, 1-29 and 1-37): Removed outdated Emergency Warrant information and updated with websites (due to constant changes).
- Page 8-10 (all lines): Updated LF310 definition to match the fund use handbook.
- Page 9-2 (lines 4-7): Clarified priority for moving coding errors with in the suppression account.
- Page 9-9 (lines 1-4): Added language that the "4444" account can be used as a default for those primarily purchasing in support of a fire at the end of the fiscal year (in addition to travel).
- Page 9-9 and 10 (lines 34 and 4): Added "RUBI" code to the "AZA1" references.
- Page 11-3 (lines 19-23) and 11-4 (lines 1-4): Cleared up wording to identify how to process employee claims at home unit.
- Page 12-3 (line 38): Identified that state assist collections should be collected as current year funds not the year that fire occurred. This is a change from previous procedures.

- Page 12-4 (line 28): Added language on which office will collect state assistance funds for fires crossing state office borders.
- Page 14-1: Inserted a new Billing and Payments chapter to document out of state cooperator bill payments and IMET procedures.



United States Department of the Interior



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

EMS Transmission 3/13/2017
Instruction Memorandum No. FA IM-2017-015
Expires: 9/30/2020

To: State and Center Directors
From: Assistant Director, Fire and Aviation
Subject: Bureau of Land Management (BLM) Standards for Fire Business Management

Program Area: Fire and Aviation Management

Purpose: This instruction memorandum issues the 2017 BLM Standards for Fire Business Management.

The BLM Standards for Fire Business (Orange Book) has been updated for 2017. This desk reference provides a consolidated location to find BLM specific fire business policy, regulations and practices.

Attached is a digest of changes for 2017.

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

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

Timeframe: Effective immediately.

Budget Impact: None

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

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

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

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Attachment
1 – Digest of Change for 2017 (2 pp)

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