



**GREAT BASIN COORDINATING GROUP  
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK  
SUPPLEMENT**

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**This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.**

**CHAPTER 10 – PERSONNEL**

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**Approved:**

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**Digest:**

- Replaces version issued March 18, 2016
- Added clarification of AD hiring outside of dispatch zone.
- Added clarification of Reasonable Accommodations
- Added clarification to require resource order documentation for RVs.
- Added language to reference travel regulations for the appropriate POV mileage reimbursement rate.
- Remove hazard pay matrix. Added reference to hazard/environmental matrix in IIBMH.

**TABLE OF CONTENTS**

This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902. .... 1

Casuals ..... 3

Reasonable Accommodations ..... 3

Length of Assignment ..... 3

Lodging ..... 4

Meals ..... 4

Rental Cars..... 4

Privately-Owned Vehicle (POV) ..... 4

Travel Cost Comparison and Federal Travel Regulations ..... 5

§301-10.4 How does my agency select the method of transportation to be used? ..... 6

§301-10.5 What are the presumptions as to the most advantageous method of transportation? .. 6

Lend/Lease..... 7

Staging of Resources..... 7

Hazard Pay/Environmental Differential Documentation..... 7

**Casuals**

Agency Administrators must designate, in writing, delegated "hiring official" duties. Hiring Officials should have Staff or Line authority. The individuals should be familiar with the emergency hiring authorities and fire qualifications. If incident management teams are delegated the authority to hire casuals at the incident, emergency notification information and other personally identifiable information (PII) collected shall be safeguarded at all times and returned to the incident agency at the end of the incident separate from the finance package.

Hiring Units will only sponsor casuals that reside within their respective dispatch zone. There may be situations where an agency may determine a need to sponsor a casual from out of their dispatch zone (for example, the casual's obvious hiring unit does not sponsor casuals). The casual must make every effort to seek sponsorship from a unit in which they are physically located. If the casual is unable to obtain sponsorship, the hiring unit may make a request to the appropriate State/Regional Office Incident Business Specialist for approval.

Rates for positions not identified in Department of the Interior (DOI) and Department of Agriculture Administratively Determined (AD) Pay Plans may only be approved at the Regional and State Office level.

For DOI use: To hire personnel for prescribed fire projects authorized by Congressional funding within the wildland fire operations account, use DOI AD Pay Plan, Section D.

**Reasonable Accommodations**

Any personnel, regardless of hiring status (regular government employee or casual), who requires a reasonable accommodation (RA) to perform duties in an incident environment, must have written approval from their home unit Human Resources or Civil Rights office prior to accepting an incident assignment.

Prior to accepting an assignment, individuals should alert the incident of the RA needs so the Incident Commander and the host agency administrator can determine if the RA can be provided. If the RA cannot be satisfied, the individual should refuse the assignment.

Should an accommodation be requested during an incident, the request must be referred back to the employee's hiring unit for adjudication per agency policy.

**Length of Assignment**

Provisions in the parent text concerning length of assignment apply to contractor personnel and not to the contracted equipment. Extensions of contractor personnel/equipment must be coordinated with the contractor. It is the discretion of the Incident Management Team when resources are released.

**Lodging**

Incident agencies should provide lodging at no cost to those individuals (i.e., casuals) who do not possess a government issued charge card whenever possible. This can be accomplished through local acquisition methods or via buying team personnel.

**Meals**

Whenever the incident does not provide meals, incident agencies should provide meals at no cost to those individuals (i.e., casuals) who do not possess a government issued charge card whenever possible. This can be accomplished through local acquisition methods or via buying team personnel. Meal costs, plus gratuity should not exceed the allowed meal rate amount.

**Rental Cars**

Use of rental cars while assigned to an incident must be authorized by the incident agency administrator or their designee, and documented on a resource order.

The incident agency should provide rental cars at no personal cost to those personnel who do not possess a government issued charge card (i.e., casuals) and are 1) authorized to use a rental car on the incident and 2) are qualified to drive the assigned vehicle type.

The Great Basin Rental Car Program will be utilized to provide casuals with rental car transportation to the incident or while at an incident. Hiring offices will reserve vehicles for casuals following the Great Basin Rental Car Program Standard Operating Procedures (SOP), which can be found at: <http://gacc.nifc.gov/gbcc/business.php>.

All rental cars reserved under the Great Basin Rental Car Program are to be returned fully fueled and clean. Rental car fuel purchased with an employee's personal funds is reimbursable under agency travel procedures.

Pool vehicles or other vehicles not rented solely for an individual will be centrally billed per the terms of the Great Basin Rental Car Program SOP. Vehicles used in this capacity are considered accountable property and their operator use and any associated damages for each vehicle will be documented on a daily basis. Use logs will be forwarded to the appropriate payment contact and a copy retained in the Logistics portion of the final incident package at the conclusion of the incident.

Rental vehicles reserved through a federal employee's regular travel program may not be covered if the vehicle is taken off of a publicly maintained road. Employees should ensure the vehicle is covered for this use prior to rental.

**Privately-Owned Vehicle (POV)**

Employees may request to use their privately-owned vehicle (POV) for official business when such use is advantageous to the government. Incident agency administrators, or their designee, must authorize the use of POVs and such authorization will be documented on a resource order. Prior to authorization of POVs incident agency administrators, or their designees, must complete a cost comparison to document that the use of the POV is more cost effective than commercial transportation (i.e., airplane). Reimbursement to the employee for approved POV use will only be for mileage. The mileage reimbursement covers all operating costs for the vehicle, including fuel and other lubricants, insurance, repairs, depreciation, and taxes. Fuel received at the incident must be paid for with an employee's personal credit card and is not reimbursable. Agency administrators should also take into consideration whether the POV will need to be used at the incident. It is not recommended that POVs be authorized for use by line personnel. Supervisors and hiring officials should consider the Federal Travel Regulations (FTR Reference) or state/local agency policy when approving the appropriate rate of reimbursement for the use of a POV for an assignment.

Approval of recreational vehicles, including travel trailers, (RVs) for transportation to and from an incident should be rare. A cost comparison should be performed prior to approval to show that the use and reimbursement of an RV is more cost effective than other modes of transportation (i.e., POV, rental car, airline). The cost comparison should take into consideration any additional personal time to travel to the incident and return. Approval for use of RVs and travel trailers should be coordinated with the incident agency to ensure there is available parking space at the incident. Final approval of RVs will be made by the Agency Administrator or their designated representative and shall be noted on the resource order.

RVs should not be connected to any government-provided utility such as power or water while at the incident. RVs will be reimbursed mileage only. The mileage reimbursement covers all operating costs for the vehicle, including fuel and other lubricants, insurance, repairs, depreciation, and taxes. Fuel received at the incident must be paid for with an employee's personal credit card and is not reimbursable.

Travel trailers are not reimbursed mileage; however, the POV transporting the travel trailer is eligible for mileage reimbursement if approved for use. Employees shall notify their supervisor if the intent of requesting POV use is to transport a travel trailer to the incident and supervisors shall ensure agency travel regulations are followed, if appropriate.

A cost comparison worksheet can be found at <http://gacc.nifc.gov/gbcc/business.php>

### **Travel Cost Comparison and Federal Travel Regulations**

Refer to Federal Travel Regulations below:

**§301-10.4 How does my agency select the method of transportation to be used?**

Your agency must select the method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties. In addition, your agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost work time, and actual transportation costs), total distance traveled, number of points visited, and number of travelers.

**§301-10.5 What are the presumptions as to the most advantageous method of transportation?**

- a) *Common carrier.* Travel by common carrier is presumed to be the most advantageous method of transportation and must be used when reasonably available.

- b) *Government automobile.* When your agency determines that your travel must be performed by automobile, a Government automobile is presumed to be the most advantageous method of transportation

Refer to <http://gacc.nifc.gov/egbc/business.php> for a Cost Comparison travel worksheet and instruction worksheet.

### **Lend/Lease**

Refer to <http://gacc.nifc.gov/gbcc/business.php> for information on the Great Basin Lend/Lease Policy.

### **Staging of Resources**

As stated in the IIBMH, Chapter 10, "Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or, to a limited degree, pursue activities of a personal nature is not compensable as ordered standby.

Such time is compensable only to the extent needed to complete the guaranteed hours (8, 9, or 10) for that calendar day. No pay authority exists to guarantee individuals more than their base."

Resources placed in staging areas or mobilization centers must have OF-288s and/or OF-286s completed when away from their duty station.

### **Hazard Pay/Environmental Differential Documentation**

In order to ensure proper documentation is provided in the incident finance package for future audit purposes, payment documentation and claim documentation, hazard pay and environmental differential entitlement will be documented on the Crew Time Report (or other local time recording documents) with the duty being performed. Reference the categories listed in the IIBMH, Chapter 10, for General Schedule (GS) and Federal Wage System (WG/WL/WS) employees for language that will suffice as adequate documentation. Documentation of "uncontrolled fireline" alone is not adequate documentation for the entitlement to hazard pay/environmental pay. See the hazard/environmental pay matrix in Appendix B of IIBMH.