



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

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

CHAPTER 10 – PERSONNEL

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Casuals**Casuals hired under the Administratively Determined (AD) Pay Plan are considered agency employees.**

Agency Administrators must designate, in writing, delegated "hiring official" duties. Hiring Officials should have Staff or Line authority. The individuals shall 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 always be safeguarded and returned to the incident agency at the end of the incident separate from the finance package.

Hiring Units typically 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. Refer to the agency specific payment plan for further guidance.

Rates for positions not identified in Department of the Interior (DOI) and US Forest Service (USFS) AD Pay Plans may only be approved at the State Office and Regional level.

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

Reasonable Accommodations

Any personnel, regardless of hiring status (regular government employee or casual), who require a Reasonable Accommodation (RA) to perform duties within 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 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, whenever possible, provide lodging to agency employees who are unable to subsist themselves. This can be accomplished through local acquisition methods or via buying team personnel. Lodging cost, excluding taxes, should not exceed the established GSA Per Diem rate.

Meals

Whenever the incident does not provide meals, incident agencies should provide meals to agency employees who are unable to subsist themselves. This can be accomplished through local acquisition methods or via buying team personnel. Meal costs, plus gratuity should not exceed the established GSA Per Diem meal rate.

Rental Cars

The Great Basin utilizes the National Emergency Rental Vehicle Program (NERV). 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 to agency employees who are unable to subsist themselves. provided the employees are 1) authorized to use a rental car on the incident and 2) are qualified to drive the assigned vehicle type.

NERV will be utilized to provide agency employees with rental car transportation to the incident or while at an incident. Reservations must be made following the NERV Standard Operating Procedures (SOP) found at:

<https://gacc.nifc.gov/gbcc/business.php>

All rental cars reserved under NERV are to be returned fully fueled and cleaned. Rental car fuel purchased with an employee's personal funds are reimbursable under agency travel procedures.

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

- a. Pool vehicles or other vehicles not rented solely for an individual will be obtained following the NERV 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 daily. Operator use logs shall be returned to the incident agency and a copy retained in the Logistics portion of the final incident package at the conclusion of the incident. Operator Use Logs received by the incident agency shall be maintained with the request order information and shall be available if requested by the payment agency. Pool vehicles shall NOT be reassigned to a new fire without approval from the incident agency AND coordination with the dispatch center who reserved the vehicle. New resource numbers shall be assigned for vehicles with approved reassignments. If the vehicle is reassigned and the rental exceeds the initial agreement with the rental agency, the rental agency shall be notified of the rental extension.

Refer to the NERV Program SOP for procedures regarding damaged rental vehicles. It is imperative that the proper notifications, investigations and documentation are completed in a timely manner and documentation is forwarded to the appropriate payment center to settle any claims that arise due to the damage.

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 the traveler must complete a cost comparison to document that the use of the POV is more cost effective than commercial transportation (i.e., airplane) and submit to the Incident agency administrators, or their designee for approval.

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) 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 completed 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 shall take into consideration any additional personal time to travel to the incident and return. Approval for use of RVs and travel trailers shall 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 Incident Agency Administrator or their designated representative and shall be noted on the resource order.

RVs shall not be connected to any government-provided utility such as power or water while at the incident. RVs will be reimbursed for 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 <https://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 <https://gacc.nifc.gov/gbcc/business.php> for a Cost Comparison travel worksheet and instruction worksheet.

Lend/Lease

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

Staging of Resources

As stated in the SIIBM, 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 NWCG Standards for Interagency Incident Business Management (SIIBM), 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 SIIBM.