



GREAT BASIN COORDINATING GROUP

April 1, 2020

Agency Administrators & Fire Management Officers,

Attached are the Great Basin Incident Business Operating Guidelines which have been recommended by the Great Basin Incident Business Committee and approved by the Coordinating Group. Please share with your local units and implement as an interagency document. Common Incident Business Operating Guidelines will promote efficiency and consistency for our Incident Management Teams and support units.

Regardless of incident complexity level these Operating Guidelines will be our managing standards for incident business practices within the Great Basin.

Please direct any questions to your respective Incident Business Representative or, Darren Nutter, Chair, Great Basin Incident Business Committee at (602) 510-6740 or Darren.Nutter@bia.gov.

Thank you,

Paul Petersen
Great Basin Coordinating Group Chair



2020 FINANCE SECTION CHIEF EXPECTATIONS

The Great Basin Incident Business Committee (GBIBC) would like to extend our welcome and say thank you for accepting the responsibilities of a Finance Section Chief (FSC) for the upcoming fire season.

The GBIBC is tasked by the Great Basin Coordinating Group to oversee the geographic areas' incident business practices. As a leader and a member of your teams Command and General Staff we are asking for your support in helping us implement the following guidelines within the Great Basin.

Finance Calls - during fire season (ordinarily June through September) the GBIBC hosts bi-weekly conference calls Tuesdays and Fridays at 1100MT that we expect all assigned FSC to participate in; calls may be more frequent depending on fire activity and team mobilization. These calls can be access by calling the GBIBC Conference Call line (877-960-9556, 5456022#). The intent of the FSC calls is to give assigned and/or unassigned FSC, INBA, BUYT, and agency finance folks or local incident business contacts an opportunity to share lessons learned and provide the GBIBC with pertinent information about each incident. This also provides a platform for the GBIBC to share new and emerging fire management updates to the incident business community within the geographic area.

Incident Assignments – Incident Management Teams (IMT) will interact with either an Incident Business Advisor (INBA) or a delegated Agency Representative (AR). FSCs are to communicate and perform IMT finance duties with the utmost respect and professionalism toward agency representatives as well as all other personnel supporting the mission. Any issues at the incident that cannot be resolved between two parties should be elevated to the Incident Commander (IC) and/or Agency Administrator. All issues shall be resolved prior to the end of the assignment.

For all incidents within the Great Basin, we will follow incident business direction as outlined in the NWCG Standards for Interagency Incident Business Management and the Great Basin Geographic Supplements. The following items should be of particular importance:

Timekeeping

- Shift lengths shall be examined and should reflect current incident activity. Any anomalies shall be documented in the incident records.
- Work/Rest shall be monitored with excess hours documented and approved by the IC. Approval documentation shall be contained in the incident finance records.
- Hazard pay shall be reviewed for accuracy and documented on the Crew Time Report in accordance with the hazard categories outlined in the SIIBM for GS employees and for Wage System employees. “Uncontrolled fireline” will not suffice as adequate documentation.
- Staging of Resources and Time Spent in Mob/Demob Centers – No resource shall receive more than their guaranteed hours while assigned to staging or during time spent in a mobilization or demobilization center. Per the SIIBM no pay authority exists to guarantee individuals more than their base hours.
- Federal resources working away from their duty station must have an OF-288 and/or OF-286 completed by the host agency

Compensation for Injury

- All assigned resources will be treated fairly and with respect. All resources, whether covered by federal/state or private workers' compensation will be assisted during an injury/illness. The IMT will facilitate a liaison if the resource is hospitalized or is kept at a facility overnight to ensure that the resource has representation from the incident or incident agency. If applicable, local medical liaison program protocols will be followed.
- No injury/illness paperwork shall be retained in the incident records, with the exception of the medical log (with pertinent information redacted).
- When a serious accident or illness occurs the FSC will immediately notify the IC and the INBA reporting the most current information available.

Cost

- FSCs will coordinate with Cost Unit Leaders to ensure that finance records reflect true activity on the fire. High cost or underutilized equipment will be addressed to appropriate Command and General Staff for discussion on incident retention or release.
- Incidents that have been identified as billable or cost share require additional scrutiny of records and/or additional cost reporting measures. Changes to fire codes within an incident should be communicated to all affected parties as soon as possible to be properly reflected within the incident records.
- Coordinate with the incident agency at in-brief what cost reports jurisdictional agencies want to see and how frequently.

Unit Logs

- Unit logs and other forms of communication/documentation shall be completed daily and a copy left in the incident finance records. Unit logs should note any non-routine issues or communications that arise during the fire assignment and any key decisions that are made.

In Brief/Closeout – FSCs are expected to attend an in-brief with the local incident agency, either formally or informally. This is an opportunity to obtain incident agency contact information, performance expectations, operating guidelines and any other information pertinent to incident agency operations. FSCs should also make contact with expanded dispatch and buying team personnel. FSCs should attend the incident closeout to ensure that all issues have been resolved during transition with the local agency or an incoming team if applicable.

Performance Evaluations – Performance evaluations are designed for both the incident agency and FSC/IC to evaluate performance of the IMT Finance Section in regards to the incident and meeting incident agency needs. Specific Great Basin Finance Evaluations shall be completed by the incident agency no later than 60 days after release of the IMT. The evaluation will be completed by the incident agency representative and reviewed by the agency administrator. The evaluation will be forwarded to the IC and the Great Basin Incident Business Chair, Darren Nutter, Darren.Nutter@bia.gov.

Incident Agency Needs – Each incident has its own unique needs in relation to the finance section. FSCs are expected to obtain a copy of the local unit's operating guidelines during the in-brief with the incident agency and adhere to the unit's direction and expectations. Seek advice and/or counsel from AA or INBA when issues or questions arise. Occasionally, you may need to interact with the Regional and/or State Lead for Incident Business, fielding questions or by providing input.



GREAT BASIN INCIDENT BUSINESS OPERATING GUIDELINES

The following outlines standard Incident Business Operating Guidelines for the Great Basin Geographic Area. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the NWCG Standards for Interagency Incident Business Management (SIIBM) which provides national direction and highlights the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management practices.

Any changes to these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (INBA).

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the SIIBM.

Administrative Office for Payment (e-ISuite) unless noted otherwise in the contract or agreement:

FS Incidents – Albuquerque Service Center, Incident Finance
5141 Masthead Ave NE
Albuquerque, NM 87109

BLM Incidents – Local incident agency office address
Do **NOT** use the National Operations Center (NOC) address that is available for selection in e-ISuite

Idaho State – Bureau of Fire Management
3284 W. Industrial Loop
Coeur d' Alene ID 83815

Nevada State – Nevada Division of Forestry
2478 Fairview Drive
Carson City, NV 89701

Utah State – Forestry Fire and State Lands
1594 W. North Temple,
Suite 3520
Salt Lake City, UT 84114

All Other Incidents – Local incident agency office address

FS National Handcrew Contracts – (regardless of incident agency)
Albuquerque Service Center Incident Finance
5141 Masthead Ave NE
Albuquerque NM 87109

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e-ISuite Data Transition to Enterprise

IMTs who utilize the “site” version of e-ISuite are required to transition the database to the Enterprise site at the end of their assignment or ensure that responsibility has been transitioned to an incoming team or the incident agency. IMTs will inform the incident agency prior to or during the incident closeout that the transition has taken place. A representative from the incident agency should be given access to the database.

Upon demobilization of the final IMT and if the IMT will transition the database to the incident agency, it is recommended that the IMT ITSS personally meet with the appropriate agency representative to load the database onto a computer of the agency’s choice and ensure the representative is able to successfully enter and exit the database with the passwords provided.

The IMT will not retain any of the e-ISuite information.

Personnel

Reference Material: GB Chapter 10 Supplement

If food/lodging expenses are incurred while on incident where adequate food and lodging are provided, a justification from the IMT FSC or incident agency is required in order for the employee to be reimbursed for those expenses.

Any personnel, regardless of hiring status (regular government employee or casual), who requires a reasonable accommodation 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.

AD Hiring and Support

All Federal Administratively Determined (AD) Exception positions must be approved at the appropriate State/Regional incident business level (contact INBA for additional information).

Pay Rate Changes at the Incident – Upon approval of the position change, the incident supervisor will record the pay rate/position change on the CTR and Finance will document the change in the Remarks block of the OF-288. A new Single Resource Casual Hire Form (PMS 934) is not necessary.

AD hiring authority may be delegated to the Finance Section Chief by the Agency Administrator.

Forest Services AD: Travel reimbursement posting and final processing of OF-288’s for FS casual employees will be completed per direction located in Appendix I.
DOI AD: Original OF-288’s will be provided to the employee for processing through their home unit.

Subsistence for ADs:

- AD employees will be subsisted by the Agency whenever possible. Use of lodging should be rare for personnel assigned to an incident base. Any exceptions shall be approved in advance by the AA or INBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial. If lodging exceeds the GSA per diem rate for the location, employees shall follow their agency's guidelines for over per diem approval. If needed, the IC or the AA/INBA can provide a letter of recommendation for approval of over per diem to the employee's home unit.

Transportation of ADs to and from incidents will be coordinated through dispatch. The AD's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934) and resource order. Air transportation will be arranged and paid for by the Government.

Unless other arrangements have been made, authorized rental cars for AD's will be ordered through dispatch using NERV.

Work Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all resources.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In situations where a work shift does exceed 16 hours (i.e., initial attack), personnel will resume the 2:1 work/rest ratio as soon as possible.

The IC or AA must justify in writing work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records and with employee time records.

To facilitate the management of work/rest for contract resources, clock hours will be recorded on all shift tickets – even when the equipment is hired under a daily rate or guarantee.

Compensation for Injury and Agency-Provided Medical Care

Reference Great Basin OWCP Illness and Injury Incident Guide, Appendix G

If a DOI employee is injured, submit all paperwork to the employee's home unit as soon as possible.

If a Forest Service employee is injured, see Appendix G.

If a Great Basin State employee is injured, refer to the pertinent State section in the GB Chapter 50 supplement to the SIIBM. If a non-Great Basin State employee is injured, the employee or the COMP is responsible to contact the home unit to obtain the proper reporting forms. The COMP maintains injury compensation records and transmits documents to the home unit per state agency policy. Do **not** issue CA-16 for medical treatment for state employees.

A medical resource request number (M#) will be assigned for treatment under APMC only. M#s should not be assigned to first aid or OWCP cases.

Notify the Incident Business Advisor (INBA) of all incident personnel that require a hospital visit or stay, including contracted resources.

Acquisition

Reference Material: GB Chapter 20 Supplement

The IMT will not sign up any resources that did not go through proper dispatch channels (i.e., "fire chasers") unless prior approval is obtained from the AA or INBA in writing. Name requesting contractors is prohibited.

Questions regarding solicited equipment can be directed to the appropriate contracting officer (see Appendix C) or the Great Basin Contract Equipment Coordinator (contact information available in Appendix B).

Land Use and Facility Agreements

If no agreement exists, the IMT will coordinate with the local AA or INBA to determine appropriate use and rates. Only warranted personnel may negotiate and approve land use and facility agreements.

All facilities, land and water used by the incident will be under agreement. The approved agreement shall be in place prior to use. If immediate use of the facility/land/water is needed, contact the appropriate acquisition personnel or AA/INBA for guidance.

Contracting With Employees or Immediate Family Members

AGAR PGI /USDA Contracting Desk Book

SUBPART 403.6--CONTRACTS WITH GOVERNMENT EMPLOYEES OR ORGANIZATIONS OWNED OR CONTROLLED BY THEM

403.603 Responsibilities of the Contracting Officer.

The Contracting Officer, when requesting authorization under 403.602, shall prepare a written determination and findings for the signature of the HCA. The determination shall document compliance with FAR 3.603, specifying the compelling reason(s) for award.

and shall be placed in the contract file.

DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION

Subpart 1403.6—Contracts with Government Employees or Organizations Owned or Controlled by Them 1403.602 Exceptions.

The HCA, without the power of re-delegation, is authorized to except a contract from the policy in FAR [3.601](#). However, no exceptions may be granted where the proposed contractor is owned or controlled by a Government employee or one or more members of the employee's immediate family and the employee or any subordinate is serving as a procurement official on the proposed contract.

1403.603 Responsibilities of the contracting officer.

The CO shall prepare a written determination and findings for the signature of the HCA when requesting authorization to allow a contract award to a Government employee or business concern or other organization owned or substantially owned or controlled by one or more Government employees.

Contract Claims

A warranted Procurement Unit Leader with delegated authority is authorized to settle contract claims at the incident. If there is not a Procurement Unit Leader available, a warranted Buying Team Leader or Member may settle claims within their delegated authority. If neither position is available or present, contract claims shall be referred to the incident agency for appropriate settlement.

Contractor Performance Evaluations

Performance evaluations for contractors shall be collected by finance personnel, sorted according to Contracting Officer name and mailed to respective Contracting Officers prior to the incident closeout. A copy of the evaluation shall remain in the contract equipment incident finance record. If time constraints do not allow for mailing from the incident, finance personnel will prepare the evaluations and provide them to the host agency for mailing to the appropriate contracting officers. A list of Contracting Officers for Great Basin equipment is located in Appendix C.

VIPR Performance Evaluation - <https://gacc.nifc.gov/gbcc/business.php>

Standard Contract Performance Evaluation - <http://gacc.nifc.gov/gbcc/business.php>

Buying Team Procedures

Reference: Great Basin Interagency Buying Team Guide, Appendix O

Reference: National Buying Team Guide –

https://www.fs.fed.us/business/incident/buyingteam.php?tab=tab_b

Daily purchases by Buying Team Members will be provided to incident Finance. Costs that are accrued daily but not paid until the end of the assignment (i.e., light towers, copiers, and toilets) will be tracked by the Cost Unit Leader based on information provided on the buying team envelope. The BUYT will provide the Cost Unit Leader with a copy of the vendor's commercial item rate schedule.

All rental equipment, with the owner's concurrence, will have a lease purchase clause inserted in the procurement document to allow maximum flexibility to meet cost effectiveness goals.

Provide an electronic copy of the Great Basin Buying Team spreadsheet to the Agency Administrator or their representative, along with providing a hard copy in the Buying Team package. The Great Basin Buying Team Spreadsheet is available at <https://gacc.nifc.gov/gbcc/business.php>

Provide a written narrative of any outstanding issues or concerns.

Buying Teams shall receive a performance evaluation for each incident assignment. The top section of the form shall be completed when the BUYT is demobilized, the remainder will be completed within 60 days. Forms are available at: [https://gacc.nifc.gov/gbcc/Interagency .php](https://gacc.nifc.gov/gbcc/Interagency.php). A copy of the form will be given to the BUYL, a copy will reside with the Finance documentation and a copy will be forwarded to the Great Basin Buying Team Coordinator.

Supplemental Food and Drinks

The IMT will follow direction in GB Chapter 20 Supplement of the SIIBM, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the Agency Administrator(s) or their representative.

Supplemental Vitamins and Minerals

In accordance with the NWCG memo, March 22, 2006, **no supplemental vitamins or minerals will be procured for use or distribution on the incident.** This includes commonly accepted supplements, such as Emergen-C.

If homeopathic treatments (including essential oils) are requested they must be approved within the NWCG Clinical Treatment Guidelines which can be found at: <https://www.nwcg.gov/sites/default/files/publications/pms551.pdf>

Rental Vehicles

Reference – NERV Rental Car SOP for the Great Basin (Appendix D)

The Great Basin will utilize the National Emergency Rental Vehicle (NERV) agreement. Details regarding the NERV program can be found at:

<https://sites.google.com/a/firenet.gov/nerv/>. The Great Basin SOP for NERV is located in Appendix D and can be found electronically at the NERV website or: <https://gacc.nifc.gov/gbcc/business.php>.

Vehicle rentals are not authorized unless specified on a resource order. For those personnel arriving by air transportation without an authorized rental vehicle, transportation should be provided by ground support units or through other arrangements. IMTs are expected to keep the number of rental vehicles to a minimum. AAs/INBAs should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT. All rental vehicle description information for Ground Support pool vehicles shall be communicated to the supporting dispatch center for entry into Resource Ordering System.

Rental vehicles are considered accountable property and are to be treated as such. Drivers are responsible to ensure the vehicle is properly cared for and shall ensure the rental is returned to the vendor, clean and fueled, and all paperwork, including damage paperwork, is forwarded to the NERV Payment Center. Rental cars should be returned to the same facility where rented. Returns at alternate locations should be approved at the incident and the cost of returning to an alternate location should be considered in the approval.

It is recommended that line personnel rent ¾-ton pickups to accommodate higher ground clearance and tire ratings.

Damages to rental vehicles shall be documented via the appropriate vehicle accident or damage forms and other documentation/investigations/photos, and a copy given to the finance section. The finance section will retain a copy of the documentation in the finance records and will notify the employee that the original paperwork will need to be forwarded to the NERV Payment Center with the required payment documentation (see SOP).

Individuals renting vehicles through the normal government travel process should be the exception, not the rule, and will remain the responsibility of the individual. These vehicles are not to be taken off publicly maintained roads without the rental vehicle agency's permission. In order to ensure travel reimbursement for rental vehicles, the individual traveler is required to have approval to use a rental car noted on their resource order. Individuals who rent a vehicle without that approval on their resource order run the risk of not being reimbursed and being personally liable for the entire cost of the rental. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Restricted Items

The following items are either restricted from purchasing or have defined limitations. Consider the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

PROHIBITED ITEMS

- Orders for specific magazines, newspapers, or other literature
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos
- Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type)
- Fees for the use of recreational facilities (i.e., hot springs)
- Massage or other therapist services
- Awards and or gifts of appreciation
- Plants and flowers
- Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or INBA.
- Over the counter vitamins and supplements (Emergen-C, Airborne, essential oils, etc.)

RESTRICTED ITEMS

- Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
- Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and INBA.
- Purchase of local newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Use of lodging should be rare for personnel assigned to an incident base. Any exceptions shall be approved in advance by the AA or INBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial. If lodging exceeds the GSA per diem rate for the location, employees shall follow their agencies guidelines for over per diem approval. If needed, the IC or the AA/INBA can provide a letter of recommendation for approval of over per diem to the employee's home unit.

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

Specialty Items

The AA or INBA must approve rentals/purchasing of the following specialty items:

Cameras (digital and video)

Cell Phones/Boosters

Satellite Telephones	GPS Units
Laptop Computers	Printers/Scanners (purchase only)
Handheld Radios	Golf Carts
Specialty Ice Coolers (i.e., Yeti)	ATV/UTVs*
Fax and/or Copy Machines (purchase only)	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable property should be procured by local agency personnel whenever possible.

*The Great Basin has issued guidelines for the authorization, ordering, inspection, use and accountability for ATV/UTVs on incidents within this geographic area. See Exhibit P.

Property Management

Reference: GB Chapter 30 Supplement
 Great Basin Cache - https://www.nifc.gov/GBK/gbk_main.html
 ATV/UTV Guidance for Use on Fires within the Great Basin – Exhibit Q

Agency and rental vehicles are accountable property and will be tracked as such.

Use of personal or home unit cell phones, GPS units, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency on the resource order. Home unit project funds are to be used to cover any use charges. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be requested through dispatch and will be filled per agency regulations.

Employees must be aware that it is possible the record of use for any device used for official purposes could be considered a public record.

IMTs or other incident personnel (e.g., INBA) may authorize replacement of non-NFES or non-standard cache items if delegated that authority by the incident agency. If no delegation exists, documentation shall be provided to the incident agency for review and determination. Written documentation shall be provided to the employee or home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident.

Replacement of non-standard items not procured through mandatory sources of supply (Chapter 20) may be authorized up to a dollar limit (documented on the resource order) identified through these sources; costs beyond this amount should be covered by home unit program dollars. These funding limitations shall be noted on the resource order for the approved repair/replacement. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property be turned in before replacement is authorized. Property that is maintained in an agency property system of record will not be collected at the incident. Documentation of the disposal of

the property (i.e., destroyed property sent back with resource to home unit) will be maintained in the incident claims records.

The Great Basin utilizes an attachment to the Property Loss or Damage Report, OF-289, that facilitates the documentation and approval/disapproval process for property loss and damage. See Exhibit Q for a copy of the OF-289 and Great Basin attachment. The form can also be found at: <https://gacc.nifc.gov/gbcc/business.php>

For language regarding issuance of property and claims for contract equipment, reference Section D of the agreement.

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuance and check out/return procedures to ensure proper accountability. The IMT will manage the durable and accountable/sensitive property. Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout. Incident-funded accountable/sensitive property purchases must be approved in advance by the INBA or AA.

Prior to ordering Utility Terrain Vehicles (UTV) or using All Terrain Vehicles (ATV) on an incident reference Exhibit P –ATV/UTV Guidance for Use on Fires within the Great Basin. This exhibit offers direction for the approval/ordering process as well as required documentation for payment and any claimed damages. All use (agency-provided or rental) shall be approved by the IC per the GB direction.

The Great Basin Cache recommends that ALL incidents (complex Type 3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to: https://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html.

Cooperative Relations

Reference: GB Chapter 50 Supplement

GB Chapter 50 Supplement provides detailed information on incident business procedures when resources from the states of Idaho, Nevada, Utah and Wyoming are utilized on Federal fires or when an IMT is assigned to a state fire.

For specific information on National Guard utilization, refer to Great Basin Chapter 50 Supplement and/or the National Guard agreement for additional information.

Claims

Upon arrival to the incident, the COMP or FSC will make contact with the incident agency claims liaison (identified in Appendix A) to determine the expectations and discuss the requirements for claims. Prior to leaving the incident, the COMP or FSC will

audit the documentation and prepare a log of all claims, defining what is included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The documents will be included in the finance package.

At the end of the incident, all actual and potential claims will be fully documented, and included in the incident finance package. Packages will be identified as requiring follow-up, documented in the finance close-out briefing paper and turned over to the agency incident business contact.

Cost

Reference: GB Chapter 80 Supplement
Great Basin Cost Guidelines

Cost Accounting and Cost Share Agreements

Cost Savings Measures: Cost efficiency continues to be a primary objective for IMTs. Cost containment efforts should focus on high cost resources and purchases, under-utilized equipment, sensitive items, and property accountability issues.

Documentation: Significant changes in cumulative cost data should be documented in the daily cost report (i.e., incident costs triples in two days).

Cost Shares: Cost share agreements will follow guidance in the applicable cooperative agreement. COST will ensure all parties associated with the cost share agreement receive daily cost updates via email and/or hardcopy.

It is the IMT's responsibility to track and report costs as required by the incident agencies and/or as outlined in the Cost Share Agreement. The Finance Section will ensure costs are tracked in e-ISuite in accordance with the cost share method utilized.

Incident Accruals – In order to accurately reflect the accrual of resources in the Forest Service financial management system and ensure sufficient funds are available for emergency incidents Type 1 and 2 Incident Management Teams (IMTs) must generate accruals daily in the e-ISuite COST module when there are Forest Service expenses involved. (i.e. National Caterers, Showers, Crews, etc.). These accruals will be sent using the daily export and upload functions of e-ISuite. Directions for creating the daily export can be found at:

https://famit.nwcg.gov/sites/default/files/eisuite_user_guide_cost.pdf.

For additional instructions on how to prepare e-ISuite accruals, refer to the "Financial Export" document posted at: https://famit.nwcg.gov/sites/default/files/eISuite-FinancialExportQRC_20160727.pdf.

For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-Incident Finance Branch. Email to sm.fs.asc_ipc@usda.gov or fax to 1-866-816-9532.

Demobilization

The Great Basin Cache recommends that ALL incidents (complex Type 3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to: https://www.nifc.gov/GBK/gbk_cacheDemob.html

Closeout

The Final Finance Package will meet the uniform filing scheme for incident records packages.

At the end of the incident, the Final Finance Package will be turned in before or after the closeout to the AA, INBA, or incident agency representative. A written narrative will be provided to the incident agency identifying items such as the number of claims, number, type and status of land use agreements, number and type of injuries/illnesses and any necessary follow-up to financial matters.

The INBA will participate in the exit interview of each assigned IMT and Buying Team. The INBA will provide a verbal assessment of (1) commendable performance, (2) things that went well and (3) things that need improvement. The INBA will provide a written narrative to the AA and to the state or federal Incident Business Specialist

FS Incidents - The expectation is to have all possible payment packages for FS ADs and contract resources closed out and sent directly from the IMT to ASC for payment. Any packages not closed out and/or other outstanding issues shall be documented in a transition document and discussed at the IMT closeout.

All Other Incidents – Follow guidelines in payment tool kit
<https://gacc.nifc.gov/gbcc/business.php>

The host agency shall provide a financial performance rating within 60 days following the incident to the IC and the GBIBC Chair. The Finance evaluation form can be found at: <https://gacc.nifc.gov/gbcc/business.php>.

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Appendix A – Agency Contacts

Title	Name	Office Phone	Cell Phone
Agency Administrator			
Local Incident Business POC			
Agency Administrative Representative			
USFS Regional Incident Business Specialist	Marylea Lockard	(801) 625-5245	(385) 279-3100
BLM State Incident Business Specialist	ID: Billie Hopkins NV: Brenda DeBerg UT: Karren Haslam	(208) 373-3852 (775) 861-6574 (801) 539-4248	(208) 805-0834 (775) 722-3055 (801) 386-1599
State Incident Business Specialist	ID: Wendy Walter NV: Mary Wells UT: Ben Huntsman WY: Shielah Esterholdt	(208) 666-8648 (775) 684-2516 (801) 538-5413 (307) 777-7060	(208) 755-2924 (775) 443-7759 (385) 222-0513 (307) 241-2787
NPS Incident Business Specialist	Maria Mackie	(303) 969-2971	(720) 884-6125
BIA Incident Business Specialist	Darren Nutter	(602) 241-4567	(602) 510 6740
FWS Incident Business Specialist	Veronika Klukas	(503) 231-6174	(307) 250-5684
Human Resources			
AD Hiring Contact			
Financial Management			
Acquisition/Contracting Contract Claims			
Information Resources (Computers)			
Telecommunications (Voice/Data Lines, Radios)			
Agreements			
Compensation/OWCP			
Claims (Non-contract)			
Law Enforcement			
Fleet			
Safety			
Property Management			
HR-OWCP ASC		877-372-7248 press "2" for HRM	866-339-8583 (fax)

*****Insert current Great Basin Incident Business Committee list here*****

COMMITTEE LIST CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

Appendix C – Great Basin Contracting Officers for Solicited Equipment

*****Insert current Great Basin Contracting Officers for Solicited Equipment list here*****

CONTRACTING OFFICER LIST CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current NERV Rental Vehicle
SOP for the Great Basin here*****

RENTAL VEHICLE SOP CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Forest Service AD
Pay Plan here*****

FS AD PAY PLAN CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Department of the Interior AD Pay Plan here*****

DOI AD PAY PLAN CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Great Basin
Injury/Illness Operating Guidelines
here*****

INJURY/ILLNESS OPERATING GUIDELINES CAN BE FOUND AT:

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

*****Insert current Great Basin Agency
Payment Tool Kit here*****

AGENCY PAYMENT TOOL KIT CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current FS Incident Payment
Guide here*****

FS INCIDENT PAYMENT GUIDE CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

Appendix J – Paying for Fuel on an Incident

Emergency Equipment Rental Agreements (EERA)/IBPA's issued to fuel tenders require the vendor to accept credit cards for payment of fuel at the work site. This new process has been established to eliminate the labor intensive work associated with the tracking and posting of Emergency Equipment Fuel and Oil Issues (OF-304).

- **How are fuel tender vendors able to accept a credit card at a remote location?**
 - It is up to the vendor to determine what system they will utilize at the incident to accept credit cards. We do not dictate the process they use, just that they accept major credit cards.
- **Is the IMT required to furnish a phone line and power to the fuel tender for the purpose of processing credit card transactions?**
 - No, there is no provision in the EERA that requires the government to furnish power or phone lines.
- **What if the customer's credit card isn't accepted for some reason and they have already filled up with fuel? How do they pay for it then?**
 - As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
- **What if the vendor utilizes a manual machine at the incident? Who will be held responsible if the credit card doesn't clear once they get back to town to run it electronically?**
 - As with any commercial business, it is up to the vendor to determine how they handle their accounts payable.
- **How will the IMTs procure fuel for miscellaneous items, such as generators for facilities or ground support?**
 - There are two options:
 1. If a member on the team has a government issued procurement card, they can make the purchase.
 2. Logistics and Finance must agree on the process utilized. The Buying Team or Procurement Unit leader can negotiate an agreement with the vendor to provide fuel for miscellaneous government owned/leased equipment and pay for the purchases on a daily/weekly basis.

- **How is a Casual Hire to procure fuel for their vehicle?**
 - If a casual hire is utilizing their POV, they will be reimbursed a mileage rate on their travel voucher, thus requiring them to procure their own fuel, like other government employees.
 - If the casual is utilizing a government leased/rented vehicle that does not have a fuel card, they should check with Ground Support regarding the process set up for that incident.

- **How are State Cooperators going to purchase fuel?**
 - State partners within the Great Basin geographic area have agreed to pay for fuel with their agency issued credit cards. If cooperator's fuel card is not accepted by the fuel contractor, utilize the process for government procured fuel.

- **If the incident camp is located near a commercial gas station is the IMT required to order a fuel tender under an EERA?**
 - No, if the ICP is located near a town where there is a commercial gas station, this would be a good cost saving measure to not order an on-site fuel tender.

- **Can the fuel vendor charge a higher rate for fuel that is provided at local gas stations?**
 - *Fuel Tender Agreement language: "Per gallon price will be established at the time of hire (include consideration for credit card surcharges if applicable). Per gallon prices shall be displayed in a visible fashion".*

*****Insert current Great Basin Cost
Guide here*****

GB COST GUIDE CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>



**NATIONAL
WILDFIRE
COORDINATING
GROUP**

**National Interagency Fire
Center**

**3833 S. Development
Avenue
Boise, Idaho
83705**

**MEMORANDU
M**

Reference: NWC G#014-
2011

To: NWCG Committee Chairs
Geographic Area Coordinating Group (GACG) Chairs
National IC/AC Council Chair

From: NWCG Chair *William Raage*

Date: September 14, 2011

Subject: Wildland Fire Data and Fiscal Management for Complexes, Merges, and Splits

Wildland fire emergency expenditures have grown over the past decade. This has affected the operating budgets of the federal wildland fire management agencies and has led to increased

scrutiny by Congress, the Office of Management and Budget, and other oversight agencies. As expenditures have grown over time, so has the requirement for fiscal efficiency and accountability. As a result, requirements for increased accountability for individual incident expenditures and measures for assessing performance have been developed.

In some cases, multiple incidents within close physical proximity are managed as a single incident. When this occurs, it is not uncommon for incidents to be merged, added to a complex, or split from a complex. This makes maintaining the data and fiscal integrity of an individual incident challenging. The Incident Business Committee (IBC) evaluated methods for complexes, mergers, and splits (CMS) to provide a framework for managing incident data and monitoring expenditures associated with CMS.

The guidelines for data management and monitoring of expenditures for CMS are as follows:

1. Maintain the data and financial integrity of individual incidents:
 - a. When complexing incidents, maintain individual FireCodes and R OSS incidents for each incident within the complex.
 - b. If a new code for a complex is created in FireCode, associate the individual incident codes to the complex code. Note: Complex codes are typically used only for mobilization of resources until they are assigned to a specific incident in the complex.
 - c. If fires burn together, associate the fires in FireCode and utilize the “merge” function in Resource Ordering System and I-Suite. Note: Once incidents are merged in I-Suite and Resource Ordering System, the process of splitting these incidents back out may result in the loss of data integrity and history.
 - d. If the need arises, a fire can be split from a complex if the recommendations in 1a, 1b, and 1c are followed.
 - e. In I-Suite, enter only one incident per database. This will facilitate separating incidents into different databases later if the need arises.
 - f. Agencies should follow individual agency fire reporting policies.
2. Deciding to complex, merge, or split:
 - a. The Agency Administrator (AA) should consider consequences outlined in Attachment A when deciding to complex, merge, or split incidents. This decision should be coordinated between the AA, affected Incident Commander(s), Dispatch Center Manager(s), and State/Regional Incident Business Specialist(s).
 - b. The AA should document the decisions, including the acreage and cost of affected incidents at the point when data integrity is in jeopardy.

Attachment A provides several scenarios, issues, and effects to assist Agency Administrators with decisions related to CMS.

These guidelines will ensure that wildland fire emergency expenditures can be monitored, performance can be measured, and the integrity of incident data can be preserved.

For more information, contact: Ann Marie Carlson, Chair of the Incident Business Committee ,
(916) 978-4446 or by e-mail at acarlson@blm.gov.

Attachment A: CMS Scenarios, Issues, and Effects

cc: NWC G Executive Board

Program Management Unit (PMU)
Budget Advisory Unit (BAU) Chair
Roy Johnson, OWFC Deputy
Director Rod Bloms, OWFC
Program Analyst

Effects to Consider When Incidents Complex, Merge or Split

NWCG#014-2011 Memorandum -

#	Scenario	Issue	Effect					
			Resource Ordering System	I-Suite	FireCode	IMT	ICBS-R	
1	Multiple IMTs Managing one Incident	Have one incident and FireCode number being shared by two IMTs	Minimal effect - can block resource order numbers and select specific delivery location	Two separate databases with same incident number - can create duplicate invoices	No effect	Creates extra step for resource ordering and the Resource Ordering System import process	One instance of incident in database with multiple delivery locations. All financial transactions will be to one incident order and one fire code	One 20

Effects to Consider When Incidents Complex, Merge or Split

NWCG#014-2011 Memorandum -

2	One IMT managing multiple incidents	The incidents are complexed	Utilize complex function, not merge. This creates a complex incident with subordinate incidents. The subordinate incidents maintain their integrity.	One database with parent complex code and multiple incidents being managed one	When establishing the complex code, need to associate incidents within that complex	Simplifies ordering and reporting (if ordering by complex). Complicates separating costs per incident.	Supply resources will have to be ordered and tracked per incident. Or all supply resources are ordered with the complex incident and fire code.	1) Create 209 for within the 2) One may be individual those 2 use on 209 (a number (with ne
3	One IMT managing multiple incidents	The incidents were not complexed	Resources need to be ordered on specific incident	(1) If handle under one database, difficult to manually separate out (2) Issue of managing	One FireCode for each incident	Required to separate resources	Minimal effect if ordering is kept separate	Create each in
4	One IMT managing multiple incidents - Two or more incidents have merged (burned together)	Handle merged fires as separate fires	No effect	No effect	No effect - separate codes maintained	No effect - challenge is managing the acreage split & costs	Supply resources will have to be ordered and tracked per incident.	Continu individual

#	Scenario	Issue	Effect					
5	One IMT managing multiple incidents - Two or more incidents have merged (burned together)	Handle merged fires as single fire	Resource Ordering System Merge fires in system: Choose primary incident, other incident(s) merge into primary - Generates new resource order numbers to non-primary incident resources. Cannot electronically split back out once merged.	I-Suite Demob resources from non-primary fires and add to primary fire with new resource numbers. If merged in database, cannot split back out without a lot of manual work.	FireCode No effect - code from primary fire utilized	IMT Accommodate for new resource order numbers and may still track fires individually	ICBS-R No effect as long as Resource Ordering System has merged the incidents and passed information to ICBS	Aggregate 209. If each 209, finalized other for t (indicate n both 209 t

6	Multiple incidents managed by one IMT to now be managed by multiple IMTs - maintaining integrity of individual fires	Not complexed - same FireCode and Incident Numbers are maintained	No effect	If fires are in one database, very difficult to split into separate databases.	No effect	No effect	No effect	IMTs cont 209 subm without int
7	Reorganization or split of a complex or incident, multiple IMTs	Various options and combinations of data management (Issue: Lose the integrity of individual fires and creates issues through all the systems)	Can accommodate moving an incident in or out of another complex or incident	If fires are in one database, very difficult to split into separate databases. Difficult to keep historic integrity once the database is separated out.	If a new FireCode is created, should document the updates. Any changes to complexes and associated fires.	Not difficult	Will need individual incident number and fire code to process supply requests.	Complicat A split of IMTs: initi the fires already e fire). Ind A split of IMTs: fire individual reactivate their origi Or initiate new incid existed p

#	Scenario	Issue	Effect				
			Resource Ordering System	I-Suite	FireCode	IMT	ICBS-R
8	Loaning resources among IMTs	Various options and combinations of resource and data management (Issue: Communication between teams on reporting time and costs - tracking costs)	Should be reassigned	Demob resource. If resource is not reassigned, setup the correct incident in existing database and report costs to other IMT.	No effect	Reluctant to reassign due to losing direct control of resource	Will be unable to credit or charge for refurb of items that were loaned to another incident using the 'loaned' incidents financial code. Would be better to reassign or transfer
9	Incident(s) or Complex(s) crossing geographic areas	Multiple-dispatch centers (Issue: Which geographic area and dispatch center is hosting the incident)	Assign to one geographic center and expanded dispatch - When the incident is returned to local jurisdiction make sure it is returned to original dispatch center	No effect	Do not create a new FireCode when fire crosses jurisdictional boundaries - One FireCode per incident	No effect	No effect as long as the incident order and fire code does not change.

*****Insert current Great Basin
Lend/Lease Guide here*****

GB LEND/LEASE POLICY CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Great Basin
Supplements here*****

GB SUPPLEMENTS CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Great Basin
Interagency Buying Team Guide
here*****

GB INTERAGENCY BUYING TEAM GUIDE CAN BE FOUND AT:

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

Appendix P – ATV/UTV Guidance for Use on Fires within the Great Basin

*****Insert current Great Basin
ATV/UTV Guidance, Use Request and
Authorization Form, UTV Order Form
and ATV/UTV Inspection Form here*****

GB ATV/UTV GUIDANCE CAN BE FOUND AT:
<https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Great Basin OF-289
Attachment Guidance and Form
here*****

GB OF-289 ATTACHMENT GUIDANCE CAN BE FOUND AT: <https://gacc.nifc.gov/gbcc/business.php>

*****Insert current Great Basin Tire Replacement Guidance and Form here*****

GB TIRE REPLACEMENT GUIDANCE AND FORM CAN BE FOUND AT:

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