



## GREAT BASIN COORDINATING GROUP

March 30, 2016

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 implement as an interagency document and share with your local units. Common Incident Business Operating Guidelines will promote efficiency and consistency for our Incident Management Teams.

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

Please direct any questions to your respective Incident Business Representative or, Lee Ann Evans, Chair, Great Basin Incident Business Committee at (801) 388-2236 or [levans@fs.fed.us](mailto:levans@fs.fed.us).

Thank you.

/s/ Jessica Wade  
Great Basin Coordinating Group Chair



## 2016 FINANCE SECTION CHIEF EXPECTATIONS

The Great Basin Incident Business Committee would like to welcome you and outline our expectations.

The Great Basin Incident Business Committee is tasked by the Great Basin Coordinating Group to oversee the geographic areas' incident business practices. As a Finance Section Chief and leader of your discipline, we are asking that you observe the following guidelines.

**GREAT BASIN INCIDENT BUSINESS COMMITTEE – Finance Section Chiefs (FSCs)** are expected to participate in FSC conference calls and/or other requests as they may arise. As a leader we rely on your knowledge and experience.

**INCIDENT ASSIGNMENTS – Incident Management Teams** will interact with either an Incident Business Advisor (IBA) or an Agency Representative (AR) as they report for an assignment. FSCs are to communicate and perform IMT finance duties with the utmost respect and professionalism toward those 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 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 Interagency Incident Business Management Handbook (IIBMH) and the Great Basin Geographic Supplements. The following items should be of particular importance:

### TIMEKEEPING

- Shift lengths shall be monitored and should reflect current incident activity. Any anomalies shall be documented in the incident records. Excess shift justifications shall be approved by the Incident Commander and shall be contained in the incident finance records.
- Work/Rest shall be reviewed and excess hours approved by the Incident Commander. 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 IIBMH 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 IIBMH no pay authority exists to guarantee individuals more than their base hours.

### 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 will 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 Incident Commander and the IBA with most current information.

## 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.
- Determine at in-brief what cost reports jurisdictional agencies want to see and how frequently.

## UNIT LOGS

- Unit logs 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/INCIDENT CLOSEOUT – FSCs are expected to attend an in-brief with the local incident agency, either formally or informally, 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 a process for both the incident agency and FSC/IC to evaluate performance of the IMT finance section in regards to the incident and incident agency needs. Specific Finance Evaluations will 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 incident commander and the Great Basin Incident Business Chair.

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 IBA when issues or questions arise as the agency guidelines are followed.

The Great Basin Incident Management Committee would like to again welcome you and your team. We look forward to working with you.



**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 Interagency Incident Business Management Handbook (IIBMH) 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 (IBA).

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

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

FS Incidents – Albuquerque Service Center, Incident Finance  
101-B Sun Avenue NE  
Albuquerque, NM 87109

BLM Incidents – Local incident agency office address. Do Not use the National Operations Center (NOC) address.

All Other Incidents – Local incident agency office address

National Crew Contracts – (regardless of incident agency)  
Albuquerque Service Center Incident Finance  
101-B Sun Avenue NE  
Albuquerque NM 87109

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1  
2 **e-ISuite Data Transition to Enterprise**  
3

4 IMTs who utilize the “site” version of e-ISuite are required to transition the data to the  
5 Enterprise site at the end of their assignment. IMTs will inform the incident prior to or  
6 during the incident closeout that the transition has taken place. A representative from  
7 the incident agency should be given access to the database. The IMT will not retain  
8 any of the e-ISuite information.  
9

10 **Personnel**  
11

12 Reference Material: GB Chapter 10 Supplement  
13

14 If food/lodging expenses are incurred while on incident where adequate food and  
15 lodging are provided, a justification from the IMT FSC or incident agency is required in  
16 order for the employee to be reimbursed for those expenses.  
17

18 **AD Hiring and Support**  
19

20 All Federal Administratively Determined (AD) Exception positions must be approved at  
21 the appropriate State/Regional incident business level (contact IBA for additional  
22 information).  
23

24 Pay Rate Changes at the Incident – Upon approval of the position change, the incident  
25 supervisor will record the pay rate/position change on the CTR and Finance will  
26 document the change in the Remarks block of the OF-288. A new Single Resource  
27 Casual Hire Form (PMS 934) is not necessary.  
28

29 AD hiring authority may be delegated to the Finance Section Chief by the Agency  
30 Administrator.  
31

32 Travel reimbursement for FS casual employees will be posted on the OF-288 per  
33 direction located in Appendix I.  
34

35 Final processing of OF-288’s for FS casual employees will be in accordance with  
36 Appendix I of this document.  
37

38 Subsistence for ADs:  
39

40 AD employees will be subsisted by the Agency whenever possible.  
41

42 Transportation of ADs to and from incidents will be coordinated through dispatch. The  
43 AD’s method of transportation will be indicated on the Single Resource Casual Hire  
44 Information Form (PMS 934). Air transportation will be arranged and paid for by the  
45 Government.  
46

47 Unless other arrangements have been made, authorized rental cars for AD’s will be  
48 ordered through dispatch using the Great Basin BPA.  
49

50 **Work Rest Guidelines**  
51

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

1  
2 Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1  
3 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In  
4 situations where a work shift does exceed 16 hours (i.e., initial attack), personnel will  
5 resume the 2:1 work/rest ratio as soon as possible.  
6

7 The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and  
8 those that do not meet the 2:1 work to rest ratio. Justification will be documented in  
9 the daily incident records or with employee time records for initial attack.  
10

11 To facilitate the management of work/rest for contract resources, clock hours will be  
12 recorded on all shift tickets – even when the equipment is hired under a daily rate or  
13 guarantee.  
14

### 15 **Compensation for Injury and Agency-Provided Medical Care**

16 Reference Great Basin OWCP Illness and Injury Incident Guide, Appendix G  
17

18 If a DOI employee is injured, submit all paperwork to the employee's home unit as soon  
19 as possible.  
20

21 If a Forest Service employee is injured, see Appendix G.  
22

23 If a Great Basin State employee is injured, refer to the pertinent State section in the GB  
24 Chapter 50 supplement to the IIBMH. If a non-Great Basin State employee is injured,  
25 the employee or the COMP is responsible to contact the home unit to obtain the proper  
26 reporting forms. The COMP maintains injury compensation records and transmits  
27 documents to the home unit per state agency policy. Do **not** issue a CA-16 for medical  
28 treatment for state employees.  
29

30 A medical resource request number (M#) will be assigned for treatment under APMC  
31 only. M#s should not be assigned to first aid or OWCP cases.  
32

33 Notify the Incident Business Advisor (IBA) of all incident personnel that require a  
34 hospital visit or stay, including contracted resources.  
35  
36

### 37 **Acquisition**

38 Reference Material: GB Chapter 20 Supplement  
39

40 When placing orders for water tenders, identify the type of tender (tactical or support)  
41 being requested on the resource order.  
42

43 Accountable property procured by the incident (non-NFES) and remaining at the local  
44 unit should be communicated (verbally and/or written) to the property contact listed in  
45 Appendix A.  
46

47 The IMT will not sign up any resources that did not go through proper dispatch channels  
48 (i.e., "fire chasers") unless prior approval is obtained from the AA or IBA.  
49 Name requesting of contractors is prohibited.  
50

51 Questions regarding solicited equipment can be directed to the appropriate contracting  
52 officer (see Appendix C) or the Great Basin Contract Equipment Coordinator (contact  
53 information available in Appendix B).  
54



1  
2 **Land Use and Facility Agreements**  
3

4 If no agreement exists, the IMT will coordinate with the local AA or IBA to determine  
5 appropriate use and rates. Only warranted personnel may negotiate and approve land  
6 use and facility agreements.  
7

8 All facilities, land and water used by the incident will be under agreement, including no  
9 cost agreements.  
10

11 **Contracting With Employees or Immediate Family Members**  
12

13 **FOREST SERVICE ACQUISITION REGULATIONS (FSAR)**  
14

15 4G03.670 - Rental of Property from Forest Service Employees  
16

17 Title 16, United States Code, section 502, permits renting or hiring employee-owned  
18 property for project use at isolated geographical locations when such equipment is not  
19 available from either Government or commercial sources and when there is only  
20 occasional need for the property. The Forest Service may also provide, at Government  
21 expense, forage, care, and housing for animals, and storage for vehicles and other  
22 equipment rented from employees.  
23

24 Because the rental or use of personal property may generate public criticism, regional  
25 foresters and station directors have the responsibility for establishing an approval  
26 process to monitor and control each rental of property from Forest Service employees.  
27 The level of approval must be at a level high enough to ensure that these policies are  
28 followed.  
29

30 Acquisition personnel shall ensure that pricing is always fair and reasonable under the  
31 circumstances.  
32

33 See FSH 6509.11h, Service-wide Claims Management Handbook for restrictions on  
34 payment of damages to privately owned vehicles and livestock.  
35

36 4G03.671 - Contracts with Relatives of Forest Service Employees  
37

38 Do not award contracts to relatives of Forest Service employees engaged in preparing  
39 the project specifications, estimates, or awarding of the bid or proposals.  
40

41 Contracting officers may consider quotations, bids, or proposals submitted by relatives  
42 of Forest Service employees not engaged in the tasks listed in the previous paragraph.  
43 However, before award is made the contracting officer shall obtain line officer approval.  
44 This approval as determined by the contracting officer, is required only for those cases  
45 with high potential for, or the appearance of, possible favoritism or preferential  
46 treatment.  
47

48 If the line officer does not approve the determination as submitted by the contracting  
49 officer, no award shall be made.  
50

51 The Head of the Contracting Activity (HCA) may exempt a contract from these policies.  
52 Requests for exemption shall be fully documented and outline the compelling reasons to  
53 make an award.  
54

1 4G03.672 - Contracts with Former and/or Retired Forest Service Employees

2  
3 Consult with the Human Resources Management staff concerning applicability of  
4 statutory post-employment restrictions to former employees seeking contract awards.

5  
6 **DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION**

7  
8 Subpart 1403.6—Contracts with Government Employees or Organizations Owned or  
9 Controlled by Them 1403.602 Exceptions.

10  
11 The HCA, without the power of re-delegation, is authorized to except a contract from the  
12 policy in FAR 3.601. However, no exceptions may be granted where the proposed  
13 contractor is owned or controlled by a Government employee or one or more members  
14 of the employee's immediate family and the employee or any subordinate is serving as  
15 a procurement official on the proposed contract.

16  
17 1403.603 Responsibilities of the contracting officer.

18 The CO shall prepare a written determination and findings for the signature of the HCA  
19 when requesting authorization to allow a contract award to a Government employee or  
20 business concern or other organization owned or substantially owned

21  
22 **Contract Claims**

23  
24 A warranted Procurement Unit Leader with delegated authority is authorized to settle  
25 contract claims at the incident. If there is not a Procurement Unit Leader available, a  
26 warranted Buying Team Leader or Member may settle claims within their delegated  
27 authority. If neither position is available or present, contract claims shall be referred to  
28 the incident agency for appropriate settlement.

29  
30 **Contractor Performance Evaluations**

31  
32 Performance evaluations for contractors will be collected by finance personnel, sorted  
33 according to Contracting Officer name and mailed to respective Contracting Officers  
34 prior to the incident closeout. A copy of the evaluation shall remain in the contract  
35 equipment incident finance record. If time constraints do not allow time for mailing from  
36 the incident, finance personnel will prepare the evaluations and provide them to the host  
37 agency for mailing to the appropriate contracting officers. A list of Contracting Officers  
38 for Great Basin equipment is located in Appendix C.

39  
40 VIPR Performance Evaluation - [http://www.fs.fed.us/business/incident/static/E06\\_Exhibit%20E.pdf](http://www.fs.fed.us/business/incident/static/E06_Exhibit%20E.pdf)  
41 Standard Contract Performance Evaluation - <http://gacc.nifc.gov/gbcc/business.php>

42  
43 **Buying Team Procedures**

44  
45 Reference: Great Basin Interagency Buying Team Guide, Appendix O  
46 Reference: National Buying Team Guide –  
47 [http://www.nwcg.gov/pms/pubs/buying\\_guide.pdf](http://www.nwcg.gov/pms/pubs/buying_guide.pdf)

48  
49 Daily purchases by Buying Team Members will be provided to incident finance. Costs  
50 that are accrued daily but not paid until the end of the assignment (i.e., light towers,  
51 copiers, and toilets) will be tracked by the Cost Unit Leader based on information

1 provided on the buying team envelope. The BUYT will provide the Cost Unit Leader  
2 with a copy of the vendor's commercial item rate schedule.

3  
4 All rental equipment, with the owner's concurrence, will have a lease purchase clause  
5 inserted in the procurement document to allow maximum flexibility to meet cost  
6 effectiveness goals.

7  
8 Provide an electronic copy of the Buying Team spreadsheet to the Agency  
9 Administrator or their representative, along with providing a hard copy in the Buying  
10 Team package.

11  
12 Provide a written narrative of any outstanding issues or concerns.

13  
14 Buying Teams shall receive a performance evaluation prior to the end of the incident.  
15 Forms are available at: <http://gacc.nifc.gov/gbcc/business.php>. A copy of the form will  
16 be given to the BUYL, a copy will reside with the Finance documentation and a copy will  
17 be forwarded to the Great Basin Buying Team Coordinator.

### 18 19 **Supplemental Food and Drinks**

20  
21 The IMT will follow direction in Chapter 20 of the IIBMH, in regards to supplemental food  
22 and drinks. Any supplemental food/drinks provided will require IC justification AND  
23 concurrence from the Agency Administrator or their representative. The only  
24 acceptable exception to this direction will be to meet the expanded nutritional needs of  
25 firefighters performing prolonged or arduous work.

26  
27 The following supplemental foods may be provided:

- 28
- 29 • Fruit, dried fruit or fruit juice and vegetables. Fruits and vegetables should be in-  
30 season, available locally and reasonably priced to avoid excessive costs and  
31 difficulty in procurement. Only fruits/vegetables that are suitable for carrying to  
32 the field should be purchased. Avoid those items that can be easily damaged  
33 while being transported by line personnel (i.e., avocados in a pack).
  - 34  
35 • Liquid supplements in the form of sports drinks or mixes that provide electrolytes  
36 and meet the carbohydrate solution mixes recommended in *Feeding the Wildland*  
37 *Firefighter* which can be found at: [http://www.fs.fed.us/t-](http://www.fs.fed.us/t-d/pubs/htmlpubs/htm02512323/index.htm)  
38 [d/pubs/htmlpubs/htm02512323/index.htm](http://www.fs.fed.us/t-d/pubs/htmlpubs/htm02512323/index.htm). Powders and tablets may be  
39 procured in place of liquid forms in situations where it is more practical.
  - 40  
41 • In order to meet the nutritional needs of firefighters on the line, sports drinks  
42 should be full calorie varieties. Other users of sports drinks that work in heat  
43 environments may not require the higher caloric intake reduced calorie sports  
44 drinks are appropriate in these circumstances. However, the majority of sports  
45 drinks provided to the incident should contain full calorie content. The "NWCG  
46 Supplemental Food and Drink Guidance" document can be found  
47 at: <http://gacc.nifc.gov/gbcc/business.php>.
  - 48  
49 • Supplemental foods are not authorized for mobilization centers, staging areas or  
50 personnel not engaged in work on the incident. Incident base and camp meals

1 provide adequate dietary needs for most non-fireline personnel and supplemental  
2 foods should not be necessary.

3  
4 Other supplemental food or drinks are not authorized, i.e., jerky products, chips, gum,  
5 soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana,  
6 ephedra, and other stimulants).

### 8 **Supplemental Vitamins and Minerals**

9  
10 In accordance with the NWCG memo, March 22, 2006, no supplemental vitamins or  
11 minerals will be procured for use or distribution on the incident. This includes commonly  
12 accepted supplements, such as Emergen-C.

13  
14 If homeopathic treatments (including essential oils) are requested they must be  
15 approved within the NWCG Clinical Treatment Guidelines which can be found  
16 at: <http://www.nwcg.gov/pms/pubs/pms551.pdf>

### 18 **Rental Vehicles**

19  
20 Reference – Great Basin Rental Car Program Standard Operating Plan (Appendix D)

21  
22 Vehicle rentals are not authorized unless specified on a resource order. For those  
23 personnel arriving by air transportation without an authorized rental vehicle,  
24 transportation should be provided by ground support units or other arrangements.  
25 Incident Management Teams are expected to keep the number of rental vehicles to a  
26 minimum. AAs/IBAs should review and discuss rental vehicle numbers and needs with  
27 the IC prior to mobilization of an IMT.

28  
29 The Great Basin has established rental car blanket purchase agreements (BPAs) with  
30 various rental car vendors. Whenever possible, rental vehicles needed on Great Basin  
31 incidents will be procured with these BPAs and either billed to the government charge  
32 card holder or to a specified payment contact(s). These BPAs may also be used to  
33 procure rental vehicles for Great Basin resources travelling to incidents outside the  
34 Great Basin. Vehicles rented under the BPA with the employee’s government-issued  
35 charge card will remain the responsibility of the charge card holder. It is recommended  
36 that line personnel rent ¾-ton or larger pickups to accommodate higher ground  
37 clearance and tire ratings. Copies of the Great Basin rental car BPAs can be obtained  
38 at: <http://gacc.nifc.gov/gbcc/business.php>.

39  
40 Individuals renting vehicles through the normal government travel process should be the  
41 exception, not the rule and will remain the responsibility of the individual. These  
42 vehicles are not to be taken off publicly maintained roads without the rental vehicle  
43 agency’s permission. In order to ensure travel reimbursement for rental vehicles, the  
44 individual traveler is required to have approval to use a rental car noted on their  
45 resource order. Individuals who rent a vehicle without having been pre-approved on  
46 their resource order run the risk of not being reimbursed and being personally liable for  
47 this cost. Damage to a vehicle rented through the agency travel process will be handled  
48 through the process established by travel regulations.

49  
50 Rental vehicles procured on a government travel card can NOT be transferred to a  
51 Buying Team member, PROC, or any other member of the host unit. A vehicle rented  
52 at a commercial facility on an employee’s travel card will be the sole responsibility of the

1 employee who initially rented it to ensure it is returned to the vendor, and payment in full  
2 is posted to the employee's travel card.

### 3 4 **Restricted Items**

5  
6 The following items are either restricted from purchasing, or have defined limitations.  
7 Take into account the remoteness of the base camp or the distance to a cache when  
8 applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to  
9 this list when ordering/purchasing supplies and services for incident operations.

#### 10 11 **PROHIBITED ITEMS**

- 12
- 13     ▪ Orders for specific magazines, newspapers, or other literature
- 14     ▪ Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or
- 15         logos
- 16     ▪ Pillows, sleeping bags, and sleeping pads (other than regular General Services
- 17         Administration (GSA) or fire cache type)
- 18     ▪ Fees for the use of recreational facilities (i.e., hot springs)
- 19     ▪ Massage or other therapist services
- 20     ▪ Awards and or gifts of appreciation
- 21     ▪ Plants and flowers
- 22     ▪ Any service/supply not deemed necessary for suppression of the fire or essential
- 23         to the incident. If it is not clear, consult the AA or IBA.

#### 24 25 **RESTRICTED ITEMS**

- 26
- 27     ▪ Epi-Pens are the responsibility of individuals needing them and should be issued
- 28         in the same manner as a personal prescription.
- 29     ▪ Trailers and motor homes will be for office use only. They will not be used for
- 30         sleeping quarters.
- 31     ▪ Cots, other than those ordered through the cache system, will be justified (i.e.,
- 32         health and safety reasons) and approved in writing by the IC and IBA.
- 33     ▪ Local purchase of newspapers for the incident is limited to 5 per day per incident
- 34         up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on
- 35         incidents with over 250 assigned personnel.
- 36     ▪ Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be
- 37         coordinated through the local fleet manager.
- 38     ▪ Use of motels, hotels, or other commercial lodging should be rare for personnel
- 39         assigned to an incident base. Any exception must be approved in advance by
- 40         the AA or IBA. If the request is not approved, employees will not be reimbursed
- 41         for any expenses incurred and their home unit notified of the denial.

42  
43 All purchased equipment and supplies will be transferred to the appropriate fire cache at  
44 the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the  
45 local unit is aware of any property item procured for tracking/identification purposes.

### 46 47 **Specialty Items**

48  
49 The AA or IBA must approve rentals/purchasing of the following specialty items:

- |    |                             |                                   |
|----|-----------------------------|-----------------------------------|
| 50 |                             |                                   |
| 51 | Cameras (digital and video) | Cellular Telephones               |
| 52 | Satellite Telephones        | GPS Units                         |
| 53 | Laptop Computers            | Printers/Scanners (purchase only) |
| 54 | Handheld Radios             | Golf Carts                        |

1 Specialty Ice Coolers (i.e., Yeti)           ATVs/UTVs\*  
2 Fax and/or Copy Machines  
3 (purchase only)  
4

5 Procurement officials must follow agency regulations when purchasing/renting any of  
6 the above items. Accountable/sensitive property should be procured by local agency  
7 personnel whenever possible.  
8

9 \*Per the Great Basin Coordinating Group, all ATV/UTVs will be ordered through  
10 normal dispatch procedures upon approval by the Incident Commander (IC) or  
11 Safety Officer (SOF). See Exhibit Q.  
12

### 13 **Property Management**

14  
15 Reference: GB Chapter 30 Supplement  
16 [Great Basin Cache website](#)  
17 ATV/UTV Guidance for Use on Large Fires – Exhibit Q  
18

19 Agency and rental vehicles are accountable property and will be tracked as such.  
20

21 Use of personal or home unit cell phones, GPS units, computers, and satellite phones  
22 will not be reimbursed, unless approved by the Host/Incident Agency on the resource  
23 order. Home unit project funds are to be used to cover any use charges. If needed for  
24 assignment, the incident unit will obtain cellular phones. Orders for cellular phones will  
25 be transmitted through dispatch and will be filled per agency regulations.  
26

27 Employees must be aware that it is possible the record of use for any device used for  
28 official purposes, could be considered a public record.  
29

30 IMTs or other incident personnel (e.g., IBA) may authorize replacement of non-NFES or  
31 non-standard cache items if delegated that authority by the incident agency. If no  
32 delegation exists, documentation shall be provided to the incident agency for review and  
33 determination. Written documentation is provided to the home unit, authorizing  
34 replacement of government property items that have been destroyed or rendered  
35 otherwise unserviceable while being used on the incident.  
36

37 Replacement of non-standard items not procured through mandatory sources of supply  
38 (Chapter 20) may be authorized up to a dollar limit identified through these sources;  
39 costs beyond this amount should be covered by home unit program dollars. Prototype  
40 equipment will not be replaced with suppression funds. The incident agency may  
41 require the damaged property be turned in before replacement is authorized. Property  
42 that is maintained in an agency property system of record will not be collected at the  
43 incident. Documentation of the disposal of the property (i.e., destroyed property sent  
44 back with resource to home unit) will be maintained in the incident claims records.  
45

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

1  
2 For language regarding issuance of property and claims for contract equipment,  
3 reference Section D of the agreement.

4  
5 The IMT is expected to place a high priority on property management. Included in this  
6 expectation is the need for the IMT to review property issuance and check out/return  
7 procedures to ensure proper accountability. The IMT will manage the durable and  
8 accountable/sensitive property obtained through the cache system. Every effort will be  
9 made to return cache items promptly at the end of the incident. Documentation of items  
10 remaining at the incident will be supplied to the incident agency at the incident closeout.  
11 Incident-funded accountable/sensitive property purchases must be approved in advance  
12 by the IBA or AA.

13  
14 The BUYT will ensure that accountable property they have procured is appropriately  
15 identified as such per host agency requirements and direction. Those purchases of  
16 accountable property will be logged and tracked with documentation provided to the  
17 host unit procurement staff.

18  
19 When ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires within  
20 the Great Basin, reference Exhibit Q – ATV/UTV Guidance for Use on Large Fires. This  
21 exhibit offers direction for the approval/ordering process as well as required  
22 documentation for payment and any claimed damages.

23  
24 The Great Basin Cache recommends that ALL incidents (complex Type3 and larger)  
25 use a Cache Demobilization Specialist (CDSP). This will assist in ensuring  
26 accountability and appropriate return of cache and non-cache items. For additional  
27 information refer to: [http://blm.gov/nifc/st/en/prog/fire/gbk/cache\\_demobilization.html](http://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html).

## 28 29 **Cooperative Relations**

30  
31 Reference: GB Chapter 50 Supplement

32  
33 GB Chapter 50 Supplement provides detailed information on incident business  
34 procedures when resources from the states of Idaho, Nevada, Utah and Wyoming are  
35 utilized on Federal fires or when an IMT is assigned to a state fire.

36  
37 For specific information on National Guard utilization, refer to Great Basin Chapter 50  
38 Supplement and/or the National Guard agreement for additional information.

## 39 40 **Claims**

41  
42 **Tort and Employee Claims:** Upon arrival to the incident, the Comp/Claims Unit Leader  
43 or Finance Section Chief will make contact with the incident agency claims liaison  
44 (identified in Appendix A) to determine the expectations and discuss the requirements  
45 for claims. Prior to leaving the incident, the Comp/Claims Unit Leader or FSC will audit  
46 the documentation and prepare a log of all claims, defining what is included and what is  
47 left to collect on each claim. The case files should be enclosed in an Incident Claims  
48 Case File Envelope (OF-314). The documents will be included in the finance package.

49  
50 At the end of the incident, all actual and potential claims will be fully documented, and  
51 included in the incident finance package. Packages will be identified as requiring follow-  
52 up, documented in the finance close-out briefing paper and turned over the agency  
53 incident business contact.



1  
2 **Cost**

3  
4 Reference: GB Chapter 80 Supplement  
5 Great Basin Cost Guidelines  
6

7 **Cost Accounting and Cost Share Agreements**  
8

9 **Cost Savings Measures:** Cost efficiency continues to be a primary objective for IMTs.  
10 Cost containment efforts should focus on high cost resources and purchases, under-  
11 utilized equipment, sensitive items, and property accountability issues.  
12

13 **Documentation:** Significant changes in cumulative cost data should be documented in  
14 the daily cost report (i.e., incident costs triples in two days).  
15

16 **Cost Shares:** Cost share agreements will follow guidance in the applicable cooperative  
17 agreement. COST will ensure all parties associated with the cost share agreement  
18 receive daily cost updates via email and/or hardcopy.  
19

20 It is the IMT's responsibility to track and report costs as required by the incident  
21 agencies and/or as outlined in the Cost Share Agreement. The Finance Section will  
22 ensure costs are tracked in e-ISuite in accordance with the cost share method utilized.  
23

24 **Incident Accruals** – All federal incidents with FS expenses involving Type 1 and 2  
25 IMTs are required to send daily accrual reports to the ASC-Incident Finance Branch.  
26 These accruals will be sent using the daily export and upload functions of e-ISuite.  
27 Directions for creating the daily export can be found  
28 at: [http://famit.nwcg.gov/sites/default/files/eisuite\\_user\\_guide\\_cost.pdf](http://famit.nwcg.gov/sites/default/files/eisuite_user_guide_cost.pdf).  
29

30 Refer to “How to Code ISuite Accruals” and additional information on accruals posted  
31 at: [http://www.fs.fed.us/fire/ibp/incident\\_payments/incident\\_payments.html](http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html).  
32

33 For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-  
34 Incident Finance Branch. Email to [asc\\_ipc@fs.fed.us](mailto:asc_ipc@fs.fed.us) or fax to 1-866-816-9532.  
35

36 **Demobilization**

37  
38 The Great Basin Cache recommends that ALL incidents (complex Type3 and larger)  
39 use a Cache Demobilization Specialist (CDSP). This will assist in ensuring  
40 accountability and appropriate return of cache and non-cache items. For additional  
41 information refer to: [http://blm.gov/nifc/st/en/prog/fire/gbk/cache\\_demobilization.html](http://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html).  
42

43 **Closeout**

44  
45 The Final Finance Package will meet the uniform filing scheme for incident records  
46 packages.  
47

48 FS Incidents - The expectation is to have all possible payment packages for FS ADs  
49 and contract resources closed out and sent directly from the IMT to ASC for payment.  
50 Any packages not closed out and/or other outstanding issues will be discussed at the  
51 IMT closeout.  
52



- 1 At the end of the incident, the Final Finance Package will be turned in before or after the  
2 closeout to the AA, IBA, or incident agency representative. A written narrative will be  
3 provided to the incident agency identifying items such as the number of claims, number,  
4 type and status of land use agreements, number and type of injuries/illnesses and any  
5 necessary follow-up to financial matters.  
6
- 7 The IBA will participate in the exit interview of each assigned IMT and Buying Team.  
8 The IBA will provide a verbal assessment of (1) commendable performance, (2) things  
9 that went well and (3) things that need improvement. The IBA will provide a written  
10 narrative to the AA and to the state or federal Incident Business Specialist
- 11 The host agency should provide a financial performance rating 60-120 days following  
12 the incident to the IC. The Finance evaluation form can be found  
13 at: <http://gacc.nifc.gov/gbcc/business.php>.

## Appendices

A. Agency Contacts .....	
B. Great Basin Incident Business Committee.....	
C. Great Basin Contracting Officers for Solicited Equipment.....	
D. Great Basin Rental Vehicle SOP.....	
E. Forest Service AD Pay Plan.....	
F. Department of the Interior AD Pay Plan .....	
G. Great Basin Injury / Illness Operating Guide .....	
H. Great Basin Agency Payment Tool Kit .....	
I. Great Basin Incident Payment Guide .....	
J. Forest Service Incident Payment Procedures .....	
K. Paying for Fuel Issues on an Incident .....	
L. Great Basin Cost Guide .....	
M. NWCG Complexes, Merges and Splits Memo .....	
N. Great Basin Lend Lease Policy.....	
O. Great Basin Supplements (10, 20, 30, 40, 50, 80) .....	
P. Great Basin Interagency Buying Team Guide.....	
Q. ATV/UTV Guidance for Use on Large Fires .....	

## Appendix A – Agency Contacts

Title	Name	Office Phone	Cellular Phone
Agency Administrator			
Local Incident Business POC			
Agency Administrative Representative			
USFS Regional Incident Business Specialist	Lee Ann Evans	208-253-0152	801-388-2236
BLM State Incident Business Specialist			
State Incident Business Specialist			
NPS Incident Business Specialist			
BIA Incident Business Specialist	Darren Nutter	602-241-4567	
FWS Incident Business Specialist	Vacant		
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:

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

## **Appendix C – 2016 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:

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

**\*\*\*Insert current Great Basin Rental  
Vehicle SOP here\*\*\***

RENTAL VEHICLE SOP CAN BE FOUND AT:

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

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

FS AD PAY PLAN CAN BE FOUND AT:

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

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

DOI AD PAY PLAN CAN BE FOUND AT:

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



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

INJURY/ILLNESS OPERATING GUIDELINES CAN BE FOUND AT:

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

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

AGENCY PAYMENT TOOL KIT CAN BE FOUND AT:

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

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

FS INCIDENT PAYMENT GUIDE CAN BE FOUND AT:

<http://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:

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



# **NATIONAL WILDFIRE COORDINATING GROUP**

**National Interagency Fire Center  
3833 S. Development Avenue  
Boise, Idaho 83705**

## **MEMORANDUM**

Reference: NWCG#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, Mergers, 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 ROSS 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 ROSS and I-Suite. Note: Once incidents are merged in I-Suite and ROSS, 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](mailto:acarlson@blm.gov).

Attachment A: CMS Scenarios, Issues, and Effects

cc: NWCG 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 - Attachment A

#	Scenario	Issue	Effect					
			ROSS	I-Suite	FireCode	IMT	ICBS-R	ICS-209
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 ROSS 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 209 created.
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 separate 209 for each Incident within the complex. 2) One 209 for the complex may be created. Incidents with individual 209s should finalize those 209s. IMT may elect to use one pre-existing incident 209 (and the same incident number), or create a new one (with new incident number).
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 a separate 209 for each incident.
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.	Continue to report separate on individual 209s.

#	Scenario	Issue	Effect					
5	One IMT managing multiple incidents - Two or more incidents have merged (burned together)	Handle merged fires as single fire	<b>ROSS</b> 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.	<b>I-Suite</b> 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.	<b>FireCode</b> No effect - code from primary fire utilized	<b>IMT</b> Accommodate for new resource order numbers and may still track fires individually	<b>ICBS-R</b> No effect as long as ROSS has merged the incidents and passed information to ICBS	<b>ICS-209</b> Aggregate merged fires on one 209. If each fire has an existing 209, finalize one 209 and use the other for the new merged fire (indicate merge in Remarks on both 209 for cross referencing).
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 continue process of 209 submission for each fire without interruption.
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.	Complicated for 209 reporting. A split of one fire under multiple IMTs: initiate new 209 for one of the fires (assuming a 209 already exists for the pre-split fire). Indicate split on both 209s. A split of a complex, multiple IMTs: fires that previously had individual 209s should reactivate those 209s under their original incident numbers. Or initiate new 209s under new incident numbers if none existed previously.

#	Scenario	Issue	Effect					
			ROSS	I-Suite	FireCode	IMT	ICBS-R	ICS-209
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	Add and subtract resources from among the sharing fires on the 209 for each incident.
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.	Two GA's may agree to split the incident between them. The IMT must submit a new 209 to the new GACC (will require a new incident number, but not necessarily a new incident name). Acres, resources, costs, etc., must also be split accordingly. <i>The two geographic areas need to coordinate reporting burned acres by ownership on each GA's respective Situation Reports (done by the local dispatch centers).</i>

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

GB LEND/LEASE POLICY CAN BE FOUND AT:

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

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

GB SUPPLEMENTS CAN BE FOUND AT:

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

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

GB INTERAGENCY BUYING TEAM GUIDE CAN BE FOUND AT:

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

**\*\*\*Insert current Great Basin  
ATV/UTV Guidance and Ordering  
and Inspection Forms here\*\*\***

GB ATV/UTV GUIDANCE AND FORMS CAN BE FOUND AT:

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

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

GB OF-289 ATTACHMENTGUIDANCE CAN BE FOUND AT:

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