

U.S. Fish and Wildlife Service
Wildfire Suppression
Business Handbook
FWS Region 1, 7 and 8



*Provided by
Regional Fire Business Management, R1, 7 & 8
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INTRODUCTION (Chapter 0)

Objective

The US Fish and Wildlife identifies fiscal and administrative procedures to be followed in support of wildfire incidents. The format of this guide parallels the Interagency Fire Business Management Handbook and is to be used in combination with the Interagency Fire Business Management Handbook as well as other agency direction and policy related to incident business management.

Roles and Responsibilities

The following are descriptions of the roles and responsibilities of individuals related to incident business management decisions and activities.

Agency Administrator (AA)

- ✓ Serves as the managing officer of an agency with the overall responsibility for fiscal oversight and decision making for incident mitigation and management (Project Leader, Refuge Manager, or Field Office Manager) on wildland fire incidents.
- ✓ Assigns qualified acting Agency Administrator (AA) or Agency Representative (AR) to act on their behalf.
- ✓ Assigns and/or supervises the AR, Incident Purchasing Agents, and Incident Business Advisors (IBA).
- ✓ Provides delegations of authority for fiscal accountability to Incident Commanders (IC), IBA and to others with fire management support and oversight responsibilities as needed.
- ✓ Responsible for public safety, land and property concerns, urban interface impacts, and public information.

Fire Management Officers (FMO)

- ✓ Serves as representative for the AA when requested and/or delegated.
- ✓ Reviews and approves requests as directed by the AA.
- ✓ Primary contact point for dispatch to validate/clarify resource and supply orders that are of concern.
- ✓ Works with all local support functions and IMTs to help identify and/or resolve issues.
- ✓ Approves post incident supply orders that may be submitted late.

Fire Duty Officers (FDO)

- ✓ Monitors unit incident activities for compliance with FWS safety policies.
- ✓ Coordinates and set priorities for unit preparedness activities, incident response and resource allocation.
- ✓ Keeps AA, FMO and resources informed of the current and expected situation.
- ✓ Plan for and implement actions required for future needs.
- ✓ Document decision actions.
- ✓ It is recommended FDO's NOT fill ICS functions.

Administrative Officer (AO)

- ✓ Reports directly to the Agency Administrator (AA) in support of unit incident business.

- ✓ Works closely with the Regional Fire Business Specialist to identify issues and solve fire business problems prior to and during incidents.
- ✓ Coordinates the assignment or ordering of additional incident purchasing support personnel or buying teams when requested by the AA or AR.
- ✓ Assembles local procurement support when needed.
- ✓ Serves as incident business support for Type 3, 4 and 5 fires. May be assigned to fill role as Incident Business Specialist or advisor for Type 1 and 2 incidents if qualified and when AA is unable to fill with an INBA.
- ✓ Attends incident in-briefings and closeouts if local.

Regional Fire Business Specialist

- ✓ Works under the direction of R1, 7, and 8 Fire Management Coordinators.
- ✓ Provides incident business advice and assistance to Regional Offices and local units.
- ✓ Works as the nexus between FMOs and AO's, procurement, and Contracting Officers (CO's) to identify and solve fire business issues related to incidents and other fire management activities.
- ✓ Represents the US Fish and Wildlife Service and works with State, Regional, or Geographic Area Fire Business Specialist and working groups regarding fire business issues.
- ✓ Coordinates the preparation and assembly of the Regional FWS Fire Business Operating Guidelines. Ensures the plan is maintained with current information and updated annually.
- ✓ Coordinates fire business training and workshops as needed.
- ✓ Assists fire managers and AA in the preparation of incident cost share agreements.
- ✓ Is familiar with agency specific fire business policies, programs and agreements in order to provide advice and counsel to fire managers and AA's.

Incident Business Advisor (INBA)

- ✓ Ordered and supervised by the AA and will work closely with the unit's AR, buying team lead and expanded dispatch. (Required to order INBA if incident reaches \$5 million or more)
- ✓ Serves as an advisor to the agency administrator, incident management team, and other incident support functions.
- ✓ Provides advice and recommends alternatives to manage incident costs in an efficient manner with an emphasis on reviewing high cost logistics support functions and operations activities.
- ✓ Identifies and recommends solutions to incident business issues and problems. Informs AA or representative of potential significant problems/conflicts and validates issues and recommended actions with the AA before proceeding.
- ✓ Ensures compliance with incident and agency fire business policy, rules, and regulations.
- ✓ Completes an IBA narrative and submits it to the AA at the end of an incident.
- ✓ Incident specific responsibilities will be defined in a delegation of authority from the AA.

Purchasing Agents/Contract Specialist/Contracting Officers

- ✓ Reports directly to the AA or may be assigned to the IMT.

- ✓ May be assigned individually or as part of a buying team that provides incident support by purchasing or procuring requested items within their purchasing or contracting authorities.
- ✓ Coordinates and/or communicates procurement actions for Type 3, 4 and 5 Incidents with IC's, fire duty officers and dispatch as needed.
- ✓ Coordinates and/or communicates procurement actions for Type 1, 2 and 3 Incidents with expanded dispatch, IMT logistic and finance sections, and the or representative.
- ✓ Provides cost accounting information as requested and maintains documentation of purchasing in accordance with agency policy.

Dispatch/Dispatch Center Manager (CM)

- ✓ Coordinates with Fire Management Officers (FMO) or Fire Duty Officer (FDO).
- ✓ Receives orders from incident and submits items that need to be purchased to the assigned purchasing agent or buying team.
- ✓ Responsible for placing orders through ROSS and assigning and tracking resource orders by using a numbering system; A#'s, S#'s, E#'s, O#'s, and C#'s.
- ✓ Coordinates/communicates ordering and procurement processes with local purchasing agents, buying teams, IMTs, and AR's.
- ✓ Communicates with the FMO/FDO or AO/representative regarding any unusual or exorbitant resource, equipment, and supply requests.
- ✓ Accountable for resources assigned for future documentation and associated costs.

The following are summaries of local implementation processes as associated with IBMH chapters. Refer to the IBMH for further descriptions and information.

PERSONNEL (Chapter 10)

Work/Rest

To mitigate fatigue, agency administrators, fire managers, supervisors, incident commanders, and individual firefighters should plan for and ensure that all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception. When this occurs, the following actions are required:

- Personnel will resume 2:1 work/rest ratio as quickly as possible.
- The incident commander or agency administrator will justify work shifts that exceed 16 hours and/or consecutive days that do not meet 2:1 work to 2:1 rest ratio. Justification will be documented in the daily incident records, and must include mitigation measures used to reduce fatigue.
- The time officer's/unit leader's approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

(Also, refer to the Interagency Standards for Fire and Fire Aviation Operations (Redbook), Chapter 7)

Length of Assignment

Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams. **Days off**; to assist in mitigating fatigue, days off are allowed during and after assignments. Agency Administrators (incident host or home unit) may authorize time off supplementary to mandatory days off requirements. The authority to

grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977).

After completion of a 14-day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (See Section 12.1-2) (5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977)). Only if the next day(s) upon return from an incident is/are a "regular work day(s)", a paid day(s) off will be authorized. For an assignment exceeding 21 days, two mandatory days off will be provided prior to the 22nd day of the assignment. (see Redbook, chap 7, for more specific guidance)

Incident Operations Driving Requirements

To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours.

This policy addresses driving by personnel actively engaged in wildland fire or all-hazard activities; this includes driving while in support, mobilization, and demobilization to an assigned incident, or during initial attack fire response (includes time required to control the fire and travel to a rest location).

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than 10 hours (behind the wheel) within any duty- day.
- Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception to the minimum off-duty hour requirement is allowed when essential to:

(1) Accomplish immediate and critical suppression objectives.

(2) Address immediate and critical firefighter or public safety issues.

- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations.

Payroll

For coding payroll, while assigned to an incident, refer to the US Fish and Wildlife QuickTime Reference Guide.

Casuals/Administratively Determined Hires (AD):

Any AD needs by the IMT will need to be coordinated and approved by Incident Agency Regional Fire Coordinator or Regional Fire Duty Officer. The incident agency is responsible for either retaining the authority for hiring casuals or delegating it to the IMT. If the incident agency chooses to delegate the authority to an IMT, a Delegation of AD Hiring Authority must be completed and given to the Finance Section Chief (FSC). (Appendix G)

The FWS does not commonly sponsor AD hires, however, in the event a FWS unit may need to do so, pre-approval by the Regional Fire Coordinator is required. All forms can be found on the DOI Casual Hire Website https://www.nifc.gov/programs/cpc_hiringdocs.html, also see appendix E and F for the payment process and checklist.

Processing casual salary payments:

- Casuals hired by the DOI (FWS, NPS, BLM) are required to obtain a final signed OF-288's at the end of the incident and bring it back to their home unit to be processed. For FWS, all travel will be processed in Concur at the home unit. The home unit will also send the 288's to the National Interagency Fire Center, Casual Payment Center MS 270 (see Appendix E).
- When you should have casuals sponsored by the USDA (FS) the incident TIME unit will submit completed OF-288 along with transmittal letter as outlined in the ASC Incident Finance Branch Payment Procedures posted at

http://www.fs.fed.us/fire/ibp/incident_payments/incident_payments.html. The Incident Management Team should not allow any FS hired casual to retain their original timesheet. Retain a copy of the transmittal in the incident records.

Federal Workers' Compensation

The Federal Employees' Compensation Act (FECA) provides compensation benefits to all civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty.

Procedure:

- Provide emergency medical care, if necessary, by taking the injured employee to the emergency room (ER). Complete paperwork as soon as possible; a CA-1 for an injury or a CA-2 for an illness.
- The Incident Compensation for Injury Specialist or Finance Section Chief issues form CA-16 Authorization for Examination and/or Treatment, for Traumatic Injury when appropriate. Form CA-16 is not to be issued for Occupational Disease and **DO NOT USE** Form CA-16 or APMC to pay for non-work related medical care at the incident. This is the employees responsibility and they must arrange payment with the medical provider. Issue a CA-16 for a traumatic injury if no more than 7 calendar days have passed since the date of injury.
- Agency Provided Medical Care (APMC) is used for first aid treatment only. First Aid does not include medical treatment for cuts requiring stitches, X-rays, MRIs or burn treatment, etc.
- Refer to chapter 10 of the Interagency Incident Business Management Handbook, pg. 10.80-82, for specific authorization of medical care and continuation of pay.
- Refer to the department of Labor website for specific information regarding filing a Federal Workman's' Comp claim. <https://www.dol.gov/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf> or 1-866-692-7487.

ACQUISITIONS (Chapter 20)

Assigning/Ordering Procurement Personnel

Pending incident complexity, AA's should consider ordering an INBA or assigning a local business advisor (qualified AO or administrative representative, FMO) to provide oversight and assistance to the IMT regarding national, regional and local incident finance policies and issues. The INBA order should take place as soon as it has been determined that an IMT is needed.

Type 3-5 Incidents

The responsible AA or FMO will assign a micro- purchaser to handle procurement for the incident. If there are no refuge/hatchery micro purchasers available or there are incident orders to fill that exceed the authority of the assigned micro-purchaser, the AA or representative will contact the AO and request assistance for someone to be assigned to do incident purchasing. If available, some purchasing may be possible through the regional office acquisitions team.

The AO or FMO will be responsible for locating and assigning local purchasing support for the incident or placing an order with the dispatch center for a Purchasing Agent of a buying team if there are no host unit personnel available.

Type 1-2 Incidents

The AA or representative will contact the AO and request assistance for someone to be assigned to do incident purchasing with the proper authorities needed to fill a wide range of requisition costs and complexities.

The AO or FMO's will be responsible for locating and assigning local purchasing support for the incident or placing an order with dispatch. This may include assembling a buying team comprised of local/zone personnel or ordering a buying team if needed.

The AO will coordinate/communicate with the AA, FMO, dispatch and others as needed when assembling the buying team. Local unit acquisition personnel will be used for buying team activities until the workload becomes such that a non-local buying team must be ordered.

Unless directed otherwise by the AA, buying teams will report to the AO or AA.

Incident Ordering Processes for Supplies and Equipment

1. Incident places all orders with dispatch.
2. Dispatch enters order into ROSS and assigns an "S" or "E" number.
3. Dispatch sorts orders and passes procurement orders with "S" and "E" numbers to assigned Purchasing Agent or buying team electronically. If internet is unavailable, then use a fax.
4. Purchasing Agent/buying team will inform dispatch daily when orders have been filled by phone, electronically or fax. (Keep a log) This includes the source, method of transport, and ETA to the incident and contact information of purchase card holder.
5. Dispatch will enter filled orders into ROSS and return to the Purchasing Agent/buying team an electronic copy of the filled resource order for their records.
6. Depending on IMT capabilities, dispatch may issue blocks of "S" numbers to an IMT and allow access to ROSS for processing or assign a dispatcher experienced in ROSS to work with a buying team for complex incidents. This process is to be negotiated at the time of the incident in-briefing.
7. Dispatch will order all National Interagency Fire Center (NIFC), regional and local fire cache items. This will involve coordination with the logistics chief on the incident and or the FMO/FDO to determine locally available cache items.
8. Purchasing Agents or buying team will generally order all local purchases and equipment. Local unit or logistical support with GOV purchase card may be used to order and pick-up items at the direction of the AO as well as pay for all Land Use Agreements.
9. Any payments made with purchase cards or checks will be fully documented and attached with resource order(s) and receipts. Copies will be filed in the incident financial documentation box as a permanent record.
10. Reference the "National Interagency Buying Team Guide" for direction on consistent filing and uniform processes. (<https://www.nwccg.gov/publications>)
11. Purchases of supplemental foods are authorized as described in the Interagency Incident Business Management Handbook. Buying teams or Purchasing Agents, not caterer, shall procure drinks and fresh fruits as supplemental food items based on the orders submitted by the incident.

Incident Ordering Processes for Fuel

The FWS has implemented fuel vendor acceptance of purchase cards. There may be circumstances when a fuel vendor does not accept purchase cards. Refer to Appendix B for details accommodating fuel vendors who do accept purchase cards and those who do not.

Review of Pre-orders

Pre-orders from an IMT must be reviewed and approved by the FMO or FDO. Dispatch will organize and email the pre-orders to the FMO/FDO and then they will be responsible for

reviewing the order with the AA and IMT. The FMO/FDO will provide dispatch direction on which items, equipment, resources, personnel, etc., may be filled, prior to the team arriving on scene. If coordination is possible, the AO or IBA will also review the order prior to responding to dispatch.

Vehicles

The methods (by priority) for providing team members vehicles for transportation and other uses consist of the following.

- Agency owned vehicles supplied by team members
- Agency owned vehicles supplied by hosting unit
- Vehicles provided through rental agreements thru the GSA rental program.
- Rental vehicles – national rental agencies

Incident Management Teams are expected to keep the number of rental vehicles to a minimum and may be allowed to obtain rental vehicles as part of their pre-order. Arrangements for local transportation to the incident should be coordinated with other team members or provided by the hosting unit. Any additional rentals are to be negotiated with and approved by the AA.

Approved rental cars are to be paid for using agency issued travel cards whenever possible.

Circumstances in which agency issued travel cards are not available, procurement of rental vehicles will be approved by the AO/representative.

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 having been preapproved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Cell Phones

Cell phones, if required, should be provided by the incident agency. Government cell phones brought to an incident will not charge usage back to the incident. Reimbursement for use of non-government cell phones should be extremely rare and must be approved by the incident agency prior to use and documented on a resource order.

Internet Services

The daily rate for optional internet on all existing VIPR I-BPAs (excluding R7); includes all equipment, personnel, data transmission, air time and any other costs associated with providing the optional internet and no further payment will be made for additional air time. If the services provided under the I-BPA do not meet the needs of the incident, an incident only Emergency Equipment Rental Agreement (EERA) will be done by a warranted Contracting Officer (CO) and no payment will be made under the optional internet of the Incident-Blanket Purchase Agreement (I-BPA).

Contract Payment Procedures

Follow the NBC Payment Package Requirements (appendix C). Submit complete package to your AO. The AO will create the NBC cover-page and submit to NBC by uploading the package in FBMS. Please make sure your packages contain all the required documents with signatures. Refuge fire personnel will be responsible to organize the information, not the AO.

Incident Replacement Orders

These orders are to be submitted within 30 days of control of the incident.

Type 1-2 Incidents:

- The incident Supply Unit Leader (SPUL) is responsible for handling the incident replacement requisitions when a Type 1 or Type 2 incident management team is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting agency's home unit.
- If equipment and supplies are available at the incident for replacement, the request is filled by the incident supply unit.
- If equipment and supplies are unavailable at the incident, **AND** the requesting resource is not being immediately demobilized, the supply unit will submit a resource order through the appropriate channels to the servicing NISC [National Interagency Support Cache]. The order will be shipped to the incident and replacement will take place at the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, **AND** the requesting resource is being demobilized, an NFES 001300 /OF-315 Incident Replacement Requisitions is to be completed by the SPUL and forwarded to the servicing NISC.

Authorized approvals and signatures **MUST** be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to the incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander or Agency Administrator/Representative.

Type 3, 4 and 5 Incidents:

The host AA/representative, i.e. the FMO, will be responsible for handling the incident replacement requisitions for these types of incidents. The AA approves replacement requests based on engine accountability sheets or other fire equipment inventory documents. The required form to be used to replace equipment/supplies is the **NFES 1300/ OF 315** which is located on the NWCG home page search OF 315 <http://search.usa.gov/search?utf8=%E2%9C%93&affiliate=nwcg&query=OF-315&commit=Search>.

Equipment and supply orders will be filled according to the following guidelines:

- If equipment and supplies are available at the incident for replacement, the request is filled by the incident supply unit.
- If equipment and supplies are unavailable at the incident for replacement, **AND** the requesting resource is not being immediately demobilized, the host agency will submit a resource order through the appropriate channels to the servicing NISC. The order will be shipped to the incident and replacement will take place at the incident supply unit.
- If equipment and supplies are unavailable at the incident, **AND** the requesting resource is being demobilized, Incident Replacement Requisition Order Form (NFES 001300 /OF-315) will be completed by the host agency and authorization will be given to the resource to restock at the home unit via an authorized Incident Replacement Requisition.

Authorized approvals and signatures **MUST** be included on the requisition. For Type 3 and 4 Incidents, the approvals are limited to the AA/representative, i.e., the FMO.

- Non-cache items will need approval from the FMO or designee. If request is approved, the requesting resource will need to provide the local unit with verification of damage or destruction of the equipment before an “S” number will be issued.
- Individual personal property lost or damaged must be replaced by filing an Individual Employee Claim (AD-382 or DI-570).

Lodging

Incoming IMTs and fire resources should make use of established fire camps for lodging whenever possible or other options such as commercial campgrounds that have adequate facilities. Motel lodging will generally be the last option, unless cost efficiency or other circumstances warrant otherwise.

PROPERTY MANAGEMENT (Chapter 30)

Large Fires Managed by Incident Management Teams:

When an IMT is assigned the IMT will emphasize property management as described in the Interagency Incident Business Management Handbook (IIBMH). The Logistics/Finance section will implement property checkout and return procedures to ensure proper accountability. Special consideration should be given to those items of a personal nature (accountable and durable). This includes items such as flight helmets, flight suits, brush coats, GPS units, satellite phones, etc.

All lost, damaged, or destroyed government owned property items shall be documented on the appropriate agency form signed by the employee’s incident supervisor and processed in accordance with IMT and agency procedures. All specialized equipment must be documented on a resource order and be appropriate to the incident position performed in order to be considered for replacement if lost, damaged, or destroyed. See chapter 30 of the Incident Business Management Handbook for further guidelines on property management.

All cache items will be returned to the cache in accordance with agency procedures. All procured non-cache property left with the agency at the close of the Incident will be properly transferred on an agency specific property transfer form (DI-104 or 105). The IMT will work with the identified host unit property management contact for disposition for all non-cache items; especially any high risk items, e.g., chainsaws, GPS units, and other items with residual value to the Government.

In cases where specialized government owned equipment and non-cache items were clearly damaged or destroyed on the incident, approval for replacement may be delegated to the Finance Section Chief or the IBA by the host AA/representative. Document all lost or stolen items on an OF-289 and use the OF-315 for Incident Replacement Requisition.

Small Fires Managed by Fish and Wildlife Service:

FWS personnel supporting an incident at their official duty location will be responsible for all property related to the fire and will follow the guidance in the IIBMH as stated above. A FWS employee with purchasing authority may assist with purchasing items for the incident as long as they remain within their micro-purchase threshold. A warranted contracting officer will need to make all purchases exceeding the micro-purchase thresholds. All property items, purchased by the cardholder, must be tracked by the cardholder (See Appendix I). Use a waybill or DI-104 or 105 transfer form to change the custodian of the property at any time. Supervisor’s signing the cardholder’s statement, (approving the purchase), are also responsible for making sure the items are accounted for and that all appropriate

documentation has been provided. Documentation for each purchase includes; resource order, receipt or invoice, waybill or DI-104 or 105, and the purchase card statement. All purchases are subject to audit.

INCIDENT BUSINESS MANAGEMENT COORDINATION (Chapter 40)

The FMO/FDO will be the primary contact for the IMT during the incident and provide direction regarding daily incident operations and business. This includes negotiating, approving, and/or cancelling orders placed by the IMT.

The assigned IBA, FMO, and AA will work together in a coordinated manner that facilitates information sharing and good decision making regarding incident business practices and expenditures.

Incoming IMT

The order for the IMT will include instructions on setting up a conference call with the incoming IC, FMO, dispatch manager, AA and/or agency representative assigned to the incident. If possible the logistics chief from the IMT should participate in the call as well. Key incident business management items to be discussed and agreed upon during the call include the following:

- IMT numbers and configuration.
- A review of key unit business policies including approval of rental cars, lodging and cost management principles for large fire Incidents.
- A review, edit, and approval of IMT pre-order items
- Other critical operational and logistical information and needs.
- A review of assigned resources on the Incident.

In-briefing

The incident AA or FMO/FDO is responsible for scheduling an in-briefing to facilitate the exchange of incident information including local incident business management operational guidelines and expectations. In addition to agency administrators and fire management personnel, attendance at the in-briefing should include the agency representative, local fire business manager or AO, and lead Purchasing Agent or buying team leader for the incident.

Monitoring

Expanded dispatch supervisor (if activated) will monitor orders for the incident and will coordinate with the duty officer, administrative representative, IBA or local business advisor on oversight tasks. Questionable orders will be referred to the FMO and/or assigned agency representative for direction regarding processing or cancelling the order.

Questionable orders or practices will be communicated to the IMT with attempt to resolve the issue. The IBA or specialist should monitor if the IMT is being cost efficient as well as provide suggestions on how to be more cost efficient. Unresolved issues regarding business practices, cost management, or questionable orders will be referred to the FMO or assigned AA/representative for resolution including providing direction to as to whether or not to process or cancel an order.

Coordination with Buying Team

The agency representative will coordinate with the local acquisition office representative and buying team lead regarding tentative release date for the buying team. Once a tentative release date is determined, the agency representative will confer with the AA and a determination will be made as to the actual release date of the buying team.

Buying team leader shall visit the Incident Command Post (ICP) at least once within the first few shifts of incident operations. Buying Team trainees should also visit the incident command site as part of his/her training plan.

INTERAGENCY COOPERATIVE RELATIONS (Chapter 50)

The Regional Fire Business Specialist reviews Interagency Federal Agreements, Cooperative Fire Protection Agreements, Memorandum of Understanding, and Mutual Aid Agreements. The annual operating plans, attached to the agreements are reviewed annually. Regional Specialist also provides guidance regarding incident cost sharing and information presented in the Interagency Incident Business Management Handbook.

The AA, with the assistance of an IBA, is responsible for preparing and approving incident cost share agreements. Preparation of the cost share agreement, including the necessary coordination with other jurisdictions and other finance specialists, will generally be assigned to the unit FMO or local fire business specialist pending the availability of the AA.

ACCIDENT INVESTIGATION AND REPORTING (Chapter 60)

For accident or incident reporting requirements, refer to Fish and Wildlife Service specific procedures at <https://www.fws.gov/policy/240fw7.html>, or call 1-888-519-3606.

CLAIMS (Chapter 70)

Contract Claims:

The Procurement Unit Leader with delegated authority is responsible for settling contract claims at the incident. If there is no Procurement Unit Leader available the host agency purchasing agent may settle claims within their delegated authority. Local units may have to refer to their regional acquisitions team for assistance. At the end of the incident, all actual and potential claims will be fully documented and reviewed with the responsible incident agency procurement official. The procurement official will be responsible for submitting the claims to the appropriate place of business to be processed. Claim package includes: witness statement, description of damages, photos/diagrams, and LEO investigation. Claims must be filed under specific authorities according to Chapter 70 of the IIBMH. Directly contact state and federal agencies prior and after to submitting claims to assure the package is received.

Tort/Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader will verify and implement the host agency expectations for claims processing.

Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what's 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 log and envelopes will be given to the incident agency representative or AO at the end of the incident.

For local units, when a Comp/Claim Unit Leader is not available, follow the guidance as best as possible in the IIBMH and/or contact the state or federal agencies claims department for instruction.

COST ACCOUNTING AND REPORTING (Chapter 80)

Use of e-Suite

The e-Suite program will be used on Type 1 and 2 incidents and when possible on Type 3 incidents. Cost share incidents will require tracking of all cost sharing information in COST including completion of the "paying agency" field. The team should have in place, or adopt, standard e-Suite operating

procedures. If a team is not trained in the use of all e-Isuite modules, appropriate personnel should be ordered to accomplish the successful implementation of e-Isuite. This may require a request for an e-Isuite technical specialist, which can be made through the helpdesk <http://famit.nwcg.gov/applications/eisuite>, or call 866-224-7677.

e-Isuite Close out Requirements – Repository – IMTs will be required to upload the e-Isuite database (@NITC) at the end of the IMT assignment. An external hard drive copy of the data base should be made for the host unit and included in the final incident package. The external hard drive must include the database admin password.

Cost accounting if e-Isuite is not an option

Costs should be tracked as best as possible using a basic excel spreadsheet. Work with the FMO and/or Incident Commander, to establish a communication plan for gathering documentation. Guidance may include working with air operations, procurement and logistics to gather as much cost information possible to add to the spreadsheet. The spreadsheet should be used in the same concept of a bank ledger. Record all expenses daily. Refer to the National Interagency Coordination Center website for logistical cost information and forms, <http://www.nifc.gov/nicc/index.htm>.

Costs

Fire suppression cost efficiency continues to be a primary objective for fire management. Efforts should focus on high cost resources (aircraft, retardant, crews, etc), under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

AA and IMT's will document and summarize key strategic decisions that affect incident costs in the Wildland Fire Decision Support System (WFDSS). The documentation should include key decisions made that increased or decreased the overall cost of the incident. Follow the WFDSS guidance in the Interagency Standards for Fire and Fire Aviation Operations (Red Book), chapter 11, page 218.

Cost Share Agreements

A cost share agreement is a supplemental to an existing cooperative fire management agreement and documents the financial responsibility for incident resource costs.

Incident agencies are responsible for developing and signing cost share agreements whenever another non-federal agency is involved. Since incident complexities changes frequently and may affect the terms of the cost share agreement, the cost negotiation should take place as soon as possible and remain a discussion throughout the incident. The IMT and IBA may be asked to assist and will need to verify that the agreement can be implemented and costs can be accurately tracked. Refer to IIBMH, chapter 80, page 80-7 through 26 for specific information regarding cost shares.

The incident agency, in coordination with the IMT is encouraged to order additional personnel if necessary to implement a complex cost share agreement. Contact FWS Regional Fire Business Specialist, Veronika Klukas (503) 231-6174, to obtain qualified personnel. Send a copy of the cost share agreement to Veronika Klukas at veronika_klukas@fws.gov and all other Incident Business Specialists for all agencies involved.

Offset protection agreements can affect the settlement of final costs. IMT's should verify with the incident agency the existence of any offset protection agreements.

Incident Support Costs

The suggested rate for incident support cost is \$160 per person per day for direct line personnel. This rate is negotiable and should be based on the complexity of the incident and associated support requirements.

Closeout

The host unit will be responsible for retaining the incident documentation package including the Incident History File (IHF) and financial records regardless of the incident complexity and size.

A financial closeout between the AA/representative and the finance section must occur either before or after the incident closeout. The final incident finance package will meet the standards outlined in Chapter 40 of the Interagency Incident Business Management Handbook. A final finance package is expected for all incidents. Most of the document in the finance package are permanent fire incident records and must be kept on unit for the first 3 years, then sent to the Federal Records Center for storage. Check the Wildland Fire Incident Records Retention Guidance on the NWCG website <http://www.nwcg.gov/committees/incident-records-subcommittee/resources>.

The Regional Office will conduct regular suppression cost accountability audits. All units will be expected to assist with correcting discrepancies and/or provide documentation as needed.

ALL HAZARD INCIDENT MANAGEMENT (Chapter 90)

US Fish and Wildlife employees may respond to all risk Incidents with the approval of their supervisor and AA, provided the appropriate financial agreements are in place to allow for the transfer of funds to pay for services and other incident costs.

**Appendix A
AGENCY CONTACTS**

REGION 1

NAME	TITLE	PHONE NO.	LOCATION
Brett Fay	Regional Fire Mgmt Coordinator	Office: 503-872-2756 Cell: 503-347-8194	RO; Portland, OR
Brian Gales	Deputy Regional Fire Mgmt Coordinator	Office: 503-231-6769 Cell: 503-778-0372	RO; Portland, OR
Cyndi Sidles	Regional Fire Ecologist	Office: 503-231-6234 Cell: 503-867-1838	RO; Portland, OR
Molly Cox	Regional Fire Planner	Office: 503-872-2739 Cell: 540-809-3860	RO; Portland, OR
Veronika Klukas	Regional Fire Business Specialist	Office: 503-231-6174 Cell: 307-250-5684	RO; Portland, OR
Paul Hiebert	FMO	Office: 509-546-8335 Cell: 509-412-4708	Mid-Columbia NWRC, WA
John Janak	AFMO	Office: 509-546-8066 Cell: 509-378-5391	Mid-Columbia NWRC, WA
Jane Daily	AO	Office: 509-546-8306 Cell: 509-392-2097	Mid-Columbia NWRC, WA
Doug Currie	FMO	Office: 509-235-4723 ext 233 Cell: 509-309-1485	Inland Northwest NWRC, WA
Kathy Lindgren	AO	Office: 509-235-4723	Inland Northwest NWRC, WA
Jim Forsythe	FMO	Office: 208-237-6615 ext 107 Cell: 406-366-0780	South Idaho Fire Zone. ID
Janet Pacioretty	AO	Office: 208-237-6615 ext 111 Cell: 208-241-4404	South Idaho Fire Zone, ID

Shane Theal	FMO	Office: 541-493-2405 Cell: 541-413-0098	Malheur NWRC, OR
Tami Perry	AO	Office: 541-493-2612 ext 4231 Cell: 541-589-2377	Malheur NWRC, OR
Andrew Taylor	FMO	Office: 541-947-3315 Cell: 541-219-1205	Sheldon-Hart NWRC, OR
Caitlin Simms	AO	Office: 541-947-3315 Cell: 541-417-0390	Sheldon-Hart NWRC, OR
Jeremiah Meghan	FMO	Office: 541-757-7236 ext 206 Cell: 541-760-3677	Willamette Valley NWRC, OR
Sandra Hahn	AO	Office: 541-757-7236 Cell: 541-760-5100	Willamette Valley NWRC, OR
Todd Rankin	FMO	Office: 360-565-3122 Cell: 360-808-3406	Olympic NP/Western Washington Zone, WA
David Fuller	AO	Office: 360-565-3020	Olympic NP/Western Washington Zone, WA
Andy Kikuta	FMO	Office: 808-443-2300 Cell: 808-936-9604	Hawaii/Pacific Zone, HI
Lynne Hanzawa	AO	Office: 808-443-2300 Cell: 808-987-4780	Hawaii/Pacific Zone, HI

REGION 7

NAME	TITLE	PHONE NO.	LOCATION
Doug Alexander	Regional Fire Mgmt Coordinator	Office: 907-786-3497 Cell: 907-602-3601	RO; Anchorage, AK
Brad Reed	Regional Fire Mgmt Specialist	Office: 907-786-3985 Cell: 907-250-0316	RO; Anchorage, AK
Lisa Saperstein	Regional Fire Ecologist	Office: 907-786-3422 Cell: 208-918-1931	RO; Anchorage, AK
Peter Butteri	Fire Planning Specialist	Office: 907-356-5874 Cell: 907-350-4782	AFS Fairbanks, AK
Veronika Klukas	Regional Fire Business Specialist	Office: 503-231-6174 Cell: 307-250-5684	RO; Portland, OR
Kristi Bulock	FMO	Office: 907-260-2845 Cell: 907-252-9845	South AK Refuges, AK
Mike Hill	AFMO	Office: 907-260-2844 Cell: 907-252-9841	South AK Refuges, AK
Rebecca Uta	AO	Office: 907-260-2810 Cell: 907-740-3654	Kenai, AK
Brian Haugen	FMO	Office: 907-455-1833 Cell: 907-378-3675	Fairbanks, AK
Dale Wiotas	AFMO	Office: 907-456-0361 Cell: 605-440-1250	Fairbanks, AK
Debbie Reiswig	AO	Office: 907-842-8410 Cell: 907-843-1165	Togiak, AK
Ben Pratt	FMO	Office: 907-656-1231 Cell: 907-322-3345	Northwest AK Refuges, AK
Cheryl Graves	AO	Office: 907-543-1021 Cell: 907-545-4882	Yukon Delta, AK

REGION 8

NAME	TITLE	PHONE NO.	LOCATION
Lee Rickard	Regional Fire Mgmt Coordinator	Office: 916-978-6181 Cell: 619-403-2296	RO; Sacramento, CA
James Roberts	Regional Fire Ecologist/Fuels	Office: 916-414-6598 Cell: 916-769-3918	RO; Sacramento, CA
Richard Hadley	Assistant Regional Fire Coordinator	Office: 916-414-6483 Cell: 619-402-6843	RO; Sacramento, CA
Veronika Klukas	Regional Fire Business Specialist	Office: 503-231-6174 Cell: 307-250-5684	RO; Portland, OR
David Goheen	FMO	Office: 530-667-8304 Cell: 541-591-0205	Klamath Basin Zone, CA
Ladel Bonham	AO	Office: 530-667-8303	Klamath Basin Zone, CA
Dale Shippelhouse	FMO	Office: 530-934-3615 Cell: 530-510-6326	North Central Valley Zone, CA
Debbie Stewart	AO	Office: 530-934-2801 ext 213	North Central Valley Zone, CA
Peter Kelly	FMO	Office: 209-826-3508 ext 111 Cell: 209-587-5517	South Central Valley Zone, CA
Shawn Murphy	AFMO	Office: 209-826-3508 ext 131 Cell: 209-587-0324	South Central Valley Zone, CA
Tracey Germino	Fire Admin	Office: 209-826-3508 ext 133 Cell: 209-587-5540	South Central Valley Zone, CA
Vacant	FMO	Office: 619-713-2201 ext 26 Cell:	Southern CA Zone, CA

Larry Wade	AFMO	Office: 619-713-2201 ext 23 Cell: 619-719-8597	Southern CA Zone, CA
DeEtta Gibbons	AO	Office: 619-475-9150 ext 102 Cell:619-247-5280	Southern CA Zone, CA
Merriam Aranzanso	Fire Admin	Office: 619-713-2201 ext 21 Cell: 619-843-3034	Southern CA Zone, CA
Tim Rash	FMO	Office: 775-423-5128 ext 222 Cell: 775-686-3847	Nevada Zone, NV
Ross Wise	AFMO	Office: 702-515-5465 Cell: 702-556-9695	Nevada Zone, NV
Tara Hawksley	AO	Office: 775-423-5128 Cell: 209-617-0114	Nevada Zone, NV

Appendix B INCIDENT FUEL PURCHASE

The Fuel Tender agreement requires the fuel vendor to accept purchase cards. Due to circumstances you may or may not have a fuel vendor who accepts purchase cards. The provisions are written to accommodate fuel vendors who do accept purchase cards and those that do not. They read as follows:

1. Contractors shall be able to accept all major purchase cards for payment of fuel and provide receipts for sales at the incident.
2. Should circumstance preclude the vendor from using the purchase card system the following shall apply: If the camp location precludes use of purchase cards, the Contractor shall complete Emergency Equipment Fuel and Oil issue tickets, OF-304, and reconcile with the finance section on a daily basis.
3. No payment will be made for refueling trucks (either bringing fuel to the dispensing truck or driving the truck to the bulk plant) or spill containment requirements.
4. Fuel trucks shall have multi-fueling capability with two separate nozzles, one for gas and one for diesel.
5. Fuel prices will be established at the current local commercial rate.
6. All federal and state requirements shall be met when dealing with hazardous materials.

If the Fuel Vendor accepts purchase cards, the following apply:

1. Fuel vendors who accept purchase card transactions hired under an I-BPA are required to accept major purchase cards as payment directly from the customer at the incident. These guidelines are to clarify the Regional policy for the fuel vendor's acceptance of purchase cards as well as the customers (Government, interagency partners, cooperators, contractors) use of them as a replacement for the Emergency Equipment Fuel and Oil Issue, OF-304. This process is a change from the previous method where the fuel vendor issued an OF-304 to the customer and was reimbursed at the incident on its Emergency Equipment Use Invoice, OF-286.
2. Contractors will no longer have their fuel purchases deducted from their OF-286 and will be responsible for paying for their own fuel at the time of purchase. Government employees, interagency partners and cooperators will be required to use purchase cards to purchase fuel. Fuel vendors will be responsible for tracking their own transactions and issuing receipts to the customers while the Incident Management Team will be responsible for tracking and paying for "Exception" fuel purchases only (see below).

Incident Management Team's Responsibilities:

1. The following fuel purchases WILL BE paid for at the incident:

Exception Fuel Purchases

- Refrigerated trailer fill-ups
- Rental vehicles not covered below in number 2
- Line fuel
- Generators

- Light towers
- Miscellaneous ICP equipment
- Government owned vehicles if the WEX fleet cards are not accepted.

2. The IMT will be responsible for establishing a tracking process between Logistics, Finance, and the fuel vendor for exception purchases. The IMT will coordinate payment for fuel for rental vehicles assigned to the incident "fleet". Individuals renting vehicles under the Federal Travel Regulation are responsible for paying for their own fuel. Payment for Exception Fuel should be made on a Government purchase card and a process for the payment for these purchases should be coordinated between the host unit, Finance Section, and Buying Team, if available. Reimbursement on the fuel vendor's OF-286 will be done as a last resort if a government procurement person is not available.

Appendix C

NBC PAYMENT PACKAGE REQUIREMENTS

https://inside.fws.gov/go/post/FBMS-BP_AP

All Payment Packages must include:

- Completed NBC Payment Package Cover Sheet (non-referencing)
- Invoice must include: name of Fire/Unit, Contact Name and phone number, Cost Center, WBS, Fund, and the agreement number (if applicable).
 - ✓ **Example:** Mickey Mouse Complex Fire – Disney NWR
 - ✓ **Contact:** Donald Duck (208)555-5555
 - ✓ **Cost Center:** FF01RGDI00
 - ✓ **WBS:** FF.F2000001FXXX0.2J **Fund:** XXX
 - ✓ **Agmt #** ID 40181-5-K015

Cooperative Fire Protection Agreement (CFPA): *note Agreements do NOT get interest on payments.*

- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
- Copy of current, signed CFPA with all signatures and any modifications.
- Copy of current, signed Annual Operating Plan (AOP) (if required by the CFPA).
- Supporting documentation required per the agreement (this varies between agreements).

Blanket Purchase Agreement (BPA):

- Original invoice (signed invoice or receiving report)
- Evidence of receipt (a full signature, by an individual other than the ordering official).
- Copy of BPA (including list of "authorized persons").
- Include a running total of what's been expended to date.

Emergency Equipment Rental Agreements (EERA), OF-294 and Incident Blanket Purchase Agreement (I-BPA):

- Original Invoice, whether in the form of an Emergency Equipment Use Invoice with signatures (Form OF-286) or original commercial vendor invoice. Commercial invoices must contain the contract/agreement number, resource order number, job code, date services received, signature of receiving official and title of receiving official.
- Copy of EERA agreement, OF-294, or Incident Blanket Purchase Agreement, SF-1449.
- Copy of Resource Order Form ICS 259-9 (Evidence of Order), recommended but not required.
- Emergency Shift Ticket (OF-297), vendor provided daily work sheet, or other document provided by incident, recommended but not required.
- Emergency Equipment Fuel and Oil Issue, OF-304, (if deductions are made) or a log with approving official's legible signature.
- Vehicle/Heavy Equipment Inspection Checklist (OF-294) (Pre- and Post Use), recommended but not required.
- Repair orders, commissary issues, findings and determinations for claims, and any other documents supporting additions or deductions to the payment (if applicable).

Land Use and Facility Rental Agreements:

- Original signed invoice - complete with fire number, date, incident name/location, and agreement number.
- Copy of the Land Use Agreement (signed).

Memorandum of Understanding (MOU):

- Original signed invoice complete with fire number, date, and incident name/location.
- Evidence of receipt (a full signature, by an individual other than the ordering official).
- Copy of current MOU with all signatures.
- Annual Rate Plans must be provided with invoice.

Payment Package Spreadsheet Example:

Payment Packages ready for processing - Example Fire					
Invoice	Fire	Date on Invoice	Date uploaded to FBMS	Amount	Date Paid - FBMS
GA - 29309	Example Fire	1/12/2016	1/19/2016	3,936.24	
GA-29310	Example Fire	1/12/2016	1/19/2016	8,253.30	
GA-29312	Example Fire	1/19/2016	1/19/2016	309.75	
GA-29311	Example Fire	1/12/2016	1/19/2016	729.50	
FL-F00879	Example Fire	12/12/2015	1/1/2016	2,568,431.73	
GA-29313	Example Fire	1/20/2016	1/20/2016	2,250.00	

Appendix D
INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY TEMPLATE

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor

This letter authorizes _____ to act as an Incident Business Advisor (INBA) for the _____. The INBA works as a liaison and advisor between the _____ and the Incident Management Team(s) (IMT) for all issues related to incident business management.

Specific responsibilities include:

- Maintains close communication with the Incident Commander, Finance Section Chief, and other members of the IMT, Area Command Team, and other administrative sections within the incident agency.
- Coordinates with Finance Section Chief for a daily flow of information. This includes a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the IMT in strategic planning, transitions, or significant changes in status.
- Provides guidance to the Agency Administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the Team to ensure cost control measures and other fiscal controls are in place. Specifically, the INBA monitors, tracks, and documents their involvement in cost containment items such as WFSS, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Reviews questionable orders as requested by the Buying Team or Expanded Dispatch, and holds until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the INBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the IMT(s) concerning local, regional, and national incident business management policies. The INBA provides

communication links, guidance, and advice to facilitate efficiency in business management practices.

- Reviews incident business administration practices to ensure compliance with

approved practices and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.

- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP, or any other sites that may support the incident. The INBA has full access to any and all administrative functions of the incident and is expected to make frequent site visits to all support locations.
- Verifies the IMT has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, and/or interagency coordinating groups such as MAC and Area Command Teams of the need for special support units such as Buying Teams, Payment Teams, Claims Teams, or other support as needed.
- Participates in the IMT initial briefing and closeout meeting and provides a critique of team incident business activities to both the Agency Administrator and the Team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Commander.
- May serve in the same role as identified above in Burned Area Emergency Response (BAER) and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command, and Administrative Representative, as needed.
- Provides a final written narrative that includes the following:
 - Procedures and processes that worked well
 - Areas that need improvement and recommendations
 - Documentation of decisions, policy established or changed
 - Incident Agency follow-up needed

The Agency Administrator is the primary point of contact, but coordination will be maintained with_____.

/s/_____
(Agency Administrator)

cc: Unit Managers
Incident Management Team

Appendix E
CASUAL PAYMENT PROCESS for DOI

1. The Casual Payment Center will use the W-4 address for the payment and correspondence address. Please make sure the name and SSN that you verify for the I-9 is the same information on all forms. All names and SSN's are verified by the Social Security Administration monthly.
2. Provide the casual with state tax forms for completion (if the Federal W-4 is utilized for both State and Federal write "State & Federal" on the W-4).
3. Provide the casual with Direct Deposit Information, Direct Deposit Form, or EFT Waiver if qualified.
4. Follow the OF-288 Audit Procedures.

Submit in the following order to the Casual Payment Center:

- Approving Official Memo (with a list of casuals included)
- Audited OF-288 with the original Time Officer signature
- Federal W-4
- State Tax form (if applicable)
- Tribal Exemption form (if applicable)
- Direct Deposit Form or EFT Waiver

To expedite payment please overnight documents to the Casual Payment Center:

NATIONAL INTERAGENCY FIRE CENTER
CASUAL PAYMENT CENTER MS 270
3833 S DEVELOPMENT AVE. BOISE ID 83705-5354
PHONE: 877-471-2262 FAX: 208-433-6405

The following hiring documents are not retained at the CPC and will be returned to the Hiring Unit: Originals of I-9s, Crew Time Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms.

Casual

1. **The W-4 address will be the official mailing address.** If forms are incomplete or filled out incorrectly, they will be returned to the casual without updating their profile information.
2. The bank information that you provide is used for payment until you notify the CPC of payment destination changes.
3. Review your timesheet thoroughly before signing

Casual Payment Center

1. Maintain Federal W-4, State Tax, Tribal Exemption, and Direct Deposit/EFT Waiver Forms in the casual's payment file.
2. Maintain a copy of the Exception Position's description of duties documentation with the OF-288.
3. Process payment to the casual within 5 business days of receipt.
4. Notify hiring unit when there are questions on timesheets received.
5. Notify hiring unit by email when payment has processed if requested on the Approving Official Memo.
6. Respond to all inquiries concerning casual payments, lost checks, unemployment/social security, employment verifications, W-2 requests, ECI requests, deceased casuals, and garnishments.

Feel free to call us with questions at the number listed above, or visit our website at
https://www.nifc.gov/programs/programs_PaymentCenter.html

Appendix F AD FIRE HIRING CHECKLIST

Regional AD Fire Hiring Checklist for Refuge Supervisors

(To insure all AD Hires are necessary and appropriate)

DOI AD Authority used to hire individual:

[Administratively Determined \(AD\) Pay Plan for Emergency Workers \(Casuals\)](#)

- 1. To cope with a sudden and unexpected emergency caused by a fire, or extreme fire potential, flood, storm, or any other all-hazard emergency that threatens damage to federally protected property, has the potential to cause loss of life, serious injury, public health risk, or damage to natural or cultural resources unless brought under immediate control
- 2. To provide emergency assistance to States under formalized agreements.
- 3. To meet mission assignments issued by the Federal Emergency Management Agency (FEMA).

Considerations:

- AD hiring is purely temporary in duration and must be terminated when other employment methods can be initiated.
- Insure circumstances of hire meet guidance in Section D of DOI AD Pay Plan (provide support to ongoing incident, preposition resources, hire personnel during unusually dry periods or local very high fire danger, temporarily replace assigned fire resources, attend/instruct emergency training, carry out ES work where there is immediate danger to loss of life or property, to hire casuals for prescribed fire projects authorized by congressional funding within the wildland fire operations account, and etc).
- Insure conditions of hire meet guidance of Section E of DOI AD Pay Plan.
- Casuals hired under this plan must meet minimum physical fitness standards, security, and qualification requirements as established by agency policy. Hiring units shall use the Single Resource Casual Hire Information Form (PMS 934), per agency policy. In addition, casuals are required to complete agency-specific health and medical screening requirements for certain positions prior to being hired.
- Ensure Boot Stipend is offered in accordance to the USFWS memo: 2014 Guidance (Update) for Office of Wildand Fire Coordination Policy Memorandum 2011-2, Department of Interior Fire Boot Stipend dated 11/14/13.
- This authority cannot be used to circumvent other hiring authorities, such as temporary 1039 appointments or career seasonal appointments.
- Casuals under this Pay Plan cannot supervise, hire, order, or recommend payments that in any way affect a company or contractor that the casual has ownership or employment with, or perform any other financial responsibilities to or for the company or contractor on an incident. If such working conditions exist on an incident or other workplace, the casual employee must immediately disclose any relationship with the company or contractor to the Agency Administrator, Incident Business Advisor, or Finance/Administration Section Chief for immediate action.
- Hiring units shall adhere to agency-specific policy on hiring relatives as casuals.
- Insure AD pay rates are applied based on Section F (Position Classification) of DOI AD Pay Plan.

The agency administrator or designee has the final authority to accept or reject any person hired under this Pay Plan.

Please Contact the RFMC or Acting with questions regarding checklist of AD hiring guidance.

Appendix G
DELEGATION OF AD HIRING AUTHORITY

File Code:
Route To:

Date:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader, and/or Procurement Unit Leader. All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its PNWCG supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBMH as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, refer to guidance in the IIBMH. The Hiring Official will need to write a brief description of duties to accompany the Single Resource Casual Hiring form for payment.

The agency contact for questions related to AD hiring is _____.

/s/ _____
Agency Administrator

(EXAMPLE ONLY)

Appendix H
PROHIBITED, RESTRICTED, AND SPECIALTY ITEMS

The following items are either restricted from purchasing or limited in some manner.

Prohibited Items

- Alcoholic beverages
- Clothing, buttons, stickers, hats, etc., with special/specific printing, coloring, or logos
- Plants & flowers
- Fees for the use of recreational facilities (i.e. hot springs)
- Massage or other therapist services
- Concessionaire payments for use of Federal lands
- Vitamins and mineral supplements

Restricted Items

- Local purchase of newspapers for Type 1 and 2 incidents is limited to 5/day per incident for up to 250 individuals and then limited to 1 for every 50 personnel per day
- Orders for specific magazines, newspapers, or other literature
- Special clothing (swimsuits, caulk boots, etc)
- Pillows or sleeping bags (other than regular GSA, fire cache type)
- Uses of motels, hotels, or other commercial rooms are a very rare exception for personnel assigned to an Incident base; exceptions must be approved in advance by the AA/IBA (if not approved employee will not be reimbursed)
- WCF and GSA vehicle modifications/repairs will be coordinated through the local fleet manager
- Barbers will only be provided for the military at their request
- Agency policy will be followed for approval on purchase of all telecommunications equipment

Specialty Items/Services

The AA has the authority to establish additional purchasing restrictions or limitations on specialty items. This authority may be delegated to the AA or IBA in writing. The following list is not all inclusive and agencies should add items as necessary (AA's need to designate the level of approval; i.e. FSC has authority to approve the purchase of cameras or the AA/IBA is the approving officer for cellular telephones).

Item	Approval Level	Item	Approval Level
Cameras (digital, still, video)		Cellular telephones	
GPS units		Satellite telephones	
Scanners		Printers	
Handheld radios and LMR		Laptop computers	
FAX machines		Copy Machines	
Non-standard cache items			

Appendix I

Incident Procurement Log

Name of Procurement Personnel _____

Fund Center (Unit) _____

Purchase Date	Resource Order No. (s#)	Vendor	Item Description	Purchase Amount	WBS	Incident Name