

Boise District Fire and Aviation
**Administratively Determined Employee
Standard Operating Procedures
2026**

Reviewed by: _____

AD Employee

Reviewed by: _____

Fire Management and Program Analyst / Acting

Approved by: _____

Fire Management Officer / Acting

CONTENTS

INTRODUCTION.....	4
DOCUMENT PURPOSE.....	4
DOCUMENT UPDATE.....	4
BOISE DISTRICT FIRE PROGRAM DESCRIPTION	
MISSION STATEMENT.....	5
HIGHLY RELIABLE ORGANIZATION.....	5
CHAPTER 1: EMPLOYEE RESPONSIBILITIES.....	6
EMPLOYEE CONDUCT.....	6
CORE VALUES.....	6
POLICY ADHERANCE.....	8
CHAIN OF COMMAND.....	8
DEADLINES.....	9
ASSIGNMENT PRIORITIES.....	9
CHAPTER 2: ANNUAL PRESEASON REQUIREMENTS.....	9
PRESEASON CHECKLIST.....	9
TRAINING.....	9
TASK BOOK INITIATION.....	10
TASK BOOK SUBMISSION.....	10
EQUIPMENT.....	11
RED CARD ISSUANCE.....	11
CHAPTER 3: RESOURCE MOBILIZATION.....	12
ASSIGNMENT PREPARATION.....	12
RESOURCE AVAILABILITY.....	12
RESOURCE MOBILIZATION.....	12
TRAVEL ARRANGEMENTS.....	13
TRANSPORTATION ARRANGEMENTS.....	14
CHAPTER 4: ASSIGNMENT REQUIREMENTS.....	14
ASSIGNMENT DEFINITION.....	14
WORK REST REQUIREMENTS.....	15
MANDATORY DAYS OFF.....	15
REASSIGNMENT.....	16
ASSIGNMENT EXTENSIONS.....	16
DRIVING REQUIREMENTS.....	18
INJURY/ILLNESS NOTIFICATION.....	20
TORT CLAIMS.....	21

DUTY OFFICER NOTIFICATION	21
CHAPTER 5: POST ASSIGNMENT REQUIREMENTS	21
IROC STATUS.....	Error! Bookmark not defined.
ADMINISTRATIVE RESPONSIBILITES	21
TIME SUBMISSION	22
TRAVEL SUBMISSION	23
NERV PAYMENT PACKAGE SUBMISSION	25
INCIDENT EVALUATIONS	25
CHAPTER 6: FIRE SEASON CLOSEOUT	27
AD CLOSEOUT FORM	27
AD PERSONNEL PERFORMANCE EVALUATION	27
FIRE EXPERIENCE	28
CHAPTER 7: RESOURCES.....	28

INTRODUCTION

DOCUMENT PURPOSE

The purpose of this document is to establish the Standard Operating Procedures (SOP) for the Boise District (BDO) Fire and Aviation Administratively Determined Employees. This SOP will provide employees with the expectations, common responsibilities, and information needed to be successful in the BDO AD Program. This document is not all-inclusive, and situations will arise that are not covered in this guide. When these situations arise, consult the BDO Fire Duty Officer or Fire Business for clarification. BDO Fire Management is always available to provide guidance where understanding is not clear. Communication from you is key. It is the intent of this document to supplement and clarify existing policies and procedures; it will not supersede or replace any BLM, DOI, or National Fire policies. ADs represent the Boise District BLM Fire Program, which takes great pride in its reputation within the fire community. Employees are expected to adhere to the mission and core values while representing this program.

DOCUMENT UPDATE

The Administratively Determined Employees Standard Operating Procedures is updated annually. The 2026 Administratively Determined Employees Standard Operating Procedures is effective immediately. It remains in effect until the 2027 Administratively Determined Employees Standard Operating Procedures is issued. ADs should read the document in its entirety.

BOISE DISTRICT FIRE PROGRAM DESCRIPTIONS

The Boise District Fire and Aviation program provides or assists with suppression on 9.1 million acres within the Boise Interagency Dispatch Response Area. It consists of 4 BLM Stations (Boise Yard, Wild West, Hammett, and Bruneau), an engine program, a type 1 helicopter program, a SEAT Base, a Fuels Program, a Fire Prevention Mitigation Trespass Program and the Boise Interagency Dispatch Center.

BOISE ENGINE PROGRAM

The Boise District Engine Program Consists of 4 Fire Stations (Boise Yard, Wild West, Hammett, and Bruneau) that house two type 3 engines and thirteen type 4 engines. Each engine is staffed with three to four personnel. It also features a robust Heavy Equipment Program that includes four Type 2 dozers and 2 water tenders. Our program boasts a diverse well-trained workforce that is relied on to provide services locally, to the state, as well as nationally. The Boise District BLM is the primary wildland initial attack response for 4 million acres surrounding the Boise Metropolitan area. Our engine program works closely with all City, County, State and Federal fire entities through interagency partnerships and agreements.

BOISE HELITACK

Boise Helitack is a BLM national helicopter program located out of the Boise Air Center on the National Interagency Fire Center campus. The crew operates a type 1 helicopter for fire response in support of local, state, and national priorities. Boise Helitack is traditionally comprised of 23 BLM personnel, including a Crew Superintendent, two Assistant Crew Superintendents, three Squad Leaders, four Lead Crew members, two

Senior Crew members, and eleven seasonal crew members. On-site facilities include ready room, offices, and secure parking area.

MOUNTAIN HOME SEATBASE

Mountain Home SEAT base is a BLM full-service retardant base located forty-five miles southeast of Boise, ID. Mountain Home SEAT base supports wildfire operations in Southern Idaho as well as northern Utah and Nevada. A SEAT (single engine air tanker) is an AT-802-A aircraft that is operated by a pilot with a tank capacity of 800 gallons. The SEAT's mission is to support ground personnel with retardant drops during wildfire suppression operations. The base consists of one pit, two retardant holding tanks and a mixing tank. Multiple qualified personnel run the base, they are a fixed wing parking tender (FWPT), ramp manager (RAMP) and SEAT manager (SEMG). Fixed wing parking tender duties are directing the SEAT's movements, such as parking, entering and exiting the pit. The ramp manager is responsible for operations on the ramp and manages the fixed wing parking tenders and movement of aircraft. The SEAT manager supervises the FWPT, RAMP, and SEATS. Their duties include providing a daily briefing to pilots and crew, communicating with dispatch, maintaining paperwork and ensuring the safety of the crew and aircraft. The normal workday at the SEAT base starts at 0800 and ends around 1900 (7 p.m.), ramp staff work in high temperatures (100 degrees +) and are consistently on their feet. The Mountain Home SEAT base provides opportunities for crewmembers to travel around the west to other SEAT bases and Tanker bases.

BOISE INTERAGENCY DISPATCH CENTER

The Boise Interagency Communication Center (IDBDC) is the wildland fire dispatch center for the Bureau of Land Management (BLM) Boise District, United States Forest Service (USFS) Boise National Forest, Idaho Department of Lands (IDL) Southwest Office, Fish and Wildlife Service (FWS) Deer Flat National Refuge, and Idaho National Guard (IDNG) Orchard Combat Training Center. Our Hours of Operation are 0700-1800 seven days a week during fire season (roughly mid May - mid October) and from 0800-1630 Monday thru Friday for all other months. IDBDC is responsible for dispatching initial attack on wildland fires on more than five and a half million acres of federally managed land and supports fire suppression resources for local agencies when requested. IDBDC is also responsible for daily tracking of field going resource personnel for the BLM, IDL, and U.S. Forest Service in Southwest Idaho. IDBDC also supports wildfire and emergency support operations throughout the nation by dispatching local resources to non-local emergencies in support of the National Fire Plan and the National Response Plan. IDBDC routinely sends federal and non-federal responders and equipment to help suppress fires throughout the United States.

MISSION STATEMENT

The Boise District Office of Fire and Aviation is responsible for providing a safe, efficient, and fiscally responsible fire and fuels program; ensuring the protection of life and property, and the protection of natural and cultural resources; by adhering to the values of the Bureau of Land Management and interagency partners and continuing to work as a Highly Reliable Organization (HRO).

HIGHLY RELIABLE ORGANIZATION

HROs are organizations that have success in avoiding catastrophes in an environment where normal accidents can be expected due to risk factors and complexities. Organizations that strive to be HROs recognize that not

all accidents are preventable but attempt to understand and recognize when these events are most likely to occur. HROs train to prevent accidents and overcome situations when accidents occur. The five organizational principals that create mindful HRO infrastructure are as follows:

- **Preoccupation with Failure:** Actively Looking for what could go wrong, treating “close calls” and near misses as critical information, and focusing on potential errors rather than just successes.
- **Reluctance to Simplify:** Avoiding the tendency to over-simplify, will avoid steering away from potential evidence that masks the presence of unexpected problems.
- **Sensitivity to Operations:** Maintaining situational awareness of operations permits early problem identification and allows for the resolving of issues before they become substantial. Keeping the "Big Picture" in focus.
- **Commitment to Resilience:** Recognizing and developing an understanding that human error and accidents occur will enable us to develop a culture and mindset that allows for rapid response to contain, cope, and recover from undesirable events effectively.
- **Deference to Expertise:** Pairing people based on their strengths and weaknesses, loosening the hierarchical controls, and empowering the expert that's closest to the problem and has the answer.

The Boise District Fire Program will continue to implement a culture and mindset that continuously reevaluates the Program's principles and empowers the program to continually strive to operate as an HRO.

We need dynamic, self-driven, proactive people with the attitude to accomplish these objectives. Anything less leads to mediocrity, complacency, and a substandard work environment.

Independent thought that leads to success, comes from education, experience, and wisdom. Without constant practice, these skills suffer.

CHAPTER 1: EMPLOYEE RESPONSIBILITIES

EMPLOYEE CONDUCT

Employee expectations relative to behavior and conduct include but are not limited to misuse of government vehicles and equipment, intoxication on the job, reporting to a dispatch in an impaired state, habitual tardiness, insubordination, and failure to respond to a fire mission are examples of inappropriate conduct and will be addressed with formal disciplinary action. AD's must treat all members of the public and agency with dignity and respect, regardless of background or circumstance. Off duty conduct that reflects poorly on an individual as a government employee can also be cause for disciplinary action.

The Boise District maintains zero tolerance policy regarding any harassment and discrimination. Mandatory training is conducted each year, and every employee is expected to abide by all policies and guidelines. Failure to adhere to harassment and discrimination policies will lead to disciplinary action and possible removal.

All Administratively Determined employees should also take careful consideration prior to posting information on social media regarding fire assignments/activity.

CORE VALUES

Boise BLM Fire and Aviation

We are Leaders and Instill Followership:

- We are professional firefighters and support personnel
- We understand and demonstrate leadership in all our activities
- We understand how to communicate and implement effective communication
- We understand how to listen
- We are all followers
- We are empowered to ask questions
- We are humble and compassionate

We Embrace and Drive Change:

- We challenge the status quo
- We provide viable alternatives
- We innovate
- We adapt to change and thrive because of it
- We are resilient and bounce back stronger
- We anticipate and welcome change

We are Prepared:

- We are students of fire
- We train like we fight and fight like we train
- We develop and practice core critical tasks
- We are experts in our field and know our tasks well
- We understand when to engage and when to take a pause

We Build the Team:

- We establish esprit de corps
- We empower our employees to make decisions
- We hold ourselves, employees, and fellow workers accountable
- We demonstrate the highest degree of integrity
- We provide a safe environment for discussion and debate
- We are responsible for our individual and team actions
- We support the fire program and the Bureau of Land Management

Accountability:

- Accept responsibility for your actions
- Hold peers, subordinates, and supervisors accountable for their actions
- Accept input for successes and failures; use both as learning tools

Integrity:

- Establish and maintain trust, honesty, and loyalty with yourself and co-workers
- Make decisions based on what is best for the Program and not what is best for individuals.

Professionalism:

- Have pride in yourself and this organization
- Take the job seriously; do your best every time you do something
- Public perception - personal reflection

Respect

- Give respect to get respect
- Be positive with praise; constructive with criticism
- Preserve the chain of command

Attitude

- A positive attitude is contagious
- Take pride in your work

Teamwork

- Cohesion is the fuel that drives common people to reach uncommon results by working together, we become successful together.

POLICY ADHERANCE

Administratively Determined employees are responsible for knowing and adhering to the information found in this SOP. Additional policies include and are not limited to the following:

- Current AD Pay Plan
- National Emergency Rental Vehicle (NERV) SOP
- Chapter 2 & 3 of BLM Standards of Fire Business Management

Administratively Determined employees will be required to complete policy review as prework for the upcoming fire season (Preseason Checklist). Complete the Preseason Checklist and sign the SOP page. Both should be uploaded to the AD website.

Failure to adhere to provided policies will result in no longer being sponsored by the Boise District Office. If an employee has any policy questions associated with the AD Program, please contact the Fire Business Office when on assignment. When not on assignment please email Fire Business.

CHAIN OF COMMAND

Administratively Determined employees are responsible for following the Boise District Fire Chain of Command (see listed contacts by functional activity):

- Chris Cromwell- Fire Management Officer
- Dan Betts- Assistant Fire Management Officer
- Duty Officer -Assignment/After-hours inquires, Emergencies
- Tylor Noffz-Training Officer
- Fire Business- Pre/Post season requirements and administrative support

DEADLINES

BDO Fire has established deadlines for preseason requirements. If you do not meet preseason deadlines, you will be unable to participate in the AD Program for the upcoming season.

If you do not meet administrative deadlines following an assignment, the Fire Management Officer will be notified. Qualifications will be suspended until you have completed your post assignment administrative requirements. Administratively Determined employees will be unable to accept assignments when qualifications are disabled.

ASSIGNMENT PRIORITIES

As a member of the Boise District Administratively Determined Program your priority should be to support local incidents. The second priority is to support incidents in the Great Basin Region. If there are no local/regional incidents, then you can assist at the national level.

CHAPTER 2: ANNUAL PRESEASON REQUIREMENTS

HIRING PAPERWORK

ADs will submit the appropriate hiring paperwork to Fire Business during the preseason. An Employee Common Identifier (ECI) will be assigned to each AD. ADs will receive their ECI when a Casual Hire Form is generated for preseason requirements.

CASUAL HIRE FORMS

ADs will receive a Casual Hire Form prior to training or mobilization to an assignment. A signed Casual Hire Form is required prior to mobilizing. Casual Hire Forms are specific to training, incident support, etc. ADs are required to upload their signed Casual Hire Form when submitting their time documents to the AD email.

PRESEASON CHECKLIST

Review each line item carefully and annotate the date in the “Date Completed” column on your PDF preseason checklist. ADs will email their complete preseason checklist, and it will be verified by the Fire Business Department. The 2026 AD Preseason Checklist is required prior to red card issuance.

ADs should submit their training hours after their preseason checklist has been verified by Fire Business.

TRAINING

The AD Pay Plan allows employees to attend emergency training, which includes Incident Command System (ICS) courses, refreshers, and other State/Nationally recognized training. The course number

should be noted on the OF-288 when submitted to the CPC for processing. (e.g. S-261 on 4/15 in remarks), for each completed course to clarify that the hours worked are for student training.

In most cases, training hours, excluding travel time, should not exceed a total of 80 hours per calendar year, regardless of the hiring agency. It is the responsibility of the AD to keep track of training hours per calendar year (excluding travel time). Training hours more than 80 hours must be approved by the State Incident Business Lead in advance. Request to approve more than 80 hours shall be done in writing by the hiring official to the State Fire Business Lead. This approval must accompany the OF-288 submitted to the Casual Payment Center. Salary, travel and per diem will be charged to the financial code identified in the BLM Standards of Fire Business Management Policy.

All training should be submitted through the AD email in one submission once all training is completed. All The FMO has the authority to audit training hours submitted through the AD email. ADs must ensure they are properly coding for training hours. Inflated training hours will not be approved.

INSTRUCTOR TRAINING

The AD Pay Plan also allows employees to instruct emergency training. Units may hire a casual to instruct emergency incident training only when all other methods of hiring and contracting instructors have been exhausted. The training course should be notated on the OF-288 as "Training Instructor" under block 2 Fire Name. Length of employment should not exceed a total of 120 hours, excluding travel, per calendar year. Please refer to the AD Pay Plan for more information (AD website-General Information).

TASK BOOK INITIATION

All task book initiation requests should be submitted through the AD Preseason Requirements and Training Email. Prior to submitting a Task Book Request through the AD/Training email, ADs should complete all available training required for the task book. Upload the certificates when you complete the required training for your task book. Refer to the NWCG Resources>NWCG Fire Position Description. Search for your desired position in the search box. Select the position. Select the Position Qualification Requirements, PMS 310-1. On this page it will list the Training/Physical requirements for your selected position.

TASK BOOK SUBMISSION

All signed off task books should meet the following criteria prior to being sent for certification:

- PTB cover page Complete with all information:
 - Task book is still current in IQCS
 - Tasks completed in training activities are built in IQCS
- Final evaluator page complete with all information
- All elements of task book completed with evaluator initials and date
- Evaluator Record complete with all information
 - All evaluation records to be completely filled out.
 - Assignment duration includes dates of assignments i.e. 6/12/16 to 6/14/16 (3 shifts)

- Evaluator needs to initial Evaluator Recommendation Line
- Ensure either fire number and/or incident number are correct
- Incident Personnel Performance Rating needs to be completed for every assignment. The narrative needs to include a description of fire and complexity.

Completed task books need to be submitted to the Fire Training Officer for the Fire Red Card Committee review and FMO certification.

EQUIPMENT

ADs can checkout cache issued equipment from the Boise District Fire Cache. Please keep a copy of the DI-105 for your records. If you have additional questions about equipment and gear, please contact Fire Business.

Lost/Damaged/Stolen personal gear will not be replaced by the incident. ADs should use their discretion if bringing personal items on an assignment. See Tort Claim Section if approved equipment (on Resource Order) was Lost/Damaged/Stolen while on assignment.

RED CARD ISSUANCE

Red Card (Incident Qualification Card) and Field Guide (Handy Dandy) will be issued once preseason requirements have been completed and all documents have been emailed. The Fire Training Officer will email out digital red cards once all preseason requirements have been met and verified. If you require a physical copy of your red card, please contact the training officer. If you go on assignment prior to meeting all preseason requirements and receiving your Red Card, you will be disqualified for the season.

CHAPTER 3: RESOURCE MOBILIZATION

ASSIGNMENT PREPARATION

Prior to assignment, ADs shall complete the following:

1. Ensure you are cleared to set your availability. Prior to your first assignment, you must be cleared by Fire Business and have a red card for the current fire season.

Note: ADs should ensure they have completed all administrative requirements before going on next assignment.

2. Set availability through IDBDC (Dispatch)
3. Ensure you have received your Resource Order from Dispatch
4. Ensure you have received your Casual Hire Form from Fire Business
5. Bring Red Card and Task Book
6. Bring a copy of the Incident Personnel Performance Rating Form (required for each assignment)
7. Bring a copy Travel Voucher Worksheet
8. Bring your BDO Field Guide (Handy Dandy)
9. Review AD Admin Processes
10. Review AD SOP

RESOURCE AVAILABILITY

ADs shall not be making themselves available unless they have completed their preseason requirements and received an incident qualification (red) card. When going available for Local, GACC or National assignments, resources will self-status in IROC and confirm their available status. If an individual needs assistance with IROC, they can visit the NWCG IIA website or call the IROC help desk at 866-224-7677. If an individual is rostering with an Incident Management Team, set status as “Available Local”. If individuals are willing to take an assignment in any location, set status as “Available National”. After status is changed to “Available”, employees should be willing to accept any order and meet the date/time needed.

If an employee is no longer available for an assignment, they need to self-status in IROC as unavailable, so that you are not receiving a resource order request. Resources are required to follow the National and GACC Mobilization Guide while on assignment and engaged in fire activity.

RESOURCE MOBILIZATION

Resources that are mobilizing to an incident will need to follow the National Mobilization Guide, GACC Mobilization Guide and Local guidance from your home sponsoring unit. You will need to refer to Chapter 10 for GACC and National Mobilization Standards. ADs must call IDBDC when departing for an incident. **Resources must have resource order and signed single casual hire form in hand prior to mobilizing to an incident.** ADs should not mobilize prior to the departure date on Resource Order. When arriving at assignment location, resources must check in with incident or unit.

TRAVEL ARRANGEMENTS

All travel greater than 50 miles or longer than 12 hours requires a Concur Travel Authorization/Voucher. There are two classifications of travel, and both have a slightly different process:

○ Non-Emergency Travel

For non-emergency travel (training course, IMT meeting, etc.), ADs need to complete a Non-Emergency Travel Request. Fire Business will complete travel arrangements. ADs are required to book their hotels. Do not book through a travel agent or online travel agent (i.e. Expedia, Hotels.com). If the hotel is booked through a third party, the employee will be responsible for the additional charges. The hotel lodging price (not including taxes/fees) must be under or at the GSA per diem rate for the location. Location per diem rates can be found on AD website.

○ Emergency Travel

For emergency travel, the authorization and voucher will be created after your travel. Approved Authorizations are not required prior to emergency travel. Your resource order is your authorization to travel. Employees need to ensure they are tracking their travel on the Boise District Travel Voucher Worksheet and maintaining all documentation. Airline tickets and rental vehicles must be booked through fire dispatch and not through a non-government source. ADs are required to book their hotels. Do not book through a travel agent or online travel agent (i.e. Expedia, Hotels.com). If the hotel is booked through a third party, the employee will be responsible for the additional charges. The hotel lodging price (not including taxes/fees) must be under or at the GSA per diem rate for the location. Location per diem rates can be found on AD website.

○ Over Per Diem

An employee must contact at least 3 hotels to find a hotel room that is at or under per diem. If an employee cannot find a hotel room (not including taxes/fees) under per diem at a location, then they must call the Boise District Duty Officer for permission to go over per diem. The employee will also fill out the BDO Over Per Diem Lodging Request Form and list the name of the hotels they contacted and the lodging rate they were provided.

The BLM Duty Officer will submit an approval letter to the BLM ID District Manager for signature. Once the letter is signed, it will be emailed to the employee so they can attach it to their travel voucher.

Note: Over Per Diem Letters provided by other agencies cannot be submitted in Concur. If lodging is reserved by an Incident Management Team (IMT) or another party, it's the employee responsibility to ensure that the hotel room is at/or under per diem. If not, the employee must complete the over per diem request.

Do not complete your travel submission through the AD email until you have received your Over Per Diem Letter from Fire Business. Fire Business cannot process your travel until we have all the supporting documentation.

TRANSPORTATION ARRANGEMENTS

For emergency travel, dispatch will make your travel arrangements according to your resource order mode of transportation (POV, Rental Vehicle, or Airline Ticket). Once you have attained your mode of transportation and Resource Order, you will need to notify dispatch of your mobilization date and times. Dispatch will update your travel into the IROC dispatching system. Verify all modes of transportation are approved on your Resource Order.

○ National Emergency Rental Vehicle (NERV)

Reserving a National Emergency Rental Vehicles (NERV): If you need a NERV, you will need to know your rental needs prior to contacting dispatch for any vehicle rental reservations.

Review the NERV procedures through the NERV SOP (NERV website) to ensure you understand your responsibilities. Remember to ensure you request GAR insurance coverage when picking up your vehicle.

Government vehicles/rentals should not be taken/parked at home residence. If rental location is closed for the evening, the government vehicle/rental should be parked at the District Office (3948 S Development Ave, Boise, ID 83705) and Single Resource should take an Uber/Lift to home residence. Refer to the NERV SOP for more information.

Can I take my NERV vehicle home or keep it over R&R?

You **cannot** take your NERV vehicle home. NERV vehicles are government vehicles. Responders must follow the same approval process for fleet vehicles as though the NERV vehicle were a regular agency vehicle. NERV vehicles should not be held in reserve over R&R. In the case the responder must pick up the vehicle in advance, the vehicle must be parked on a government facility and secured.

○ Privately Owned Vehicle (POV)

Local Incident - The use of a POV on a local incident must be approved by the Duty Officer prior to mobilizing to an incident. ADs must receive verbal approval and ensure POV is annotated on Resource Order.

Non Local Incident - The use of a POV on a non-local incident must be approved by the ordering unit prior to mobilizing to an incident. ADs must receive verbal approval and ensure POV is annotated on Resource Order.

Cost comparison forms must be completed before travel to incident begins.

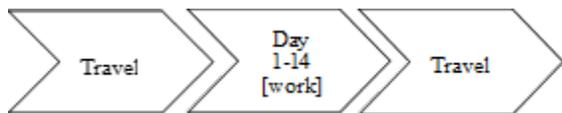
CHAPTER 4: ASSIGNMENT REQUIREMENTS

ASSIGNMENT DEFINITION

An assignment is defined as the time period (days) between the first full operational period excluding travel, and the last operational period. The last operational period is the last full day worked which excludes all travel. Assignments include prescribed fire and fuels treatments.

Length of Assignment Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified below. Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams.

14 Day Scenario:



WORK REST REQUIREMENTS

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 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.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

MANDATORY 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, three mandatory days off will be provided (also referred to as “3 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 \(1977\)](#)). For off-

site/remote assignments, days off must occur on the calendar days immediately following last operational shift worked.

REASSIGNMENT

NOTIFY THE DUTY OFFICER If reassigned to a new incident ADs must contact the Duty Officer and forward the new Resource Order to Duty Officer. Include Fire Business Email to the recipients.

Note: A new Casual Hire form is not required for reassignment or position change.

Reference the *BLM Standards for Fire Business Management (Chapter 2)*:

HIRING FORMS

Activating units are required to complete the necessary hiring forms when activating a casual. The following forms are to be completed and maintained at the activating unit in accordance with the Privacy Act (5 U.S.C. 552a).

- [Single Resource Casual Hire Information Form \(SRCHIF\)](#). Only one SRCHIF per call out is required. No need to create a new form for a reassignment or position change.
- Incident Behavior Form.

ASSIGNMENT EXTENSIONS

Extensions beyond 14-day assignments should be made sparingly. **Extensions must be approved on the Incident Extension Form which includes signatures from BDO Duty Officer and the employee's supervisor.**

Reference *Interagency Standards for Fire and Fire Aviation Operations (Chapter 7)*

Consider the health, readiness, and capability of incident personnel prior to authorizing back-to-back assignments. The health and safety of incident personnel and resources will not be compromised under any circumstance.

Assignments may be extended when:

- Life and property are imminently threatened.
- Suppression objectives are close to being met.
- A military battalion is assigned.
- Replacement resources are unavailable or have not yet arrived.
- The assignment is a planned event (e.g., fuels treatment, prescribed fire implementation) with fatigue mitigations (e.g., shorter workdays, adequate rest in hotels, etc.).

Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel).

21-Day Scenario



A 21-day assignment is exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the 21-day assignment, regardless of pay status, for all personnel, including IMTs.

30-Day Scenario



An assignment longer than 22 days is exclusive of travel from and to home unit. Time spent in staging and preposition status counts toward the assignment, regardless of pay status, for all personnel, including IMTs. For an assignment exceeding 21 days, two mandatory days off will be provided prior to the 22nd day of the assignment.

For an assignment exceeding 21 days, two mandatory days off will be provided prior to the 22nd day of the assignment. Upon completion of the assignment and return to the home unit, three mandatory days off will be provided.

Contracts, incident blanket purchase agreements (I-BPA), and emergency equipment rental agreements (EERA) should be reviewed for appropriate pay requirements and length of assignment. If the contract, I-BPA, or EERA do not address this, the incident Finance/Administration Section chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

- **Single Resource Extensions**

The section chief or IC will identify the need for assignment extension and will obtain the affected resource's concurrence. The section chief and affected resource will acquire and document the home unit supervisor's approval.

The IC approves the extension. If a convened Geographic Multi-Agency Coordinating Group (GMAC) or the National Multi-Agency Coordinating Group (NMAC) directs, the IC approves only after GMAC/NMAC concurrence.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and the affected resource will be advised and must concur prior to reassignment.

All resource extensions must be communicated with the BDO Duty Officer and signed by the Duty Officer. Duty Officer will cc Fire Business when returning signed form.

- **Incident Management Team Extensions**

Incident Management Team extensions are to be negotiated between the incident Agency Administrator, the Incident Commander, and the GMAC/NMAC (if directed). All resource extensions must be communicated with the BDO Duty Officer and signed by the Duty Officer. Duty Officer will cc Fire Business when returning signed form.

DRIVING REQUIREMENTS

Employees driving motor vehicles are responsible for the proper care, operation, maintenance, and protection of the vehicle, as well as obeying all Federal and State laws.

The use of Government-owned, -rented, or -leased motor vehicles is for official business only. Unauthorized use is prohibited.

General Driving Policy

- Employees must have a valid State driver's license in their possession for the appropriate vehicle class before operating the vehicle. Operating a Government-owned or -rental vehicle without a valid State driver's license is prohibited.
- All drivers whose job duties require the use of a motor vehicle will receive initial defensive driver training within three months of entering on duty and refresher driver training every three years thereafter.
 - *BLM/FS – Driver training is required prior to operating a vehicle for official purposes.*
- **All traffic violations or parking tickets will be the operator's responsibility.**
- All driving requiring a commercial driver's license (CDL) will be performed in accordance with applicable Department of Transportation regulations.
- Drivers and all passengers are required to use seat belts at all times when the motor vehicle is in motion.
 - *BLM – BLM Form 1112-11 will be used to document every BLM fire and fire aviation employee's authorization to drive Government vehicles or to drive private or rental vehicles for Government business. Employees are required to self-certify their physical ability to operate vehicles which they are authorized to use. Drivers of vehicles that require a CDL may be required to have additional driver, medical, and fitness testing as required by local and/or State laws. Employees will immediately inform their supervisor and update BLM Form 1112-11 if a change in medical condition impedes their driving ability or if a State driving privilege is restricted for any reason. Supervisors will review the updated form and take appropriate action as necessary.*
- *BLM – Employees, volunteers, contractors, and cooperators are prohibited from using any mobile voice/data communication or electronic data retrieval device while operating a government owned, leased, or rented vehicle or while operating a personally-owned vehicle for official government business, and are further prohibited from using any government-owned mobile communication or data retrieval device while operating a personally-owned vehicle, except where permitted by state law and in hands-free mode. Government purchased two-way radios are exempt from this requirement. The use of any of these devices during an emergency situation (immediate threat to life) is limited to the extent necessary to convey vital information. When there is a passenger in the vehicle*

and the vehicle is in motion, the passenger shall manage communications to prevent driver distraction.

Employees operating a motor vehicle that meets any of the following criteria must possess a valid CDL with all applicable endorsements:

- Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more, whichever is greater; or
- is designed to transport 16 or more passengers, including the driver; or
- is of any size and is used in the transportation of hazardous materials. Hazardous materials means any material that has been designated as hazardous under [49 U.S.C. 5103](#) and is required to be placarded under [subpart F of 49 CFR part 172](#) or any quantity of a material listed as a select agent or toxin in [42 CFR part 73](#).

DOI – Employees under the age of 21 that possess a CDL may operate commercial motor vehicles (CMV) across State lines for interstate commerce purposes under the following conditions:

- *Drivers with a CDL may operate a CMV in accordance with the issuing authority (i.e., the State) that issued the CDL and must comply with the issuing authority's CMV operational requirements and any special requirements and endorsements applicable to the CMV license classification of the CDL holder; and*
- *Supervisors must annually establish and document that those drivers have a valid driver's license (i.e., that the license has not been suspended, revoked, canceled, or that he/she has not been otherwise disqualified from holding a license – [485 DM 16.3D \(1\)](#)), have the ability to operate the vehicle(s) safely in the operational environment assigned ([485 DM 16.3B \(2\)](#)), and review and validate the employee's driving record ([485 DM 16.3D \(4\)](#)).*

Non-Incident Operations Driving

No driver will drive more than 8 hours (behind the wheel) within any duty day. Driving home from an incident is considered non-incident driving.

Mobilization and Demobilization

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

Incident Operations Driving

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:

- Accomplish immediate and critical suppression objectives.
- 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

Vehicle Accident Reporting

If you are involved in a motor vehicle accident, you must notify the Duty Officer as soon as possible. Any vehicle accident involving government equipment needs to be reported to the Boise District BLM Duty Officer as soon as possible. The employee is responsible for completing the accident report forms onsite, which may include a Law Enforcement Officer Accident Report. They also need to work with the Boise District BLM Duty Officer and submit a SMIS Accident Report as soon as possible.

INJURY/ILLNESS NOTIFICATION

Any work-related injury while on assignment needs to be communicated to the Boise District BLM Duty Officer as soon as possible to start the OWCP process. Duty Officer phone number is 208-384-3473. Duty Officer will contact the BDO Virtual Hospital Liaison to assist the employee with Workers' Compensation paperwork. If on a local incident, the BDO Hospital Liaison will be dispatched to the treating facility to meet the injured employee.

Supervisors must report the incident in the Safety Management Information System (SMIS). SMIS was developed in response to the DOI Occupational Safety and Health Strategic Plan as a tool for DOI individuals who are injured or who file claims seeking benefits under the Federal Employees' Compensation Act (FECA) and enables oversight of the DOI Worker's Compensation Program.

Any work-related injury/illness that could influence the employee needs to be documented with OWCP. If the time of injury/illness is known, then CA-1 must be filled out within 24 hours of the injury. If the injury/illness may have happened over time, then a CA-2 must be filled out within 24 hours of recognition. If the employee is going to seek medical attention, then a CA-16 must be

filled out, which authorizes the facility to treat the employee. The CA-1 and CA-2 must be filled out in the Employees' Compensation Operations and Management Portal (ECOMP) as soon as possible. These will be reviewed and approved by the Boise District Safety Officer.

TORT CLAIMS

Personal equipment (laptop, cell phone, personal vehicle) utilized for BLM work needs to be authorized on the employee's Resource Order. If these items are damaged while being utilized for government business, then the employee can file a tort claim for reimbursement. Contact the BDO Training Officer if you need to file a tort claim.

All tort claims are subject to review.

DUTY OFFICER NOTIFICATION

Constant communication with your home unit is essential while you are on assignment. ADs should contact the Duty Officer for the following examples including, but not limited to:

1. Accident with government vehicle/NERV/rental vehicle
2. Emergency
3. Work-related injury
4. Assignment extension
5. Reassignment
6. Urgent questions after business hours/on weekends/on holidays

CHAPTER 5: POST ASSIGNMENT REQUIREMENTS

IROC STATUS

Upon return from an incident, it will be the AD's responsibility to check IROC to ensure correct status. If status is still assigned, AD's need to call the incident and ask to be released.

ADMINISTRATIVE RESPONSIBILITIES

ADs are expected to properly submit paperwork immediately following an assignment. Incomplete submissions will be returned and delay your payment. Fire Business has 3-5 business days to

process travel and time submissions after receiving **complete/accurate** supporting documentation. This timeline may be adjusted throughout the year based on fire business workload and fire activity.

Fire Business works on AD Times/Travel/NERV submissions in the order they are received in the AD email. We do not prioritize submissions based on AD availability, AD scheduled leave, etc. Please plan accordingly.

Fire Business does not have the capacity to email all employees that we have received your submissions. Make sure you are completing your submissions properly. Fire Business processes submissions in the order they are received. If submissions are incomplete/inaccurate, the Fire Business team moves on to the next submission. Submission revisions are processed in the order they are received.

ADs shall not make themselves available for another assignment until they have completed all post assignment paperwork for the previous assignment. Consistent incomplete/inaccurate submissions will result in the FMO suspending qualifications. This will allow time for the AD to review policy and procedures. ADs should utilize this SOP and resources to ensure they are completing paperwork correctly.

RECEIPT REQUIREMENTS

- All receipts must be legible
- Hotel receipts must be itemized- Taxes and Lodging Rate should not be combined
- NERV Receipt- The government will not pay for fueling charges. Make sure you fill the vehicle FULL before you return it or you have it documented what the fuel gauge read prior to accepting the vehicle for your assignment. If NERV charges you a refueling cost, you will be responsible for that charge, and it will be taken out of your travel reimbursable amount

LOST RECEIPT PROCEDURES

Lost receipt memo form and copy of bank account transaction.

JUSTIFICATION REQUIREMENTS

Provide documentation for the following:

1. Hotel is beyond 30 miles from incident

TIME SUBMISSION

. AD Time Submission is required to complete your Concur Travel Voucher. BDO Fire Business cannot submit a travel voucher without the supporting time documentation.

DO NOT SUBMIT FUTURE/ESTIMATED DATES AND TIMES. The assignment must be completed prior to submitting time package.

Check all information on your OF-288 prior to submitting to Fire Business. Your Employee Common Identifier (ECI) is annotated on your Casual Hire Form. This is not the same as your IQCS number listed on your red card.

All time and attendance should to be documented on an OF-288 for it to be processed by the Casual Payment Center.

OF-288s will be completed one of two ways:

If on an assignment with an established Time Unit, the employee will turn in Crew Time Reports (CTR) signed by their incident supervisor daily. At the conclusion of the incident the employee will close out with the time unit and verify the contents of the OF-288. It is the responsibility of the AD to ensure OF-288s accurately reflect CTRs prior to signing. ADs will submit their signed OF-288 to the AD email (AD Time Submission).

If on an assignment without an established Time Unit, the employee will complete CTRs by their incident supervisor daily and submit to the AD email (AD Time Submission). Fire Business will generate an OF-288 and email the AD for review/signature. It is the responsibility of the AD to ensure OF-288s accurately reflect CTRs prior to signing the OF-288.

Fire Business will submit your time to the Casual Payment Center to be processed for payment. The Boise District Fire Business will submit payment packages to the Casual Payment Center within 5 days of the employee properly submitting their documentation on the AD email. It takes approximately 7-10 business days for an AD to receive their direct deposit once OF-288s are submitted to the Casual Payment Center. If an AD does not receive their direct deposit within this timeframe, they can complete the following: ADs attached to IDBDC or the SEAT Base can ask their supervisor the status of their time submission. Single Resource ADs not attached to IDBDC or the SEAT Base can email Fire Business to check the status of their time submission.

SEAT BASE and IDBDC ADs should submit all time on OF-288s when working locally in the Boise District.

NOTE: ADs should not make themselves available for another assignment until they have submitted their OF288/CTRs with supporting documents to the AD email from their previous assignment.

TRAVEL SUBMISSION

ADs returning from emergency travel need to submit a travel voucher worksheet and supporting documentation within 5 days of returning home. Reminder that all modes of travel need to be included in the travel voucher worksheet and that all airline receipts are required, so ensure they are obtained by the dispatching agency that reserved the transportation. If an employee utilizes their POV, with government vehicles available, they will get reimbursed at lower mileage rate. The employee is required to provide documentation with their travel voucher worksheet indicating a government vehicle was not available to receive the higher rate.

Some fees can be removed if a customer requests them to be reviewed. AD should review all charges associated with lodging. Examples (Daily property fee, Donation Fee, anything that isn't a tax should be questioned)

Fire Business does not have control of AD profiles in Concur. If you are a new AD, an EIN (Employee Identification Number) needs to be generated prior to a profile being created. An EIN will be generated after an AD receives their first payment from the Casual Payment Center. This typically takes a few weeks. If you are a returning AD and you already have a Concur profile, sometimes your profile is deactivated due to inactivity. Fire Business is required to request reactivation through the BLM State Office. Both scenarios may cause your travel voucher to be delayed.

DISPATCH ADs- Might be instructed to code off unit travel to one code (i.e. BLM Support). Please provide documentation that you were instructed to code to one code vs. the multiple incidents you assisted with. Travel and Times should coincide.

Fire Business will send you a travel voucher to review and sign after receiving your travel submission on the AD email. If you don't receive a travel voucher to sign within **7 business days of complete/accurate submission**, please email Fire Business.

NOTE: ADs should not make themselves available for another assignment until they have submitted their BDO Travel Voucher Worksheet and supporting documents to the AD email from their previous assignment.

TRAVEL REIMBURSEMENT

Once signed Travel Vouchers are submitted through Concur, the National Operations Center (NOC) will review and submit payment. The NOC has 30 days to submit payment based on a complete and accurate voucher. This timeline starts when the Voucher has been signed by the Approving Official in the Boise District Office.

Travel Voucher Audit Parameters are based on WO/DOI policies:

\$2500 and up= 100% of submissions are audited

\$2000-\$2499=75% of submissions are audited

\$1500-\$1999= 50% of submissions are audited

\$1000-\$1499= 25% of submissions are audited

\$500-\$999= 10% of submissions are audited

\$250-\$499= 5% of submissions are audited

\$100-\$249= 3% of submissions are audited

Under \$100= 1% of submissions are audited

If Vouchers are audited and returned from the NOC, the 30-day timeline is re-started once the Approving Official re-signs the Voucher.

ADs are not issued government travel cards. All charges on personal credit cards are the responsibility of the AD. ADs may be entitled to interest if the NOC does not comply with the 30-day timeline.

NERV PAYMENT PACKAGE SUBMISSION

. Failure to submit your NERV Payment Package in a timely manner will result in the suspension of your qualifications.

NERV Packages should match your Travel Voucher worksheet if you were assigned to multiple incidents

INCIDENT EVALUATIONS

After returning from assignment please upload your Incident Personnel Performance Rating form to your time submission. Required for all assignments regardless of trainee or qualified status.

Required Supporting Documentation Cheat Sheet		
Note: Not all supporting documentation is applicable for all ADs		
TIME	Travel	NERV

<ul style="list-style-type: none"> • OF288 (with ending travel) • Casual Hire Form • Resource Order(s) • Incident Performance Rating Form (Off Unit Assignment Only) • Any other supporting documentation (i.e. Assignment extensions, General Message or CTR for position change, etc.) <p>Upload all documents to AD email in 1 PDF</p>	<ul style="list-style-type: none"> • TravelVoucher Worksheet • NERV Receipt • Airline Receipts • Over Per Diem Letter • Note: Do not need receipts for meals if meals are not provided by the incident <p>Upload all documents to AD email in 1 PDF</p>	<ul style="list-style-type: none"> • NERV coversheet • NERV Rental Agreement • Pre/Post Inspection <p>Upload all documents to AD email in 1 PDF- use proper naming convention</p>
---	---	---

END OF FISCAL YEAR

Our financial platform (S4HANA) shuts down every year at the end of September and into October. Dates are provided by the State Officer every year and are subject to change. S4HANA shuts down so our agency can finalize our budget at the end of the fiscal year. The new fiscal year starts October 1.

EMPLOYEE IMPACT

1. ADs should continue to submit AD Travel/AD Time/NERV packages to AD email in a timely manner
2. AD time will be processed through the Casual Payment Center during this time:
 - a. A reminder that Fire Business has 5 business days to submit your time to the Casual Payment Center (per SOP). There might be a slower turnaround time with your payment, because we will be focused on End of Year Budget Closeout.
 - b. AD submissions are processed in order of receipt. Do not email Fire Business about the status of your submissions unless you haven't received payment in 10 business days of AD website submission.
3. Travel reimbursement **WILL NOT** be available during this time. Fire Business will not have access to CONCUR to submit AD travel:
 - a. **Last day for Fire Business to submit SIGNED travel vouchers is Monday, Sept 14th.**
 - b. Fire Business cannot submit AD vouchers after Monday, Sept 15th 5pm MT

- c. ADs should review and sign travel vouchers ASAP the week of Sept 7th
- d. Continue to upload travel documentation during this shutdown period. However, it won't be processed until the financial system is back online.
- e. Fire Business will submit Concur Vouchers after the shutdown period.

IF YOU CANNOT MANAGE TO HAVE A BALANCE ON YOUR CREDIT CARD (FOR TRAVEL EXPENSES) DURING THIS EXTENDED PERIOD OF TIME, IT IS SUGGESTED THAT YOU DO NOT TAKE AN ASSIGNMENT IF YOU CANNOT SUBMIT YOUR PAPERWORK BY THE FIRST WEEK OF SEPTEMBER. FIRE BUSINESS IS UNABLE TO MAKE EXCEPTIONS BASED ON INDIVIDUAL EMPLOYEE FINANCIAL CIRCUMSTANCES.

There will be a significant backlog of Travel Voucher submissions once our financial system is back online. It's unclear when travel vouchers will be paid out following the financial system shutdown. Please plan accordingly.

CHAPTER 6: FIRE SEASON CLOSEOUT

AD CLOSEOUT FORM

All ADs are required to complete a closeout form at the end of the season by the end of the calendar year. Failure to complete your closeout documentation will result in you not being hosted by Boise District for the following season.

AD PERSONNEL PERFORMANCE EVALUATION

All ADs are required to complete a personnel performance evaluation form at the end of the season.

FIRE EXPERIENCE

Please fill out the Fire Experience Form and upload to the AD email. Record all incidents you assigned with during the fire season, and it will be added to the Incident Qualification and Certification System (IQCS).

CHAPTER 7: RESOURCES

National Interagency Fire Center

[Casual Payment Center | National Interagency Fire Center](#)

Boise District Fire Admin

BLM_ID_BoiseFireBusiness@blm.gov (208)384-3355

Boise District Fire Training

BLM-ID_BoiseDistrictTraining@blm.gov (208) 384-3403

[Interagency Standards for Fire and Fire Aviation Operations \(Red Book\)](#)

[2025 International Mobilization Guide](#)

[Boise Interagency Dispatch Center ID-BDC](#)