

2025 Boise District BLM

AD EMPLOYEE

STANDARD OPERATING PROCEDURES & EXPECTATIONS



- What is an AD employee?

The Administratively Determined (AD) Program is a mechanism to hire emergency workers when needed especially during a heavy fire season. It is call when needed and not expected to be full time work. You can be hired for a few hours, a two-week assignment, or longer depending on the need of the incident or home unit and the individual's qualifications. To be hired and paid for an incident, ADs must be ordered through the dispatch channels/Interagency Resource Ordering Capability (IROC) and receive a Resource Order.

- Expectations & Safety

SAFETY: We are committed to Zero Tolerance of carelessness and unsafe actions. The commitment to and accountability for safety is a joint responsibility of all personnel. Individuals must be personally committed and responsible for their own performance and accountability.

RESPECT: We expect a commitment to achieve excellence from all personnel. As an organization we will continue to strive for the highest of quality of service by providing a safe, respectful, and inclusive environment.

PROFESSIONALISM: We represent a federal government agency, and we expect professionalism in our actions and how we present ourselves to those around us including the public. This includes our attire. What we wear needs to be respectful to yourself and others.

SERVICE: As a federal fire organization, we are committed to providing the best service we can to the public, our employees, and cooperators. Communication is key to being able to provide that service.

Being an AD employee is a privilege and we have the highest of expectations of all our employees to represent our agency, our district, and our program. If at any time an employee is not meeting the expected standards, a course of corrective actions will be taken. If at any time you feel you are not being treated with respect or fairly, please communicate the issue to the Training Specialist so we can try to solve the problem.

- Approval to be sponsored by Boise BLM

All AD employees must be sponsored by a home unit agency to be able to work. For the Boise District BLM, our general guidelines to sponsor an AD are previous government employment, live here or in the commuting area and we are the closest hiring office, and/or seek or hold positions there is a need for. You can only have one sponsor or point of hire/dispatch center. **All employees must have an email address as this will be a main line of communication.**

DRIVERS ONLY: Communication and coordination is generally with the Fire Business Office. They decide on the call-when-needed list for drivers.

ALL OTHERS: To be sponsored as an AD employee with the Boise District BLM, you must have an email address and send a request to the training specialist, Tylor Noffz indicating your interest in becoming an AD and qualification you currently hold or would like to pursue. The request will be reviewed and see if there is a need for your qualifications. If needed, there could be discussion with FMO. If approved, you may need to provide your fire training file and other supporting documentation to the training specialist if it has not been loaded into IQCS, our qualification system.

- Sign up procedures: Hiring & Time

ALL AD PERSONNEL: **We are trying to go completely digital**, so when you are done with your paperwork send it to [BLM_ID BoiseFireBusiness@blm.gov](mailto:BLM_ID_BoiseFireBusiness@blm.gov). The preferred timeframes for completing your annual initial AD hiring paperwork, **in person, is on the designated sign up dates (March 30th 0830-1300 & April 10th 0945-1600)** provided by the fire business personnel.

The following information is required to complete your hiring paperwork:

- Contact Information
- Federal Employee Health benefits Form
- Emergency Contact Information: contact information, dependent information (if applicable), medical information (if you have major allergies or health issues)
- W-4s or tax information
- Direct Deposit Form or bank information, also joint account holder signature (if applicable)
- I-9:
 - *Two forms of ID required Driver's License, Social Security Card, etc. If Passport: only that is needed.*
 - *Citizen status information if not a citizen of the US*
- Fire Qualifications: *Most current qualification card & training file delivered to Fire Training Specialist*

Your initial annual AD Employee hiring paperwork is required to become an employee. *The hiring authority also cannot be used to circumvent other hiring authorities such as 1039 or career seasonal appointments.* An AD employee will be hired and paid according to the current policy through the BLM Administratively Determined Pay Plan for Emergency Workers. Payment for hire for an incident will be for the position documented on a resource order or from the incident on the OF-288. Refer to the policy on position circumstances required to hire, conditions of hire, and current hourly pay rates.

Once the initial paperwork is completed, you can then be hired to attend required training. **AD employees may be paid up to 80 hours for training annually (calendar year) including mandatory training, excluding travel**, per the BLM AD Pay Plan. The charge code for BLM AD Training is **AZA1**.

You will be paid at the respective rate for your training that is needed for the position. *For example, if you hold the qualifications of Public Information Officer and Taskforce Leader. The Work Capacity Test (WCT) is not required for PIO2, only for CRWB. Therefore, you would be paid the rate of CRWB for the WCT, not the PIO2 rate.* **You must be under hire or sign an official volunteer agreement to complete the WCT. DO NOT take the WCT if your qual does NOT require it!**

Once mandatory training is completed you can become available to go on an assignment.
(See section: Training Requirements)

For each assignment, you must have a resource order, complete your hire paperwork for that specific incident, and a correctly completed timesheet to be paid. An AD employee is responsible to ensure their paperwork is completed correctly. (See section: Going Out on Assignment)

Listed below is some information that is useful when completing an incident time report or OF288:

- Incident Name on your resource order or specific training
(Examples: Fire Refresher. Defensive Driving. First Aid. WCT. Basic Fire School)
- Incident Order Number: Unit for the incident or where training is located
(Example: ID-BOD-XXXXXX, found on resource order or ID-BOD for training)
- Fire Code for incidents can be found on your resource order or training code **AZA1**
(4 digit combination of letters & numbers)
- Use Military Time (0000-2400) in at least increments of 15 minutes
- Must show lunch break, if the fire is controlled
- Must show at least a 30 minute break every 6 hours
- Pay rate can be found in the current year BLM AD Pay Plan
- Must be signed by the incident or for training by the instructor or training specialist. If you can't sign you can turn it in without your signature (put unavailable if this occurs)

Time needs to be submitted promptly when you return from assignment. For mandatory training, a time report may be turned in after each training or when all the training is completed, it is up to the employee.

Appendix A: Example of Incident Time Report

- **Training Requirements**

The mandatory training for AD personnel is listed below:

- Fire Safety Refresher - 4 hrs - *Required annually for every position* – Classroom Only
- Work Capacity Test - *Required annually for light, moderate or arduous fire positions* – Field Only
- Defensive Driving - 5 hrs - *Required every three years for every position* – Online Only
- First Aid - 3 hrs - *Required every two years for every position* – Hybrid (Online/Classroom)
- RT301 - *For Engine Boss Qualification only* – Field Only

Do NOT take training that is not DUE or is NOT required for your position!

- The mandatory training schedule and sign up procedures are listed on the SWIFT Southwest Idaho Fire Training website: https://gacc.nifc.gov/gbcc/dispatch/id-bdc/swift/mandatory_FINAL.html. The dates will be posted by February 26, each year. There is also a link for current AD personnel for when they need to complete First Aid/CPR and Defensive Driving on the mandatory training schedule.

If you are a new AD employee, *including drivers*, who has not held any fire qualifications before, the following FEMA Independent Training must be completed:

- IS100.B/ICS100: Introduction to Incident Command System
- IS700.A: National Incident Management System NIMS An Introduction

To complete the training, employees must first obtain a FEMA Student Identification (SID) Number. Register here: <https://cdp.dhs.gov/femasid>. Once you have the FEMA SID, then you can take the two trainings listed above. Be sure to send an electronic or physical copy of the certificate to the training specialist to enter in IQCS.

You will not be able to go on an assignment without completing the required training.

BLM has gone fully digital for all fire personnel training documentation into IQCS. If you have transferred from another unit and/or agency and your documentation has not been loaded into the system, the training specialist will need the hard copy of your fire training folder. If needed, the training specialist can also request it from a previous qualifications manager, but ultimately it is the employee's responsibility to ensure the training specialist receives it. *With this transition, any training that is completed, the certificate will need to be electronically sent to the training specialist and it will then be uploaded into IQCS.*

If training is required for your position/trainee position, we will make every effort to make that happen. There are classes offered at different levels: Local, Geographic, or National. Depending on the need for training will depend on where we look to fulfill the need. AD Employees are prioritized after regular agency personnel so sometimes it may be challenging. Local training primarily is the 100-200 level classes, Geographic Area Training would mostly be the 300-400 level and National level is the 400-500 type of classes. Schedules for training are posted around September 1 and continue through the season with a majority of the geographic and national being posted in September. The training specialist will send out information on the nomination process and where to look at that time.

Many positions require extended ICS Training, ICS300-ICS400; *check with the training specialist or review the NWCG 310-1*. There are other options besides the traditional Federal sponsored Geographic Area sessions. Many states offer the FEMA Training Courses through their Office of Emergency Management program. The employee is responsible to sign up for the training but must work with the Training Specialist and Fire Business to ensure you are taking the proper class and get paid for attending. Here are a couple links to Idaho and Utah OEM: <https://www.idahoprepares.com/preceptorStudent/calendar.k2>
<https://dem.utah.gov/training-and-exercise/training/#calendar>

Equivalent Training: ICS300 → G300. ICS400 → G400

Certificates must be submitted electronically or hard copy to Training Specialist to receive credit in IQCS.

Any training assignment that is outside the local unit must be approved by the Training Specialist. Depending on the situation, a written request may be needed. For example, training conducted with an IMT will need to have an IC written request. Coordination, hiring paperwork, and if there is any travel must be done PRIOR to the training. There must be specific dates and times associated with the training and all paperwork including time and travel must be closed out within 5 days from the last day of the training.

- **Physical Exams for Work Capacity Test**

Only individuals who have a position qualification with a physical fitness requirement may take the WCT!

MODERATE & LIGHT WCT:

Those who take a light or moderate WCT, are required to complete a Health Screen Questionnaire (HSQ) within Acuity International (**NEW SYSTEM**). It is important that you answer the questions honestly to give yourself and the agency a quality assessment to provide the best options for you.

TO START THE PROCESS TO TAKE A LIGHT OR MODERATE WCT:

- Contact the fire business office, 208-384-3355 or BLM_ID_BoiseFireBusiness@blm.gov, to add you to the Acuity System (Acuity login instructions will be included with AD spring email for those who have taken physicals with us before, either in Acuity or CHS)
- You will receive an email with a login and password from Acuity International
- Acuity International is located at <https://shake-ui.acuityprod.com/>
- **Select Light or Moderate for the appropriate HSQ**
(Please only select the correct level as that will be the only test you will be allowed to take)
- **Complete the HSQ**
- Your HSQ will be reviewed by medical standards personnel, if cleared the Certificate of Clearance will be added to your EAS account. You must log into your account to access the certificate.
- If it is determined you need supporting documentation for clearance, you will receive an email with instructions

- If you need to see your physician, the cost will be your responsibility

You must email the certificate to the Training Specialist prior to the day of the test or you will NOT be allowed to participate.

ARDUOUS WCT:

Once you have completed the initial Acuity International physical exam, then the next two years, you must complete the Self-Certification Questionnaire that will automatically be emailed near your previous physical exam date. The self-certification process and any follow-up is up to you to complete. **A physical exam is required every three years. When you are due for a periodic exam, the fire business office will initiate the process and then you will hear from the Acuity to set up an appointment.** If you have any questions or need to schedule a follow up physical exam, contact the fire business office. ***You cannot take the WCT until you have been cleared.***

If you are new to an arduous position and have not completed the Acuity physical exam before with any DOI agency, you need to contact the fire business office. They will add you to the tracking system and then Acuity will contact you directly to schedule an appointment. Once the physical exam is complete and you have been cleared, the certificate of clearance will show up in your Acuity profile. ***If you received a not qualified physical result, you need to contact the fire business office to work through the mitigation process. The mitigation process can take several weeks or even months, so it is important to get started on this early.***

IMPORTANT FOR ARDUOUS WCT:

You must have a cleared physical or Self-Certification Certificate within 45 days of your WCT.

- For example, if your physical or self-certification was on February 1 but plan on taking your WCT April 15, you will need to have (*another*) self-certification completed prior to the test because it is not within 45 days.
- Within one week of the WCT, we will check to see who still needs to complete the self-certification, and then we will send you an email when it is available to complete. ***It is your responsibility.***

You must email the certificate of clearance to the Training Specialist prior to the day of the test or you will NOT be allowed to participate.

More information on DOI Medical Standards: https://www.nifc.gov/medical_standards/

- **Qualifications & Currency**

Key definitions:

IQCS: Incident Qualification & Certification System

The system of record for fire qualifications for federal agencies. The information in this system also creates the Qualification Card and Master Record.

IROC: Interagency Resource Ordering Capability

This is a dispatching system that tracks and organizes resources, shows real-time resource availability, able to see resources on a national scale; and creates the resource order which is needed to go on an assignment. IQCS will send the responder and qualification information to IROC.

Refer to the *NWCG 310-1*, Federal Wildland Fire Qualifications Supplement, BLM Standards for Fire Training and Workforce Development OR contact the Fire Training Specialist for qualification standards or needs. Per policy, a

hard copy training file will be kept for each employee that holds fire qualifications and it resides in the Fire Training Specialist office.

The Training Specialist:

- Issues new electronic position task books and receives completed task books
- Facilitates the Fire Qualification Review Committee (FQRC) who recommends position certification to the FMO (Certifying Official)
- Enters fire experience into IQCS to keep position currency
- Primary Account Manager for Boise District in Incident Qualification & Certification System IQCS
- Runs IQCS Reports including: Qualification Cards and Responder Master Records
- AD Program Coordinator

All qualifications have a currency of either 3 years (*aviation, dispatch, & faller qualifications*) or 5 years (*all others*) in which a position must be performed successfully, documented on a current Boise BLM Fire Experience Form, and then given to the training specialist to enter into IQCS. This will keep your positions current in IQCS which will then update IROC.

The qualification card is your official documentation that displays your qualifications that have been certified by the FMO. You must have the card with you when you go on an assignment; it can be electronic or hard copy. If for some reason you misplace or do not have the qualification card, let the training specialist know as they save copies and/or can generate another.

Appendix B: Example of Fire Experience Form (blank form can be found on the SWIFT website)

- **Priority Trainee Program**

The Great Basin Priority Trainee Program is available to all trainees including AD Employees. The regular open application period is approximately from March 1 – April 1. At that time, trainees will be prioritized by position for the Great Basin. After April 1, if you decide you would like to participate, you may still get added to the list by completing the late nomination form via the webpage listed below. Coordinate with the Fire Training Specialist to ensure you have the required paperwork and position task book.

To find out more information go to:

<https://storymaps.arcgis.com/stories/a5a99d5619bd47b3bcb0677bf21f8889>

Great Basin Coordination Center → Overhead/Teams → GB Priority Trainee Program

- **IROC – Dispatching System**

Personnel qualifications and contacts are loaded into IROC from IQCS thru IRWIN. Any personnel and qualification changes need to be thru the training specialist and IQCS, *they cannot be done by dispatch in IROC.*

Overhead personnel need to obtain IROC Self-Status. This allows the employee to set their availability in IROC so they can go out on assignments. *In the past, dispatch could set the status, but it is now standard to complete it yourself.* Here are the links setting up a NAP account and getting Self-Status IROC access:

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

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

For individuals who need to have production access to IROC, such as dispatchers or ordering managers, go through all the steps on the QRC Access IROC document.

- **Involvement on Incident Management Teams**

To participate on any Incident Management Team, you must notify the Fire Training Specialist, who also needs to be designated as the Supervisor when completing the application. For Type 1 & 2 Teams, the approval will happen with the ICAP process.

For Type 3 Teams, you must notify the Fire Training Specialist as the application process is different. If you do not do this, you may be removed from the Type 3 Team roster.

Other important information you will need when completing your team application:

Home Unit Identifier: ID-BOD

Home Unit Dispatch Identifier: ID-BDC

Supervisor & Fire Training Specialist: Tylor Noffz

IMT C&G and Unit Leaders must meet the following to attend team meetings:

- If you are Command & General Staff on an Incident Management Team you can attend the team meetings in April if you send the training specialist an email stating your request, what position you hold, and your assigned team.
- If you are a qualified Unit Leader assigned to an IMT, you can also attend the meeting if an email is sent to the training specialist with a request from your Section Chief with your position, team name, and why it is important for you to attend.
- You will also need to have enough training hours remaining to attend.

For team members who need to have a FireNet account, work with your training specialist to request the account. An email from your Section Chief or IC may be requested.

- **Supplies & Gear**

If you hold a position qualification which requires field gear, it may be checked out from our Boise District Fire Warehouse. **Due to supply limitations, you can only check out gear when you receive your first assignment or training.** An appointment can be set up with the warehouse person at 208-384-3313. You will be required to return this gear at the end of the season. If it is damaged or lost on an incident, ensure that you resolve it at the incident and/or complete a Property Loss and Damage Report form with proper signatures. This form will need to be returned to the warehouse upon your return from the incident. **You could be financially responsible for all damaged, lost, or unreturned gear if proper documentation from the incident is not completed (Property Loss & Damage Report).**

Personal items that are brought to an incident are the AD employee's responsibility. The government will not reimburse for damaged personal property that is not authorized or for property that is deemed mission essential but not approved by the incident agency. If you need any IT equipment or cell phone, it should be provided to you by the incident. **You will not be reimbursed for personal computers or cell phones, see the Interagency Incident Business Management Handbook IIBMH for guidance.**

- **Boot Stipend for Arduous Positions**

After your first arduous position assignment you are eligible for a \$ 167.00 boot stipend every year. It will be processed with your first OF-288 timesheet for an arduous position.

- **Travel Information**

Travel for an incident is determined from the point of hire, the Boise BLM Fire Office, not from one's home. All travel expense to and from an incident or training is at the expense of the incident/government. Travel to an incident will be determined by date and time needed, most cost effective, availability, and the incident. Some of the travel options include: traveling to the incident with another individual, transportation unit may drive you, rental vehicle (ROV), your privately owned vehicle (POV), agency vehicle, and/or a commercial or agency flight. Sometimes it may be a combination. These travel plans will be determined with the dispatch center and fire business office. Dispatch will make the reservations with the ROV or airline if needed.

Prior to leaving on assignment or training, understand what you might be initially fiscally responsible for, such as lodging and food expenses, fuel for rental car, laundry, etc. Also understand the per diem rates, travel regulations, and driving restrictions. If at any time you have issues with your travel (delayed/missed flight, rental car issues, stranded, etc.) you can contact Boise Dispatch or Boise Fire Business Office for help/guidance. A travel voucher will be completed once you turn in your travel documentation to the Fire Business office, Fire Business cannot guarantee a quick reimbursement so please keep that in mind when taking another assignment. For per diem rates refer to GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

For non-operational personnel, a standard car is policy. If another type is needed, discussion and special approval will need to happen with the ordering unit. There are some instances that a SUV will be the same price or cheaper than a standard car, then the order can be filled with the SUV. Large SUVs should only be utilized for personnel who need to travel with a large amount of supplies like radio or computer equipment.

The receipt from the rental vehicle agency must be returned to fire business office when you return for tracking and payment purposes.

The ROV has been rented and assigned to you and not the incident. It is your responsibility to take care of it and ensure it is returned to your home unit. Do not allow the incident to take the vehicle. Upon arrive from the incident back to the home unit, the rental vehicle must be re-fueled and washed. This is to make sure the receipts match the individuals travel. DO NOT take the rental vehicle, or any vehicle that is not your POV, home if you return too late to return it; leave it in the home unit's parking lot (next to the fence) and return it the next day.

It is the AD's responsibility to perform pre & post inspections on all rental vehicles. Any damage found in the pre-inspection needs to be documented with the rental agency. A copy of the documentation needs to be given to the fire business office upon return to ensure that the AD is not charged for the damages. If damage occurs to a rental vehicle during use, an SF-91 Motor Vehicle Accident Report, along with pictures, will need to be filled out completely and returned to the fire business office as soon as you return from assignment. Make a copy of the Motor Vehicle Accident Report for yourself and the fire business office. If negligence is determined with the damages, you could be responsible for the cost.

A POV can be utilized IF there is no other form of government transportation available, this includes a ROV; or if the cost to the government is less than an ROV. Under these circumstances, a POV will be reimbursed the full mileage rate for one round trip. If a POV is used and it does not meet the above criteria, the AD will be reimbursed for one round trip at the reduced mileage rate. The AD employee is required to perform a cost analysis to use the POV vs Rental/GOV if asked for or if the trip is over 350 miles one way. It is at the agency's discretion to have you carpool with others going to the same incident. The use of a POV for transportation must be pre-approved on your resource order from the receiving agency as well as from Boise BLM and documented

on Single Resource Casual Hire Form. **RVs, trailers, campers, pop-up trailers, or any other pull behind lodging quarters are not permitted, even if a POV is approved.**

When working at your home unit office, for example expanded dispatch or vehicle inspections, you will not be authorized for a ROV or POV to travel back and forth to your residence.

If you need to take a flight to get to the incident, Boise Dispatch will make the reservations for you. Please ensure that the name on the reservation and your form of ID match or you may have issues at check in.

▪ Going out on Assignment

Boise Interagency Dispatch Center is your dispatch center where you will mobilize to go on an incident. Once all your mandatory training is completed and you have been issued a qualification card (*you are responsible to ensure your qualifications and contact information are correct in the Interagency Resource Ordering Capability system, IROC*). You can do this by contacting Boise Dispatch and any one of the dispatchers can check your information and ensure self-status is set up. **To receive an order, your status needs to show Available in IROC as either Local, GACC or National Level. If you are on an IMT or expecting a Name Request, your status in IROC needs to be Available Local. This will allow you to be filled on your order without generating another generic order that is only based on your qualifications.**

When an order is placed/received for a position for which you are qualified and you are showing available in IROC, you will be contacted with the assignment information by Boise Dispatch. You may accept or decline the assignment, but if you decline, your status will be set as unavailable. When that changes, you will have to set your status again as available. If accepted, a departure time will be negotiated, and travel arrangements will be discussed.

Prior to leaving for each assignment you will need to do the following:

- **Complete Single Resource Casual Hire Form with fire business office.** You will need to take a copy of this form to the incident when you check in.
- Copy of Resource Order. Fire business will need a copy as well as the incident when you check in.
- Copy of flight and/or rental vehicle information. Dispatch will book travel flights and rental vehicle for you. **DO NOT put rental vehicles on your personal card as you may not be reimbursed.**
- Qualification Card, electronic or hard copy, required for check-in on each assignment.
- **The point of hire is Boise Dispatch Center. Even if you live an hour away, your start time will be from BDC and will begin after all documentation is completed with fire business. For ADs flying out of Boise, your time will start 60 minutes before your flight.**
- **Available Personal Funds - Prior to leaving on assignment, understand what you will be initially fiscally responsible for such as lodging and food expenses, fuel for rental car, laundry, etc. Also understand the per diem rates and travel regulations. A travel voucher will be completed after your assignment, once you hand in your travel documentation to Fire Business, for reimbursement. Quick reimbursement cannot be guaranteed by Fire Business, please keep this in mind when taking assignments.**
- **If you change positions on an incident, a new resource order will need to be created by the incident and brought back to the fire business office.**

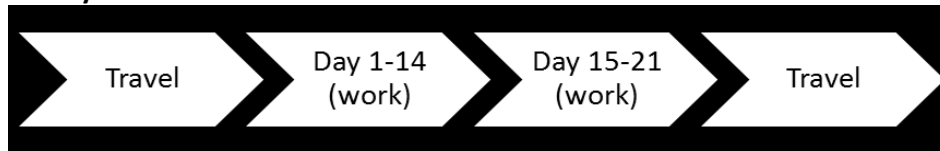
The above also applies to virtual assignments. Even if you are not traveling to an assignment, you must have a resource order and coordinate with the Fire Business office to complete your hire paperwork and initiate a timesheet.

- **Assignment Extensions**

A typical incident goes 14 days plus travel. If an assignment goes over 14 days, an extension needs to be requested through your home unit supervisor which is the training specialist. The request needs to have the requesting incident supervisor/Section Chief/IC signature (actual or digital signature) prior to sending to home unit. Once the supervisor approves the request, it will be sent to dispatch to save into IROC.

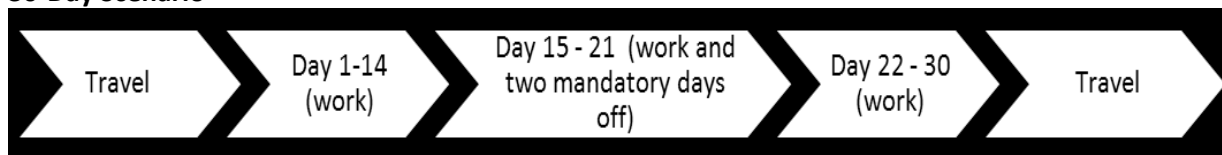
Below are the assignment scenarios from the 2021 Red Book:

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 incident management teams.

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 Incident Management Teams. **For an assignment exceeding 21 days, two mandatory days off (guaranteed 8 hours and per diem on days off) will be provided prior to the 22nd day of the assignment. You have to be on the assignment to get the days off (you can't be in-between assignments).**

- **Injuries**

ADs are covered by the Federal Employee Compensation Act (FECA). If you are injured on an incident, work with the Compensation Specialist to complete approved forms (CA-1 and CA-16, or CA-2) and fax a copy **immediately** to the Boise District Fire Business office at 208-384-3489. The originals need to be brought back to Boise BLM Fire Business office to be processed. The agency cannot continue a claim unless the original documentation is filled out completely and turned in to the Compensation Specialist.

- **Return from an Incident**

Upon return from your incident, you must email (preferred method) or go to the fire business office with the following information (This is to be done at the end of each assignment, not the end of the season.):

- **Original** signed OF-288. Review your OF-288 prior to leaving the incident. Once you leave the incident, no changes can be made to the posted time report.
- **Receipts.** All receipts paid by you for lodging, rental fuel, laundry, baggage, parking, etc. need to be kept and returned with your travel voucher. Without receipts you cannot be reimbursed for expenses.
- **Actual Expense Request for over per diem of lodging if applicable (TEA Memo can be provided).**
- Receipts for government furnished ROV and/or flights.
- Any accident/damage documentation for the ROV (SF-91, pictures, etc.)

- Completed Travel Voucher Form (provided when assignment paperwork is signed prior to AD departure) filled out with dates, charge codes, expenses, meals, etc. If meals were provided at the incident, these will be deducted from the meal allowance for that day.
- Copy of your resource order

For the Fire Training Specialist, all documentation is preferred to be electronic but also accepted hard copy:

- **Individual Employee Evaluation.** A performance evaluation is **required** for all assignments and **must be completed at the incident and returned to the home unit.** The performance evaluation will be reviewed to ensure performance is satisfactory. **You will be left as unavailable in IROC until an evaluation is turned in or if there is an unsatisfactory evaluation** (*until the employee reviews it with the Training Specialist*). All evaluations are loaded into IQCS.
- Any trainee documentation including a copy of your task book and incident training specialist documentation.

Once your travel voucher is entered in the system, the Fire Business Office will contact you to review and sign the document, either electronically or with a wet signature. It will then be processed, please understand that it may take longer than expected, and you will get reimbursed via direct deposit.

NOTE: If you only have travel expenses for POV (mileage, incidental expenses, and a maximum of 15 meals- meaning you just stayed in fire camp, your travel will be processed with your OF-288 through the Casual Payment Center and will show up in your payment from the assignment.

Upon returning from an assignment, your status in IROC will be *Returned from Assignment*. Your status in IROC will need to be updated once you have met the work/rest guidelines and you are ready for another assignment.

▪ End of Season

Upon the end of your last assignment for the fire season, it is important to follow up on the following items:

- Updated fire experience turned into the training officer *to keep qualification currency.*
- **Return checked out gear to the warehouse**
- Updated contact information with fire business

The Casual Payment Center will issue you a W-2 and send it to whatever address was on the last W-4 on file. If you need to change your address, complete a new W-4.

- **Important Contact Information**

- Boise Interagency Dispatch Center (*Staffed 24 hours during fire season*)
idbdc@firenet.gov
208.384.3400 Fire/Emergency
208.384.3398 Business
- Boise BLM Fire Warehouse
208.384.3313 Main
- Tylor Noffz, Fire Training Specialist & AD Coordinator/Supervisor
BLM_ID_BoiseDistrictTraining@blm.gov
208.384.3403 Desk
- Chad Niblett, Fire Operations Supervisor (Fire only)
cniblett@blm.gov
208.384.3281 Desk
208.401.4295 Cell
- Fire Business
BLM_ID_BoiseFireBusiness@blm.gov
208.384.3355 Main

- **Reference Websites**

SWIFT – Southwest Idaho Fire Training

https://gacc.nifc.gov/gbcc/dispatch/id-bdc/swift/mandatory_FINAL.html

BLM AD Pay Plan

<https://www.nifc.gov/programs/casual-payment-center/ad-pay-plans>

NWCG PMS 310-1 Wildland Fire Qualification System Guide &
Federal Wildland Fire Qualifications Supplement

<https://www.nwcg.gov/publications/310-1>

Interagency Standards for Fire & Fire Aviation Operations

https://www.nifc.gov/policies/pol_ref_redbook.html

Wildland Fire Learning Portal

<https://wildlandfirelearningportal.net/>

Boise Interagency Dispatch Center

<https://gacc.nifc.gov/gbcc/dispatch/id-bdc/>

Great Basin Coordination Center

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

