



**GREAT BASIN COORDINATING GROUP
INTERAGENCY INCIDENT BUSINESS MGMT HANDBOOK
SUPPLEMENT**

This document provides direction for the Great Basin and supplements the Interagency Incident Business Management Handbook, PMS-902.

CHAPTER 10 – PERSONNEL

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Duration: Effective until superseded or removed

**Approved: /s/ MIKE MORCOM
Chair, Great Basin Coordinating Group**

Digest:

- Re-issues 2013 supplement direction with the following addition:
- Adds direction for documentation of hazard pay/environmental differential entitlement.
- Adds direction for staging of resources.

Casuals

Agency Administrators must designate, in writing, delegated "hiring official" duties. Hiring Officials should have Staff or Line authority. The individuals should be familiar with the emergency hiring authorities and fire qualifications.

Hiring Units will only sponsor casuals within their respective dispatch zone of influence. There may be situations which an agency may determine a need to sponsor an AD from out of zone of their zone of influence (for example, the ADs obvious hiring unit does not sponsor casuals). The casual must make every effort to seek sponsorship from a unit in which they are physically located. If the casual is unable to obtain sponsorship, the hiring unit may make a request to the appropriate State/Regional Office for approval.

Rates for positions not identified in Department of Interior and Department of Agriculture Pay Plans may only be approved at the Regional and State Level.

For Interior use: To hire personnel for prescribed fire projects authorized by Congressional funding within the wildland fire operations account, use Interior AD Pay Plan, Section D.

Length of Assignment

Provisions in the parent text concerning length of assignment apply to contractor personnel and not their equipment. Extensions must be coordinated with the contractor. It is the discretion of the Incident Management Team when resources are released.

Lodging

Incident agencies should provide lodging at no cost to those individuals (i.e., casuals) who do not possess a government issued charge card whenever possible. This can be accomplished through local acquisition methods or via buying team personnel.

Meals

Whenever the incident does not provide meals, incident agencies should provide meals at no cost to those individuals (i.e., casuals) who do not possess a government issued charge card whenever possible. This can be accomplished through local acquisition methods or via buying team personnel. Meal costs, plus gratuity should not exceed the allowed meal rate amount.

Rental Cars

Use of rental cars while assigned to an incident must be authorized by the incident agency administrator or their designee, and documented on a resource order. The incident agency should provide rental cars at no personal cost to those personnel who do not possess a government issued charge card and are 1) authorized to use a rental car on the incident and 2) are qualified to drive the assigned vehicle type. This can be accomplished through local procurement methods (i.e., Blanket Purchase

Agreement, purchase order, or contract). The procurement tool used should cover the vehicle if it is driven off publicly-maintained roads.

Privately-Owned Vehicle (POV)

Employees may request to use their privately-owned vehicle (POV) for official business when such use is advantageous to the government. Incident agency administrators, or their designee, must authorize the use of POVs and such authorization will be documented on a resource order. Prior to authorization of POVs incident agency administrators, or their designees, must complete a cost comparison to document that the use of the POV is more cost effective than commercial transportation (i.e., airplane). Reimbursement to the employee for approved POV use will only be for mileage. Fuel received at the incident must be paid for with an employee's personal credit card. Agency administrators should also take into consideration whether the POV will need to be used at the incident. It is not recommended that POVs be authorized for use by line personnel.

Approval of recreational vehicles (RVs) for transportation to and from an incident should be rare. A cost comparison should be performed prior to approval to show that the use and reimbursement of an RV is more cost effective than other modes of transportation (i.e., POV, rental car, airline). The cost comparison should take into consideration any additional personal time to travel to the incident and return, as well as available parking space at the incident. RVs should not be connected to any government-provided utility such as power or water while at the incident. RVs will be reimbursed mileage only.

Hazard Pay/Environmental Differential Documentation

In order to ensure proper documentation is provided in the incident finance package for future audits, payment documentation and claim documentation, hazard pay and environmental differential entitlement will be documented on the Crew Time Report (or other local time recording documents) with the duty being performed. Reference the categories listed in the IIBMH on page 10-28 for General Schedule (GS) employees and page 10-30 for Federal Wage System (WG/WL/WS) employees for language that will suffice as adequate documentation. Documentation of "uncontrolled fireline" alone is not adequate documentation for the entitlement to hazard pay/environmental pay.

Staging of Resources

As stated in the IIBMH, page 10-17, lines 9-22, "Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or, to a limited degree, pursue activities of a personal nature is not compensable as ordered standby.

Such time is compensable only to the extent needed to complete the guaranteed hours (8, 9, or 10) for that calendar day. No pay authority exists to guarantee individuals' more than their base."