

AUTHORITY

This handbook was developed under the auspices of the National Wildfire Coordinating Group (NWCG). The NWCG was formed March 18, 1976, by cooperative agreement between the Secretaries of Agriculture and the Interior.

OBJECTIVE

This handbook was developed to assist participating agencies of the NWCG to constructively work together to provide effective execution of each agency's incident management program by establishing procedures for:

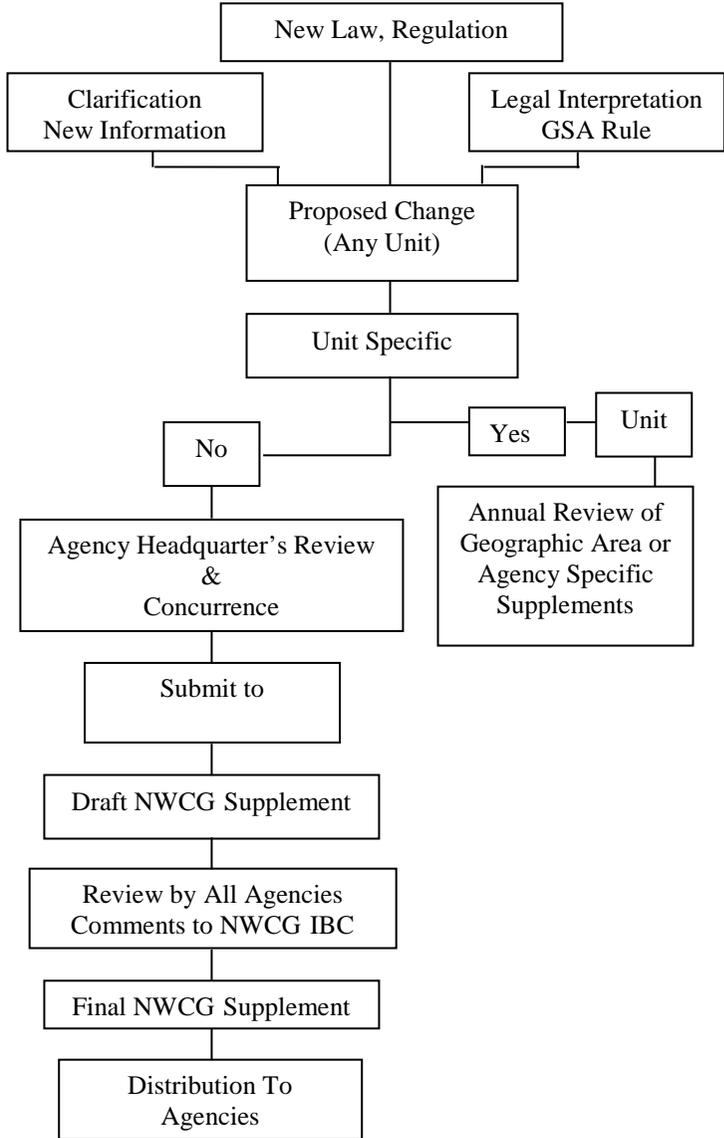
- Uniform application of regulations on the use of human resources, including classification, payroll, commissary, injury compensation, and travel.
- Acquisition of necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.
- Management and tracking of government property.
- Financial coordination with the jurisdictional agency and maintenance of finance, property, procurement, and personnel records and forms.
- Use and coordination of incident business management functions as they relate to sharing of resources among federal, state, and local agencies, including the military.
- Documentation and reporting of claims.
- Documentation of costs and cost management practices.
- Administrative processes for all-hazards incidents.

POLICY

Uniform application of interagency policies and guidelines are necessary. Agencies will follow the direction set forth in this handbook in all incident business management functions except where specific agency legal mandates, policies, rules, or regulations direct otherwise.

This handbook must be kept current and made available to incident and agency personnel. Changes to the handbook may be proposed by any agency for a variety of reasons: new law or regulation, legal interpretation or opinion, clarification of meaning, etc. If the proposed change is relevant to other agencies, the proponent agency should first obtain national headquarter's review and concurrence before forwarding to the NWCG Incident Business Committee (IBC). The IBC will prepare draft NWCG amendments for all agencies to review before finalizing and distributing. (Reference the following chart.)

- 1 The IBC maintains a website that contains this handbook, handbook
- 2 supplements and amendments and links to geographic and NWCG member
- 3 specific sites.



1 RESPONSIBILITIES

- 2 • Each agency is responsible for establishing controls to ensure
3 handbooks are maintained in a current status. Handbooks must be
4 available and up-to-date, and the latest revision of forms must be on
5 hand and available to agency and incident personnel.
- 6 • Each agency shall maintain a master distribution list for the handbook
7 and ensure distribution of NWCG amendments. www.nwcg.gov
- 8 • Agencies, field offices, or NWCG geographic areas may supplement
9 this handbook for clarification or information, as long as policy or
10 conceptual data is not changed. Agencies must make supplements
11 available to incident personnel. www.nwcg.gov
- 12 • Agencies may request the IBC review supplements and make changes
13 to the parent text of this handbook if applicable to all agencies.
- 14 • The IBC will revise this handbook every 4 years.

15 DEFINITIONS

16 Definitions used throughout this handbook are located in Appendix C -
17 Glossary. Specific definitions unique to a chapter are found within that chapter.