BRIDGER TETON NATIONAL FOREST AND GRAND TETON NATIONAL PARK

INTERAGENCY INCIDENT BUSINESS MANAGEMENT GUIDELINES

JUNE 2016

/s/ Tricia O'Connor
Tricia O'Connor
Bridger-Teton National Forest
Forest Supervisor

/s/ David Vela
David Vela
Grand Teton National Park
Superintendent

INTERAGENCY INCIDENT BUSINESS ADMINISTRATION

Bridger-Teton National Forest/Grand Teton National Park

Table of Contents

Introduction…….....	……...	3-4
Cost Containment……	…….	6
Delegation of Authority……..	…….	7
IBA Responsibilities……...	…….	7
Supplemental Food Policy…….....	……...	7-8
Procurement……	……	8
AD Hiring ……	……	8
Acquisition …….	……...	9
Land Use & Facility Agreements……	……...	9
Buying Team Procedures……	…….	9-10
Purchase/Rental of Property……	……	10
Hired Equipment…….	……	10-11
Contracting with Employees or	……	10-11
Immediate Family……..	……	10-11
Property Management…… …	…….	11-12
Claims…….....	…….	12
Restricted Supplies/Items…….....	…….	13
Rental Vehicles……...	…….	14
Comp for Injury/APMC……..	…….	14
Work/Rest Guidelines……	…….	15
Recycling……	…….	15
Cooperative Relations…….	…….	15
Accruals and Payments.....	.....	15
End of Pay Period T&A's.....	.....	15
Law Enforcement & Investigation.....	.....	15-16
Demobilization.....	.....	16
Closeout.....	.....	16-17

Exhibit A.....	Cell Phones/MIFIs/Cow/Colts	18-19

Appendix A.....	Incident Business & Agency Contacts	20
Appendix B.....	Incident Business Committee	21-22
Appendix C.....	Great Basin Contracting Officers	23
Appendix D.....	Quick Reference for Accident Reporting	24-26
Appendix E.....	Supplemental Food Guidelines	27
Appendix F.....	Restricted Items	28-29
Appendix G.....	IBA Delegation of Authority	30-31
Appendix H.....	NPS Incident Injury Procedures	32-36
Appendix I.....	Great Basin Incident Payment Guide	37-38

2016 FINANCE SECTION CHIEF EXPECTATIONS

The Great Basin Incident Business Committee would like to welcome you and outline our expectations.

The Great Basin Incident Business Committee is tasked by the Great Basin Coordinating Group to oversee the geographic areas' incident business practices. As a Finance Section Chief and leader of your discipline, we are asking that you observe the following guidelines.

GREAT BASIN INCIDENT BUSINESS COMMITTEE – Finance Section Chiefs (FSCs) are expected to participate in FSC conference calls and/or other requests as they may arise. As a leader we rely on your knowledge and experience.

INCIDENT ASSIGNMENTS – Incident Management Teams will interact with either an Incident Business Advisor (IBA) or an Agency Representative (AR) as they report for an assignment. FSCs are to communicate and perform IMT finance duties with the utmost respect and professionalism toward those agency representatives as well as all other personnel supporting the mission. Any issues at the incident that cannot be resolved between two parties should be elevated to the Incident Commander and/or Agency Administrator. All issues shall be resolved prior to the end of the assignment.

For all incidents within the Great Basin we will follow incident business direction as outlined in the Interagency Incident Business Management Handbook (IIBMH) and the Great Basin Geographic Supplements. The following items should be of particular importance:

TIMEKEEPING

- Shift lengths shall be monitored and should reflect current incident activity. Any anomalies shall be documented in the incident records. Excess shift justifications shall be approved by the Incident Commander and shall be contained in the incident finance records.
- Work/Rest shall be reviewed and excess hours approved by the Incident Commander. Approval documentation shall be contained in the incident finance records.
- Hazard pay shall be reviewed for accuracy and documented on the Crew Time Report in accordance with the hazard categories outlined in the IIBMH on pages 10-28 for GS employees and page 10-30 for Wage System employees. "Uncontrolled fireline" will not suffice as adequate documentation.
- Staging of Resources and Time Spent in Mob/Demob Centers – No resource shall receive more than their guaranteed hours while assigned to staging or during time spent in a mobilization or demobilization center. Per the IIBMH no pay authority exists to guarantee individuals more than their base hours.

COMPENSATION FOR INJURY

- All assigned resources will be treated fairly and with respect. All resources, whether covered by federal/state or private workers' compensation will be assisted during an injury/illness. The IMT will facilitate a liaison if the resource is hospitalized or is kept at a facility overnight to ensure that the resource has representation from the incident or incident agency. If applicable, local medical liaison program protocols will be followed.
- No injury/illness paperwork will be retained in the incident records, with the exception of the medical log (with pertinent information redacted).
- When a serious accident or illness occurs the FSC will immediately notify the Incident Commander and the IBA with most current information.

COST

- FSCs will coordinate with Cost Unit Leaders to ensure that finance records reflect true activity on the fire. High cost or underutilized equipment will be addressed to appropriate Command and General Staff for discussion on incident retention or release.
- Incidents that have been identified as billable or cost share require additional scrutiny of records and/or additional cost reporting measures. Changes to fire codes within an incident should be communicated to all affected parties as soon as possible to be properly reflected within the incident records.
- Determine at in-brief what cost reports jurisdictional agencies want to see and how frequently.

Unit Logs

- Unit logs shall be completed daily and a copy left in the incident finance records. Unit logs should note any non-routine issues or communications that arise during the fire assignment and any key decisions that are made.

IN-BRIEF/INCIDENT CLOSEOUT – FSCs are expected to attend an in-brief with the local incident agency, either formally or informally, to obtain incident agency contact information, performance expectations, operating guidelines and any other information pertinent to incident agency operations. FSCs should also make contact with expanded dispatch and buying team personnel. FSCs should attend the incident closeout to ensure that all issues have been resolved during transition with the local agency or an incoming team if applicable.

PERFORMANCE EVALUATIONS – Performance evaluations are a process for both the incident agency and FSC/IC to evaluate performance of the IMT finance section in regards to the incident and incident agency needs. Specific Finance Evaluations will be completed by the incident agency no later than 60 days after release of the IMT. The evaluation will be completed by the incident agency representative and reviewed by the agency administrator. The evaluation will be forwarded to the incident commander and the Great Basin Incident Business Chair.

INCIDENT AGENCY NEEDS – Each incident has its own unique needs in relation to the finance section. FSCs are expected to obtain a copy of the local unit's operating guidelines during the in-brief with the incident agency and adhere to the unit's direction and expectations. Seek advice and/or counsel from AA or IBA when issues or questions arise as the agency guidelines are followed.

The Great Basin Incident Management Committee would like to again welcome you and your team. We look forward to working with you.

This plan is an Interagency Plan developed by the Bridger-Teton National Forest and Grand Teton National Park. It provides the general administrative procedures to support an Incident Management Team's (IMT) operations and to ensure consistency while involved in incidents on the Bridger-Teton National Forest/Grand Teton National Park. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the Interagency Incident Business Management Handbook (IIBMH) which provides national direction and highlight the geographic area supplements to the handbook.

Any changes in these guidelines will be negotiated with the Agency Administrator (AA) and the Incident Business Advisor (IBA).

Units should supplement these Operating Guidelines as necessary to address issues specific to their locations while conforming to the IIBMH.

Administrative Office for Payment (e-ISuite):

FS Incidents – Albuquerque Service Center, Incident Finance
101 B Sun Avenue NE
Albuquerque, NM 87109

All Other Incidents – Local incident agency office address

National Crew Contracts – (regardless of incident agency)
Albuquerque Service Center Incident Finance
101 B Sun Avenue NE
Albuquerque NM 87109

Unless otherwise noted both agencies will follow the same guideline described under each specific section.

District Rangers should only be contacted in relation to incidents on their respective Districts.

Bridger Teton National Forest		
Tricia O'Connor	Forest Supervisor	307-739-5511 (work)
		907-617-5546 (cell)
Jose Castro	Deputy Forest Supervisor	307-739-5509 (work)
		307-413-2018 (cell)
Adriene Holcomb	District Ranger – Kemmerer	307-828-5110 (work)
		307-2035514 (cell)
Don Kranendonk	District Ranger – Big Piney	307-276-5810 (work)
		307-350-0490 (cell)
Richard Raione	District Ranger – Afton	307-886-5310 (work)
		307-413-2043 (cell)
Dale Deiter	District Ranger - Jackson	307-739-5410 (work)
		307-413-2136 (cell)
Todd Stiles	District Ranger – Buffalo	307-543-3910 (work)
		307-296-6000 (cell)
Rob Hoelscher	District Ranger – Pinedale	307-367-5710 (work)
		307-413-9783 (cell)
Grand Teton National Park		
David Vela	Superintendent	307-739-3410
Vacant	Deputy Superintendent	307-739-3410
Michael Nash	Chief Ranger	307-739-3472
Chip Collins	Fire Management Officer	307-739-3310
		307-690-4400 (cell)

Reference: GB Chapter 80 Supplement
Great Basin Cost Guidelines

Cost Containment

Cost Containment on the Bridger-Teton NF/Grand Teton NP is a high priority. Cost efficiency continues to be a primary objective for incident management teams. Efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Documentation: Significant changes in daily rates should be documented in the daily cost report.

Cost Shares: Cost share agreements will follow guidance in the applicable cooperative agreement. COST will ensure all parties associated with the cost share agreement receive daily cost updates via email and /or hardcopy.

It is the IMTs responsibility to track and report costs as required by the incident agencies or as outlined in the Cost Share Agreement. The Finance Section will ensure costs are tracked in I-Suite in accordance with the cost share method utilized.

Incident Accruals – All federal incidents with FS expenses involving Type 1 and 2 IMTs are required to send daily accrual reports to the ASC-Incident Finance Branch. These accruals will be sent using the daily export and upload functions of e-ISuite. Direction for creating the daily export can be found at: http://famit.nwcg.gov/sites/default/files/eisuite_user_guide_cost.pdf.

Refer to "How to Code ISuite Accruals' and additional information on accruals posted at: http://www.fs.fed.us/fire/ibp/incident_payments/.html.

For those incidents not utilizing I-Suite, submit manual accrual information to ASC-Incident Finance Branch. Email to asc_ipc@fs.fed.us or fax to 1-866-816-9532.

IMTs who utilize the "site" version of e-ISuite are required to transition the data to the Enterprise site at the end of their assignment. IMT's will inform the incident prior to or during the incident closeout that the transition has taken place. A representative from the incident agency should be given access to the database. The IMT will not retain any of the d-ISuite information.

Delegation of Authority

Delegation of authority has been issued for Fire Business Management practices to the following Agency personnel: ***See Appendix A***

Incident Business Advisor Responsibilities

The Incident Business Advisor:

- ✓ Is supervised by the Agency Administrator (AA).
- ✓ Serves as a liaison and advisor to the Agency Administrator, Incident Management Team, and other incident support functions.
- ✓ Provides advice and recommends alternatives with an emphasis on reviewing large cost centers.
- ✓ Provides recommendations on incident business issues.
- ✓ Completes an IBA Narrative. Narrative is submitted to the Agency Administrator at the end of the incident, with a copy to the host agency Incident Business Specialist if applicable.

See Appendix I for a detailed listing of Incident Advisor Responsibilities included in a typical IBA Delegation of Authority.

All services, supplies, and equipment are to be ordered and filled through Teton Interagency Dispatch or authorized expanded dispatch.

Supplemental Food Policy

The Incident Management Team will follow direction in Chapter 20 of the IIBMH, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the Agency Administrator. The only acceptable justification is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work.

The following supplemental foods may be provided:

- Fruit, dried fruit or fruit juice and vegetables. Fruits and vegetables should be in season, available locally and reasonable priced to avoid excessive costs and difficulty in procurement. Only fruits/vegetables that are suitable for carrying to the field should be purchased. Avoid those items that can be easily damaged while being transported by line personnel (i.e., avocados in a pack).
- Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in Feeding the Wildland Firefighter which can be found at: http://www.fs.fed.us/td/pubs/htmlpubs/htm02512323/index.htm. Powders and tablets may be procured in place of liquid forms in situations where it is more practical.
- In order to meet the nutritional needs of firefighters on the line, sports drinks should be full calorie varieties. Other users of sports drinks that work in heat environments may not require the higher caloric intake reduced calorie sports drinks are appropriate in these circumstances. However, the majority of sports drinks provided to the incident should contain full calorie content.
- Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. Incident base and camp meals provide adequate dietary needs for most non-fireline personnel and supplemental foods should not be necessary.

Other supplemental food or drinks are not authorized, i.e., jerky products, chips, gum, soda-pop, "designer drinks" and so-called "energy" drinks (containing caffeine, guarana, ephedra, and other stimulants).

Supplemental Vitamins and Minerals

In accordance with the NWCG memo, March 22, 2006, no supplemental vitamins or minerals will be procured for use or distribution on the incident. This includes commonly accepted supplements, such as EmergenC.

If homeopathic treatments (including essential oils) are requested they must be approved within the NWCG Clinical Treatment Guidelines which can be found at: http://www.nwcg/pms/pubs/pms551.pdf

Procurement

Upon arrival on the unit, the finance section (procurement unit leader) will be given an Interagency Service and Supply plan. Included in this plan are:

1. List of local area sources

2. Personnel Contacts/local contacts for the Bridger-Teton Forest Offices and Grand Teton National Park are:
   Please do not contact a person listed if the incident is not on their District.

Bridger Teton N.F.			
Ruth Anne Miller	Support Serv. Spec.	Kemmerer	307-828-5120
Heather James	Support Serv. Spec.	Big Piney	307-276-5811
Patricia Hill	Support Serv. Spec.	Greys River	307-886-5513
Susan Colligan	Support Serv. Spec.	Jackson	307-739-5423
Ross Leach	Support Serv. Spec.	Blackrock	307-543-3902
Anita Douglas	Resource Assistant	Pinedale	307-367-5727
Grand Teton N.P.			
Martin Hauch	Contracting Officer	Grand Teton N.P.	307-739-3448
Thayne O'Brien	Contracting Officer	Grand Teton N.P.	307-739-3447
Rhonda Canell	Contract Specialist	Grand Teton N.P.	307-739-3669
William Willard	Fire Program Mgt. Asst.	Grand Teton N.P.	307-739-3311

3. **AD Hiring and Support**:

   All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State/Regional incident business level (contact IBA for additional information).

   Pay Rate Changes at the incident- The incident supervisor will record the pay rate/position change on the CTR and Finance will document the change in the Remarks block of the OF-288. A new Single Resource Casual Hire Form (PMS 934) is not necessary.

   AD hiring authority may be delegated to the Finance Section Chief by the Agency Administrator.

   Travel reimbursement for FS casual employees will be posted on the OF-288 per direction located in Appendix I.

   Final processing of OF-288's for DOI and FS casual employees will be in accordance with Appendices I&J of this document.

   Subsistence for ADs:

   AD employees will be subsisted by the Agency whenever possible.

   Transportation of ADs to and from incidents will be coordinated through dispatch. The ADs method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934). Air transportation will usually be arranged and paid for by the Government.

Unless other arrangements have been made, authorized rental cars for AD's will be ordered through dispatch using the Great Basin IBPA.

4. Regional Equipment Rates – Any additional questions or to sign up one time only vendors please contact:

Bridger Teton N.F.			
Judy Martin	Super. Contr. Off	Idaho. Admin	208-557-5841
Kellie Shaw	Super. Contr. Off	Idaho Admin.	208-557-5766
Tonya Campbell	Contracting Spec.	Idaho Admin.	208-557-5770

Acquisition
Reference Material: GB Chapter 20 Supplement

- When placing orders for water tenders identify the type of tender (tactical or support) being requested on the resource order.
- Accountable property procured by the incident (non-NFES) and remaining at the local unit should be communicated (verbally and /or written) to the property contact listed in Appendix A.
- The IMT will not sign up any resources that did not go through proper dispatch channels (i.e., "fire chasers") unless prior approval is obtained from the AA or IBA.
- Name requesting of contractors is prohibited.
- Questions regarding solicited equipment can be directed to the appropriate contracting officer (see Appendix C) or Steve Waters, Great Basin Contract Equipment Coordinator (contact information available in Appendix B).

Land Use and Facility Agreements

If no agreement exists, the IMT will coordinate with the local AA or IBA to determine appropriate use and rates. Only warranted personnel may negotiate and approve land use and facility agreements.

All facilities land, and water used by the incident will be under agreement, including no cost agreements.

Bridger-Teton N.F.			
Judy Martin	Supervisory Contr. Officer	Idaho Regional Admin.	208-557-5841
Kellie Shaw	Supervisory Contr. Officer	Idaho Regional Admin.	208-557-5766
Tonya Campbell	Contracting Specialist	Idaho Regional Admin.	208-557-5770
Grand Teton N.P			
Martin Hauch	Contracting Officer	Grand Teton NP	307-739-3448
Thayne O'Brien	Contracting Officer	Grand Teton NP	307-739-3447
Rhonda Canell	Contract Specialist	Grand Teton NP	307-739-3669

Buying Team Procedures
Reference Great Basin/Rocky Mtn. Interagency Buying Team Guide, Appendix O
Reference National Buying Team Guide
http://www.nwcg.gov/pms/pubs/buying_guide.pdf

Daily purchases by Buying Team Members will be provided to incident finance. Costs that are accrued daily but not paid until the end of the assignment (i.e., light towers, copiers, and toilets) will be tracked by the Cost Unit Leader based on information provided on the buying team envelope. The BUYT will provide the cost unit leader with a copy of the vendor's commercial item rate schedule.

All rental equipment, with the owner's concurrence, will have a lease purchase clause inserted in the procurement document to allow maximum flexibility to meet cost effectiveness goals.

Provide an electronic copy of the Buying Team spreadsheet to the Agency Administrator or their representative, along with providing a hard copy in the Buying Team package.

Provide a written narrative of any outstanding issues or concerns.

Buying Teams shall receive a performance evaluation prior to the end of the incident. Forms are available at: http://gacc.nifc.gov/gbcc/business.php. A copy of the form will be given to the BUYL, a copy will reside with Finance documentation and a copy will be forwarded to the Great Basin Buying Team Coordinator.

The Incident Business Advisor and/or appropriate official will consult with the Incident Management Team/expanded dispatch to decide when to release a Buying Team.

Purchase/Rental of Personal Property

In accordance with the Federal Acquisition Regulations, the decision to rent or purchase property should be made on a case-by-case basis through evaluation of comparative costs and other factors. The following are factors that should be considered:

- Estimate the length of time the equipment will be used
- Cumulative rental payments for the estimated period of use
- Net purchase price
- Transportation and installation costs
- Maintenance and other service costs
- Whether a rental-with purchase option is available
- Cost of handling and disposal following the incident

The length of time the equipment will be utilized is often unknown. The use of day/week rental rates may help lower overall costs.

Contract Claims

A Warranted Procurement Unit Leader with delegated authority is authorized to settle contract claims at the incident. If there is not a Procurement Unit Leader available, the Buying Team Leader may settle claims with their delegated authority. If neither position is available or present, the contract claims shall be referred to the incident agency for appropriate settlement.

Contractor Performance Evaluations

Performance evaluations for contractors will be collected by finance personnel, sorted according to Contracting Officer name and mailed to respective Contracting Officers prior to the incident closeout. If time constraints do not allow time for mailing from the incident, finance personnel will prepare the evaluations and provide them to the host agency for mailing to the appropriate contracting officers. A list of Contracting Officers for Great Basin equipment is located in Appendix C.

VIPR Performance Evaluation – http://gacc.nifc.gov/gbcc/business.php
Standard Contract Performance Evaluation – http://gacc.nifc.gov/gbcc/business.php

Contracting with Employees or Immediate Family Members

FOREST SERVICE ACQUISTION REGULATIONS (FSAR)

4G03.670 – Rental of Property from Forest Service Employees

Title 16, United States Code, section 502 permits renting or hiring employee-owned property for project use at isolated geographical locations when such equipment is not available from either Government or commercial sources and when there is only occasional need for the property. The Forest Service may also provide, at Government expense, forage, care, and housing for animals, and storage for vehicle and other equipment rented from employees.

Because the rental or use of personal property may generate public criticism, regional foresters and station directors have the responsibility for establishing an approval process to monitor and control each rental of

property from Forest Service employees. The level of approval must be at a level high enough to ensure that these policies are followed.

Acquisition personnel shall ensure that pricing is always fair and reasonable under the circumstances.

See FSH 6509.11h, Service-wide Claims Management Handbook for restriction on payment of damages to privately owned vehicles and livestock.

4G03.671 – Contracts with Relatives of Forest Service Employees

Do not award contracts to relatives of Forest Service employees engaged in preparing the project specifications, estimates, or awarding of the bid or proposals.

Contracting officers may consider quotations, bids, or proposals submitted by relatives of Forest Service employees not engaged in the tasks listed in the previous paragraph. However, before award is made the contracting officer shall obtain line officer approval. This approval as determined by the contracting officer is required only for those cases with high potential for, or the appearance of, possible favoritism or preferential treatment.

If the line officer does not approve the determination as submitted by the contracting officer, no award shall be made.

The Head of Contracting Activity (HCA) may exempt a contract from these policies. Requests for exemption shall be fully documented and outline the compelling reasons to make an award.

4G03.672 – Contracts with Former and/or Retired Forest Service Employees

Consult with the Human Resources Management staff concerning applicability of statutory post-employment restrictions to former employees seeking contract awards.

DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION

Subpart 1403.6 – Contracts with Government Employees or Organization Owned or Controlled by Them 1403.602 Exceptions.

The HCA, without the power or re-delegation, is authorized to accept a contract from the policy in FAR 3.601. However, no exceptions may be granted where the proposed contractor is owned or controlled by a Government employee or one or more members of the employee's immediate family and the employee or any subordinate is serving as a procurement official on the proposed contract.

1403.603 Responsibilities of the contracting officer.

The CO shall prepare a written determination and findings for the signature of the HCA when requesting authorization to allow a contract award to a Government employee or business concern or other organization owned or substantially owned.

Property Management

Reference: GB Chapter 30 Supplement
Great Basin Cache Website
ATV/UTV Guidance for Use on Large Fires – Exhibit Q

Agency and rental vehicles are accountable property and will be tracked as such.

Use of personal or home unit cell phones, GPS units, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency on the resource order. Home unit project funds are to be used to cover any use charges, loss or damage. If needed for assignment, the incident unit will obtain cellular phones. Orders for cellular phones will be transmitted through dispatch and will be filled per agency regulations.

Employees must be aware that it is possible the record of use for any device used for official purposes, could be considered a public record.

IMTs or other incident personnel (e.g., IBA) may authorize replacement of non-NFES or non-standard cache items if delegated authority by the incident agency. If no delegation exists documentation is provided to the incident agency for review and determination. Written documentation is provided to the home unit, authorizing replacement of government property items that have been destroyed or rendered otherwise unserviceable while being used on the incident.

Replacement of non-standard items not procured through mandatory sources of supply (Chapter 20) may be authorized up to a dollar limit identified through these sources; costs beyond this amount should be covered by home unit program dollars. Prototype equipment will not be replaced with suppression funds. The incident agency may require the damaged property be turned in before replacement is authorized. Property that is maintained in an agency property system of record will not be collected at the incident. Documentation of the disposal of the property (i.e., destroyed property sent back with resource to home unit) will be maintained in the incident claims records.

The Great Basin will be utilizing an attachment to the Property Loss or Damage Report, OF-289, that facilitates the documentation and approval/disapproval process for property loss and damage. See Exhibit R for a copy of the OF-289 and Great Basin attachment. The form can also be found at: http://gacc.nifc.gov/gbcc/business.php.

For language regarding issuance of property and claims for contract equipment, reference Section D of the agreement.

The IMT is expected to place a high priority on property management. Included in this expectation is the need for the IMT to review property issuance and check out and return procedures to ensure proper accountability. The IMT will manage the durable and accountable /sensitive property obtained through the cache system. Every effort will be made to return cache items promptly at the end of the incident. Documentation of items remaining at the incident will be supplied to the incident agency at the incident closeout. Incident –funded accountable/sensitive property purchases must be approved in advance by the IBA or AA.

The BUYT will ensure that accountable property they have procured is appropriately identified as such per host agency requirements and direction. Those purchases of accountable property will be logged and tracked with documentation provided to the host unit procurement staff.

When ordering All-Terrain (ATV) and Utility Terrain (UTV) Vehicles on large fires within the Great Basin reference Exhibit Q – ATV/UTV Guidance for use on Large Fires. This exhibit offers direction for the approval/ordering process as well as required documentation for payment and any claimed damages.

The Great Basin Cache has recommended that ALL incidents (complex Type3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to:
http://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.htlml

Claims

Tort and Employee Claims: Upon arrival to the incident, the Comp/Claims Unit Leader or Finance Section Chief will make contact with the incident agency claims liaison (identified in Appendix A) to determine the expectations and discuss the requirements of the claims process. Prior to leaving the incident, the Comp/Claims Unit Leader or FSC will audit the documentation and prepare a log of all claims, defining what's included and what is left to collect on each claim. The case files should be enclosed in an Incident Case File Envelope (OF 314). The documents will be included in the finance package.

At the end of the incident, all actual and potential claims will be fully documented, and included in the incident finance package. Packages will be identified as requiring follow-up, documented in the finance close-out briefing paper and turned over to the agency incident business contact.

List of Restricted Supplies/Items

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

PROHIBITED ITEMS

- Orders for specific magazines, newspapers, or other literature.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos.
- Pillow, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
- Fees for the use of recreational facilities (i.e., hot springs).
- Massage or other therapist services.
- Awards and or gifts of appreciation.
- Plants and flowers.
- Any service/supply not deemed necessary for suppression of the fire or essential to the incident. If it is not clear, consult the AA or IBA.

RESTRICTED ITEMS

- Epi-Pens are the responsibility of individuals needing them and should be issued in the same manner as a personal prescription.
- Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and IBA.
- Local purchase of newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception must be approved in advance by the AA or IBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

SPECIALTY ITEMS

The AA or IBA must approve rental/purchasing of the following specialty items:

Cameras (digital and video)	Cellular Telephones
Satellite Telephones	GPS Units
Laptop Computers	Printers/Scanners (purchase only)
Handheld Radios	Golf Carts
Specialty Ice Coolers (i.e., Yeti)	ATVs/UTVs*
Fax and/or Copy Machines (purchase only)	

Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable/sensitive property should be procured by local agency personnel whenever possible.

*Per the Great Basin Coordinating Group all ATV/UTVs will be ordered through normal dispatch procedures upon approval by the Incident Commander (IC) or Safety Officer (SOF). See Exhibit Q

Rental Vehicles

Reference – Great Basin Rental Car Standard Operating Plan (Appendix D)

Vehicle rentals are not authorized unless specified on a resource order. For those personnel arriving by air transportation without an authorized rental vehicle, transportation should be provided by ground support units or other arrangements. Incident Management Teams are expected to keep the number of rental vehicles to a minimum. AAs/IBAs should review and discuss rental vehicle numbers and needs with the IC prior to mobilization of an IMT.

The Great Basin has established rental car blanket purchase agreements (BPAs) with various rental car vendors. Whenever possible, rental vehicles needed on a Great Basin incident will be procured with these BPAs and either billed to the government charge card holder or to a specified payment contact (s). These BPAs may also be used to procure rental vehicles for Great Basin resources travelling to incidents outside the Great Basin. Vehicles rented under the BPA with the employee's government –issued charge card will remain the responsibility of the charge card holder. It is recommended that line personnel rent ¾ ton pickups or large SUVs to accommodate higher ground clearance and tire ratings. Copies of the Great Basin rental car BPAs can be obtained at: http://gacc.nifc.gov/gbcc/business.php

Individuals renting vehicles through the normal government travel process should be the exception, not the rule and will remain the responsibility of the individual. These vehicles are not to be taken off publicly maintained roads with the rental vehicle agency's permission. In order to ensure travel reimbursement for rental vehicle, the individual traveler is required to have the approval to use a rental car noted on their resource order. Individuals who rent a vehicle without having been pre-approved on their resource order run the risk of not being reimbursed and being personally liable for this cost. Damage to a vehicle rented through the agency travel process will be handled through the process established by travel regulations.

Rental Vehicle procured on a government travel card can NOT be transferred to a Buying Team Member, PROC, or any other member of the host unit. A vehicle rented at a commercial facility on an employee's travel card will be the sole responsibility of the employee who initially rented it to ensure it is returned to the vendor, and payment in full is posted to the employee's travel card.

Compensation for Injury and Agency-Provided Medical Care

Reference Great Basin OWCP Illness and Injury Incident Guide, Appendix G.

If DOI employee is injured submit all paperwork to the employee's home unit as soon as possible.

If Forest Service employee is injured see Appendix G

If a Great Basin State employee is injured refer to the pertinent State section in the GB Chapter 50 supplement to the IIBMH. If a non-Great Basin State employee is injured, the employee or the COMP is responsible to contact the home unit to obtain the proper reporting forms. The COMP maintains injury compensation records and transmits documents to the home unit per state agency policy. Do **NOT** issue a CA-16 for medical treatment for state employees.

A medical resource request number (M#) will be assigned for treatment under APMC. M#s should not be assigned to first aid or OWCP cases.

Notify the Incident Business Advisor (IBA) of any significant injuries or illnesses for all incident personnel that require a hospital visit or stay including contracted resources.

Grand Teton National Park follows the policies and procedures found in the Interagency Incident Business Management Handbook, Chapter 10 – Personnel, Section 15 – Compensation for Injury/Illness. The National Park Service will authorize medical treatment through the use of the CA-16 and ensure that necessary paperwork is completed in a timely manner and forwarded to the individual's home unit. The employee's home unit is responsible for submitting reportable claims and medical documentation to the appropriate workers' compensation office in a timely manner; initiating follow-up medical treatment under OWCP, APMC, or state

procedures, and; following standard workers' compensation procedures in cases where follow-up medical care is required and/or when the injury or illness results in lost time beyond the date of injury.

Work/Rest Guidelines

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all resources.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift exceeds 24 hours. In situations when a work shift does exceed 16 hours (i.e., initial attack) personnel will resume 2:1 work/rest ratio as soon as possible.

The Incident Commander (IC) or AA must justify work shifts that exceed 16 hours and those that do not meet the 2:1 work to rest ratio. Justification will be documented in the daily incident records or with employee time records on initial attack.

To facilitate the management of work/rest for contract resources, clock hours will be recorded on all shift tickets-even when the equipment is hired under a daily rate or guarantee.

Recycling

The Grand Teton National Park-green team contact is Margaret Wilson 307-739-3390. Recycling programs during an incident are coordinated by Andy Norman, Forest FMO @ Bridger-Teton National Forest. He can be reached at 307-739-5571 (work). Please refer to the Recycling Plan in the Service and Supply Manual.

Cooperative Relations
Reference GB Chapter 50 Supplement

GB Chapter 50 Supplement provides detailed information on incident business procedures when resources from the states of Idaho, Nevada, Utah and Wyoming are utilized on Federal fires or when an IMT is on a State fire.

For specific information on National Guard utilization please refer to Great Basin Chapter 50 Supplement and/or the National Guard agreement for additional information.

Accruals and Payments

Payments for the Park should be coordinated with the Fire Program Management Assistant, Contracting Specialist and/or Budget Analyst.

End of Pay Period T&A's

All assigned finance sections will contact the Fire Program Management Assistant at Grand Teton N.P. to determine the most efficient and effective means for processing/communicating pay information at the end of each pay period.

Law Enforcement and Investigation

Upon assignment of an IMT to the Bridger-Teton N.F. or Grand Teton National Park, the Security Manager, through dispatch at (307) 739-3630, will work with Bridger Teton/Grand Teton Law Enforcement Officials to determine the Agencies' local law enforcement representative. The purpose will be to open communication lines, identify law enforcement support resources available, and identify local operating procedures. A contact and liaison person from the agency will be identified to the IMT, who will make periodic contacts with the team.

Bridger Teton N.F.			
Veronica Gooding	LEO North Zone	Bridger-Teton	307-739-5573(work)
			208-520-1323 (cell)
Phalen Whitehair	LEO East Zone	Bridger-Teton	307-367-5729 (work)
			307-413-2042 (cell)
Adam Dale	LEO West Zone	Bridger-Teton	307-886-5326 (work)
			307-413-2015 (cell)
Travis Tippit	Supv. Law Enforcement	B-T, C-T, S-C	208-524-7642 (work)
			208-313-7767 (cell)
Grand Teton N.P.			
Michael Nash	Chief Ranger	Grand Teton NP	307-739-3472
TIDC	Teton Interagency Disp.	Grand Teton NP	307-739-3630
FPO's Fire Investigators			
Lesley Williams-Gomez	Fire Prevention Tech.	Jackson Ranger Dist.	307-739-5420 (work) 307-413-2483 (cell)
Angie Crook	Fire Prevention Tech	Afton Ranger Dist.	307-886-5336 (work) 307-413-2146 (cell)
Nan Stinson	Fire Prevention Tech.	Big Piney Ranger Dist.	307-276-5826 (work) 307-413-2482 (cell)

Significant law enforcement incidents or matters needing criminal investigation shall be reported to and coordinated with the area law enforcement contact person as soon as possible. This is necessary to ensure local control and responsibility can be established to minimize the need for and associated costs of returning employees to the area should court litigation action follow.

All law enforcement incidents will be entered into the incident security log and documented. If a violation notice is issued or any arrests made, contact the law enforcement officer assigned to the incident as liaison contact person. Incident security logs and copies of the incident reports will be turned over to the law enforcement and investigations unit at the time of the exit debriefing.

Other investigations (claims, motor vehicle accidents, etc.) and normal incident security activities (traffic control, etc.) will be handled by the law enforcement personnel assigned directly to the incident.

Area law enforcement personnel will be available to provide necessary coordination and assistance.
Contacts are:

Teton County	Sheriff's Office	Jim Whalen	307-733-2331
Sublette County	Sheriff's Office	Steve Haskell	307-367-4378
Lincoln County	Sheriff's Office	Shane Johnson	307-885-5231

Demobilization

The Great Basin Cache recommends that ALL incident (complex Type3 and larger) use a Cache Demobilization Specialist (CDSP). This will assist in ensuring accountability and appropriate return of cache and non-cache items. For additional information refer to: http://blm.gov/nifc/st/en/prog/fire/gbk/cache_demobilization.html.

Closeout:

The final Finance Package will meet the uniform filing scheme for incident records packages.

FS Incidents- The expectation is to have all possible payment packages for FS AD's and contract resources closed out and sent directly from the IMT to ASC-Incident Finance for payment. Any packages not closed out and/or other outstanding issues will be discussed at the finance package transition, immediately before or after the IMT closeout.

At the end of the incident, the Final Finance Package will be turned in before or after the closeout to the AA, IBA, or incident agency representative. A written narrative will be provided to the incident agency identifying items

such as the number of claims, number type and status of land use agreements, number and type of injuries/illnesses and any necessary follow-up to financial matters.

The IBA will participate in the exit interview of each assigned IMT and Buying Team. The IBA will provide a verbal assessment of (1) commendable performance, (2) things that went well and (3) things that need improvement. The IBA will provide a written narrative to the AA and to the state or federal Incident Business Specialist.

The host agency should provide a financial performance rating 60-120 days following the incident to the IC. The Finance evaluation form can be found at: http://gacc.nifc.gov/gbcc/business.php.

Exhibit A

Cell Phones/MIFIs/COW/COLTS

If it's determined that the incident needs cell coverage check to see what the host unit has available. This is best accomplished by contacting local property managers. (POC needs to be identified in Operating Guidelines)

Cell coverage and resources available are dependent on local carrier. Obtain GPS coordinates before contacting carrier so the determination can be made if cell service is available in the locale where it's been requested.

Verizon: Crisis Response Team (CRT) can provide cell phones, MIFIs/Jet Packs, and Cellular on Wheels (COW) at no cost to the hosting government agency. After contact is made with a representative it will be determined if cell coverage will be adequate to meet the needs of the incident. If Verizon can assist they will ship phones and hot spots and place COWS in pre identified strategic locations. Phones come ready for use with numbers and are packaged with chargers.

When phones/MIFIs arrive at host agency they will be transferred to Communications for their dissemination. This process of transfer should be documented on a Waybill and AD-107 or DI-105 because they are considered property so incoming outgoing phones can be tracked. A predetermined method for returning the phones should be discussed to assure the equipment is returned to Verizon in a timely manner.

CELL PHONE SERVICE:

Call 1-800-981-9558 24hours a day/7 days a week (including holidays) to request the emergency incident VERIZON COW (cell on wheels) or COLT (cell on light truck). The recorded voice will ask you for the cell phone you are calling about (supply any Forest Service cell phone number [such as the contracting officer's] and the correct National account should be accessible to the Verizon representative). VERIZON technical field installers must establish line of sight from available existing microwave antennas/dishes to ICP. If no direct line of sight exists, VERIZON will try to establish a land use agreement with land owner(s) to place COW/COLT. Transportation, alignment, setup, and land agreement, if necessary, takes 24 to 48 hours. There is no fee for this service/equipment.

ALTERNATE PHONE NUMBER:

From 0600-2300 Eastern Time call 1-800-922-0204, Local and State Government Support Center Customer Service. Provide a Forest cell phone number as above. If outside these hours, select automated option for tech support service. This will route to the Federal Support Center Customer Service at 1-800-295-1614 (or dial direct if outside 0600-2300 ET) which is staffed by tech support personnel 24/7 who can perform the same function as the CRT.

AT&T: Has equipment available for temporary emergency use, this also can include phones, hot spots and COWs. We will not be charged for the equipment use, however since AT&T is not on a government contract we will be charged for service during the activation period.

Local Carriers: If you are working with a local carrier for land lines make sure they understand their invoice needs to refer to the specific fire name and S # so invoices can be paid promptly.

POC at local level needs to be identified to ensure lines are shut down at the end of an incident.

- What is the process/policy for TRAC phones? Up to the host agency and IBA for approval. If they are purchased they are transferred on an incident way bill and AD-107 for Forest Service and DI-105 for DOI. They must be returned to the host agency at the end of the incident.

- Is it possible to have carriers provide 10-20 phones in "staging" in those locations where we have high fire activity? A short write-up on making preseason contact/agreements with local carriers would be needed. You can call Verizon and get as many phones as you need**. However**, with high fire activity they only have a set number of phones / Wi-Fi hot spots / etc. Verizon will send out nationwide. Once the phones are gone they must wait until some are returned before more can be shipped out.

Definitions:

Portable Cell Sites - COWs
Verizon Wireless "Cell on Wheels" (COW) are fully functional, generator-powered mobile cell sites that enhance coverage and capacity in a given area. It can accommodate both voice and CDMA services.

Rapid Disaster Response - COLTs
Verizon Wireless "Cell on Light Trucks" (COLTs) can process thousands of calls every hour in the event cell sites or other key communications equipment are damaged or disabled by a community disaster. The 25,000- pound vehicle features two retractable masts, a microwave antenna to link network components, an emergency power generator and a small office. The COLT is also fully equipped with resources needed during emergencies including equipment, fuel, electrical generators, food, water and cots.

ORDERING CELL PHONES – Call 1-800-981-9558

Verizon cell phones with AC charger and/or PC Internet cards can be ordered separately or at the time of ordering COW/COLT. Phones will arrive via overnight delivery at the location specified by requester (make certain delivery location is an overnight delivery location). We may need supervisor approval for the overnight shipping.

If having problems getting phones over a weekend or holiday, contact the local Federal Verizon account manager for the closest metropolitan area.

There is no cost for the cell phones, PC cards, minutes, or Internet access for emergency incident use. Verizon will charge for the phone if it is lost and cannot be returned.

Appendix A – Agency Contacts

Title	Name	Office Phone	Cell Phone
Agency Administrator			
Local Incident Business POC	Leslie Porter	307-276-5824	307-413-2482
Agency Administrative Representative			
USFS Regional Incident Business Specialist.	Lee Ann Evans	208-253-0152	801-388-2236
BLM State Incident Business Specialist	Carol Salo	208-373-3852	208-631-1625
State Incident Business Specialist	Lynda Berckefeldt	307-777-7300	307-421-0065
NPS Incident Business Specialist	Maria MacKie	303-969-2971	720-884-6125
BIA Incident Business Specialist	Darren Nutter	602-241-4567	
FWS Incident Business Specialist	Vacant		
Human Resources			
AD Hiring Contact	Leslie Porter	307-276-5824	307-231-1320
Financial Management	Sharon Smitherman Linda Turner NPS/IMR	307-739-5586 307-969-2948	307-732-4180
Acquisition/Contracting Contract Claims	Judy Martin Kelly Shaw	208-557-5841 208-557-5841	
Information Resources (Computers)	Ed Yeager Michael Thornton GTNP	1-307-739-5533 1-307-739-3455	812-360-2519
Telecommunications (Voice, Data Lines, Radios)	Lester Loving Tom Gillett GTNP	307-276-5831 307-739-3568	307-413-1281
Agreements	Kristi Vonkrosigk Martin Hauch GTNP	307-739-5539 307-739-3448	307-690-3011
Compensation/ OWCP	Krista Schuster GTNP	307-739-3445	
Claims (Non-contract)			
Law Enforcement	Phelan Whitehair Adam Dale Veronica Gooding	307-413-2042 307-699-1990 208-520-1323	
Fleet	Karol Larson Michael Machupa GTNP	307-739-5539 307-739-3347	
Safety	Travis Wetzler Brian Bergsima GTNP	307-739-5550 307-739-3347	307-699-4564
Property Management	Lori Rowbury IDAWY	208-557-5815	
HR-OWCP ASC	ASC Emergency	877-372-7248 Press “2” for HRM	866-339-8583 (fax)

GREAT BASIN INCIDENT BUSINESS COMMITTEE **Updated 4/1/2016**

Agency	Name	Address	Email	Phone Numbers
BIA	**Darren Nutter**	BIA - Western Regional Office 2600 N. Central Ave. , Ste 450 Phoenix, AZ 85004	darren.nutter@bia.gov	(602) 3241-4567 v c (602) 379-6763 f
BLM - ID	**Carol Salo**	BLM - Idaho State Office 1387 S. Vinnell Way Boise, ID 83709	csalo@blm.gov	(208) 373-3852 v (208) 631-1625 c (208) 373-3850 f
BLM - NV	**Brenda DeBerg**	BLM – Nevada State Office 1340 Financial Blvd Reno, NV 89502	bdeberg@blm.gov	(775) 861-6574 v (775) 722-3055 c (775) 861-6668 f
BLM - UT	**Christopher J Delaney**	BLM – Utah	cdelany@blm.gov	v c f
FS - R4	**Lee Ann Evans** Chair	US Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	levans@fs.fed.us	(208) 253-0152 v (801) 388-2236 c (208) 253-0109 f
FWS	Vacant			v c f
NPS	**Maria Mackie** Vice Chair	National Park Service Intermountain Region 12795 W. Alameda Pkwy Lakewood, CO 80225-0287	maria_mackie@nps.gov	(303) 969-2971 v (720) 884-6125 c (303) 969-2037 f
NPS	**Nina Dutton**	National Park Service 333 Bush Street San Franciso, CA 94104	nina_dutton@nps.gov	(415) 623-2217 v (415) 730-9472 c f
ST - ID	**Wendy Walter**	Idaho Department of Lands 3284 W. Industrial Loop Coeur d'Alene, ID 83815-6021	wwalter@idl.idaho.gov	(208) 666-8648 v (208) 755-2924 c (208) 769-1524 f
ST - NV	**Mary Wells**	Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701	mwilde@forestry.nv.gov	(775)-684-2516 v (775) 443-7759 c (775) 684-2570 f
ST - UT	**Ben Huntsman**	Utah Div. Of Forestry & Fire 1594 W. North Temple Suite 3520 Salt Lake City, UT 84114	benhuntsman@utah.gov	(801) 538-5413 v (385) 222-0513 c (801) 533-4111 f
Recorder	**Susan Brown**	US Forest Service, Sawtooth NF 2647 Kimberly Road East Twin Falls, ID 83301	slbrown@fs.fed.us	(208) 737-3303 v (208) 731-0295 c (208) 737-3308 f

GREAT BASIN INCIDENT BUSINESS COMMITTEE **Updated 4/1/2016**

Agency	Name	Address	Email	Phone Numbers
GBCG	Sue Stewart	US Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	sastewart@fs.fed.us	(801) 625-5507 v (801) 721-5581 c (801) 625-5594

Technical Specialists

GB CO	Sue Huston	US Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	shuston@fs.fed.us	(801) 625-5811 v (801) 625-5365 f
BUYT	Sierra Hellstrom BUYT Coordinator	US Forest Service Intermountain Region 324 25th Street Ogden, UT 84401	srhellstrom@fs.fed.us	(801) 625-5764 v (801) 940-4935c (801) 625-5365 f
GB OPS	Eric Fransted	BLM Idaho State Office 1387 S. Vinnell Way Boise, ID 83709	efranste@blm.gov	(208) 373-3855 v (208) 972-7446 c (208) 373-3850 f
GB DISP	Jill Leguineche	Boise Interagency Dispatch 3948 South Development Avenue Boise, ID 83705	aleguineche@blm.gov	(208) 384-3380 v (208) 308-3634 c (208) 384-3405 f
GB FCEA	Cathy Baird	US Forest Service 1249 South Vinnell Way, Suite 200 Boise, Id 83709	cbaird@fs.fed.us	(208) 384-3412 v (208) 830-5958 c f
GB TRN	Cindy Savoie	BLM Nevada State Office 1340 Financial Blvd Reno, NV 89502	csavoie@blm.gov	(775) 861-6521 v (775) 232-9292 c (775) 861-6668 f
GB LOGS	Kenny DeBerg	Reno Fire Department 315 Edison Way Reno, NV 89502	debergk@reno.gov	(775) 657-4614 v (775) 846-6618 c (775) 858-1636 f

Appendix C – 2016 Great Basin Contracting Officers for Solicited Equipment

Region 4 Contracting Officer Listing for 2016

	A	B	C	D	E	F
1	Equipment	Contract Area	CO	Mail Performance Ratings to	CO Location	Contact Info
2	Chippers	Great Basin	Sue Huston	324 25th Street Ogden, UT 84401	FS-R4 Regional Office	801-625-5811 shuston@fs.fed.us
3	Crew Carrier Buses	Nation Wide	Bryce Pitchford	3833 S. Development Ave, Boise, ID 83705	FS-NIFC Boise	208-387-5231 bpitchford@fs.fed.us
4	Engine/Tender (Support/Tactical)	Great Basin	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
5	Fallers	Rocky Mountain & Great Basin (R2/4 Combined)	Sue Huston	324 25th Street Ogden, UT 84401	FS – R4 Regional Office	801-625-5811 shuston@fs.fed.us
6	Fuel Tenders	Great Basin	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	FS -IDAWY	208-557-5770 tonyamcampbell@fs.fed.us
7	Heavy Equipment (inc. dozer, tractor plow, excavator, transport)	Rocky Mountain (R2/4 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
8	Misc. Heavy Equipment (inc. feller buncher, mulcher/masticator, road grader, skidder)	Great Basin	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
9	Heavy Equipment with Water (inc. pumper cat, skidgine, softrack)	Great Basin	Sue Huston	324 25th Street Ogden, UT 84401	FS - R4 Regional Office	801-625-5811 shuston@fs.fed.us
10	Mechanic Service Truck	Rocky Mountain & Great Basin (R2/4 combined)	Kim Luft	740 Simms Street Golden, CO 80401	FS - R2 Regional Office	303-275-5405 c-303-981-0958 kluft@fs.fed.us
11	Portable toilets & Portable Hand Wash Stations	COMMERCIAL ITEM No longer solicited				
12	Potable/Gray Water & Trailer Mounted Hand Wash Stations	Great Basin	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	FS - IDAWY	208-557-5770 tonyamcampbell@fs.fed.us
13	Refrigerated Truck/Trailer	Great Basin	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	FS - IDAWY	208-557-5770 tonyamcampbell@fs.fed.us
14	Tent/Canopy	COMMERCIAL ITEM No longer solicited				
15	Trailers (Communications, Clerical, GIS and HOS)	Nation Wide	Bryce Pitchford	3833 S. Development Ave, Boise, ID 83705	FS - NIFC Boise	208-387-5231 bpitchford@fs.fed.us
16	Wood Washing Units	Great Basin	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	FS - IDAWY	208-557-5770 tonyamcampbell@fs.fed.us
17	Vehicle w/driver	Great Basin	Tonya Campbell	1405 Hollipark Dr., Idaho Falls, ID 83401	FS- IDAWY	208-557-5770 tonyamcampbell@fs.fed.us
18	Interagency Fire Contract Administrator	Rocky Mountain Great Ba	Steve Waters	1249 S Vinnell Way St. 200, Boise, ID 83709	FS/BLM R-4 Boise	208-373-4126 c-208-866-7291 swaters@fs.fed.us

12/9/2015

Appendix D – Quick Reference for Accident Reporting.

In the event of an Emergency…Workers' Compensation staff is available 24 hours/7 days a week. Call 505.280.7691 to speak to a specialist.

Incident Unit may identify the role and responsibilities of their local injury coordinator, i.e., For major incidents a separate unit may be established at Expanded Dispatch to handle all matters related to injuries or illnesses of incident personnel. All compensation forms will be forwarded to the designated agency contact and/or location, as soon as possible, for disposition.

Quick Reference for SMIS Accident Reporting – DOI Employees Module

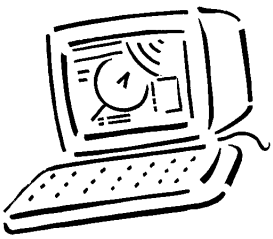
Accessing SMIS Accident Reporting

1. Open your browser and in the Address field, type **http://www.smis.doi.gov**.
2. Click **Accident Reporting**.
3. Click **DOI Employees**.

Logging In

1. From the main "Safety Management Information System" screen, click **DOI Employees**.
2. In the **Last Name** field, type your last name.
3. In the **SSN Last-4** field, type the last four digits of your social security number.
4. Press **Enter** or click **Employee Login**.
5. What you do next depends on whether you are initiating a new claim OR completing or reviewing an existing claim.
   - If you are initiating a new claim, in the **Enter your Internet E-Mail Address** field, type your email address and click **Verify E-mail and Request a Claim ID**.

     If an email address already displays in the **Enter your Internet E-Mail Address** field, verify that it is correct and click **Verify E-mail and Request a Claim ID**.



   - If you are completing or reviewing an **existing claim**, type your claim ID in the **Enter your claim ID** field and click **Send Claim ID – Enter your Claim**.

Initiating an Injury Report (Claim)

Once you have your claim ID, you can file a CA-1 or CA-2 form online.

1. In the **Enter your Claim ID** field, type the claim ID that you received in an email.
2. Click **Send Claim ID - Enter your Claim** to proceed completing a CA-1 or CA-2 form.
3. In the **Home telephone** field, type your home telephone number.

4. Verify that the mailing address in the **Employee's home mailing address** (include city, state, and zip code) fields is correct. Change the information as required.

5. Identify all your dependents.

6. Select the type of report you are filing:
   - (CA-1) Injury/Traumatic Injury
   - (CA-2) Occupational Disease/Illness

7. Click **Proceed to Description of your Injury/Illness**.

Printing a Completed CA-1 or CA-2 Form

1. Open the claim you want to print and click **Print CA-1 Form** or **Print CA-2 Form**, depending on the type of report you have completed. (You cannot change any information from this view.)
2. From the **File** menu, select **Print**. The form prints exactly as it appears on screen.

Viewing the Status of Your Claim

1. Open the claim you want to view.
2. Click **Claim Status** at the top of the screen to view the status of your claim. The "Status of Claim for Compensation filed by <Claimant Name>" screen is displayed.

Completing the CA-1 Form

In the Description of Injury section of the screen…

1. In the **Place Where Injury Occurred** field, type a detailed description of the location at which you injured yourself. Be specific.
2. In the **Date Injury Occurred**, type the date on which the accident occurred (mm/dd/yy, mm/dd/yyyy, or dd/mm/yyyy).
3. In the **Time** fields, select the time at which the accident occurred.
4. In the **Employee's Occupation** field, type your job title. If a job title already appears in this field, you cannot change it.
5. In the **Cause of Injury** field, describe, in detail, how and why the accident occurred.
6. In the **Nature of Injury** field, describe your injuries.

In the Employee Certification section of the screen…

1. Determine how you wish to receive payment by selecting **Continuation of regular pay (COP)** or **Sick and/or Annual Leave**.
2. Check the **I have read and understand the above statement** box.
3. Click **Complete your Claim Submission** to file your claim.
4. Notify your supervisor that you have completed a CA-1 form:
   - In the **Enter Your Supervisor's Email Address** field, type his or her email address and click **Send Email to your Supervisor**.
   - If you do not know your supervisor's email address, type his or her name in the **Enter Your Supervisor's Name** field and click **Prepare Paper Notification**.

Completing the CA-2 Form

In the Claim Information section of the screen…

1. In the **Employee's Occupation** field, type your job title. If a job title already appears in this field, you cannot change it.
2. In the **Location (address)** where you worked when disease or illness occurred field, type the street address, city, state, and zip code of the location where you first became ill.
3. In the **Date you first became aware of disease or illness** field, type the date on which you first noticed you were ill (mm/dd/yy, mm/dd/yyyy, or dd/mm/yyyy).
4. In the **Date you first realized the disease or illness was caused or aggravated by your employment** field, type the date on which you first realized you were ill because of your job with the U.S. government (mm/dd/yy, mm/dd/yyyy, or dd/mm/yyyy).
5. In the **Explain the relationship to your employment and why you came to this realization** field, describe why you believe your disease or illness is job-related.
6. In the **Nature of Disease or Illness** field, describe your disease or illness and how it has affected your body.
7. In the **If this notice and claim was not filed with the employing agency within 30 days after the date you realized the disease was related to your employment, explain the reason for the delay** field, describe why you delayed completing this form. If you are completing this form within 30 days of becoming ill, leave this field blank.
8. In the **If the required employee statement is not included in this report, explain the reason for the delay** field, describe why you might be delayed in getting your statement within 30 days of your claim being processed.
9. In the **If the required medical reports is not submitted with this report, explain the reason for the delay** field, describe why you might be delayed in getting this report within 30 days of your claim being processed.

In the Employee Certification section of the screen…

1. Check the **I have read and understand the above statement** box.
2. Click **Complete your Claim Submission** to file your claim.
3. Notify your supervisor that you have completed a CA-2 form:
   - In the **Enter Your Supervisor's Email Address** field, type his or her email address and click **Send Email to your Supervisor**.
   - If you do not know your supervisor's email address, type his or her name in the **Enter Your Supervisor's Name** field and click **Prepare Paper Notification**.

Appendix E

Supplemental Food Guidelines

NWCG Supplemental Food Policy

Absent of a more restrictive agency or geographic area policy, the following supplemental foods may be provided:

1) Fruit **OR** dried fruit **OR** fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and **reasonably** priced to avoid excessive costs and difficulty in procurement.

2) Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in *Feeding the Wildland Firefighter**. Bottled water may be provided.

In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average of 1000 kilocalories of solid supplements per firefighter per day.

- Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator. The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work. Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. "Incident Base and Camp meals" provide adequate dietary needs for most work situations.*

- No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, "designer drinks" and so-called "energy" drinks (containing caffeine, guarana, ephedra, and other stimulants), etc. are not allowed under this policy. Special or cultural dietary needs will be met through the National Mobile Food Contract or catered meals and not through this policy.

*From: Sharkey, Brian, et al., *Feeding the Wildland Firefighter*, Fire Tech Tips, July 2002. (http://www.fs.fed.us/t-d/pubs/)

Appendix F

Restricted Items

The following items are either restricted from purchasing, or have defined limitations. Take into account the remoteness of the base camp or the distance to a cache when applying this direction. Assigned Supply Unit Leaders and/or Buying Teams will refer to this list when ordering/purchasing supplies and services for incident operations.

Prohibited Items:

- Alcoholic Beverages of any type.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos. Bathing suits or other special clothing are not to be worn in incident camps.
- Pillows, sleeping bags, and sleeping pads (other than regular GSA, fire cache type).
- Plants and flowers.
- Orders for specific magazines, newspapers, or other literature.
- Massage or other therapist services.
- Awards and or gifts of appreciation.
- Fees for the use of recreational facilities (i.e.., hot springs).
- Barbers will only be provided for the military at their request.
- Anything not a direct need for management of the fire or essential to the incident

Restricted Items:

- EpiPens are the responsibility of each individual and should be issued in the same manner as a personal prescription.
- Trailers and motor homes will be for office use only. They will not be used for sleeping quarters.
- Cots, other than those ordered through the cache system, will be justified (i.e., health and safety reasons) and approved in writing by the IC and IBA.
- Local purchase of newspapers for the incident is limited to 5 per day per incident up to 250 personnel. Limit newspapers 1 for every 50 personnel per day on incidents with over 250 assigned personnel.
- Working Capital Fund (WCF) and GSA vehicle modifications/repairs will be coordinated through the local fleet manager.
- Use of motels, hotels, or other commercial lodging should be rare for personnel assigned to an incident base. Any exception must be approved in advance by the AA or IBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.

All purchased equipment and supplies will be transferred to the appropriate fire cache at the end of the incident. The Logistics unit, in conjunction with the BUYT, will ensure the local unit is aware of any property item procured for tracking/identification purposes.

Note: The government is obligated to order from the National Mobile Food Service caterer when at any time (1) The number of people to be fed is at or above 150 persons per meal and (2) The headcount is estimated to remain at those numbers or greater for at least 72 hours from when the headcount first reaches 150 persons per meal.

The following items may be purchased or rented, but with the following limitations:

- Chairs: Use local cache. If additional chairs are needed, rent with an option to buy.
- Trailers and motor homes will be used for offices only, not for sleeping purposes.
- Cots, other than ordered through the cache system, will be justified and approved in writing by the incident commander for health and safety reasons.
- Information Resource must approve all Automatic Data Processing Equipment.
- The Forest Telecommunication Manager must approve all telecommunications equipment.

Specialty Items:

The Agency Administrator or IBA has the authority to establish additional purchasing restrictions or limitations on specialty items, such as:

Cameras: digital, video, still
Satellite Telephones
Laptop Computers
Electronic Organizers
Handheld Radios
Facsimile Machines (purchase only)
Golf Carts
Cellular Telephones
GPS Units
Personal Digital Assistant
Scanners (purchase only)
Copy Machines (purchase only)
Printers (purchase only)
ATVs/UTVs

*Procurement officials must follow agency regulations when purchasing/renting any of the above items. Accountable/sensitive property should be procured by local agency personnel whenever possible.

APPENDIX G
INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor, _(Host Agency)_____

This letter authorizes ***(name)***_____ to act as an Incident Business Advisor (IBA) for the _____***(unit name)*** and Incident Management Teams assigned to incidents on the _____(Agency). The IBA works as a liaison and advisor between the _____(Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSAs, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.
- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident

- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other: _____
  _____

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

(Agency Administrator)

cc: Unit Managers
Incident Management Team

Appendix H

Teton Crew Incident Injury Treatment and Reporting Procedures
National Park Service

Follow these guidelines no matter if it is during business hours, outside business hours or on weekends.

1. **Injury is reported to you as the supervisor (CRWB).**
   - Seek Medical Treatment!!
   - If cell phone service is available call the Grand Teton N.P. Human Resources Office at 307-739-3441/3442/3446 to advise them of injury. If it is after hours or on a weekend leave a message for the HR Office.

2. **Contact the official NPS supervisor of the injured employee to advise them of the injury and the need for medical attention.**
   - The NPS supervisor will call the Chief Ranger who will call the NPS Superintendent to advise them of the injury.

3. **Fill out appropriate paperwork.**
   - Fill out CA1 or CA2 (hard copy is fine).
   - On the CA-1/CA-2 the supervisor is the CRWB or CRWB(T).
   - Take a CA-16 to the doctor's office to receive care, return the completed CA-16 or equivalent evaluation form to the HR office, form can be faxed to the HR office if necessary at **307-739-.**
   - The employee and NPS supervisor need to file the claim, CA-1/CA-2, online with the Safety Management Information System (SMIS). When you advise the employee's NPS supervisor of the injury the supervisor may start filing the claim electronically for the employee while the employee is out on assignment.

4. **Employee has been treated.**
   - Inform the supervisor (CRWB and NPS Supervisor) immediately of any medical limitations or restrictions (these should be specified in writing by the physician).
   - Does individual need to be released from crew and sent home??

If you are in fire camp and need medical assistance go to the Medical Unit where they will coordinate the necessary treatment and issue the appropriate forms. Be sure to make necessary contacts to the employee's official NPS supervisor so agency administrators can be informed of the injury.

Serious Injury (For **Burns**: See page 2)
(Bleeding, Burns, Breathing Problems, Chest Pains, Loss of Consciousness, Severe Pain, Broken Bones)

Call Medevac or Ambulance or Transport to ER

Report Injury to Supervisor – On a fire that means: **Crew Boss** (or **Crew Boss - Trainee**)
Crew Boss must assure that injured person receives treatment and completes paperwork

In Fire Camp:	**Not in Fire Camp:**	
	During Business Hours M-F 7am – 6pm	**Outside Business Hours, On Weekends or if ASC is closed**
Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. **Get Treatment**. (Incident Team Personnel will decide who accompanies the injured worker to the E.R.). Go to Comp /Claims Unit or Finance Section Chief. The **Incident Compensation for Injury Specialist** (INJR) or **Finance Section Chief** (FSC-1or2) issues the **CA-16** to the medical provider, and will assist you with filing your claim with Workers' Comp (through ASC).	Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. **Get Treatment.** Injured employee, supervisor or other responsible party calls ASC : **877-372-7248** (Option 2 for HRM) *without delay – Request authorization for immediate medical care*. A Workers Compensation staff member will issue a **CA-16** form to the medical provider. (When a CA-16 is used properly, the employee is not billed for any work-related treatment.) Give claim number to all medical providers. Injured employee and supervisor enter the injury information into SHIPS (accessed through eauth). Print **CA-1** or **CA-2** and send, with any medical reports, to Workers' Comp within 48 hours (see below). If unable to access SHIPS: Submit handwritten **CA-1** or **CA-2** form within 48 hours, and enter information into SHIPS as soon as possible. Supervisor **must:** complete page 2 of the form , sign where appropriate, Fax to Workers Comp **866-339-8583**, or mail overnight via Fed Ex. When Faxed, you are also required to mail the original to: USDA Forest Service ASC-Human Capitol Management 3900 Masthead St., NE – WC Annex Albuquerque, NM 87109 *Note: When seeking medical treatment from a facility other than a Hospital Emergency Room - Verify that Medical Provider accepts Federal Workers Comp Claims – otherwise the injured employee will be responsible for all costs.* (Emergency Rooms will treat any injured individual).	Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. **Get Treatment.** Injured employee, supervisor or other responsible party calls ASC: **877-372-7248** (Option 2 for HRM) *within 48 hours or first business day.* A Workers Compensation staff member will issue a **CA-16** form to the medical provider. (When a CA-16 is used properly, the employee is not billed for any work-related treatment.) Give Claim number to all medical providers. Injured employee and supervisor enter the injury information into SHIPS (accessed through eauth). Print **CA-1** or **CA-2** and send, with any medical reports, to Workers' Comp within 48 hours (see below). If unable to access SHIPS: Submit handwritten **CA-1** or **CA-2** form within 48 hours, and enter information into SHIPS as soon as possible. Supervisor **must:** complete page 2 of the form , sign where appropriate, Fax to Workers Comp **866-339-8583**, or mail overnight via Fed Ex. When Faxed, you are also required to mail the original to: USDA Forest Service ASC-Human Capitol Management 3900 Masthead St., NE – WC Annex Albuquerque, NM 87109 *Note: When seeking medical treatment from a facility other than a Hospital Emergency Room - Verify that Medical Provider accepts Federal Workers Comp Claims – otherwise the injured employee will be responsible for all costs.* (Emergency Rooms will treat any injured individual).

Required Treatment for Burn Injuries

The following standards will be used when any firefighter sustains burn injuries, regardless of agency jurisdiction.

Burn Injury Criteria

Take the burned person to a burn center when the following criteria are met:

- **When there is any doubt as to the severity of the burn injury, the recommended action should be to facilitate the immediate referral and transport of the firefighter to the nearest burn center.**
- **Partial thickness burns (2nd degree) involving greater than 5% Total Body Surface Area (TBSA).**
- **Burns (2nd degree) involving the face, hands, feet, genitalia, perineum, or major joints.**
- **Third-degree burns of any size are present.**
- **Electrical burns, including lightning injury are present.**
- **Inhalation injury is suspected.**
- **Burns are accompanied by traumatic injury (such as fractures).**
- **Individuals are unable to immediately return to full duty.**

After on-site medical response, initial medical stabilization, and evaluation are completed; the agency administrator or designee having jurisdiction for the incident and/or firefighter representative (e.g. Crew Boss, Medical Unit Leader, Compensations for Injury Specialist, etc.) should coordinate with the attending physician to ensure that a firefighter whose injuries meet any of the burn injury criteria is immediately referred to the nearest regional burn center. It is imperative that action is expeditious, as burn injuries are often difficult to evaluate and may take 72 hours to manifest themselves. These criteria are based upon American Burn Association criteria as warranting immediate referral to an accredited burn center.

The decision to refer the firefighter to a regional burn center is made directly by the attending physician under the authority provided on the CA-16, or may be requested of the physician by the agency administrator or designee having jurisdiction and/or firefighter representative. If the physician does not make the referral, and the injured employee feels strongly otherwise, they should contact ASC-HRM-WC immediately so they can work with DOL OWCP to get the decision reviewed.

The agency administrator or designee for the incident will coordinate with the employee's home unit (ASC) to identify a Workers Compensation liaison to assist the injured employee with workers compensation claims and procedures.

Workers Compensation benefits may be denied in the event that the attending physician does not agree to refer the firefighter to a regional burn center. During these rare events, close consultation must occur between the attending physician, the firefighter, the agency administrator or designee and/or firefighter representative, and the firefighter's physician to assure that the best possible care for the burn injuries is provided.

From: The Red Book (Interagency Standards for Fire and Aviation Operations) 2011 – Chapter 7, pages 21-22
Treatment for Traumatic Injuries, Including Burns, on Wildfires and …… - Memo from Charles L. Myers- 1/13/2011

A list of possible burn care facilities can be found at:

http://www.blm.gov/nifc/st/en/prog/fire/im.html			
Minor Injury **Minor Cuts, Minor Bruises, Minor Sprains, etc.**			
Report Injury to Supervisor – On a fire that means: Crew Boss (or Crew Boss - Trainee) **Crew Boss must assure that injured person receives treatment and completes paperwork**			
(Call ASC for advice before seeing a chiropractor)			
In Fire Camp:	**Not in Fire Camp:**		
Go to Medical Unit, Comp /Claims Unit or Finance Section Chief. The Incident Compensation for Injury Specialist (INJR) or Finance Section Chief (FSC-1or2) issues the CA-16 to the medical provider, and will assist you with filing your claim with Workers' Comp (through ASC).	**If the Employee Needs Medical Care**		**If the Employee Just Wants the Paperwork Filled out in Case there are Future Problems**
	During Business Hours M-F 7am – 6pm	**Outside Business Hours, On Weekends or if ASC is Closed**	**Enter the Injury Information into SHIPS - (even if the employee does not receive treatment)**
	Call ASC for CA-16 **Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment.** **.** **Complete CA-1** **Call ASC for advice** **<u>Give claim number to all medical providers.</u>** **(See: "Serious Injury" - page 1 - for more paperwork guidelines)**	**Supervisor and/or personnel representing the agency may give verbal authorization for treatment at an E.R. Get Treatment.** **Call ASC for CA-16 within 48 hours or first business day** **Complete CA-1** **Call ASC for advice** **<u>Give claim number to all medical providers.</u>** **(See: "Serious Injury" - page 1 - for more paperwork guidelines)**	**If unable to access SHIPS: Submit handwritten CA-1 or CA-2 form within 48 hours, and enter information into SHIPS as soon as possible.** **Injured employee and supervisor complete CA-1, marking the first box in block 39: "no lost time and no medical expense: place this form in employees medical folder (SF-66-D)"** **Follow the instructions on the CA-1**

<u>Forms and Acronyms</u>:

ASC – HR Albuquerque Service Center – Human Resources
CA-1 (a U.S. Department of Labor form) - Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
CA-16 (a U.S. Department of Labor form) - Authorization for Examination and/or Treatment
CA-2 (a U.S. Department of Labor form) - Notice of Occupational Disease and Claim for Compensation
COMP Compensation/Claims Unit Leader
COP Continuation of Pay – *(For COP information see: Yellow Book Chapter 10 section 15.1-4)*
FS-6100-16 Agency Provided Medical Care Authorization and Medical Report
FSC1 or 2 Finance/Administration Section Chief
HRM Human Resources Management
INJR Compensation for Injury Specialist

Illness **(Muscle Strain that developed over more than one day or shift, Infections, Cold, Flu, Strep Throat, Carpal Tunnel Syndrome, Valley Fever, Lyme Disease, Stress or Psychiatric Conditions)**	
Report Illness to Crew Boss (or Crew Boss - Trainee)	
Supervisor should NOT give verbal authorization for treatment. Only the Department of Labor can determine if an illness is work-related based on the medical documentation. Do NOT issue a CA-16 for an occupational disease or illness.	
Occupational Disease or Illness (OWCP) - rarely allows agencies to authorize medical treatment related to an occupational disease or illness. The employee is responsible for the cost of treatment and can file a claim.	
In Fire Camp:	**Not in Fire Camp:**
Go to Medical Unit, Comp/Claims Unit or Finance Section Chief. INJR advises individual of rights, benefits, and responsibilities. INJR authorizes appropriate APMC (Agency Provided Medical Care), using a FS-6100-16, for first aid treatment for illnesses such as respiratory illness, colds, sore throats and similar conditions associated with exposure to smoke, dust, and weather conditions, etc. Treatment of more significant illness/disease conditions are not authorized and must be submitted to OWCP for adjudication. **COMP/INJR faxes and mails original injury/illness forms, supporting documentation and medical treatment records to ASC within two days of receipt of the CA-2.**	**Individual completes form CA-2 , "Notice of Occupational Disease and Claim for Compensation "as soon as possible and preferably within 48 hours. Supervisor completes and signs reverse side.** **(The CA-2 is completed in SHIPS and faxed to ASC just like the CA-1. See: "Serious Injury" – page 1 – for paperwork guidelines). The employee needs to work closely with the case manager in Workers' Comp to file their CA-2 claim.** **Leave blocks titled "Occupational code", "Type code", "Source code", "OWCP Agency Code", and "OSHA Site Code" blank. ASC is responsible to complete.**
Supervisors should be trained in the difference between illness and injury. "Occupational Disease or Illness. A condition produced by the work environment over a period longer than a single workday or shift. It may result from systematic infection, repeated stress or strain, exposure to toxins, poisons, or fumes, or other continuing conditions of the work environment." (from the Yellow Book)	
PRESCRIPTIONS – Utilize local pharmacies that accept the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP) Fee Schedule and bill directly. Pharmacies/Medical providers not enrolled with DOL, OWCP, Division of Federal Employees Compensation (DFEC), should contact DOL, Affiliated Computer Services (ACS) https://owcp.dol.acs-inc.com.	

For more information on Injury / Illness reporting and treatment, see:

ASC-HRM Workers' Compensation website http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php
(See all 5 categories in yellow, left side of page. Includes info such as: Supervisor Handbook, Pocket Cards, & Quick Reference: http://fsweb.asc.fs.fed.us/HRM/owcp/WorkComp_Roles_Resp.php see page bottom)

SHIPS website http://www.compliancesuite.com/ForestService/

Yellow Book (Interagency Incident Business Management Handbook) – Chapter 10, Section 15

Red Book (Interagency Standards for Fire and Fire Aviation Operations) - Chapter 7

Or:…….. call **ASC**: **877-372-7248**

Appendix I

Great Basin Incident Payment Guide
Agency Payment Tool Kit

Agency	ADs	Contract Payments	Travel	Agency-Owned Equipment	Workers Compensation
Bureau of Indian Affairs	OF-288 sent back With the AD for the home unit to process.	Processed by the Incident agency and/or a payment team.	Home unit processes.	NA	Original paperwork goes home with the Crew Boss or mailed to the home unit. POC: Employee's home unit FMO
Bureau of Land Management	OF-288 sent back with the AD for the home unit to process.	Processed by the incident agency and/or a payment team.	Home unit processes.	NA	Original paperwork goes home with the employee. POC: Employee's home unit compensation coordinator.
National Park Service	OF-288 sent back with the AD for the home unit to process.	Processed by the incident agency and/or a payment team.	Home unit processes.	NA	Mail original paperwork to the home unit. POC: Employee's home unit compensation coordinator.
U.S. Fish & Wildlife Service	OF-288 sent back with the AD for the home unit to process.	Processed by the incident agency and/or payment team.	Home unit processes.	NA	Mail original paperwork to the home unit. POC: Employee's home unit compensation coordinator.
U.S. Forest Service Albuquerque Service Center Incident Finance Branch-casual pay 101 B Sun Ave NE Albuquerque, NM 87109	OF-288 uploaded to ASC via I-Suite. Original OF-288 with signatures sent overnight to ASC.	Original invoice and agreement are sent overnight to ASC from the incident.	AD's processed On OF-288 via I-Suite; agency employees processed by home unit.	NA	Original CA-1 or CA-2 entered in SHIPS and signed copy faxed to ASC-HRM: 1-866-339-8583. Original retained by the employee.

Agency	AD's	Contract Payments	Travel	Agency Owned Equipment	Workers Compensation
State of Idaho Bureau of Fire Management 3284 West Industrial Loop Coeu d'Alene, ID 83815 Questions contact: Wendy Walter 208-666-8648 Debbie Godfrey 208-666-8639	Original Firefighter Time Reports (OF-288) are given to State employees (including State Casual employees) and cooperator resources at demobilization for processing at home unit.	Original invoices will be audited at the local unit and paid by Bureau of Fire Management in Coeur d'Alene.	Home unit processes	Cost of state equipment used is billed per IDL Vehicle and Equipment Rental Rates. OF-297 Emergency Equip. Shift Tickets are utilized for home unit use and should not be provided to Finance.	Document injury/illness on CA1, CA2, CA16. Claim submitted by home unit. IDL jurisdiction fire-follow process in Chapter 50 Geographic Supplement. For questions, call the state duty officer at 208-769-1530.
State of Nevada Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 (775) 684-2500 Questions contact: Mary Wilde 775-684-2516	Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Nevada state resources at demobilization. Only helitack (excluding the pilot) are entitled to hazard pay.	All I-BPA and EERA invoices will be processed for payment through NDF for Nevada State jurisdiction fires.	Home unit processes	Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Nevada state personnel assigned to equipment at demobilization.	Document injury on C1, C3, and Investigation Report. Claim will be submitted by home unit. For questions call the Personnel Technician II at (775)684-2504.
State of Utah Forestry Fire State Lands 1594 W. North Temple-Suite 3520 Salt Lake City, UT 84114 Questions contact: Jane Martinez 801-541-6764	Original Crew Time Reports (SF-261) and Firefighter Time Reports (OF-288) are given to all Utah State (entitled to hazard pay) and cooperator (not entitled to hazard pay) resources at demobilization. TRAVEL: Home unit processes.	All I-BPA and EERA invoices will be processed for payment through FFSL for all Utah State jurisdiction fires (state, private, & county land).	Home unit processes.	Original Emergency Shift Ticket (OF-297) must be used and given to all Utah State and cooperator resources at demobilization	Document State employee injury or illness on form 122, First Report of Injury, and submit to employee home unit for processing. www.wcfgroup.com/forms. See CH 50 Supplement or call Aubrey @ 801-538-7210. Fax 801-538-7219.
State of Wyoming					