

## **Appendix D: Finance Toolbox**

### **Wyoming Type 3 Finance Package Guidelines**

These guidelines may be used by the incident agency to identify the Type 3 Finance requirements for the IFP (Incident Finance Package) and may be amended to meet agency-specific requirements.

#### **TIME UNIT DOCUMENTS**

Emergency Firefighter Time Reports, OF-288.

Attach Crew Time Report, (CTR) SF-261 to the OF-288 it belongs with.

Provide written documentation on outstanding items, unresolved issues, and problems.

A. Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled with crew name. Provide a copy of crew agreement if applicable.

B. Regular Government Employees and Cooperators:

(1) Crews:

File copies are to be grouped by crew, alphabetized within the crew, and labeled appropriately.

(2) Single Resource:

Alphabetize file copies and label appropriately.

#### **COMPENSATION FOR INJURY DOCUMENTS**

1. Provide written general narrative that documents actions and decisions of the Injury Compensation Specialist or Compensation Claims Unit Leader without including any Privacy Act protected information.

Examples of information for the narrative include: statistical information re: number of claims filed, number of medical authorizations issued, etc.

2. Injury Compensation Documents.

No injury/illness claim documentation shall be kept.

A. Submit original Injury/Illness Log.

B. Destroy temporary copies of claim documentation

#### **CLAIMS INCIDENT DOCUMENTS**

1. Provide written documentation on all outstanding items, unresolved issues, problems, etc. Include recommendations for resolution.

2. Claim Documents.

A. Submit original Claims Log.

B. Personal Property Loss/Damage Claims: Utilize the Incident Claims Case File Envelope.

Provide original documentation including written claim, supervisor statement, investigation report, etc. Include incident recommendations as appropriate.

C. Potential Claims: Utilize the Incident Claims Case File Envelope. Provide documentation (pictures,

statements, written reports, maps, etc.) on all potential claims. Include incident recommendations as appropriate.

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### PROCUREMENT EQUIPMENT DOCUMENTS

1. Equipment Files - **Utilize the Emergency Equipment Rental-Use Envelope, OF-305**; file alphabetically into two groups: Ready for payment and follow-up required. ***CLEARLY identify follow-up needed and any payments that need to be made by paying agency.*** Individual Emergency Equipment Rental-Use envelopes shall include:
  - A. Emergency Equipment Rental Agreement, OF-294.
  - B. Vehicle/Heavy Equipment Checklist (Pre- and Post-use Inspection), 0-296.
  - C. Emergency Equipment Shift Tickets, OF-297 (in chronological order).
  - D. Emergency Equipment Use Invoice, OF-286, completed and signed.
  - E. Emergency Equipment Fuel and Oil Issues, OF-304.
  - F. Resource Order Number.
  - G. Emergency Firefighter Time Forms, OF-288, as necessary.
  - H. Any completed Check In Forms.
  - I. Other deduction/credit documentation, e.g., agency-provided repair/parts invoices.
  - J. Documentation of existing or potential contract claims.
  - K. Follow-up required.

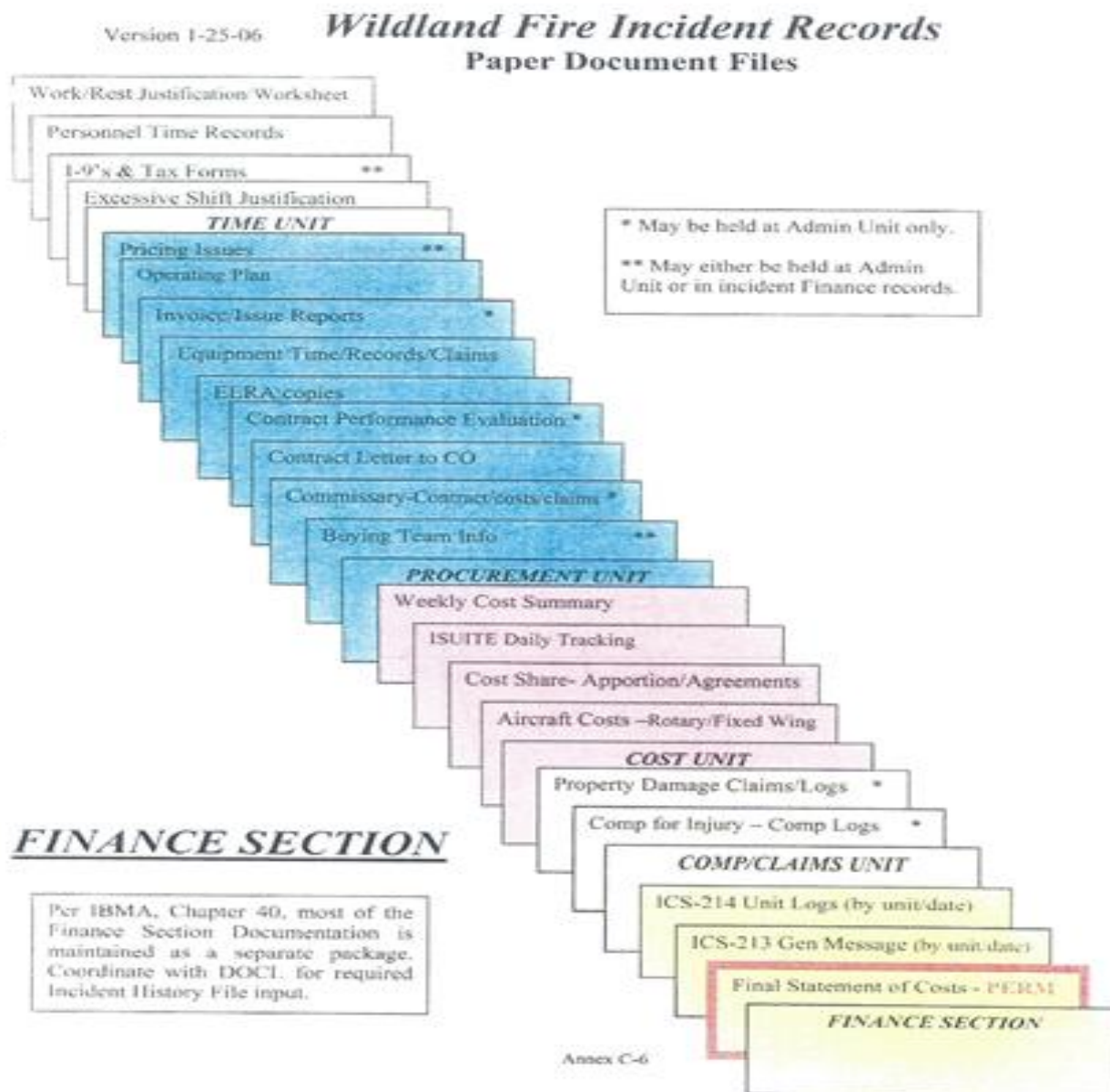
Original documentation is submitted to the payment office designated on the contract/agreement. If a payment office is not designated on the contract/agreement, the jurisdictional agency is responsible for processing payment. Retain a complete copy of all documentation for the Incident Finance Package (IFP).

2. Provide documentation of all Land-Use and other agreements that have been entered into by the IMT. Documentation shall include:
  - A. Original agreement.
  - B. Pre-use and final inspection.
  - C. Release from Liability, if applicable.
  - D. Pictures, statements, etc.
  - E. Identify follow-up needed and provide recommendation for resolution.
3. Provide documentation of all purchases made by the incident personnel, e.g., agency charge card or convenience check purchases.

### COST UNIT DOCUMENTATION

1. Provide written narrative that documents actions and decisions of the Cost Unit Leader.
2. Provide written documentation on all outstanding items, unresolved issues, problems, etc ..
3. Submit original Daily Cost Estimates with supporting documentation. Sort chronologically.
4. Provide originals of cost analysis/projections and cost savings measures.
5. Include copies of accrual reports submitted to the incident agency, if applicable.
6. Include any other documentation including computer-generated reports, graphs, and printouts.
7. Provide copies of cost share agreements.

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## FINANCE TOOL KIT

FSC/INBA	TIME/PTRC	COST/CATS	PROC/EQTR	CLMS	COMP
In Briefing Check List	Crew Time Report, SF 61	Rates	Land Use Agreement Form	SF-91 Motor Vehicle Accident Report	CA-1
WFSU Suppression Repair	Excessive Shift Justification	WFDSS Watch	Fuel Log	SF-94 Witness Statement	CA-2
WFSU Fire Repair & Equipment	Emergency Fire Fighter Time Report, OF 288	Quick Cost	OF288 Fillable	SF-95 Claim for Damage, Injury or Death	CA-16
WFSU Roads & Trail Repair	Single Resource Casual Hire Form, PMS-934	Cost Share Do's and Don'ts	Equipment Transmittal	AD-107 Transfer	Injury Log
FSH 6509.11G, Chapter 50	Incident Behavior Form, PMS 935	eISuite - Create a daily finance data export file	VIPR Agreement Provision Quick List	AD-112 Lost/Stolen/Damaged	BLM OWCP
2017 Cache & Supply Reference	Casual Transmittal Form	eISuite - Quick Reference Card	Shift Ticket Example	AD-382 Employee Claim	2019 COMP for Injury Guidant
Fiscal Management for Complexes, Mergers, and Splits (MEMORANDUM)	Casual Pay Electronic Proces	eISuite Financial Export	Vendor Code Information Worksheet	Claim Log	2019 Medical Provider Information
Fiscal Management for Complexes, Mergers, and Splits (Efforts to Consider)	2019 AD Pay Plan	Estimating Infrared Flight Costs	Contract & Agreement Electronic Payment Process	FS-6500-209 Notification of Potential Claim	Decision Tree
INBA Field Reference Guide	2019 AD Travel	Cost to Consider in e-Suite	National Type 2 Initial Attack Firefighting Crews Contract	OF-288 Gov. Property Loss	9 Line Medical Incident Report
Federal Government Rental Car Agreement	2019 AD Travel Worksheet		VIPR Contract Evaluation	Federal Agency Vehicle Property Damage - Incident Response NWCG-FAQ	Death & Serious Accident Handbook
Incident Emergency Plan	Employee Guide to Paycheck 8		Fillable EERA Rev 1/18	Forest Service Injury and Illness Reporting on Incident Assignments	Transmittal
	eISuite TIME Quick Reference Card		NERV SOP		Zero Code - Table of Contents
	Incident Personnel Performance Rating				Chapter 10 - Activities for the Hours and Days Following the Initial Incident
	Resource Extension form.				Chapter 20 - Key Employees' Coordination Activities
2019 ASC Payment Procedures					Chapter 30 - Serious Injury and Medical Emergency Administration
2019 BLM/BIA Payment Process					Chapter 40- Death in the Line of Duty Administration
2019 Fish and Wildlife Payment Procedures					Chapter 50 - Death Not in the Line of Duty Administration
2019 NPS Payment Procedures	IBIMH	ICS 214, Unit Log			Chapter 90 - Award Ceremonies, Monuments, and Donations
2019 NPS RAP Package Requirements	National Mob Guide	ICS 213, General Message			
	Incident Response Pocket Guide				
Links					
VIPR	e ISuite	Ross Reports	SIT Report		
<a href="https://www.fs.fed.us/business/incident/vipr/index.html">https://www.fs.fed.us/business/incident/vipr/index.html</a>	<a href="https://harrt.mvss.gov/applications/eISuite/">https://harrt.mvss.gov/applications/eISuite/</a>	<a href="https://harrt.mvss.gov/applications/eISuite/">https://harrt.mvss.gov/applications/eISuite/</a>	<a href="https://www.cfls.gov/fsc/sitreport.pdf">https://www.cfls.gov/fsc/sitreport.pdf</a>		
National Incident Business Practices Link	NERV (National Emergency Vehicles)	SWCC Sharepoint Site	NESS Application Portal (NAP) (use Internet Explorer)		
<a href="https://www.fs.fed.us/rtr/index.html">https://www.fs.fed.us/rtr/index.html</a>	<a href="https://www.fs.fed.us/rtr/index.html">https://www.fs.fed.us/rtr/index.html</a>	<a href="https://www.fs.fed.us/rtr/index.html">https://www.fs.fed.us/rtr/index.html</a>	<a href="https://www.fs.fed.us/rtr/index.html">https://www.fs.fed.us/rtr/index.html</a>		



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### **Bureau of Land Management Wyoming Incident Business Operating Guidelines**

The following outlines standard Incident Business Operating Guidelines for Bureau of Land Management (BLM) Wyoming. These guidelines emphasize the critical financial and administrative procedures to be followed on incidents and are intended to complement the NWCG Standards for Interagency Incident Business Management (SIIBM) which provides national direction and highlights the geographic area supplements to the handbook. These guidelines are provided to support Incident Management Team (IMT) operations and to provide consistency in incident business management operations.

Any changes to these guidelines will be negotiated with the Agency Administrator, Incident Business Advisor and the State Incident Business Lead.

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## Incident Business Advisor (INBA)

The INBA reports to and is supervised by the Agency Administrator (AA). The primary duty of the INBA is to provide the AA with an overview of business administration of the incident, to identify any significant issues in the finance area, and to make suggestions for improvements when needed. The INBA is a subject matter expert in fire business management with national, regional, and local knowledge. Specific responsibilities are further defined in the INBA Delegation of Authority (Appendix B).

An INBA must be assigned to any wildfire with costs of \$5 million or more. The complexity of the incident and the potential costs should be considered when assigning an INBA. If a qualified INBA is not available, the AA will appoint a financial advisor to monitor expenditures. Other considerations for ordering an INBA are:

- No qualified personnel on the unit
- Incident business complexity exceeds qualification level of unit personnel
- Unit personnel's regular duties preclude involvement as the INBA to the extent needed
- Multi-agency involvement (local, county, state, Federal, National Guard, U.S. Military, Tribal Government, and FEMA)
- Anticipation of complex incident business management (aircraft, cost share agreements, military equipment, buying teams, payment teams)
- Multiple incidents with IMTs on the Unit
- Impact on unit is anticipated to be of long duration
- Politically sensitive incident

In the absence of an INBA, the AA is responsible for coordinating incident business responsibilities on their unit.

Contact information for the Incident Business Advisor and Agency Administrative Staff is listed in Appendix A.

## AD Hiring and Support

All Federal Administratively Determined (AD) exception positions must be approved at the appropriate State level (Contact INBA for additional information).

Hiring Officials shall complete a Single Resource Casual Hire Information Form, PMS 934 at the time of hire. A copy must be attached with each OF-288 submitted for payment. If there are any pay rate changes at the incident, the incident supervisor will record the pay rate/position change on the CTR as well as a general message and note in remarks block of the OF-288; a new PMS 934 is not necessary.

- Casuals (ADs) hired by the Department of Interior (DOI) – OF-288 and other required documentation will be given to the employee upon demobilization for submission through their home units. All DOI AD travel will be processed by the home unit and not by the IMT on the OF-288.
- Casuals hired by the Forest Service (FS) – OF-288 and other required documentation should be submitted directly from the incident to the Albuquerque Service Center (ASC).
  - Travel reimbursement for FS casual employees should be processed by IMTs or hiring units for incident assignments utilizing the OF-288 whenever possible. For additional guidance on items that should and should not be reimbursed utilizing the OF-288, see the 2019 FS Casual Hire Travel Process: [https://www.fs.fed.us/sites/default/files/2019-04/2019\\_usfscasualtravelpolicy.pdf](https://www.fs.fed.us/sites/default/files/2019-04/2019_usfscasualtravelpolicy.pdf).

Subsistence guidance for ADs:

- AD employees will be subsisted by the Agency whenever possible.
- ADs are expected to be self-sufficient and may have to incur out-of-pocket expenses. Out-of-pocket expenses must be authorized in advance before reimbursement can be made. If out-of-pocket expenses are incurred while on incident where adequate food and lodging are being provided, a justification from the IMT FSC or hiring unit is required in order to be reimbursed for those expenses. The agency may provide lodging and meals as dictated by the situation.
- Transportation of ADs to and from incidents and/or pre-authorized pre-season training will coordinate 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.

Forest Service and Department of the Interior AD Pay Plans can be found at:  
<https://sites.google.com/firenet.gov/incident-business-toolbox/home>

### **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 personnel including casuals, (AD), contracted crews, and Emergency Equipment Rental Agreement (EERA) 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 exceed 24 hours. However, in situations where this does occur (for example: initial attack), personnel will resume 2:1 work/rest ratio as quickly as possible and mitigate where 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.

### **Compensation for Injury and Agency-Provided Medical Care**

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

If a Forest Service employee is injured see Appendix C for processing ASC-OWCP information to ASC-OWCP.

If State employee is injured refer to the SIIBM Rocky Mountain Area (RMA) Chapter 50 Supplement to the pertinent state section.

Additional Information is provided in the RMA Claim Matrix (Appendix C)

### **Acquisition**

Additional Reference Material: SIIBM RMA Chapter 20 Supplement

Placing orders for tactical and support water tenders require the type of tender be identified on the resource order.

The IMT will not sign up any resources that did not go through proper dispatch channels unless prior approval is obtained from the AA, State Incident Business Lead, or INBA.

Most items under Equipment Hire have been competitively solicited and should not be signed up outside of the national solicitation process unless the Dispatch Priority List (DPL) has been exhausted. If that is the case, resources may then signed up as an Incident Only EERA utilizing the specifications and terms and conditions in



the national solicitation templates posted at: <http://www.fs.fed.us/business/incident/solicitations.php> or the SIIBM RMA Chapter 20 Supplement

Also, utilize the 90% rates posted at <http://www.fs.fed.us/business/incident/viprreports.php> or the SIIBM RMA Chapter 20 Supplement: Incident Rates Only Guide. Resources should be ordered in accordance with the National Mob Guide for these types of equipment.

These resources should be ordered through our Resource Ordering System (ROSS). When equipment resources are not found in ROSS, expanded dispatch may elect to have the Buying Team or local procurement locate and fill the resource order.

### **Land Use and Facility Agreements**

If no agreement exists, the IMT will coordinate with the local AA or INBA to determine appropriate use and rates.

All facilities and land used by the incident will be under agreement, including no cost agreements. Any exceptions will be approved by the AA, or INBA.

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.

See Land Use Agreement Template (Appendix D)

### **Contractor Performance Evaluations**

Performance evaluations for contractors will be collected by finance personnel and mailed to the appropriate Contracting Officer prior to the incident closeout. If time does not allow for mailing, finance personnel will prepare the evaluations and give them over to the host agency for mailing.

### **Buying Team Procedures**

SIIBM RMA Chapter 40 Supplement provides information on guidelines and procedures of a buying team in Rocky Mountain Region.

The INBA will consult with the AA, IMT and the Buying Team Leader to determine when to release a Buying Team.

### **Supplemental Food and Drinks**

The IMT will follow direction in Chapter 20 of the SIIBM, in regards to supplemental food and drinks. Any supplemental food/drinks provided will require IC justification AND concurrence from the AA. The only acceptable justification 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. No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, "designer drinks" and so-called "energy" drink (containing caffeine, guarana, ephedra, and other stimulants), etc. are not allowed.

## Telephones

IMTs will be authorized use of their government cell phones when ordered. When fire activity occurs at remote locations where cellular telephone coverage is non-existent, the following policy is established for Incident Resources that are not attached to IMT:

- Where possible the agency will establish landlines for incident use. Agency may approve Satellite Systems.
- If cell phone use is deemed appropriate and necessary for the assignment, the agency may provide cellular telephones and/or satellite cell phones.
- No cell phone purchases shall be made using an Incident Cost Code.

## Purchase/Rental 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
- A rental with purchase option should be used (i.e. fax machines)
- 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.

All incident procured property must be returned to the appropriate owner, e.g., incident agency or local, geographic, or national cache. Property procured by the incident that will be retained on the local unit should be communicated to the local incident procurement staff. If property is missing, damaged or unserviceable, complete the Property Loss or Damage Report Fire Suppression, OF-289.

## Rental Vehicles

Vehicle rentals are not authorized unless specified on a resource order and needed for incident operations. Unless a rental car is specifically authorized, personnel without a government owned vehicle will be transported through ground support. IMTs are expected to keep the number of rental vehicles to a minimum.

The National Emergency Rental Vehicle (NERV) BPA is to be used on incidents where one of the following are present:

- The vehicle is anticipated to be traveling off the maintained road.
- The renter needs a 4x4 SUV or Pickup to meet the needs of the assignment.
- The vehicles needed will be managed by ground support or Buying Team and utilized by multiple resources.
- The renter is not self-sufficient or able to procure the vehicle needed for the assignment through the agency standard travel reservation system (TCM, BCD or ETS2)

Rates, damage thresholds, cleaning fees and delivery/drop-off charges have been pre-negotiated. Vehicles are to be requested electronically through <https://sites.google.com/a/firenet.gov/nerv/home> with a valid resource order.

Individuals renting off-road vehicles through the government travel process should be the exception, not the rule and will remain the responsibility of the individual. In order to ensure travel reimbursement for rental vehicles, 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 vehicles procured on a Government Travel Card cannot 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.

## 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 purchasing supplies and services for incident operations.

- Alcoholic beverages of any type are prohibited.
- EpiPens are the responsibility of each individual and should be issued as a personal prescription.
- 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.
- Orders for specific magazines, newspapers, or other literature.
- Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos are prohibited.
- Pillows, sleeping bags, and sleeping pads (other than regular General Services Administration (GSA) or fire cache type).
- 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 INBA. If the request is not approved, employees will not be reimbursed for any expenses incurred and their home unit notified of the denial.
- Fees for the use of recreational facilities (i.e., hot springs).
- Massage or other therapist services.
- Chairs – Utilize local cache resources before renting from an outside source.
- 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 need to be justified (i.e., health and safety reasons) and approved in writing by the IC and INBA.
- 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 INBA.

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

## Specialty Items

The AA or INBA must approve rentals/purchasing of the following specialty items and as a guideline, the following items will be tracked with an AD-107/DI-105:

Cameras (digital and video)

Cellular Telephones

Satellite Telephones  
Laptop Computers  
Handheld Radios  
Fax Machines (purchase only)  
Golf Carts  
ATVs/UTVs

GPS Units  
IPad/other "Tablet" type units  
Printers (purchase only)  
Scanners (purchase only)  
Copy Machines (purchase only)

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

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

## **Property Management**

Use of personal or home unit cell phones, computers, and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency. 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. If the resource is ordered with cell phone or laptop, then the home unit can charge the incident for incident related costs only.

IMTs or other incident personnel (e.g., INBA) 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 (SIIBM RMA Chapter 20 Supplement) 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.

No contractor equipment will be replaced through the incident supply cache. Contractors must go through the contract claim process for replacement of lost or damaged items.

Incident replacements should follow direction in SIIBM RMA Chapter 30 Supplement. Only an assigned INBA or the AA can authorize replacement of non-expendable or non-standard cache items. The incident agency should require that damaged property be turned in before replacement or a replacement authorization is issued. Items being replaced due to normal wear and tear should not be replaced with incident funds.

Ordinary Wear and Tear is defined as: Conditions under which equipment and/or supplies are subjected to under normal operations.

During the demobilization process, Agency specific forms (e.g. Forest Service AD-112, BLM DI-103) will be processed when items are not returned to supply. The employee's supervisor will always sign these forms.

All lost, damaged, or destroyed property items to be replaced as part of the incident's cost shall be described as such on an AD-112/DI-103, or assigned to the incident for rehab or mop up (manifest to the Agency). All property left with the Agency at the close of the incident will be properly transferred to the fire cache on an AD-107/DI-105.

## **Cooperative Relations**

Additional Reference Material: SIIBM RMA Chapter 10 and Chapter 50 Supplements provide detailed information on incident business procedures when resources from the states of Wyoming, Colorado, Kansas, Nebraska and South Dakota are utilized on federal fires or when an IMT is on a state fire.



## Claims

**Contract Claims:** Contract claims may be settled by the original contracting officer, or a designated successor contracting officer, acting within their delegated warrant authority and limits set by the incident agency. In the event a settlement cannot be reached and a dispute arises, the written final decision shall be made by the contracting officer initiating the EERA or I-BPA or an agency-designated successor contracting officer. Incident personnel shall not advise, comment or solicit a contractor's claim.

**Tort and Employee Claims:** Before leaving the incident, the Comp/Claims Unit Leader will audit the documentation and prepare a log of all claims, defining what is included and what is left to collect on each claim. The case files should be enclosed in an Incident Claims Case File Envelope (OF-314). The log and envelopes will be given personally to the incident agency claims liaison at the end of the incident.

## Cost Accounting and Cost Share Agreements

**Additional Reference:** Rock Mountain Coordinating Group Agency Payment Toolkit (Appendix E)

**Cost Savings Measures:** Cost efficiency continues to be a primary objective for IMTs. Cost containment efforts should focus on high cost resources, under-utilized equipment, extravagant purchases, sensitive items, and property accountability issues.

Specific cost saving measures will be documented and provided to the AA.

**Cost Shares:** Cost share agreements will follow guidance in the applicable cooperative agreement. Cost share agreements should be drafted as early in the incident as possible.

It is the IMT's 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 e-ISuite in accordance with the cost share method utilized.

**Incident Accruals –** All federal incidents with FS expenses involving Type 1 and 2 IMT's 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.

For those incidents not utilizing e-ISuite, submit manual accrual information to ASC-Incident Finance Branch. Email to [asc\\_acct\\_ops@fs.fed.us](mailto:asc_acct_ops@fs.fed.us) or fax to 1-866-816-9532.

## e-ISuite Repository Requirements

IMTs are required to upload the e-ISuite database at the end of their assignment. Any usernames/passwords necessary to access the database should also be provided to the host unit. The IMT will not retain any of the e-ISuite information.

IMTs should do the following:

- Create a data transfer file and complete the data transfer to Enterprise:  
[https://famit.nwcg.gov/sites/default/files/eisuite\\_QRC\\_Data\\_Transfer%2020170112.pdf](https://famit.nwcg.gov/sites/default/files/eisuite_QRC_Data_Transfer%2020170112.pdf)
- Upload a database backup at team transition and incident close out to the e-ISuite Data Repository Site: <https://isuite.nwcg.gov/Repository/index.html>.

## Closeout

The Final Finance Package will meet the uniform filing scheme for incident records packages, located at: <https://www.nwcg.gov/committees/incident-planning-subcommittee#collapseTwo>

The expectation is to have all possible payment packages closed out prior to IMT close out. Payment packages should be retained at the BLM Home Unit for processing (unless otherwise directed). For FS jurisdiction, payment packages should be sent directly from the IMT to ASC-IF. All national contract payments and Forest Service sponsored AD payments, regardless of jurisdictional ownership, will be sent to ASC for payment. This includes national caterers.

Any packages not closed out or other outstanding issues will be discussed at the finance package transition, immediately prior to the IMT closeout.

At the end of the incident, the Final Incident Package will be turned in at the closeout to the AA, INBA, or the District or State Incident Business Lead.

The AA in conjunction with the District Incident Business Lead will provide a financial performance rating 60-120 days following the incident. The RMA Finance Evaluation can be found at:  
[https://eacc.nifc.gov/rmcc/incident\\_busn\\_management.php](https://eacc.nifc.gov/rmcc/incident_busn_management.php)

The following BLM Incident Business leads are to be notified and included in the financial closeout of the incident based on the district:

**BLM WY Incident Business Lead Contact**

**High Plains District Contact**

Kayla Davin

BLM WY State Office, Cheyenne, WY

w. 307-775-6054, c. 307-256-2565

**High Desert District Incident Business Contact**

Glenda Lindsay

HDD, Rock Springs, WY

w. 307-352-0265, c. 307-209-1729

**Wind River Big Horn Basin District Incident Business Contact**

Wade Wyman

WRBBD, Worland, WY

w. 307-347-5203, c. 307-388-5144

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## Appendix A – Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

To be filled out upon arrival of Incident Management Team and/or INBA

Incident Specific Contacts:	Name	Phone Number
Incident Business Advisor (INBA)	_____	_____
Agency Administrator (AA)	_____	_____
Duty Officer	_____	_____
AD Hiring Contact	_____	_____
Acquisition/Contracting	_____	_____
IT Contact	_____	_____
Law Enforcement	_____	_____
Fleet Contact	_____	_____
Safety Contact	_____	_____

### BLM Wyoming Incident Contacts by District (Valid thru 2019)

Wyoming State Office, Cheyenne, WY				
Title	Name	Office	Cell	Other
State Fire Management Officer	Paul Hohn	307-775-6100	307-253-8576	
Assistant State Fire Management Officer	Richard Putnam	307-775-6443	307-350-2207	
State Aviation Manager	Greg Reser	307-775-6237	307-350-2202	
State Fuels Program Manager	Vacant	307-775-6086		
State Fire Planner	Gwenan Poirier	303-239-3689	303-945-6709	
Prevention and Mitigation	Carmen Thomason	307-352-0320		
State Fire Budget/Incident Business Program Lead	Kayla Davin	307-775-6054	307-256-2565	
Radio Program Contact	Vacant	307-775-6488	307-431-4709	
Compensation/OWCP (HIPPA)	Missy Cook	307-775-6352		
Fleet		307-775-6286		
Safety	Matthew Clementi	307-775-6269	307-343-0495	
Acquisition/Contracting Contract Claims	Kelly Palmer	307-775-6056		
Human Resource Officer	Randy Warren	307-775-6037		



High Desert District, Rock Springs, WY				
Title	Name	Office	Cell	Other
District Manager	Tim Wakefield	307-352-0202		
Fire Management Officer	Frank Keeler	307-352-0282	307-350-6994	
Assistant FMO- Operations	Jon Ziegler	307-352-0236	307-350-6996	
Assistant FMO- Fuels	Michael Wengert	307-352-0217	307-250-3027	
District Fire Business	Glenda Lindsay	307-352-0265	307-209-1729	
Radio Technician	James Payne	307-352-0298	307-389-7492	
Safety	Robin Wellhouse	307-352-0350	307-389-2786	
Dispatch Center Manager	Rob Neibauer	307-233-1145		
Unit Aviation Manager (UAM)	Mark Randall	307-367-5350	307-231-9092	

High Plains District, Casper, WY				
Title	Name	Office	Cell	Other
District Manager	Kevin Christenson	307-261-7777		
Fire Management Officer	Kirk Strom	307-261-7690	307-215-4392	
Assistant FMO- Operations	Craig Short	307-261-7696	307-262-2840	
Assistant FMO- Fuels/UAM	Eric Chapman	307-261-7512		
Fire Business	State Lead	307-775-6054	307-256-2565	
Radio Technician	Billy Liska	307-261-7604	307-259-0348	
Safety	Vacant			
Dispatch Center Manager	Rob Neibauer	307-233-1145		

Wind River/Big Horn Basin District, Worland, WY				
Title	Name	Office	Cell	Other
District Manager	Kimber Liebhauser	307-347-5243	307-275-2238	
Fire Management Officer	Richard Zimmerlee	307-347-5188	307-912-2381	
Assistant FMO- Operations	Vacant	307-332-8472		
Assistant FMO- Fuels	Rance Neighbors	307-347-5148	307-431-9878	
Fire Business	Wade Wyman	307-347-5203	307-388-5203	
Radio Technician	Randy Savage	307-347-5184	307-431-4543	
Safety	Vacant			
Dispatch Center Manager	Katie Williamson	307-578-5757	307-921-1422	
Unit Aviation Manager (UAM)	Henry Gilliland	307-587-5900	406-740-0768	

## Appendix B – Incident Business Advisor Delegation of Authority

Date: \_\_\_\_\_

Route To: \_\_\_\_\_

Subject: Delegation of Authority, Incident Business Advisor (INBA)

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

This letter authorizes (*name*) \_\_\_\_\_ to act as an Incident Business Advisor (INBA) for the \_\_\_\_\_ (*district name*). The INBA 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.
- Coordinates 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 cost 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 INBA will monitor, track and document their involvement in cost containment items such as WFDSS, 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 INBA, 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 INBA 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 INBA 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.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.

The INBA is the primary point of contact, but coordination will be maintained with \_\_\_\_\_.  
(Agency Administrator)

cc: District Managers; Incident Management Team

## Appendix C – Rocky Mountain Area Claims Matrix

ROCKY MOUNTAIN AREA AGENCY CLAIMS MATRIX					
Common Claim Examples	Employee Claim for Loss or Damage to Personal Property, CP 189 (or AF 282)	Motor Vehicle Accident Report, CP 61	Statement of Witness, CP 91	Claim for Damages Injuring or Death, CP 92	Fire Property Loss or Damage Report, CP 289
Reduced Employee Personal Property	Form should be completed for all Employee Claims for personal property loss/damage.				CP 189 should be completed at the incident. Approval is required before replacement or repair per federal guidelines.
State Employee Personal Property	The state may have their own form or process. Submission of these forms may be used to formally begin the claim process.				CP 189 is recommended to be completed at the incident.
Cooperation Equivalent of Property					CP 189 should be completed at the incident. Approval is required before replacement or repair.
Equipment/Equipment for Property		Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damages form should be completed by return property unless to start the process of filing a Tort or Non-Tort claim.		
Private Land Owner Property Damage			Claim for Damages form should be completed by vehicle property owner to start the process of filing a Tort or Non-Tort claim (if owner).		
FDV Damage: Responsibility of vehicle owner not personal insurance company.	Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Optional Form: Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damages form should be completed by the owner(s) to start the process of filing a Tort or Non-Tort (if owner) claim.		
Cooperation Vehicle Damage	Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.			Form should be completed at incident. Repair or replacement of damage per state and/or local guidelines.
Partial Vehicle Damage	Motor Vehicle Accident Report form shall be completed for all vehicle accidents for documentation of accident.	Statement of Witness form may be completed for vehicle accidents and other property loss or damage.	Claim for Damages form should be completed by owner to start the process of filing a Tort or Non-Tort (if owner) claim. (Subrogation claim is allowed for company).		Form should be completed at incident.



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INCIDENT AGENCY (name, address, phone number)	Page ____ of ____ ACREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT AGREEMENT NUMBER
	EFFECTIVE DATES a. beginning _____ b. ending _____
OWNER (name, address, phone number include day/night/eve/fax)  DUNS: ED/ESB: PAYMENT ADDRESS (Same as above, or _____)	INCIDENT NAME  INCIDENT NUMBER.  RESOURCE ORDER NUMBER.  JOB CODE (P#) AND OVERRIDE.

**TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES)**  
☐ SMALL BUSINESS    ☐ LARGE BUSINESS    ☐ SMALL DISADVANTAGED OWNED    ☐ WOMEN OWNED    ☐ MINORITY    ☐ SERVICE DISABLED VETERAN    ☐ PUBLIC ENTITY

---

The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as \_\_\_\_\_

**DESCRIPTION OF LAND/FACILITIES:** Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

**ORDINARY WEAR AND TEAR:** Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.

**RATE:** For each month that the land/facilities are used, the Government will pay the rate of \$\_\_\_\_\_ per month. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$\_\_\_\_\_, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.

**UTILITIES AND SERVICES:** (check only one)  
☐ [ ] The above rate includes utility charges for the following: \_ GAS \_ ELECTRICITY \_ WATER \_ TOILET SUPPLIES JANITORIAL SERVICES & SUPPLIES TRASH REMOVAL SEPTIC SERVICE EXISTING TELECOMMUNICATIONS  
☐ [ ] The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: \_\_\_\_\_

**RESTORATION:** Restoration beyond ordinary wear and tear. (check only one)  
☐ [ ] The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical.  
                 Restoration work includes: \_\_\_\_\_  
☐ [ ] The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.

**ALTERATIONS:** The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary conduits, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.

**ORAL STATEMENTS:** Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.

**CONDITION REPORTS:** A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.

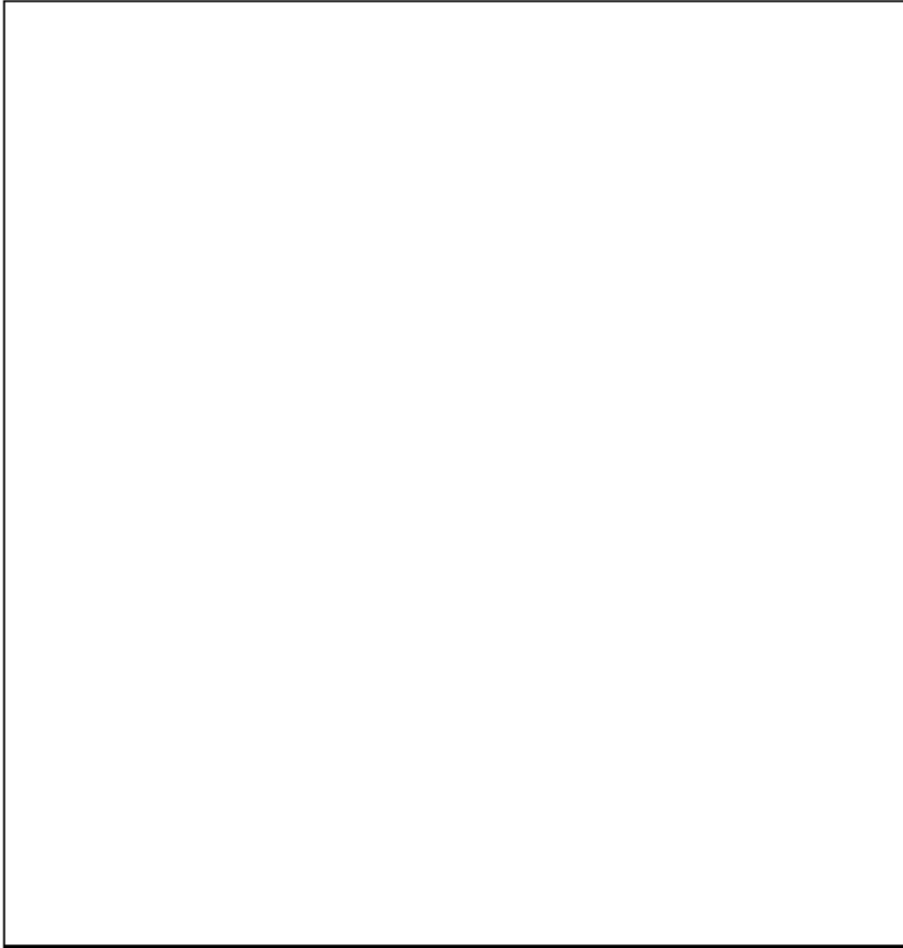
**OTHER:** Describe in detail: \_\_\_\_\_

**TERMS AND CONDITIONS:** See attachment.

**CHECKLIST(S):** See attachment.

Agreement No: \_\_\_\_\_

Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



**ADDITIONAL CLAUSES:**

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

OWNER / OWNER'S AGENT SIGNATURE	DATE	CONTRACTING OFFICER'S SIGNATURE	DATE
PRINT NAME AND TITLE		PRINT NAME AND TITLE	
PHONE NUMBER (if different from Owner's)		PHONE NUMBER	

**PRE-USE INSPECTION:** Description or photos (no digital) of condition immediately prior the Government's occupancy. Refer to attached checklist.

Contact/Agent: \_\_\_\_\_  
(Print Name)

Government Agent: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**POST-USE INSPECTION:** Description of photos (no digital) or condition immediately following the Government's occupancy.

TOTAL AMOUNT DUE \$ \_\_\_\_\_

RELEASE OF CLAIMS STATEMENT: Contractor releases for and in consideration of receipt of payment in the amount shown in 'total amount due'. Contractor hereby releases the Government from any and all claims arising under this agreement except as reserved in remarks.

**KEMARKIS:**

Contact/Agent: \_\_\_\_\_  
(Print Name)

Government Agent: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix E – Rocky Mountain Area Agency Payment Matrix

ROCKY MOUNTAIN AREA AGENCY PAYMENT MATRIX					
AGENCY	ADP	PAYMENTS	TRAVEL	AGENCY EQUIPMENT	WARRANTY COMPENSATION
BUREAU OF INDIAN AFFAIRS	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 sent home with the crew log or mailed to the home unit. PUC employee home unit.
BUREAU OF LAND MANAGEMENT	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	Send original paperwork to the home unit. POC. Employee home unit compensation coordinator
NATIONAL PARK SERVICE	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	Send original paperwork to the home unit. POC. Employee home unit compensation coordinator
U.S. FISH & WILDLIFE SERVICE	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	Send original paperwork to the home unit. POC. Employee home unit compensation coordinator
U.S. FOREST SERVICE	<p>Uploaded to ASC via eFile.</p> <p>Original CA 288 with attachments sent overnight to ASC</p> <p>Albuquerque Service Center</p> <p>Incident Response-Central Reg 101B</p> <p>San Antonio, TX</p> <p>Albuquerque, NM 87109</p> <p>(877) 375-7340</p>	<p>Original invoice with deductions if applicable. If agencies are sent overnight to ASC from the incident.</p> <p>USDA Forest Service</p> <p>ASC-Incident Response-CERA</p> <p>101B San Antonio</p> <p>Albuquerque, NM 87109</p> <p>(877) 375-7340</p> <p>(Does not apply to Cooperative Agencies)</p>	<p>ADs processed on CR-100 via eFile or the official electronic travel system in accordance with 101B Central Area Travel Process. (877) 375-7340</p>	NA	<p>Authorized Forest Service employees can submit travel receipts via eFile on the ConnectTR dashboard. If you are a non-authorized user, you will receive clarity by clicking a URL link provided by your supervisor. Otherwise, upload CA 1 or CA 2 based on the 289 (501) and FedEx to 101B Forest Service, ASC-Incident Response Management, 2900 Maricopa Street, NE, W.C. Adams, Albuquerque, NM 87109, (877) 375-7340 Option #3</p>

