AD News Letter

USFS
Nez Perce-Clearwater & Idaho Panhandle NFs

Special points of interest:

- AD Travel Updates
- Employee Common Identifier
- Performance rates and IQCS assignment history
- Rental Cars
- FS AD Travel Tracking Sheet

AD Travel Updates

Rates of reimbursement for per diem (lodging, meals and incidental expenses will correspond to the current CONUS rates posted on GSA, www.gsa.gov/perdiem. First and last day M&IE will be reimbursed at 75% of the applicable M&IE CONUS rate, less any meals provided.

If authorized, POV mileage will be reimbursed at the current GSA rate of .56 cents per mile (subject to change), Mileage will be determined based on mileage from point of hire to the incident. Daily Mileage will be documented on the CTR and/or AD Travel worksheet (see pages 4 & 5 for information). Return mileage will match arrival mileage unless you are reassigned to another incident. If there is a question on mileage, Mapquest will be utilized to determine mileage.

Lodging and approved miscellaneous transportation expenses (baggage fees, taxis, shuttles, parking, etc.) will be reimbursed at actual expense rates not to exceed current GSA rates and MUST be accompanied by a receipt.

ONLY one travel system may be used for your entire travel reimbursement. If your travel meets the criteria outlined in the FS—AD travel process for reimbursement on the OF-288, it should be paid on the OF-288. If your travel expenses include rental car, lodging that exceeds per diem rates or includes other expenses not allowed on the OF-288, such as laundry, tolls or fees, ***or your travel exceeds 21 days***, your travel must be processed through GovTrip.

As a reminder, you are to report to your Point of Hire location as directed by dispatch. You will not be picked up or dropped off at your personal residence.

Your method of travel (GOV, POV, or Driver) will be determined by dispatch. The preferred method is GOV or Driver. Rental vehicles should be procured by the host agency via EERA or IBPA and NOT on your personal credit card. Regardless of whether or not a rental vehicle is approved on your resource order, if procuring a rental vehicle with your personal credit card is the only option, the rental vehicle MUST be reserved by Dispatch through the FS travel agent—SATO, and the rental agreement MUST state that the vehicle is covered under GARS. See page 2 more details.

NOTE: AD travel must be submitted within 30 days after returning from an incident, this includes corrections.

Employee Common Identifier (ECI) Number

In an effort by NWCG to reduce or eliminate use of PII & Social Security Numbers on incident, Employee Common Identifiers (ECI) have been adopted by the Forest Service and DOI agencies for use with ADs. This number is generated from the Federal Personnel Payroll System (FPPS). Use of the ECI is required after Jan. 1, 2014 on ***federal*** incidents. For currently sponsored ADs, ASC– Casual Pay has already generated an ECI # for you. Dispatch should provide this to you at time of hire. You will need to provide this information when you check in with finance at incident & on your OF288. Isuite will now take the ECI # instead of your SSN. The ECI # is used only for payment purposes. DO NOT use the ECI # when updating your I-9 or W-4 or other forms requiring your SSN. **NOTE:** If you are working on a State fire, the States have not adopted ECI #s; you will need to provide your SSN on State incidents.

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The Snarly Bits

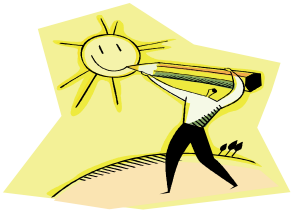
AD COMPENSATION: As a reminder— the Single Casual Hire Form is confirmation of your employment; it must be completed prior to your attending training, taking the WCT or going on assignment. YOU ARE NOT CONSIDERED UNDER HIRE, OR EMPLOYED WITH THE FOREST SERVICE WITHOUT THIS FORM BEING COMPLETED. YOU WILL NOT BE COMPENSATED FOR YOUR TIME OR TRAVEL WITHOUT IT.

PERFORMANCE RATINGS: ADs are expected to provide a performance evaluation from each assignment.
Dispatch should NOT have to continuously remind you of this.

If you are in a supervisory position, you are expected to provide performance ratings on your subordinates and/or trainees.

IQCS ASSIGNMENT HISTORY: ADs are required to submitted their IQCS assignment history updates to Dispatch no later than December 15th of each year. Failure to provide updated IQCS assignment history updates in a timely fashion will negatively impact your qualification currency, potentially delay you being issued a red-card or repeated failure to provide this information could negatively impact your sponsorship. ROSS doesn't feed back into IQCS—assignment history has to be entered manually into IQCS.

So....poor planning on your part will not create a crisis on Dispatch's part to get your information updated!



Rental Cars and use of POV

NRCG Board of Directors has issued direction this year on the use of the MT-DNRC rental car solicitation and what this means for IMTs and Dispatch Centers.

As always, the Incident Host Agency is responsible for and should provide rental cars to authorized personnel through pre-established procurement agreements and contracts. Renting a vehicle on your personal credit card, while on incident assignment should be the ABSOLUTE last resort—no exceptions! As an AD, you have little protection against personal liability when you rent a vehicle on your personal credit card while on incident assignment. If you find yourself in this absolute last resort position, this is what you MUST do. Dispatch MUST reserve the vehicle for you using the FS Travel Agent SATO. The Rental company and the vehicle must be covered under the US Govt Car Rental Agreement (MTMC Car rental agreement also known as GARS). Be advised, that most trucks, cargo and utility vehicles, or vehicles operated off paved, graded, state or professionally maintained roads are excluded. You will need to provide documentation that you are on official government business—your resource will suffice. You may elect the optional insurance, however, the FS has no authority to, and will not, reimburse you for the cost. If you rent a vehicle not covered under the MTMC car rental agreement, the terms of the individual rental agreement apply and are binding. You may be held personally liable for any loss or damage.

Authorization for use of your POV while on incident assignment is at the discretion of the Host Incident Agency and Home Unit, when such use is advantageous to the Govt, Dispatch must do a cost analysis to determine this. Prior written approval must be given in order to seek reimbursement of expense. GSA sets POV mileage rates, annually. This rate includes fuel, wear and tear and insurance cost. Damage to a POV is not covered under the Military and Civilian Employees Claims Act. Damages would need to be claimed through your private insurer.

Due to the risk of personal liability, the preferred methods of ground transportation are GOV, Driver or rental vehicle procured under pre-established procurement agreements and contracts.

Since incident dispatch is often handled by an Expanded Dispatch, comprised of dispatchers from different agencies, who may not be aware of the personal liability implications of authorizing the use of POVs, you need to be proactive. This will require you and your local dispatch office working together with the host incident to make sure you have appropriate transportation, procured in an appropriate manner.

REMINDER— you need to carry your OF-386 or "in lieu of" letter authorizing you to operate GOV and GOV provided rentals while on incident assignment –just like you always carry your Red Card.

Important Web links

USDA Forest Service

AD Pay Plan, Travel Reimbursement Process and ECI #s

http://www.fs.fed.us/fire/ibp/personnel/personnel.html#ad

Interagency Incident Business Management Handbook

http://www.nwcg.gov/pms/pubs/iibmh2/pms902_201208.pdf

NIFC

http://www.nifc.gov/

NICC

http://www.nifc.gov/nicc/

NRCC

http://gacc.nifc.gov/nrcc/index.htm

Deanna Crawford
Incident Business Specialist for
Nez Perce—Clearwater & Idaho
Panhandle National Forests

104 Airport Road
Grangeville, ID 83530
208-983-4096 work
208-451-4207 cell
Email: dcrawford02@fs.fed.us

Grangeville Dispatch (GVC)
208-983-6800

Coeur d'Alene Dispatch (CDC)
208-772-3283

2014 Per Diem Information

	Meals and Incidentals Rate – M & IE					
	$46	$51	$56	$61	$66	$71
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5
75% of Daily Allowance	$34.50	$38.25	$42.00	$45.75	$49.50	$53.25

Per Diem rates can be found at http://www.gsa.gov/portal/category/21287

Type name and assignment information here.

Daily travel information goes here.

First and last day need to be separated out.

Dispatch will determine your travel method.

Enter per diem rate, by day. If meals were provided, enter the dollar value for each type of meal. Enter dollar value as a negative number; Calculate M&IE column will automatically calculate your per diem.

For mileage, enter whole numbers, mileage will calculate for you. Tab into the next field to generate calculation. DO NOT change mileage rate.

Enter beginning and ending mileage

FS AD Travel Worksheet - NRCG 2014

You MUST attach a copy of your OF-288 for each assignment.

2014 Mileage Rate for POV = .56/mile

NAME: Smokey Bear | Phone: 123-456-7890

e-mail:

Incident Name	Incident Number	Your Resource #	Job Code & (Overide)	...DATES...
Anywhere Fire	MT-R01-000001	O-57	P12345 (0156)	6/15/14

METHOD OF TRAVEL:

☐ GOV or ☑ POV (Enter Odometer readings in REMARKS box at bottom of form)

☐ Commercial Airline: _____

☐ Rental Car on EERA /I-BPA (Assigned an E# (for each incident) and paid by the Incident on an OF-286)

☐ Rental Car Company: _____

Vehicles rented with a Personal CC - Receipt Required.

FIRST & LAST DAYS MUST BE ON SEPARATE LINES
MILEAGE must also be on a Separate Line from PER DIEM
DAYS BETWEEN 1ST & LAST CAN BE: Sum/Mileage & Sum/Per Diem if the same each day

Date	Departure Time	City/ST	Arrival Time	City/ST	Miles per day	.56 Calculate Mileage Amount	M&IE Rate for Incident Area $46	Gvmt Provided Meals B	L	D	Calculate M&IE	Lodging Room (Attach Receipt)	Lodging Tax
								Enter as a negative number					
6/15/14	08:00	Hooville, MT	09:00	Anywhere, MT	100	56.00							
							34.50	0	-11	-23	0.5	83.00	8.57
6/16/14					5	2.80	46	-7	-11	-23	5		
6/17/14					5	2.80	46	-7	-11.00	-23	5		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
						0.00					0		
6/18/14	08:00	Anywhere, MT	09:00	Hooville, MT			34.50	-7	0	0	27.5		
					100	56.00							
SUMS					210	117.60	SUMS				38	83.00	8.57

Date:	Misc Expense (Gas, supplies, etc) - RECEIPT REQUIRED	Amount

2014 CONUS: $83 Lodging & $46 Meals & Incidental Expenses (M&IE) = $129/day

1st day*	$34.50
Last day*	$34.50
Breakfast	$7
Lunch	$11
Dinner	$23
Incidentials	$5

* 1st & Last day is 3/4 of daily M&IE for your location.

REMARKS:

POV Odometer: Start 10000 End 10210

Posted to I-Suite: WO

OF-288 TRAVEL ● or GOVTRIP ○

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e-mail:

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								Enter as a negative number					
6/15/14	08:00	Hooville, MT	09:00	Anywhere, MT	100	56.00							
							34.50	0	-11	-23	0.5	83.00	8.57
6/16/14					5	2.80	46	-7	-11	-23	5		
6/17/14					5	2.80	46	-7	-11.00	-23	5		
						0.00					0		
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