

1 **R1 Forest Service – North Idaho Zone**
2 **INCIDENT BUSINESS PLAN**
3 **2015**
4

5 **Nez Perce-Clearwater NFs**
6 **903 3rd St.**
7 **Kamiah, ID 83536**
8

Idaho Panhandle NFs
3815 Schreiber Way
Coeur d'Alene, ID 83815

9 **Objective:**

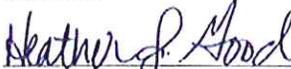
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12 administration for the Nez Perce-Clearwater and Idaho Panhandle National Forests. It is organized
13 similar to the Interagency Incident Business Handbook (IIBMH), yet does not duplicate policy
14 contained in the IIBMH.
15

16 These guidelines will be used to ensure uniformity in incident business management practices
17 associated with fire suppression activities on the Nez Perce-Clearwater or Idaho Panhandle NFs.
18 Any changes in this plan will be negotiated with the Agency Administrator or the Administrative
19 Representative in advance.
20

21 The Agency Administrator, their designee or the Forest Duty Officer/Administrative Representative
22 will review the IMT pre-order for cost management compliance and applicability with the incident
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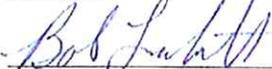
25 **Note:** Some personal telephone numbers have been provided by and published at the permission of
26 the individual. Home phone numbers should only be used for Fire Incident Business purposes.
27 Violations will be reported to the Incident Business Specialist.
28

29 **Review:**

30 
31 _____
32 Heather J. Good
33 Incident Business Specialist

34
35 Date: 6/23/2015
36
37

Review:


31 _____
32 Bob Lippincott
33 Fire Staff Officer
34 Nez Perce-Clearwater NFs

35 Date: 6.23.2015
36

Review:


31 _____
32 Mike Behrens
33 Fire Staff Officer
34 Idaho Panhandle NFs

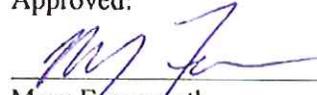
35 Date: 6/24/15
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37
38
39 **Approved:**

40 _____
41
42 Cheryl Probert
43 Forest Supervisor/Agency Administrator
44 Nez Perce-Clearwater National Forests
45

46
47 Date: _____
48

Approved:


41 _____
42 Mary Farnsworth
43 Forest Supervisor/Agency Administrator
44 Idaho Panhandle National Forests
45

46
47 Date: 6/26/15
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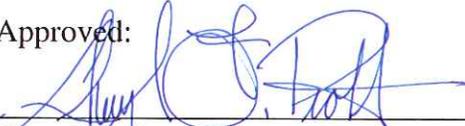
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50 Forest Supervisor/Agency Administrator
51 Nez Perce-Clearwater National Forests

Approved:
52 _____
53 Mary Farnsworth
54 Forest Supervisor/Agency Administrator
55 Idaho Panhandle National Forests

56
57 Date: 6-30-15

58 Date: _____

1	Table of Contents	
2	0 - Zero Code Authority	4
3	Agency Administrator (AA).....	4
4	Administrative Representative (AR).....	4
5	Incident Business Specialist (IBS).....	4
6	Incident Business Advisor (IBA).....	4
7	Type 3-5 Forest Incident Business Support	4
8	Delegation of Authority	5
9	FS Appropriations Use Handbook	5
10	10 - Personnel.....	5
11	AD Hiring.....	5
12	AD Rates/Travel.....	6
13	Union Representative	6
14	Human Resource Specialist.....	6
15	Commissary.....	6
16	OWCP and Agency-Provided Medical Care (APMC).....	7
17	Travel	8
18	Driving Requirements	8
19	Safety.....	8
20	20 - Acquisition.....	8
21	Forest Acquisition Direction	8
22	Forest Acquisition Methods – Type 3-5 Fires.....	9
23	Forest Acquisition Methods – Type 1-2 Fires.....	9
24	Buying Team Coordination.....	9
25	Transportation & Rental Vehicles.....	10
26	Ambulances.....	11
27	Ordering Protocol.....	11
28	Payment Process – Forest and ASC	11
29	30 - Property Management.....	12
30	Forest Sensitive Property	12
31	Durable & Accountable Property	12
32	Replacement Items	13
33	Hazardous Waste.....	14
34	Recycling.....	14
35	40 - Business Coordination	14
36	IMT Coordination – Communication.....	14
37	Dispatch/Expanded Dispatch Center.....	14
38	Closeout Instructions.....	15
39	Records Management.....	15
40	Mob Centers/Inspection Centers/Staging Areas/Contracted Resources – Standard Operating	
41	Procedures	15
42	50 - Cooperative Relations.....	16
43	Cooperative Agreements	16
44	60 - Accident Investigation	16
45	Local Procedures	16
46	Investigative Procedures - Criminal.....	16
47	Investigations Procedures – Non-Criminal	16
48	70 - Claims	17
49	Claims Procedures.....	17

1	Contract Claims Settlement.....	17
2	Employee.....	17
3	80 - Cost Accounting.....	18
4	Accruals.....	18
5	Cost Management Oversight – Agency Administrator Expectations	18
6	Cost Share and Decision Documentation.....	18
7	90 – All Risk	18
8		
9	<u>Appendices</u>	
10		
11	Appendix A – Agency Contact Lists	
12		
13	Appendix B – AD Information	
14	2015 Designation of AD Hiring Authority	
15	FS AD Travel Process	
16		
17	Appendix C – Workers Compensation	
18	Local Area Medical Provider Information	
19	CA-16 Authorization Decision Matrix	
20	Employee Injury & Illness Checklist	
21	2013 FS Facilitating Treatment of Traumatic Injuries	
22	2015 NRCG Illness & Injury Guide	
23	USFS Only Incident Process for Injury or Illness	
24		
25	Appendix D – Service and Supply Plan	
26	EERA – General Clauses (2006 test form)	
27		
28	Appendix E – Incident Business	
29	Buying Team Delegation of Authority	
30	Incident Business Advisor Delegation of Authority	
31	Duties and Reference Guide	
32		
33	Appendix F – ASC Yearly Accruals and Payment Process	
34		
35	Appendix G – Incident Recycling Plan	
36		
37	Appendix H – NRCG	
38	NRCG IMT Finance Evaluation	
39	2015 NRCG Rental Vehicle Direction	
40	2015 Incident Transportation Matrix	
41	2015 Incident Finance Transition Checklist	
42		
43	Appendix I – Forest Service Policy	
44	Claims Process	
45	All Hazard	
46		
47	Appendix J – Electronic Toolbox	
48		

1 **0 - Zero Code Authority**

2
3 **Agency Administrator (AA)**

4 This position is the managing officer of the agency having statutory responsibility for incident
5 mitigation and management.

6
7 **Administrative Representative (AR)**

8 The Zone Incident Business Specialist (IBS) or their designee will serve as the Administrative
9 Representative. This position will be activated for each incident. The Administrative
10 Representative will make onsite visits to all established Type I, II and III incident command posts
11 (ICPs), R&R facilities, staging areas and other incident support centers to facilitate communication
12 and successful incident business practices.

13
14 **Incident Business Specialist (IBS)**

15 The Zone Incident Business Specialist has oversight responsibilities for incident business related
16 activities within the zone. The IBS may serve as the Incident Business Advisor (IBA) for any
17 fire(s) within the zone. In the event that multiple incident management teams (Type I, II or III) are
18 being hosted within the zone, additional qualified IBA(s) may be assigned. If this occurs, the
19 Incident Business Specialist will continue to serve as Administrative Representative and liaison
20 between the AA and the IMT in coordination with the assigned IBA.

21
22 **Incident Business Advisor (IBA)**

23 The Incident Business Advisor works directly for and reports to the Agency Administrator, or their
24 designee. The IBA serves as liaison and advisor for the Agency Administrator and Administrative
25 Representative, providing incident business coordination with the IMT during the incident. The
26 primary duty of the IBA is to provide the AA and AR with an overview of the business
27 administration of the incident and make suggestions for improvements. This position will provide
28 recommendations on issues needing resolution and be a helpful consultant to the incident's
29 command and general staff.

30
31 The IBA will provide all incident support activities with telephone numbers to ensure 24-hour
32 business management services. The IBA may visit established incident command posts, R&R
33 facilities, staging areas and other incident support centers. Visits will be prearranged with the
34 respective personnel at each site. Technical specialists may accompany the IBA to assist in specific
35 areas of concern. In matters concerning the expenditure and use of funds, the IBA will provide
36 recommendations to the IMT and Buying Team. The IBA will review questionable supply orders
37 as needed and hold until clarification is made with the IMT. Questionable items, which cannot be
38 resolved between the IMT and IBA, will be discussed with Agency Administrator and IBS for
39 resolution. Additional IBA information and expectations are located in Appendix E.

40
41 **Type 3-5 Forest Incident Business Support**

42 The two forests currently have qualified staff to provide support for Type 3 incidents with
43 established Zone Type 3 incident operating plans. Several of the Districts have pre-identified staff
44 to provide incident business support for Type 3-5 incidents with District and Supervisor's Office
45 personnel trained in the use of e-ISuite. The Zone Incident Business Specialist will assist with the
46 coordination and mobilization of support staff as needed.

1 **Delegation of Authority**

2 Delegation of Authority has been given to the Zone Incident Business Specialist to act as the
3 Administrative Representative and IBA for support of all incidents within the zone and for
4 oversight of all aspects of incident business related activities that occur within the zone by virtue of
5 this signed plan. The Forest Supervisor or their acting may order an IBA as necessary to support
6 complex incidents if Zone IBS is not available or requires additional support. Delegations of
7 Authority will be issued to Incident Business Advisors (IBA) on an incident by incident basis. (see
8 Appendix E)
9

10 **FS Appropriations Use Handbook**

11 FSH 6509.11g, Appropriations Use Handbook; Chapter 50 outlines the appropriate use of
12 suppression funds (WFSU) to repair damage caused during suppression activities. Reference
13 http://www.fs.fed.us/cgi-bin/Directives/get_dirs/fsh?6509.11g for specific details.
14
15

16 **10 - Personnel**

17 **AD Hiring**

18 Both Grangeville Interagency Dispatch Center (GVC) and Coeur d' Alene Interagency Dispatch
19 Center (CDC) maintain lists of Forest sponsored ADs and individuals interested in providing
20 incident support. Those authorized to hire AD employees are listed in Appendix B. The hiring of
21 ADs will follow the guidance contained within the FS AD Pay Plan. Those authorized to hire ADs
22 will assure completion of all sign-up information, including the I-9, W-4/5, Direct Deposit Form,
23 Address Form, Single Resource Casual (AD) Hire Information Form, Incident Behavior form and
24 any position requirements i.e. driver/operator requirements, RT-130 and work capacity test. They
25 will also initiate the OF-288 with appropriate information.
26
27

28 The payment packages for Forest Service ADs will be sent to ASC-IF for processing by either the
29 IMT or Hiring Unit. Payment packages for ADs hired by other agencies will be submitted to the
30 hiring unit identified on the AD's hiring forms along with any other applicable forms. The
31 following individuals have been designated to prepare AD payments for submission to ASC-IF for
32 processing.

33 Nez Perce-Clearwater

<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>
34 Heather Good	Incident Business Specialist	208-983-4096	208-451-4207
35 Erica Wilsey	Admin Asst.	208-983-7014	
36 Linda Hinds	Budget Officer	208-983-4003	208-983-0996

38
39 Idaho Panhandle

<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>
40 Leann Maupin	Land Law Examiner	208-765-7275	
41 Judy Wiley	Fire Admin. Asst.	208-765-7285	

42
43
44 The fire community and Agency personnel will work with local employment agencies to establish
45 the necessary liaisons to secure people when the need arises. The Forest Fire Staff Officer or
46 designee will establish procedures to hire and train AD fire fighters if necessary.
47

1 AD employees will be subsisted by the Host Agency whenever possible. ADs assigned to fire line
2 duties or assigned to an incident base camp shall be provided subsistence. Meals and lodging for
3 ADs may be procured for those assigned to support positions if circumstances warrant. All ADs
4 will be reimbursed for travel expenses per direction found in the IIBMH. Forest Service ADs will
5 be reimbursed in accordance with the FS AD Pay Plan and the 2015 Forest Service Casual Hire
6 Travel. (see Appendix B)

7
8 For out of pocket expenses, ADs must be authorized in advance before reimbursement can be made.
9 If out of pocket expenses are incurred while on an incident where adequate food and lodging are
10 being provided, a justification from the IMT FSC or IBS/IBA is required in order for
11 reimbursement of those expenses. Locally hired AD drivers who are assigned to a fire camp will
12 not be allowed to return to their own home at night.

13
14 • **AD Rates**

15 AD rates are contained in the FS AD Pay Plan and Agency specific pay plans. See NRCG
16 IIBMH Chapter 10 Supplements for NRCG participating Agency rates. The establishment of
17 new exception positions should be rare. The establishment of exception positions requires
18 approval by the Regional Incident Business Coordinator. The position will not be filled
19 until it has been approved.

20
21 • **AD Travel**

22 AD travel method will be indicated on the Single Resource Casual Hire Information Form (PMS
23 934). Air transportation will be arranged and paid by the Government. The
24 dispatch/mobilization center will determine the method of travel based on needs, cost analysis
25 and direction from the requesting incident.
26 NRCG IIBMH Chapter 10 Supplement addresses AD travel method preferences.

27
28 **Union Representative**

29 Whenever an incident exceeds 300 people for more than three days or as negotiated by the IBS, the
30 Regional Union Representative will be notified by the IBS. The union rep and the IBS will discuss
31 the feasibility of placing a union representative at the incident.

32
33 **Human Resource Specialist**

34 Human Resource Specialist will be assigned to all incidents with a Type 1 IMT, when the
35 organization exceeds 300 people for more than three days or as negotiated by the IBS. The agency
36 may provide a temporary person until the team can fill the order. The IC will confirm the
37 representative's name when the person is on site.

38
39 All sexual harassment or other EEO incidents are to be reported to the AA or IBS as soon as
40 possible. Any investigation of an EEO incident is to be coordinated through the Agency
41 Administrator.

42
43 **Commissary**

44 Personnel are expected to come to an incident prepared for 14-day assignments. Commissaries may
45 be available for small personal items; only supply items as described in the IIBMH will be
46 permitted. The commissary process may also be used on a case-by-case basis if individuals need
47 emergency replacement, such as prescriptions or required personal items.

OWCP and Agency-Provided Medical Care (APMC)

FSC, Comp/Claims (COMP), and the Injury Specialist (INJR) are expected to be current in policy direction for addressing injuries and illnesses on an incident. Federal, State, Tribal and Local Government all have their own workers compensation policies. Every effort should be made to determine and follow the employing agency's policy. The NRCG IIBMH supplements provide links to the State policies. The Northern Rockies OWCP Illness and Injury Incident Guide is located in Appendix C.

For FS employees, ASC-HRM -WC is the primary contact for all OWCP cases and issuance of the CA-16. FSC1, FSC2, COMP or INJR may also issue CA-16s; follow up with ASC-HRM-WC within 48 hours of issuance is required. The ASC-HRM-WC daytime telephone number is 877-372-7248, #2, #2, #1. Please refer to the IIBMH and Appendix C of this Plan for additional information.

It is the responsibility of the FSC, COMP or INJR to counsel the injured/ill employee of their roles and responsibilities, and ensure all paperwork is completed and closed out with the local area medical providers prior to the employee demobing. The FSC, COMP or INJR will provide the injured employee with the original CA-1 or CA-2 and all applicable information to assist the employee in continuing the claims process once they have returned to their home unit, including a copy of the Finance Section Employee Checklist (Appendix C). All required copies of injury compensation forms will be forwarded to the appropriate office for disposition.

Occupational illness or diseases (cold, sore throat, flu, etc) will be treated in accordance with the IIBMH and agency policy. The employee will be sent to the appropriate medical facility. If the doctor recommends bed rest, the IMT should determine if bed rest in camp is feasible or if the employee should be sent home. Incident duration, time of year, air quality and contagiousness of illness should be considered.

- **eSafety:** The Federal Employee's Compensation Act changed in 2011 and now requires the reporting of work related injuries and illnesses electronically. The Forest Service ASC HRM – WC is utilizing the Safety and Health Workers' Compensation Incident Reporting and Case Management System (eSafety) to comply with this requirement and will no longer process handwritten CA-1 and CA-2 forms. WC requires an eSafety generated and populated CA-1 and CA-2 to be printed, signed and faxed to WC via a secureifax at 1-866-339-8583 or scanned/emailed to hrm_workers_compensation@fs.fed.us. ***This process is required for injuries and illnesses occurring during incident assignments.*** See Appendix C for further instructions. For assistance with eSafety, contact the Host Forest Safety Officer

Note: For FS ADs, a copy of their Single Casual Hire Form, Resource Order or Crew Manifest (manifest must include hiring unit supervisor name and phone number) must be faxed with the CA-1 or CA-2 to WC.

- **APMC** use is very limited and authorization to use APMC will be approved on a case by case basis by IBS/IBA. NRCG website provides the management guidelines for APMC. http://www.fs.fed.us/r1/fire/nrcg/Committees/Business/NR_APMC_Guidelines_2008.pdf.
- **Required Treatment for Burn Injuries:** reference the Interagency Standards for Fire and Fire Aviation Operations 2015, Chapter 7 Safety and Risk Management, page 07-17 for instructions <http://www.nifc.gov/PUBLICATIONS/redbook/2015/Chapter07.pdf>

- **Death and Serious Injuries:** reference Draft FSH 1309.19 Death and Serious Injury Handbook

A listing of local medical facilities, pharmacies and air ambulance services is located in Appendix C.

Travel

As a general rule, employees with government travel cards or other procurement methods will be responsible for ordering and procuring meals and lodging before and after the incident. Buying Team will provide meals and lodging for AD/EFF employees when practical, and if AD/EFF is not self-sufficient.

Driving Requirements

In the absence of more restrictive agency policy, incident personnel will adhere to the driving requirements as outlined in IIBMH and Interagency Standards for Fire and Fire Aviation Operations. For Mobilization and Demobilization, to manage fatigue, traveling between 2200 hours and 0500 hours should be avoided (excluding IA).

Safety

It is our expectation that all personnel perform their duties in a safe manner so that everyone returns home safely. All accidents and near misses are to be reported to the IMT Safety Officer and Zone Safety Manager. Everyone is responsible for stopping and reporting *all* unsafe acts that they observe. The primary reference for safety is the Forest Service Health and Safety Handbook. Some work activities may have additional safety requirements, i.e. chain saw, cross cut saw operations and UTV/ATV use; please refer to safety guidelines and job hazard analysis (JHAs) relevant to the work activity.

Personal Protective Equipment (PPE) is required. It is the supervisor's responsibility to ensure their employees have the proper PPE for their designated task(s); it is properly fitted and is properly maintained. Employees are responsible for wearing their PPE, as trained, at all times while working.

Note: The IC/IMT is responsible for ensuring that all users of specialized equipment (i.e. Forklifts, UTV's and ATV's) have completed an approved training course or have a current certification or license to operate the equipment per applicable state and/or federal regulations and Agency policy. The IC/IMT will ensure that *all* required PPE is worn during periods of operation.

Note: Please see Forest Service Policy matrix for UTV/ATV usage located in the Electronic Tool Box of this plan.

20 - Acquisition

Forest Acquisition Direction

The FS uses competitive solicitations done by the FS, BLM, BIA, IDL and MTDNRC for preseason agreements. Competitive agreements are either on a dispatch priority list (DPL) or a competitive resource list (RL). These agreements are done pre-season and Dispatch maintains the DPLs and RLs and are trained and expected to administer these agreements without AQM involvement.

1
2 In the event that specialized equipment not under a competitively awarded agreement is needed,
3 *incident only* agreements may be implemented. The IC/IMT will coordinate with Expanded
4 Dispatch to have AQM or BUYT establish the *incident only* Emergency Equipment Rental
5 Agreement (EERA). When seeking areas needed for incident use, priority of Land Use Agreements
6 (LUAs) should be Federal, State or Cooperator land prior to looking for private lands. LUAs must
7 be completed prior to any incident use of the identified land, facility or dip site.
8

9 Commercial Items: Items with established commercial rates may be ordered and paid by credit card,
10 check or with a vendor commercial invoice.
11

12 FS AQM support personnel are expected to work within their warranted authorities as outlined in
13 the FSAR-FSH 6309.32 Chapter 4G01.601-1 and within their warrant levels.
14

15 Local level procurement support shall follow the National Buying Team Protocols for setup, filing
16 and documentation of purchases. This will ensure smooth transitions as the incident(s) increase or
17 decrease in support needed and provide the host agency with the necessary documentation to close
18 out the incident documentation package. These protocols are outlined in the National Buying Team
19 Guide located at http://fsweb.wo.fs.fed.us/aqm/incident/buying_teams/index.php
20

21 • **Forest Acquisition Methods – Type 3-5 Fires**

22 Support for Initial Attack at the micro-purchase level will be provided by government
23 purchase card holders on the district and/or in Dispatch. For sustained AQM support or
24 support above the micro-purchase level, Dispatch will coordinate with the IBS/IBA and the
25 IMAT AQM Zone Lead or the CO duty officer (afterhours or weekends) to assign AQM
26 support staff. Questionable requests will be brought to the attention of the IBS/IBA for
27 resolution. Questions regarding procurement authorities should be directed to the IMAT
28 AQM zone lead or CO duty officer on call.
29

30 • **Forest Acquisition Methods – Type 1-2 Fires**

31 IBS/IBA, IMAT AQM Zone Lead or the CO duty officer (afterhours or weekends) and
32 Dispatch Center Manager will collaborate to determine the level and extent AQM can
33 support the incident(s) or if a Buying Team (BUYT) will need to be ordered.
34

35 The IBS, IMAT AQM zone lead, or on call CO duty officer and Dispatch Center Manager
36 will collaborate to recommend to the AA when to order a national buying team based on the
37 following criteria:

- 38 ➤ A Type 1 or long Type 2 IMT is in place or has been ordered,
 - 39 ➤ AQM zone is exceeding its capacity,
 - 40 ➤ There are multiple fires within the zone, or
 - 41 ➤ Activity is expected to escalate.
- 42

43 • **Buying Team Coordination**

44 The function of the BUYT (includes short BUYTs) is to fulfill the procurement needs of the
45 incident. Procurement personnel should consult with the IBS/IBA before purchasing items
46 of a questionable need, nature, quantity or high cost. The BUYT will follow operating
47 procedures described in the National Mobilization Guide, IIBMH, its' NRCG supplements
48 and the National Buying Team Guide. The BUYT shall not use their credit cards or
49 convenience check to make payments on IBPAs. The BUYT will procure commercial items

1 with credit cards or convenience checks as allowed by policy. The BUYT will provide
2 copies of all procurement documentation in accordance with National Buying Team
3 Guidelines. Any payments made with credit cards or checks will be fully documented with
4 copies of resource orders, waybills and itemized invoices left in the package. The BUYT
5 works directly for the AA or their designee. Once in place the BUYL shall establish open
6 lines of communication with the incident supply unit, incident finance, Dispatch and
7 IBS/IBA.
8

9 The BUYT may be asked to pay for meals and lodging expenses for AD employees *IF* their
10 Single Resource Casual Hire Information Form (PMS 934) states that they are to be
11 subsisted by the Government. As a control measure and to prevent duplicate payments,
12 requests to pay for AD meals and lodging will be accompanied with a copy of the AD's
13 PMS 934. The BUYM assigned procurement responsibilities will notify the hiring official
14 identified on the PMS 934 that meals and/or lodging were paid for by the BUYT for the
15 specified dates and meals (breakfast, lunch or dinner), and that these expenses should not be
16 claimed as travel expenses on the OF-288 or ETS2.
17

18 The IBS will consult with the IMT and Expanded Dispatch to decide when to release
19 BUYT.
20

21 **Transportation & Rental Vehicles**

22 Each forest will establish a local transportation unit to support expanded dispatch and incident
23 needs. Dispatch or Expanded Dispatch will coordinate with the transportation unit to provide shuttle
24 service to transport resources between local commercial airports, incident fire camp(s), and/or
25 dispatch center. The Geographic area has IBPAs in place for buses to provide transportation in the
26 event the need exceeds local agency owned fleet capabilities. *Incident only* EERAs may be
27 established to address general transportation needs, including hiring vehicles w/drivers.
28

- 29 • IMTs and Dispatch are expected to adhere to and follow the NRCG BOD direction for use
30 of rental vehicles (reference Appendix H). Ordering rental vehicles shall be in accordance
31 with IIBMH, Chapter 10-119, NRCG supplements and aforementioned NRCG BOD
32 direction. Rental vehicles must be authorized and documented on the resource order.
33 Dispatch will utilize the MTDNRC rental vehicle agreement to provide incident support and
34 operational line going (off road) vehicles. This agreement *will not* be used as a general
35 transportation tool to provide transportation for personnel or ADs to travel to/from an
36 incident. Vehicles rented under the MTDNRC agreement will be tracked and the payment
37 package must include the NRCG Vehicle release form. All other rental vehicle needs will
38 be procured with the employee's government issued travel card, or through AQM/BUYT
39 with *incident only* EERAs, in accordance with agency policy. In the event that MTDNRC
40 rental vehicle resource lists have been exhausted, including those of neighboring dispatch
41 centers, *incident only* EERAs may be initiated. Use of purchase cards as a procurement tool
42 to rent vehicles is limited, reference Service and Supply Plan (Appendix D) and the 2015
43 NRCG Rental Vehicle Direction (Appendix H) for details. ***Rental vehicles obtained on
44 government issued travel cards will not be transferred to a BUYT or PROC for payment.***
45

46 ALL vehicles ordered on the MTDNRC rental vehicle agreements are expected to be closed
47 out and submitted for payment by the IMT as demobilization occurs. Finance and Logistics
48 will coordinate with IBS/IBA and Dispatch for the timely release of these vehicles. These

1 vehicles will not be reassigned to other incidents out of GACC or without the approval and
2 coordination with IBS/IBA and Dispatch. (see Appendix H)
3

4 All vehicles rented for incident use regardless of procurement tool used are considered
5 Agency vehicles, care and treatment of these vehicles will follow agency policy. *Every*
6 *employee utilizing a rental vehicle will be held responsible for its use, including*
7 *documentation of damages.*
8

9 Ambulances

10 The preferred method of hire for Ambulances is IDL Fire Service Organization (FSO) resources.
11 FSO resources are made available through preseason agreements with IDL. Dispatch maintains a
12 list of FSO organizations with available Ambulances. Contract Ambulances are available on a
13 Dispatch Priority List.
14

15 Reference IIBMH NRCG supplements NR50-42 for information regarding EMS services in the
16 State of Idaho.
17

18 Ordering Protocol

19 All orders from the incident should be consolidated and submitted twice daily after the first 48
20 hours. The ordering times shall be negotiated by the IMT with Dispatch Center Manager and
21 Expanded Dispatch Supervisor.
22

23 Resource orders for supplies must include the NFES number. Orders for equipment will follow
24 agency direction. For local purchase/open market, GSA is the mandatory source of supply if the
25 date/time needed can be met.
26

27 Incident orders that are of a questionable nature (i.e. need, quantity, or cost) will be brought to the
28 attention of the BUYL and IBS/IBA for further discussion with the SPUL and/or LSC. The
29 IBS/IBA will discuss any unresolved issues with the AA for a determination.
30

31 **Note: Unless equipment is ordered and hired for a second operational period with relief**
32 **operator(s), second operational periods will not be approved for payment.**
33

34 Payment Process – Forest and ASC

35 Payments will be submitted in accordance with IIBMH and Agency specific direction. For
36 resources under Forest Service agreement/contract, payments will be submitted through e-Isuite to
37 ASC-IF. Finalized original invoices will be shipped via UPS (or like service) to ASC. The
38 IBS/IBA may spot check payment packages before submittal for payment.
39

40 IMTs are expected to process interim payments prior to team transitions when appropriate.
41 The Region has developed Payment Oversight Teams (POST). POST teams, upon request, will
42 visit all assigned Incident Finance Sections to review I-BPA/EERA packages and AD payment
43 packages for accuracy and to make sure all needed documentation is included in the packages.
44 POST teams do not perform audit functions. The Finance Section is expected to maintain audit
45 standards for accuracy. Requests for a POST team will be made by the FSC to the IBS. For Type
46 3-5 incidents, the unit may request assistance with completion of invoices and a spot audit of the
47 packages.
48

1 Invoices submitted at incident closeout will be given to the IBS/IBA by a Finance Section employee
2 able to discuss incomplete payment packets or those requiring additional clarification. The Finance
3 Section will keep detailed logs of all payment packages submitted for payment. These logs will be
4 given the IBS/IBA at closeout. The FSC or PROC may be asked to remain on incident to follow-up
5 on incomplete payment packages and facilitate follow-up payment.
6

7 IMTs are expected to follow current NWCG direction and policy for Incident Records
8 Management.
9

10 11 **30 - Property Management**

12 13 **Forest Sensitive Property**

14 The following will be tracked with Property Transfer form AD-107: binoculars, flight helmets,
15 flight suits, and any other items that are characterized as accountable or sensitive in FSM 6400,
16 FSH 6409.31, or as determined by the hosting agency.
17

18 **Durable & Accountable Property**

19 The Nez Perce-Clearwater and Idaho Panhandle NFs adhere to IIBMH procedures governing
20 property management requirements for all type 1-5 fires regardless of whether an IMT is in place or
21 not. The IC/IMT is expected to place a high priority on property management.
22

23 The FSC is expected to review property issuance, check out and return procedures to ensure proper
24 accountability. If necessary, the LSC or SPUL assigned property management responsibility may
25 be required to remain after the incident is closed out to ensure proper disposal/recovery of incident
26 property.
27

28 The IC/IMT will manage all consumable, durable and accountable/sensitive property obtained
29 through the cache system. Every effort will be made to return cache items promptly at the end of
30 the incident. Documentation of items remaining on the incident will be supplied to District Fire
31 Management Officer (FMO) and IBS/IBA.
32

33 **Note:** Unused consumable and/or durable NFES supply items must be returned to the Cache within
34 30 days of control of the incident.
35

36 Incident-funded accountable/sensitive property purchases must be approved in advance by the AA
37 and procured by authorized personnel. Accountable and sensitive property **shall not** be purchased
38 with a credit card.
39

40 Items issued on an AD-107 will be returned at the end of the incident in good shape or an AD-112
41 prepared. Upon determination that an item cannot be accounted for, the person responsible for
42 accountability will immediately notify the FSC who will notify the IBS/IBA.
43

44 During the demobilization process, inventory of issued items will be completed and an AD-112 will
45 be processed for the missing items. The AD-112 will include the employee's incident supervisor's
46 signature.
47

1 Property and/or supply items assigned for use by contractors/vendors shall be **RARE** and returned
2 to the incident. SPUL shall utilize a property transfer form (including value of item) for each item
3 to ensure they are returned. When items are not accounted for, the original transfer forms will
4 become part of I-BPA documentation and an appropriate dollar amount deducted from the
5 contractor's invoice.

6
7 At the end of an IMT's tour, all lost, damaged, and/or destroyed property items that require
8 replacement will become part of the IMT's Incident Loss Tolerance costs and shall be documented
9 on an AD-112. All remaining property will be transferred to the incoming IMT on an AD-107. At
10 the close of the incident, the last IMT will document on an AD-112 any lost, damaged and missing
11 property or transfer (AD-107) current property in inventory back to the host agency. All completed
12 AD-107's and AD-112's must be submitted to the Forest Property Tech for completion of signature
13 processing.

14
15 IMTs should emphasize good accountability for all equipment and supplies on the incident. Fire
16 Loss Tolerance of durable goods exceeding 6% is considered excessive in the Northern Rockies
17 Geographic Area (FSH 5109.34-2007-5)

18 19 **Replacement Items**

20 The incident agency may authorize, through written documentation, replacement of government
21 property items that have been consumed, lost, damaged or rendered otherwise unserviceable while
22 being used on the incident. The replacement of consumable (expendable), durable (non-expendable)
23 or non-standard cache items is limited and will follow the direction in the IIBMH, and its' NRCG
24 supplements. ***IMTs will not authorize replacement of durable (non-expendable) or non-standard***
25 ***cache items.***

26
27 Prior to release from the incident, resources will prepare an Incident Replacement Requisition (OF-
28 315) for those items that have been consumed, lost, damaged or destroyed during the incident and,
29 if applicable, an OF-289 (or general message) and AD-112 must be completed before any approval
30 will be granted. For durable (non-expendable) or non-standard cache items, a written explanation
31 (who, what, where, when, why) of how the item(s) were damaged, lost or destroyed must be
32 included with the OF-315. The approved replacement requests will be based on Engine
33 accountability sheets or other fire equipment inventory documents. Approved items will be issued
34 S#s which will be issued on the specific incident that the items were consumed, lost, damaged or
35 destroyed.

36
37 ***All damaged items will be turned over to the host agency, before replacement authorization will***
38 ***be granted.***

39
40 For Type III, IV, V incidents, approval of consumable and durable NFES items and regularly
41 utilized non-NFES/Nonstandard consumable items such as freeze dried meals, bar oil, etc. is limited
42 to the Agency Administrator, District FMO, Forest level Duty Officer or IBS/IBA. Approval of all
43 other non-standard or non-NFES items is restricted to the Agency Administrator, Forest level Duty
44 Officer or IBS/IBA.

45
46 For Type I and II incidents, approval of consumable NFES items is limited to the Supply Unit
47 Leader, Logistics Chief, Incident Commander, Agency Administrator or their Representative.
48 **Approval of durable, non-standard or non-NFES items** is restricted to the Agency
49 Administrator, Forest level Duty Officer or IBS/IBA.

1
2 Note: Approval for non-standard items is limited to the dollar value identified through mandatory
3 sources of supply (e.g. DOD EMall, etc.); costs beyond this amount should be the responsibility of
4 the home unit. The dollar value will be identified on the S# resource order. Prototype equipment
5 will not be replaced with suppression funds.
6

7 **Hazardous Waste**

8 It is the responsibility of the IMT to coordinate disposal of hazardous waste and/or hazardous
9 material with the Forest HazMat representative. The Forest HazMat representative will provide the
10 IMT with a list of disposal options and assist with any reporting requirements. Payment for services
11 will be coordinated with BUYT or IMAT Field Unit Supervisory CO.
12

13 **Recycling**

14 Please see Appendix G for Incident Recycling Plan.
15
16

17 **40 - Business Coordination**

18 **IMT Coordination – Communication**

19 As soon as applicable, the IMT and Forest will provide telephone numbers for communication
20 between the two entities. Expanded Dispatch/BUYT will also be provided these numbers for their
21 use.
22

23
24 IBS/IBA will communicate with the Finance and Logistics sections on Forest expectations and
25 evaluation criteria at in-briefing. The IBS will complete a Finance evaluation based on these
26 expectations.
27

28 **Dispatch/Expanded Dispatch Center**

29 The Expanded Dispatch Center will be established at a location to be determined by the Interagency
30 Dispatch Center Manager (or Acting). Names and phone numbers for the various positions will be
31 provided to the IMT, BUYT and IBS/IBA as soon as the Center is operational.
32

33 When ordering an IMT, dispatch should not add authorization for rental vehicles, laptops, GPS, etc.
34 on the parent IMT request. Each position needs to be negotiated and approved for the additional
35 items; not everyone needs a rental vehicle, laptop, GPS, etc. The AA, Center Manager, Asst. Center
36 Manager, Supervisory Expanded Dispatcher, Fire Staff Officer (FSO), Forest level DO or IBS/IBA
37 may approve additional items. IMT pre-orders should be reviewed and approved by the AA, Center
38 Manager, Asst. Center Manager, FSO, Forest level DO or IBS/IBA. Pre-orders must be reviewed
39 and approved in a timely manner as not to delay placing orders for needed items.
40

41 *All* resource orders for overhead, aircraft, equipment and supplies will be ordered and filled through
42 Dispatch or Expanded Dispatch. IMT's may be assigned a block of S#s to order fire cache items
43 directly from the designated Cache; this must be coordinated with Dispatch in advance.
44

45 Telephone and radio support will be provided by Forest Service Customer Help Desk at 1-866-945-
46 1354, option # 1 for Fire and All Risk support. NRCC has Forest Service IT staff available for
47 computer support as requested.
48

1 **Note:** Expanded Dispatch and BUYT should not be co-located in the same room to alleviate
2 confusion over duties, roles and responsibilities.
3

4 **Closeout Instructions**

5 The FSC will contact the IBS/IBA after the IMT has been notified of release from the incident to
6 establish a date and time for transition of the incident finance package (IFP) to the incoming IMT or
7 to closeout with the host agency. IIBMH provides the guidelines for performance standards for the
8 IFP. The host agency may follow-up with the FSC to resolve any problems encountered after
9 closeout and release of the IMT. The FSC or PROC may be asked to stay behind to resolve any
10 issues.
11

12 The Finance Package Transition or Closeout should be attended by the FSC, PROC, COMP, COST,
13 TIME, an IC or Deputy IC.
14

15 The IBS and/or IBA will participate in the exit interview of each assigned IMT providing a verbal
16 and written assessment utilizing the NRCG IMT Finance Evaluation. (see Appendix H)
17

18 **Records Management**

19 **Note:** When setting up an incident in e-Isuite; for the Nez Perce-Clearwater National Forests, all
20 fires will have the Nez Perce National Forest (0117) listed as Region/Unit.
21

22 The final fire package will be prepared in accordance with Incident Records Management located at
23 <http://www.nwcg.gov/policies/records/index.html> and Chapter 40 of the IIBMH. The final finance
24 package will be prepared in accordance with the IIBMH and delivered to IBS/IBA at the end of the
25 incident. The IMT will be responsible for uploading the e-ISuite database into the e-ISuite Data
26 Repository. Uploads will be done at each team transition and a final will be done at the end of the
27 incident. IMTs are required to provide the Host Agency with a final copy of the e-ISuite database
28 and the usernames and passwords necessary to access those records. IMTs will not maintain a copy
29 of the incident e-ISuite database on their IMT servers after IMT transition or closeout. The Host
30 Agency will maintain these records as described.
31

32 **Mob Centers/Inspection Centers/Staging Areas/Contracted Resources –** 33 **Standard Operating Procedures**

34 The Nez Perce-Clearwater and Idaho Panhandle NFs operate Ground Support Units, as needed in
35 support of Expanded Dispatch and Buying Team. The Ground Support Unit is responsible for the
36 pre-inspection of equipment that is signed up through Expanded Dispatch/Buying Team. Regional
37 contracts should receive a pre-inspection prior to mobilization from their host Dispatch Center; this
38 equipment may be inspected (initial and release) at camp. The issuance of clothing or supplies to a
39 contracted resource should be *rare*, and will be in accordance with the IIBMH and the resource's
40 contract. It will be documented and a checklist of items will be included in their contract packet.
41 Upon release of the equipment/vehicle assigned, the IMT will process the final inspection. At that
42 time, any clothing and/or supplies will be turned into the IMT. The IMT will be responsible for
43 completing the clothing/supply checklist and ensuring the items are returned or the items are
44 deducted off the contractors invoice.
45
46

1
2 **50 - Cooperative Relations**

3
4 **Cooperative Agreements**

5 Cooperative agreements have been established with local entities and procedures are outlined in the
6 specific agreements. Regional direction for Fire Suppression Billing Language for Cooperative
7 Law Agreements has been included in each county's annual operating plan. Copies of these
8 agreements are available upon request.

9
10 State of Idaho cooperative billings are done under the Cooperative Fire Protection and Stafford Act
11 Agreement 07-FI-11015600-087.

12
13
14 **60 - Accident Investigation**

15
16 **Local Procedures**

17 For accident or incident reporting requirements refer to agency specific procedures. All Forest
18 Service MVA's are to be logged into eSafety. The Forest Safety Manager needs to be notified for
19 reporting requirements and records maintenance. Refer to the IIBMH.

20
21 **Investigative Procedures - Criminal**

22 Upon assignment of the IMT, the Security Manager (SECM) will work with host Forest Patrol
23 Captain to determine local FS LEO and L E&I resource needs and availability. The assigned
24 criminal investigator(s) and law enforcement officer(s) will conduct all criminal investigations.
25 Other law enforcement work (security, traffic control, etc.) will be assigned to the incident.
26 Significant law enforcement incidents or matters needing criminal investigation shall be reported to
27 and coordinated with the designated LE & I representative(s) as soon as possible. This is necessary
28 to assure that local control and responsibility can be established to minimize the need for associated
29 costs to return employees to the area should litigation action follow.

30
31 All law enforcement incidents will be entered into the incident security log and documented. If a
32 violation notice is used or any arrests made, contact the law enforcement officer assigned to the
33 incident. Incident security logs and copies of the incident reports will be turned over to the law
34 enforcement and investigation unit as requested or at the IMT closeout.

35
36 **Investigations Procedures – Non-Criminal**

37 Claims, contractual claims, motor vehicle accidents, etc. will be coordinated by law enforcement or
38 finance personnel assigned to the incident as appropriate. At the end of the incident, pending and
39 potential MVA, Tort, and employee claims (MPCE) will be turned over to the Unit Claims Liaison
40 (UCL) or IBS/IBA for coordination with the Claims Branch at ASC; unresolved contractual claims
41 will be turned over to the IBS/IBA to be routed to the appropriate CO for settlement. The PROC
42 may be required to remain on Forest until resolution is reached.

1 **70 - Claims**

2
3 **Claims Procedures**

4 Claims against the Government (Tort, Employee, MVA, etc.) shall be turned over to the Host Forest
5 Unit Claims Liaison for transmittal to ASC or other Agencies as appropriate. A copy of the claim,
6 along with all the supporting documentation shall be included in the incident finance package.

7 *Under no circumstance should claims be encouraged; comments should not be made on the*
8 *merits or liability of a claim; DO NOT advise claimant to, or not to seek legal counsel; refuse to*
9 *accept a claim or, guarantee compensation of a claim.* This can only be determined by the Office
10 of General Council.
11

12 **Contract Claims Settlement**

13 Every attempt should be made to settle contract claims at the incident.

- 14 • For claims not associated with an incident (e.g. DPL violations, rejections, protests or
15 administrative errors), claims will be routed to the signatory VIPR CO for settlement.
- 16 • For claims not settled at the incident, or that arise after the incident has closed, claims will be
17 routed to the signatory VIPR CO for settlement.
- 18 • Incident *Only* EERAs, for claims not settled at the incident, or those that arise after the
19 incident has closed, claims will be routed to the IMAT Field Unit Supervisory CO for
20 settlement.
 - 21 ○ The following standardized language will be included in all incident only EERAs to
22 address “successor CO” claims settlement: *Under the Special Provisions Area –Any*
23 *warranted procurement personnel may settle claims on matters pertaining to this*
24 *agreement that are within their warrant authority.*

25 **Employee**

26 The Finance section may provide the claimant with the claims packet. Employee claims are
27 documented on form AD-382 (FS) or DI-570 (DOI), identify the employing agency of the claimant
28 (e.g. BIA, Forest Service, or State). Attach a copy of the Emergency Firefighter pay sheet (OF-
29 288). This will be used as backup documentation to determine employment status of claimant. The
30 Claimant must file the claim in accordance with their home unit procedures. Claimants are not
31 required to complete claims on incident, they may choose to file the claim at their home unit. The
32 claimant is responsible for obtaining witness statements and supervisor statements prior to leaving
33 the incident. In the event that the FSC or Comp/Claims Specialist receives a claim, the FSC or
34 COMP should include with the claim package, an investigative report (if applicable), and witness
35 statements. All received claims and the envelopes they are received in need to be date stamped and
36 initialed as received. The claimant should be advised that the claim process could last up to a year
37 before resolution. Claims should be submitted to the Unit Claims Liaison throughout the duration of
38 the incident. The host unit will submit the claim to the appropriate agency for processing. The IBS
39 should be notified of any potential claims or claims received. Keep a copy of the claim along with
40 all the documentation in the incident finance package. *For Federal Employees, claims need to be*
41 *filed within 2 years from the date of loss or damage. All other employees will follow their own*
42 *agency policy.*
43
44
45

1 **80 - Cost Accounting**

3 **Accruals**

5 IMTs are responsible for meeting FS protocol for completion of accruals and submission to ASC,
6 regardless of whether they are accrued or not. FS incidents involving Type I, Type II and Wildland
7 Fire Use IMTs are required to send daily accrual reports to ASC-Incident Finance. These accruals
8 should be sent using the daily export and upload functions of e-Isuite. If unable to export and
9 upload data, submit via email to asc_ipc@fs.fed.us or fax to 866-816-9532.

11 On a daily basis, the FSC will provide a listing of costs associated with the incident by category.
12 The FSC will submit these costs daily to the Albuquerque Service Center-Incident Finance with a
13 copy provided to the IBS/IBA by email or fax. For faxed copies, use 208-983-4099.
14 The Air Tanker Base Manager will be responsible to notify the appropriate Finance Section staff of
15 any aviation costs not captured by the IMT Aviation Operations Branch Director (AOBD). It is the
16 responsibility of the IMT to work with the IBS/IBA in following the guidelines for cost
17 containment. Forest Service aircraft and full service retardant contract costs will not be captured
18 through the e-ISuite accrual process.

20 **Cost Management Oversight – Agency Administrator Expectations**

21 IMTs are to provide the necessary suppression capability to control the assigned fire at a reasonable
22 cost to meet the objectives identified in the WFDSS. Teams should develop and implement
23 reasonable and prudent incident suppression expenditure decisions and provide the forest with the
24 cost breakout daily. At the end of the IMT's assignment, a report of cost savings actions initiated
25 by the IMT on the incident will be submitted to the Agency Administrator and IBS/IBA. ICs are
26 expected to complete the Regional IC cost management summary. AAs are expected to complete
27 the Regional AA cost management summary. See Tool Kit for NRCG Cost Management
28 Expectations, IC and AA Cost Summary documentation tools.

30 **Cost Share and Decision Documentation**

31 The IBS/IBA will be notified immediately if an incident may become a Cost Share and/or require a
32 Decision Document. The IBS/IBA will assist the AA with negotiating the cost share and/or
33 decision to ensure proper documentation of decision and that the decision is implementable within
34 the limitations of the agency's financial system. *The IMT will not negotiate a Cost Share.*

36 **Note:** NRCG has developed Cost Share Methodologies, Cost Share Templates and Decision
37 Document templates for incident use. The State of Idaho has also developed Cost Share
38 Methodologies and Cost Share Templates. It is at the Agency Administrator's discretion which
39 format and methodologies are used.

41 Refer to the following website for Cost Share Methodologies, templates and decision documents
42 (Under Chapter 80 of the NRCG Supplements:

43 http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

46 **90 – All Risk**

48 Refer to the IIBMH and agency policy for direction for All Risk incidents.

Electronic Tool Box Index

Appendix J

2015 NRCG IIBMH Supplements

AD Information

USFS AD Pay Plan
USFS AD Travel Processes
USFS AD Travel Worksheets
DOI AD Pay Plan

Agreements

Northwest Compact
ID Coop Fire Protection Agreement
2015 AOP
2015 MOD #3 ID CFPA
Coop Law Agreements
12 Clearwater Master Agmt/ 13 AOP
12 Idaho Master Agmt/ 13 AOP
12 Boundary Master Agmt/ 13 AOP
12 Kootenai Master Agmt/ 13 AOP
12 Shoshone Master Agmt/ 13 AOP
12 Latah Master Agmt/ 13 AOP
12 Benewah Master Agmt/ 13 AOP
ID Dept. of Transportation MOU
IPNF Specific Agreements
West Priest Lake Coop Fire Agmt
West Pend'Oreille Coop Fire Agmt
NPCLW Specific Agreements
Salmon RRFD Coop Fire Agmt
2015 Salmon RRFD AOP
2014 Salmon-Snake LAOP (Tri-Region)
2014 NCF LOP
2014 NCF LOP – Appendix B
2014 NCF LOP – Appendix C

Comp_Claims

2015 Process for Traumatic Injuries
APMC Form
Employee Claims Checklist
2015 NRCG Injury & Illness Guide

Cost Management

2011 NRCG Cost Share Methodologies
2012 NR AA log
2012 NR IC log
2012 NRCG Cost Share Template
2013 NRCG Desison Document
DOA Cost Management Language
NRCG 2015 Quick cost Estimator
NRCG 2014 e-Isuite unoperated matrix
R1 2011 Cost Management Strategy

FS & NRCG Policy and Processes

HE and Transport cheat sheet
FS Policy Matrix ATV/UTV Use
VIPR Contract Perf. Eval. Form

FS FSH 6509.11g Ref. Wildland Fire
FS FSH 6509.11g App. Law HB
2015 RF WFSU Use Direction
2013 NRCG IF Transition Checklist
2013 NRCG Universal Checkin Form
NRCG Contractor Extension Form
2012 NRCG PII Guidelines
NRCG Govt. (issued) Fuel Log

FS Death and Serious Injury HB

Family Liaison Handbook

IDL Information

2014 IBOG
Finance letter IDL Resouces 2014
Finance letter FSO Resouces 2014
Finance letter TPAs Resouces 2014
FSO 2015 Rate Book
IDOC 2014 AOP

Payment Package Processes

2013 FS Batch Listing for Pymt Invoices
2015 FS incident Jobcode Direction
2013 NRCG Time unit review check list
2013 NRCG Vendor pay pkg check list
2013 Payment Matrix NRCG Agencies
2015 ASC IF Branch Payment Procedures
2012 Nat'l Crew Contract Cheatsheet
2015 Nat'l Crew Cont Pymt Quick Guide

Property Management

AD107
AD112
AD382
OF315
OF289
NRCG property replacement

Records Management

IMT Instructions
IMT Box index
IMT labels 3-cut
IMT labels 5-cut
MasterDocIndex
Record retention
Retention guide

Rental Vehicles

2015 Rental Vehicle Coversheet
2015 NRCG Rental Vehicle Direction
2015 Incident Transportation Matrix

Incident Business Websites

